



Office of the City Assessor
External Services



1. Issuance of Transfer of Ownership of Tax Declaration

The Tax Declaration issued by the City Assessor's Office is a Real Property Record showing the property owner's name, lot number, lot area, location of property, the market values, and assessed values of the property as the basis for the allocation of Real Property Tax.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified photo copy of T.C.T. (1 copy)		Register of Deeds (ROD)		
Certified photo copy of Deed of Conveyance (1 copy)		Register of Deeds (ROD)		
Tax clearance for the current year (1 copy)		Office of the City Treasurer (CTO)		
Certificate Authorizing Registration (1 copy)		B.I.R		
O.R. of Transfer Fee/Revision Fee (1 copy)		Office of the City Treasurer		
Sworn Statement (2 copies)		Office of the City Assessor (CAO)		
Residence Certificate (1 copy)		Office of the City Treasurer		
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2.1 Evaluation and assessment of documents.	none	½ day	<i>Local Assessment Operation Officer(LAOO)</i> Appraisal/Assessment Division



	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 			
	1.2.2 Computation of Fees and charges.(transfer fee, inspection fee)	Transfer Fee: $\frac{3}{8}$ of 1% x Sale or Market Value (whichever is higher)	30 mins.	LAOO Appraisal/Assessment Division
	1.2.3 Preparation of Order of Payment (if there is a need to conduct ocular inspection)	Inspection Fee: 50Php/ Property	30 mns	Clerk/J.O. Records Management Division Staff
	1.3 Payment of Fees			Cashier City Treasurer's Office (CTO)
	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.		10 mins.	LAOO Appraisal/Assessment Division
	1.4.1.1 Preparation of Travel Order, Trip Ticket & RIS 1.4.1.2 Approval of Travel Order, Trip Ticket & RIS	none	1 hr.	Clerk/J.O. Records Management Division Staff



	1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor. 1.4.2 If ocular inspection is not needed documents will be processed.	none	1 day	LAOO, Draftsman/Casual Inspectoral Team
	1.5 Pulls out from filer the previous T.D. & forward to the Appraisal and Assessment Division.	none	10 mins.	Job Order Records Management Division Staff
	1.6 Preparation of F.A.A.S. (after preparation it will be forwarded to the Records Management Division)	none	2 hours	LAOO Appraisal/ Assessment Division
	1.7.1 Print/ Type T.D., Notice of Assessment based on data reflected on F.A.A.S.	none	1 hour/set	Admin Aide II/ J.O. Records Management Division Staff
	1.7.2 Review the accuracy/ completeness of data reflected on TD with the FAAS.	none	1 hr.	LAOO Appraisal/ Assessment Division
	1.7.3 Encodes Data to the Real Property Tax Administration System (RPTAS)	none	30 mins/T.D.	Admin. Aide IV/J.O. Records Management Division Staff
2. Property owner or his authorized representative	2.1 Affix his/her signature on Tax Declaration (T.D.)	none	10 mins.	
	2.2 Affix Signature on T.D and FAAS	none	10 mins	LAOO Appraisal/Assessment Division



	2.3 Review and cross-check if all the required documents are complied with then forwarded to the City Assessor for Approval	none	30 mins/TD	<i>Records Officer IV</i> Records Management Division Staff
	2.3 Approves Tax Declaration, FAAS and Notice of Assessment	none	10 min.	<i>City Assessor</i> Office of the City Assessor
	2.4 Assign number on Approved TD's, FAAS, Notice of Assessment and related supporting documents.	none	30 mins.	<i>Admin. Asst. III</i> Records Management Division Staff
3. Sign & receive owner's copy and Notice of Assessment	3. Records and releases owner's copy and Notice of Assessment	none	15 mins.	<i>Releasing Staff(J.O.)</i> Records Management Division Staff
TOTAL		none	3 days	



2. Issuance of Tax Declaration (Consolidation/Subdivision of Land)

The Tax Declaration issued by the City Assessor's Office is a Real Property Record showing the property owner's name, lot number, lot area, location of property, the market values, and assessed values of the property as the basis for the allocation of Real Property Tax.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified photo copy of T.C.T. (1 copy)		Register of Deeds (ROD)		
Certified photo copy of Deed of Conveyance (1 copy)		Register of Deeds (ROD)		
Blue print of approved Cons./Subd. Plan (1 copy)		Register of Deeds (ROD)		
Tax clearance for the current year (1 copy)		Office of the City Treasurer (CTO)		
Certificate Authorizing Registration (1 copy)		B.I.R		
O.R. of Transfer Fee/Revision Fee (1 copy)		Office of the City Treasurer		
Sworn Statement (2 copies)		Office of the City Assessor (CAO)		
Residence Certificate (1 copy)		Office of the City Treasurer		
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAo and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	Receiving Staff(J.O.) Records Management Division Staff
	1.2.1 Evaluation and assessment of documents.	none	½ day	Local Assessment Operation Officer (LAOO) Appraisal/ Assessment Division



	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 	none		
	1.2.2 Computation of Transfer Fee/Revision Fee, Inspection Fee.	Transfer Fee: $\frac{3}{8}$ of 1% x Sale or Market Value (whichever is higher) Revision Fee: 30Php/Tax Declaration	30 mins.	LAOO Appraisal/Assessment Division
	1.2.3 Preparation of Order of Payment (<i>if there is a need to conduct ocular inspection</i>)	Inspection Fee: 50Php/ Property	30 mins.	Clerk/ J.O. Records Management Division Staff
	1.3 Payment of Fees			Cashier City Treasurer's Office (CTO)
	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.		10 mins.	LAOO Appraisal/Assessment Division



	<p>1.4.1.1 Preparation of Travel Order, Trip Ticket & RIS</p> <p>1.4.1.2 Approval of Travel Order, Trip Ticket & RIS</p>		1 hr.	<p><i>Clerk/J. O.</i> Records Management Division Staff</p>
	<p>1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor.</p> <p>1.4.2 if ocular inspection is not needed documents will be processed.</p>	none	1 day	<p><i>LAOO,</i> <i>Draftsman/Casual</i> Inspectoral Team</p>
	<p>1.5 Pulls out from filer the previous T.D. & forward to the Appraisal and Assessment Division.</p>	none	10mins	<p><i>Job Order</i> Records Management Division Staff</p>
	<p>1.5.1 Pulls Tax Maps from Filer</p> <p>1.5.2 plots survey plan on Tax Maps</p> <p>1.5.2 Assigns PIN</p> <p>1.5.3 Updates Tax Mapping Control Roll (TMCR)</p> <p>1.5.4 Forward TMCR and Consolidation/ Subdivision Plan to the Appraisal/Assessment Division.</p>	none	1 hr/ lot	<p><i>Draftsman III/</i> <i>Casual</i> Tax Mapping Division</p>



	1.6 Preparation of F.A.A.S. (after preparation it will be forwarded to the Records Management Division)	none	2 hours	LAOO Appraisal/Assessment Division
	1.7.1 Print/ Type T.D., Notice of Assessment based on data reflected on F.A.A.S.	none	1 hour/set	Admin. Aide II/J.O. Records Management Division Staff
	1.7.2 Review the accuracy/ completeness of data reflected on TD with the FAAS.	none	1 hr.	LAOO Appraisal/Assessment Division
	1.7.3 Encodes Data to the Real Property Tax Administration System (RPTAS)	none	30 mins/T.D.	Admin. Aide IV/J.O. Records Management Division Staff
2. Property owner or his authorized representative	2.1 Affix his/her signature on Tax Declaration (T.D.)	none	10 mins.	
	2.2 Affix Signature on T.D and FAAS	none	10 mins	LAOO Appraisal/Assessment Division
	2.3 Review and cross-check if all the required documents are complied with then forwarded to the City Assessor for Approval	none	1 hour	Records Officer IV Records Management Division Staff
	2.3 Approves Tax Declaration, FAAS and Notice of Assessment	none	10 min.	City Assessor Office of the City Assessor



	2.4 Assign number on Approved TD's, FAAS, Notice of Assessment and related supporting documents	none	30 mins.	<i>Admin. Asst. III</i> Records Management Division Staff
3. Sign & receive owner's copy and Notice of Assessment	3. Records and releases owner's copy and Notice of Assessment	none	15 mins.	<i>Releasing Staff (J.O.)</i> Records Management Division Staff
TOTAL		none	4 days	

3. Issuance of Tax Declaration (Reclassification/Reassessment)

The Tax Declaration issued by the City Assessor's Office is a Real Property Record showing the property owner's name, lot number, lot area, location of property, the market values, and assessed values of the property as the basis for the allocation of Real Property Tax.

Office Or Division:	Office of The City Assessor	
Classification:	Simple	
Type Of Transaction:	G2C-Government to Citizen	
Who May Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Owner's Letter request. (1 copy)		Owner
Certification from CPDO (1 copy)		City Planning & Development Office (CPDO)
Tax clearance for the current year (1 copy)		Office of the City Treasurer (CTO)
O.R. of Transfer Fee/Revision Fee (1 copy)		Office of the City Treasurer
Sworn Statement (2 copies)		Office of the City Assessor (CAO)
Residence Certificate (1 copy)		Office of the City Treasurer
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2.1 Evaluation and assessment of documents.	none	½ day	<i>Local Assessment Operation Officer (LAOO)</i> Appraisal/Assessment Division
	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 	none		
	1.2.2 Computation of Revision Fee, Inspection Fee .	Revision Fee: 30Php/Tax Declaration	30 mins.	<i>LAOO</i> Appraisal/Assessment Division
	1.2.3 Preparation of Order of Payment (<i>if there is a need to conduct ocular inspection</i>)	Inspection Fee: 50Php/ Property	30 mins.	<i>Clerk/ J.O.</i> Records Management Division Staff
	1.3 Payment of Fees			<i>Cashier</i> City Treasurer's Office (CTO)



	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.		10 mins.	LAOO Appraisal/Assessment Division
	1.4.1.1 Preparation of Travel Order, Trip Ticket & RIS 1.4.1.2 Approval of Travel Order, Trip Ticket & RIS	none	1 hr.	Clerk/J. O. Records Management Division Staff
	1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor. 1.4.2 if ocular inspection is not needed documents will be processed.	none	1 day	LAOO, Draftsman/Casual Inspectoral Team
	1.5 Pulls out from filer the previous T.D. & forward to the Appraisal and Assessment Division.	none	10mins	Job Order (J.O.) Records Management Division Staff
	1.6 Preparation of F.A.A.S. (after preparation it will be forwarded to the Records Management Division)	none	2 hours	LAOO Appraisal/Assessment Division
	1.7.1 Print/ Type T.D., Notice of Assessment based on data reflected on F.A.A.S.	none	1 hour/set	Admin .Aide II/J. O. Records Management Division Staff



	1.7.2 Review the accuracy/ completeness of data reflected on TD with the FAAS.	none	1 hr.	LAOO Appraisal/Assessm ent Division
	1.7.3 Encodes Data to the Real Property Tax Administration System (RPTAS)	none	30 mins/T.D.	<i>Admin. Aide IV/J.O.</i> Records Management Division Staff
2. Property owner or his authorized representative	2.1 Affix his/her signature on Tax Declaration (T.D.)	none	10 mins.	
	2.2 Affix Signature on T.D and FAAS	none	10 mins	LAOO Appraisal/Assessm ent Division
	2.3 Review and cross-check if all the required documents are complied with then forwarded to the City Assessor for Approval	none	1 hour	<i>Records Officer IV</i> Records Management Division Staff
	2.3 Approves Tax Declaration, FAAS and Notice of Assessment	none	10 min.	<i>City Assessor</i> Office of the City Assessor
	2.4 Assign number on Approved TD's, FAAS, Notice of Assessment and related supporting documents	none	30 mins.	<i>Admin. Asst III</i> Records Management Division Staff
3. Sign & receive owner's copy and Notice of Assessment	3. Records and releases owner's copy and Notice of Assessment	none	15 mins.	<i>Releasing Staff(J.O.)</i> Records Management Division Staff
TOTAL		none	3 days	



4. Issuance of Tax Declaration (New Declaration-Land)

The Tax Declaration issued by the City Assessor's Office is a Real Property Record showing the property owner's name, lot number, lot area, location of property, the market values, and assessed values of the property as the basis for the allocation of Real Property Tax.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification from CENRO (1 copy)		(CENRO)		
Certification from Brgy. Chairman (1 copy)		Barangay Chairman		
Survey Plan (1 copy)		Surveyor		
Tax clearance for the current year (1 copy)		Office of the City Treasurer (CTO)		
O.R. of Transfer Fee/Revision Fee (1 copy)		Office of the City Treasurer		
Sworn Statement (2 copies)		Office of the City Assessor (CAO)		
Residence Certificate (1 copy)		Office of the City Treasurer		
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	<i>Receiving Staff(J.O.) Records Management Division Staff</i>
	1.2.1 Evaluation and assessment of documents.	none	½ day	<i>Local Assessment Operation Officer (LAOO) Appraisal/Assessment Division</i>



	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 	none		
	1.2.2 Computation of Inspection Fee and Preparation of Order of Payment then forward to the CTO.	Inspection Fee: 50Php/ Property	30 mins.	LAOO Appraisal/Assessment Division
	1.3 Payment of Fees			Cashier City Treasurer's Office (CTO)
	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.	None	10 mins.	LAOO Appraisal/ Assessment Division
	1.4.1.1 Preparation of Travel Order, Trip Ticket & RIS 1.4.1.2 Approval of Travel Order, Trip Ticket & RIS	none	1 hr.	Clerk/J. O. Records Management Division Staff
	1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor. 1.4.2 if ocular inspection is not needed documents will be processed.	none	1 day	LAOO, Draftsman/Casual Inspectoral Team



	1.5 Pulls out from filer the previous T.D. & forward to the Appraisal and Assessment Division/Tax Mapping Division.	none	10mins	<i>Job Order (J.O.) Records Management Division Staff</i>
	1.5.1 Pulls Tax Maps from Filer 1.5.2 plots survey plan on Tax Maps 1.5.2 Assigns PIN 1.5.3 Updates Tax Mapping Control Roll (TMCR) 1.5.4 Forward TMCR and Consolidation/ Subdivision Plan to the Appraisal/Assessment Division.	none	1 hr/ lot	<i>Draftsman III/Casual Tax Mapping Division</i>
	1.6 Preparation of F.A.A.S. (after preparation it will be forwarded to the Records Management Division)	none	2 hours	<i>LAOO Appraisal/Assessm ent Division</i>
	1.7.1 Print/ Type T.D., Notice of Assessment based on data reflected on F.A.A.S.	none	1 hour/set	<i>Admin. Aide II/ J.O. Records Management Division Staff</i>
	1.7.2 Review the accuracy/ completeness of data reflected on TD with the FAAS.	none	1 hr.	<i>LAOO Appraisal/Assessm ent Division</i>
	1.7.3 Encodes Data to the Real Property Tax Administration System (RPTAS)	none	30 mins/T.D.	<i>Admin. Aide IV/J.O. Records Management Division Staff</i>



2. Property owner or his authorized representative	2.1 Affix his/her signature on Tax Declaration (T.D.)	none	10 mins.	
	2.2 Affix Signature on T.D and FAAS	none	10 mins	LAOO Appraisal/Assessment Division
	2.3 Review and cross-check if all the required documents are complied with then forwarded to the City Assessor for Approval	none	1 hour	Records Officer IV Records Management Division Staff
	2.3 Approves Tax Declaration, FAAS and Notice of Assessment	none	10 min.	City Assessor Office of the City Assessor
	2.4 Assign number on Approved TD's, FAAS, Notice of Assessment and related supporting documents	none	30 mins.	Admin. Asst. III Records Management Division Staff
3. Sign & receive owner's copy and Notice of Assessment	3. Records and releases owner's copy and Notice of Assessment	none	15 mins.	Releasing Staff(J.O.) Records Management Division Staff
TOTAL		none	3 days	



5. Issuance of Tax Declaration (New Declaration-Building/Machinery)

The Tax Declaration issued by the City Assessor's Office is a Real Property Record showing the property owner's name, lot number, lot area, location of property, the market values, and assessed values of the property as the basis for the allocation of Real Property Tax.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Building:		Office of the Building Official (OBO)		
Building Permit (1 copy)		Office of the Building Official		
Certificate of Completion (1 copy)		Office of the Building Official		
Certificate of Occupancy (1 copy)		Office of the Building Official		
Bill of Materials (1 Copy)		Office of the Building Official		
For Machinery:				
Acquisition Cost (1 copy)				
Affidavit of Ownership (1 Copy)				
Inspection Fee O.R. (1 copy)		Office of the City Treasurer		
Residence Certificate (1 Copy)		Office of the City Treasurer		
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	Receiving Staff(J.O.) Records Management Division Staff
	1.2.1 Evaluation and assessment of documents.	none	½ day	Local Assessment & Operation Officer (LAOO) Appraisal/Assessment Division



	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 			
	1.2.2 Computation of Inspection Fee and Preparation of Order of Payment then forward to the CTO.	Inspection Fee: 50Php/ Property	30 mins.	LAOO Appraisal/Assessment Division
	1.3 Payment of Fees			Cashier City Treasurer's Office (CTO)
	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.		10 mins.	LAOO Appraisal/Assessment Division
	1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor. 1.4.2 if ocular inspection is not needed documents will be processed.	none	1 day	LAOO, Draftsman/Casual Inspectoral Team
	1.5 Assigns PIN and Updates TMCR			Draftsman III/ Casual Tax Mapping Division
	1.6 Preparation of F.A.A.S. (after preparation it will be forwarded to the Records Management Division)	none	2 hours	LAOO Appraisal/Assessment Division
	1.7.1 Print/ Type T.D., Notice of Assessment based on data reflected on F.A.A.S.	none	1 hour/set	Admin. Aide II/J.O. Records Management Division Staff



	1.7.2 Review the accuracy/ completeness of data reflected on TD with the FAAS.	none	1 hr.	LAOO Appraisal/Assessment Division
	1.7.3 Encodes Data to the Real Property Tax Administration System (RPTAS)	none	30 mins/T.D.	<i>Admin. Aide IV/ J.O.</i> Records Management Division Staff
2. Property owner or his authorized representative	2.1 Affix his/her signature on Tax Declaration (T.D.)	none	10 mins.	
	2.2 Affix Signature on T.D and FAAS	none	10 mins	LAOO Appraisal/Assessment Division
	2.3 Review and cross-check if all the required documents are complied with then forwarded to the City Assessor for Approval	none	1 hour	<i>Records Officer IV</i> Records Management Division Staff
	2.3 Approves Tax Declaration, FAAS and Notice of Assessment	none	10 min.	<i>City Assessor</i> Office of the City Assessor
	2.4 Assign number on Approved TD's, FAAS, Notice of Assessment and related supporting documents	none	30 mins.	<i>Admin. Asst. III</i> Records Management Division Staff
3. Sign & receive owner's copy and Notice of Assessment	3.1 Records and releases owner's copy and Notice of Assessment	none	15 mins.	<i>Releasing Staff(J.O.)</i> Records Management Division Staff
TOTAL		none	3 days	



6. Cancellation of Tax Declaration for Improvement (Building/Machinery)

The cancellation of Tax Declaration issued by the City Assessor's Office for improvement - Building or Machinery, which was demolished or dismantled.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Owner's letter request (1 copy)		Owner		
Tax clearance for the current year (1 copy)		Office of the City Treasurer's (CTO)		
O.R. for Inspection Fee (1 copy)		Office of the City Treasurer's (CTO)		
Residence Certificate (1 Copy)		Office of the City Treasurer		
Authorization if not the owner, duly subscribed by Notary Public (1 copy)		Any authorize Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request. 1.2 Refers to the Appraisal & Assessment Division.	none	15 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2.1 Evaluation and assessment of documents.	none	½ day	<i>Local Assessment & Operating Officer (LAOO)</i> Appraisal/Assessment Division



	<ul style="list-style-type: none"> ■ if incomplete. documents will be returned to transacting party for compliance of the required documents. ■ if complete, the documents will be received. 			
	1.2.2 Computation of Inspection Fee and Preparation of Order of Payment then forward to the CTO.	Inspection Fee: 50Php/ Property	30 mins.	LAOO Appraisal/ Assessment Division
	1.3 Payment of Fees			Cashier City Treasurer's Office (CTO)
	1.4.1 If ocular inspection is needed, refer to the City Assessor for approval to conduct ocular inspection.	none	10 mins.	LAOO Appraisal/Assessment Division
	1.4.1.1 Preparation of Travel Order, Trip Ticket & RIS 1.4.1.2 Approval of Travel Order, Trip Ticket & RIS	none	1 hr.	Clerk/J.O. Records Management Division Staff
	1.4.1.3 Conducts ocular inspection, and submit findings to the City Assessor. 1.4.2 if ocular inspection is not needed documents will be processed.	none	1 day	LAOO, Draftsman/Casual Inspectoral Team



	1.5 Print/Type Indorsement	none		<i>Admin. Aide II</i> Records Management Division Staff
	1.6 For signature on the Indorsement	none	10 mins.	<i>LAOO</i> Appraisal/Assessment Division
	1.7. Review and countersigns if all the required documents are complied with then forwarded to the City Assessor for Approval	none	20 mins	<i>Records Officer IV</i> Records Management Division Staff
	1.8 Approves request for cancellation	none	3 mins/T.D.	<i>City Assessor</i> Office of the City Assessor
	1.9 Pulls out Tax Declaration from filer the and cancel the TD.	none	10 mins.	<i>Clerk/Job Order</i> Records Management Division Staff
TOTAL		none	2 days	



7. Issuance of Certification of No Improvement/with Improvement

The issuance of certification issued by the City Assessor's Office to individuals states the list of his/her properties within the City for BIR, and DAR purposes.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
S.P.A./Authorization Letter if not the owner (1 copy)		Lawyer/owner		
Deed of Conveyance (1 copy)		Lawyer		
Copy of Death Certificate (for E.T Purposes) (1 copy)		Office of the City Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	15 mins.	<i>Receiving Staff (J.O.)</i> Records Management Division Staff
	1.2 Examines and evaluates documents			<i>Job Order</i> Records Management Division Staff
	1.3 For verification of Real Property Assessment Records and recommends ocular inspection.	Research Fee: 5Php/revision	10 mins./property	<i>Admin. Aide IV/J.O.</i> Records Management Division Staff



	1.4 Assessment of Fees and prepares Order of Payment.	Inspection Fee: 50Php/property Certification Fee: 50Php/Page		<i>Job Order Records Management Division Staff</i>
	1.5 Payment of Fees			<i>Cashier CTO</i>
	1.6 Conducts ocular Inspection to verify if there is an improvement on the land (Bldg./Machinery), Submits findings to the City Assessor		½ day	<i>LAOO, Draftsman/Casual Inspectoral Team</i>
	1.7.1 If land has no improvement, prepares certification		15 mins	<i>Job Order Records Management Division</i>
	1.7.1.1 Review and countersigns		10 mins	<i>Admin. Aide IV/ J.O. Records Management Division</i>
	1.7.1.2 Approval of certification		3 mins	<i>City Assessor Office of the City Assessor</i>
	1.7.1.3 Records and releases approved certification		3 mins	<i>Releasing Staff Records Management Division</i>



	1.7.2 If land has improvement, findings will be forwarded to the Appraisal Division for preparation of TD (improvement).		3 mins	City Assessor Office of the City Assessor
	1.8 Preparation of TD for the improvement <i>(Note: Please refer to the Procedure for the Issuance of TD for New Building/Machinery)</i>			LAOO Appraisal/Assessment Division
	1.9 Approval of TD by the City Assessor			City Assessor Office of the City Assessor
	1.10 Preparation of Certification with improvement		15 mins.	Job Order Records Management Division
	1.10.1 Review and countersigns the certification		10 mins.	Admin. Aide IV/ J.O. Records Management Division
	1.10.2 Approval of certification		3 mins.	City Assessor/ Designated Officer Office of the City Assessor
2. Property owner or his authorized representative	2.1 Records and releases approved certification.		3 mins.	Releasing Staff(J.O.) Records Management Division
TOTAL		none	3 days	



8. Issuance of Certification of Property Holdings

The issuance of certification issued by the City Assessor's Office to individuals states the list of his/her properties within the City for BIR, and DAR purposes.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
S.P.A. or Authorization Letter if not the owner (1 copy)			Lawyer/ owner	
List of property owner(s) (1 copy)			owner	
Letter request from (BIR, PAGC, DAR, Ombudsman, etc. (1 copy)				
Extrajudicial Partition (for Estate Tax purposes) (1 copy)			Lawyer	
Copy of Death Certificate(for Estate Tax purposes) (1 copy)			Office of The City Registrar	
Official Receipt of Fees			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	15 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2 Examines and evaluates documents		10 mins.	<i>Job Order</i> Records Management Division Staff
	1.3 For verification of Real Property Assessment Records	Research Fee: 5Php/revision	10 mins./real property	<i>Job Order</i> Records Management Division Staff
	1.4 Assessment of Fees and prepares Order of Payment.	Certification Fee: 50Php/Page	15 mins	<i>Job Order</i> Records Management Division Staff



	1.5 Payment of Fees			<i>Cashier CTO</i>
	1.6 Prepare Certification		15 mins/ certification	<i>Job Order Records Management Division Staff</i>
	1.7.1 Review and countersigns certification		10 mins/ certification	<i>Admin. Aide IV/J.O. Records Management Division</i>
	1.7.2 Approval of certification		3 mins	<i>City Assessor/ Designated Officer Office of the City Assessor</i>
2. Property owner or his authorized representative	2.1 Records and releases approved certification.		5 mins.	<i>Releasing Staff(J.O.) Records Management Division</i>
TOTAL		none	2 hrs	



9. Issuance of Certification of No Property Holdings

The issuance of certification issued by the City Assessor's Office to individuals states the list of his/her properties within the City for BIR, and DAR purposes.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
S.P.A. or authorization letter if not the owner (1 copy)		Lawyer/owner		
Complete name & address of owner(s)		owner		
Barangay Certification of indigency(1 copy)		Office of the Barangay		
Official Receipt of Fees		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	10 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2 Examines and evaluates documents, submit required documents to Records Division.			<i>Job Order</i> Records Management Division Staff
	1.3 For verification of Real Property Assessment Records	Research Fee: 5Php/revision	10 mins.	<i>Job Order</i> Records Management Division Staff
	1.4 Assessment of Fees and prepares Order of Payment.	Certification Fee: 50Php/Page	5 mins	<i>Job Order</i> Records Management Division Staff



	1.5 Payment of Fees			Cashier CTO
	1.6 Prepare Certification		10 mins/ certification	Job Order Records Management Division Staff
	1.7.1 Review and countersigns certification		5 mins/ certification	Admin. Aide IV/J.O. Records Management Division
	1.7.2 Approval of certification		2 mins	City Assessor/ Designated Officer Office of the City Assessor
3. Property owner or his authorized representative	2.1 Records and releases approved certification.		3 mins.	Releasing Staff(J.O.) Records Management Division
TOTAL		none	45 mins	



10. Issuance of Certified Electronic Copy of Tax Declaration and other related documents

The issuance of certification issued by the City Assessor's Office to individuals states the list of his/her properties within the City for BIR, and DAR purposes.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
S.P.A./Authorization letter if not the owner (1 copy)		Lawyer/owner		
Lot No. of Real Property/Photocopy of Title		owner		
Official Receipt of Fees		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	10 mins.	<i>Receiving Staff(J.O.) Records Management Division Staff</i>
	1.2 Examines and evaluates documents, submit required documents to Records Division.			<i>Job Order Records Management Division Staff</i>
	1.3 For verification of Real Property Assessment Records	Research Fee: 5Php/revision	10 mins./real property	<i>Job Order Records Management Division Staff</i>
	1.4 Assessment of Fees and prepares Order of Payment.	Certified copy Fee: 50Php/T.D.	5 mins.	<i>Job Order Records Management Division Staff</i>
	1.5 Payment of Fees			<i>Cashier CTO</i>



	1.6 Pulls out from filer the Tax declaration and other related documents		5 mins/TD	<i>Job Order</i> Records Management Division Staff
	1.7. Scan and print the Tax declaration and other related documents		10 mins/TD	<i>Job Order</i> Records Management Divison
	1.8 Review and countersigns certification		5 mins/T.D.	Admin. Aide IV/J.O. Records Management Divison
	1.9 Approval of certification		2 mins	<i>City Assessor/ Designated Officer</i> Office of the City Assessor
2. Property owner or his authorized representative	2.1 Records and releases approved certification.		3 mins.	<i>Releasing Staff(J.O.)</i> Records Management Division
TOTAL		none	1 hr.	



11. Annotation of Real Estate Mortgage/Lien and Encumbrances/Bail Bond

Mortgage of Real Property is annotated on the Tax Declaration upon presentation of Instrument of Mortgage to the Office.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
S.P.A. if not the owner (1 copy)		Lawyer		
Instrument of Mortgage/Lien/Encumbrances/Bail Bond/Notice of Levy on Attachment				
Official Receipt (1 copy)		CTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	10 mins.	<i>Receiving Staff(J.O.)</i> Records Management Division Staff
	1.2 Examines and evaluates documents, submit required documents to Records Division.		10 mins.	<i>Job Order</i> Records Management Division Staff
	1.3 For verification of Real Property Assessment Records	Research Fee: 5Php/revision	10 mins./real property	<i>Job Order</i> Records Management Division Staff



	1.4 Assessment of Fees and prepares Order of Payment.	Annotation Fee: (Any Banks Except Rural Banks) 120Php/T.D. (Rural banks) 50Php/TD	5 mins.	<i>Admin. Aide II</i> Records Management Division Staff
	1.5 Payment of Fees			<i>Cashier</i> CTO
	1.6 Conducts ocular Inspection to verify if there is an improvement on the land (Bldg./Machinery)		½ day	<i>LAOO, Draftsman</i> Inspectoral Team
	1.6.1 Submit findings to the City Assessor			
	1.7 If land has no improvement, pull out TD from filer		10 mins.	<i>Job Order</i> Records Management Division Staff
	1.7.1 Annotates mortgage, lien & encumbrance, Bail Bond on TD		20mins/T.D.	<i>Admin. Aide II</i> Records Management Division Staff
	1.7.2 Review and countersigns documents		5 mins	<i>Records Officer IV</i> Records Management Division Staff
	1.7.3 Approval of annotation of real-estate mortgage, liens & encumbrances, Bail Bond		3 mins	<i>City Assessor</i> Office of the City Assessor



	1.7.4 Records and releases approved documents			Releasing Staff (J.O.) Records Management Division Staff
	1.8 If land has improvement, findings will be forwarded to the Appraisal/ Assessment Division for preparation of TD. (NOTE: Please refer to the procedure for the issuance of Tax Declaration for new Building/Machinery)		3 days	LAOO Appraisal/ Assessment Division
	1.9 Annotates mortgage, lien & encumbrance, Bail Bond on TD		20mins/T.D.	Admin. Aide II Records Management Division Staff
	1.10 Review and countersigns documents		5 mins	Records Officer IV Records Management Division Staff
	1.11 Approval of annotation of real estate mortgage, liens & encumbrances, Bail Bond		3 mins	City Assessor Office of the City Assessor
2. Property owner or his authorized representative	2.1 Records and releases approved documents		3 mins	Releasing Staff (J.O.) Records Management Division Staff
TOTAL		none	2 days	



12. Cancellation of Real Estate Mortgage/Lien and Encumbrances/Bail Bond

Cancellation of Mortgage of Real Property as annotated on the Tax Declaration upon presentation of Instrument of Cancellation to the Office.

Office Or Division:	Office of The City Assessor			
Classification:	Simple			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
S.P.A. if not the owner (1 copy)			Lawyer	
Instrument of Cancellation of Mortgage/ lien/Encumbrances/Bail Bond/Notice of Levy on Attachment (1 copy)				
Official Receipt (1 copy)			CTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property owner or his authorized representative proceed to CAO and secure request slip.	1.1 Receives and records request.	none	10 mins.	<i>Receiving Staff (J.O.)</i> Records Management Division Staff
	1.2 Examines and evaluates documents, submit required documents to Records Division.			<i>Job Order</i> Records Management Division Staff
	1.3 For verification of Real Property Assessment Records	Research Fee: 5Php/revision	5 mins./real property	<i>Admin. Aide II</i> Records Management Division Staff
	1.4 Assessment of Fees and prepares Order of Payment.	Cancellation of Annotation Fee:20Php/T.D.	5 mins.	<i>Job Order</i> Records Management Division Staff



	1.5 Payment of Fees			Cashier CTO
	1.6 Pulls out from filer the Tax Declaration for cancellation of annotation.		10 mins	Job Order Records Management Division Staff
	1.7 Cancels annotation on TD		20 minutes/TD	Admin. Aide II Records Management Division Staff
	1.8 Review and countersigns documents		3 mins.	Records Officer IV Records Management Division Staff
	1.9 Approval of cancellation of real-estate mortgage, liens & encumbrances, Bail Bond		2 mins.	City Assessor Office of the City Assessor
2. Property owner or his authorized representative	2.1 Records and releases approved documents		3 mins	Releasing Staff (JO) Records Management Division Staff
TOTAL		none	1 hour	