



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: OFFICE OF THE CITY ASSESSOR / LGU – ORMOC CITY

SUBMITTED UPDATED CITIZEN’S CHARTER TO ARTA ON JULY 25, 2020: Yes No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance of Transfer of Ownership of Tax Declaration	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Tax Declaration (Consolidation/Subdivision of Land)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Tax Declaration (Reclassification/ Reassessment)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Tax Declaration (Reclassification/ Reassessment)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision -



					Effectivity 2000
Issuance of Tax Declaration (New Declaration - Land)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Tax Declaration (New Declaration - Building/Machinery)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Tax Declaration for improvement (Building/Machinery)	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Certification of No Improvement/with Improvement	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Certification of Property Holdings	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Issuance of Certification of No Property Holdings	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision -



					Effectivity 2000
Issuance of Certified Electronic Copy of Tax Declaration and other related documents.	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Annotation of Real Estate Mortgage/Lien and Encumbrances/Bail Bond	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000
Cancellation of Real Estate Mortgage/Lien and Encumbrances/Bail Bond	R.A. 7160 Local Government Code of 1991	Section 200 R.A. 7160, Administration of Real Property Tax	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	'June 23, 1993	1996 General Revision - Effectivity 1997 1998 General Revision - Effectivity 1999 1999 General Revision - Effectivity 2000



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: Issuance of Transfer of Ownership of Tax Declaration

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certified photo copy of T.C.T from ROD	Sec. 5, Manual of Real Property Appraisal & Assessment Operations DOF-LAR No. 1-04, Oct. 1, 2004.	1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Certified photo copy of Deed of Conveyance.	Sec. 5, Manual of Real Property Appraisal & Assessment Operations DOF-LAR No. 1-04, Oct. 1, 2004.	2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	none
3. Tax Clearance for the current year.	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	3. Computation of Transfer tax, Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Transfer Fee: 3/8 of 1% of Sale or Market Value (whichever is higher)
4. Certificate Authorizing Registration (BIR)		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	Inspection Fee: 50Php/Real Property
5. O.R. of Transfer Fee/ Revision Fee		5. Conducts ocular inspection and submit findings to the City Assessor		1 day	None



6. Sworn Statement		6. Preparation of FAAS, (after preparation it will be forwarded to the Records Division)		2 hrs	None
7. Residence Certificate		7. Print/Type tax declaration, Notice of assessment based on data reflected on FAAS,		1hr/set	None
8. Authorization if not the owner duly subscribed by Notary Public.		8. Review Accuracy/completeness of data reflected on TD with the FAAS. Encodes to the RPTAS.		1 hr.	None
		9. Encodes Data to the Real Property Tax Administration System (RPTAS)		30 mins/TD	None
		10. Property owner or his/her authorized representative will affix signature his/her signature on TD		10 mins	None
		11 Appraisal/Assessment Officer will affix her signature on FAAS and TD.		10 mins	None
		12. Review and cross-check if all the required documents are complied with then forward to the City Assessor for Approval.		30 mins/ TD	None
		13. Approves and signs Tax Declaration, FAAS and Notice of Assessment by the City Assessor		10mins	None
		14. Assign numbers on Approved tax declaration, FAAS and Notice of Assessment and related supporting documents.		30 mins	None
		15. Records and releases owner's copy and Notice of Assessment to the Owner or his/her authorized representative		15 mins	None
		TOTAL		3 days	None



GOVERNMENT SERVICE: <u>Issuance of Tax Declaration (Consolidation/Subdivision of Land)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certified photo copy of T.C.T from ROD	Sec. 5, Manual of Real Property Appraisal & Assessment Operations DOF-LAR No. 1-04, Oct. 1, 2004.	1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Certified photo copy of Deed of Conveyance.	Sec. 5, Manual of Real Property Appraisal & Assessment Operations DOF-LAR No. 1-04, Oct. 1, 2004.	2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	none
3. Blue Print of Approved Subdivision Plan.		3. Computation of Transfer tax, Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Transfer Fee: 3/8 of 1% of Sale or Market Value (whichever is hieger)
4. Tax Clearance for the current year.	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		30 mins	Inspection Fee: 50Php/Real Property
5. Certificate Authorizing Registration (BIR)		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Tax Mapping Division)		1 day	None



6. O.R. of Transfer Fee/ Revision Fee		6.Assign PIN and update TMCR, plots survey plan. (forward to Assessment/Appraisal Division)		2 hrs	
6. Sworn Statement		7. Preparation of FAAS, (after preparation it will be forwarded to the Records Division)		1hr/set	None
7. Residence Certificate		8. Print/Type tax declaration, Notice of assessment based on data reflected on FAAS,		1 hr.	None
8. Authorization if not the owner duly subscribed by Notary Public.		9. Review Accuracy/completeness of data reflected on TD with the FAAS. Encodes to the RPTAS.		30 mins/TD	None
		10. Encodes Data to the Real Property Tax Administration System (RPTAS)		15 mins/TD	None
		11 Appraisal/Assessment Officer will affix her signature on FAAS and TD.		10 mins	None
		12. Review and cross-check if all the required documents are complied with then forward to the City Assessor for Approval.		30 mins/ TD	None
		13. Approves and signs Tax Declaration, FAAS and Notice of Assessment by the City Assessor		10mins	None
		14. Assign numbers on Approved tax declaration, FAAS and Notice of Assessment and related supporting documents.		30 mins	None
		15. Records and releases owner's copy and Notice of Assessment to the Owner or his/her authorized representative		15 mins	None
		TOTAL		4 days	None



GOVERNMENT SERVICE: Issuance of Tax Declaration (Reclassification/Reassessment)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Owner's letter request		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Certification from CPDO		2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	none
3. Tax Clearance for the current Year.	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	3. Computation of Transfer tax, Revision Fee, Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Transfer Fee: 3/8 of 1% of Sale or Market Value (whichever is higher)
4. O.R. for Inspection Fee and/or Revision Fee.		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	Inspection Fee: 50Php/Real Property Revision Fee: 30Php/T.D.
5. Sworn Statement		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Assessment/Appraisal Division)		1 day	None
6. Residence Certificate		6. Pulls out from filer the previous TD and forward to the Appraisal and Assessment		2 hrs	None



		Division for preparation of FAAS.			
7. Authorization if not the owner duly subscribed by Notary Public.		7. Preparation of FAAS, (after preparation it will be forwarded to the Records Division)		1hr/set	None
		8. Print/Type tax declaration, Notice of assessment based on data reflected on FAAS,		1 hr.	None
		9. Review Accuracy/completeness of data reflected on TD with the FAAS. Encodes to the RPTAS.		30 mins/TD	None
		10. Encodes Data to the Real Property Tax Administration System (RPTAS)		15 mins/TD	None
		11 Appraisal/Assessment Officer will affix her signature on FAAS and TD.		10 mins	None
		12. Review and cross-check if all the required documents are complied with then forward to the City Assessor for Approval.		30 mins/ TD	None
		13. Approves and signs Tax Declaration, FAAS and Notice of Assessment by the City Assessor		10mins	None
		14. Assign numbers on Approved tax declaration, FAAS and Notice of Assessment and related supporting documents.		30 mins	None
		15. Records and releases owner's copy and Notice of Assessment to the Owner or his/her authorized representative		15 mins	None
		TOTAL		3 days	None



GOVERNMENT SERVICE: Issuance of Tax Declaration (New Declaration - Land)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certification from CENRO		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Certification from Barangay Chariman		2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	none
3. Survey Plan		3. Computation of Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Inspection Fee: 50Php/ Property
4. Sworn Statement		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	none
5. O.R. of Inspection Fee		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Tax Mapping Division)		1 day	none
6. Residence Certificate		6. Assign PIN and update TMCR, plots survey plan. (forward to Assessment/Appraisal Division)		2 hrs	None



7. Authorization if not the owner duly subscribed by Notary Public.		7. Preparation of FAAS, (after preparation it will be forwarded to the Records Division)		1hr/set	None
		8. Print/Type tax declaration, Notice of assessment based on data reflected on FAAS,		1 hr.	None
		9. Review Accuracy/completeness of data reflected on TD with the FAAS. Encodes to the RPTAS.		30 mins/TD	None
		10. Encodes Data to the Real Property Tax Administration System (RPTAS)		15 mins/TD	None
		11 Appraisal/Assessment Officer will affix her signature on FAAS and TD.		10 mins	None
		12. Review and cross-check if all the required documents are complied with then forward to the City Assessor for Approval.		30 mins/ TD	None
		13. Approves and signs Tax Declaration, FAAS and Notice of Assessment by the City Assessor		10mins	None
		14. Assign numbers on Approved tax declaration, FAAS and Notice of Assessment and related supporting documents.		30 mins	None
		15. Records and releases owner's copy and Notice of Assessment to the Owner or his/her authorized representative		15 mins	None
		TOTAL		3 days	



GOVERNMENT SERVICE: Issuance of Tax Declaration (New Declaration – Building/Machinery)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. For Building : - Building Permit - Certificate of completion - Certificate of Occupancy - Bill of Materials		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. For Machinery: - Acquisition Cost		2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	none
3. Affidavit of Ownership		3. Computation of Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Inspection Fee: 50Php/ Property
4. O.R. for Inspection Fee		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	none
5. Residence Certificate		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Tax Mapping Division)		1 day	none
6. . Authorization if not the owner duly subscribed by Notary Public.		6.Assign PIN and update TMCR, plots survey plan. (forward to Assessment/Appraisal Division)		2 hrs	none



7. Authorization if not the owner duly subscribed by Notary Public.		7. Preparation of FAAS, (after preparation it will be forwarded to the Records Division)		1hr/set	None
		8. Print/Type tax declaration, Notice of assessment based on data reflected on FAAS,		1 hr.	None
		9. Review Accuracy/completeness of data reflected on TD with the FAAS. Encodes to the RPTAS.		30 mins/TD	none
		10. Encodes Data to the Real Property Tax Administration System (RPTAS)		15 mins/TD	None
		11 Appraisal/Assessment Officer will affix her signature on FAAS and TD.		10 mins	None
		12. Review and cross-check if all the required documents are complied with then forward to the City Assessor for Approval.		30 mins/ TD	None
		13. Approves and signs Tax Declaration, FAAS and Notice of Assessment by the City Assessor		10mins	None
		14. Assign numbers on Approved tax declaration, FAAS and Notice of Assessment and related supporting documents.		30 mins	none
		15. Records and releases owner's copy and Notice of Assessment to the Owner or his/her authorized representative		15 mins	none
		TOTAL		3 days	None



GOVERNMENT SERVICE: <u>Cancellation of Improvement (Building/Machinery)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Owner's letter request		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, refer client to the Appraisal and Assessment Division.	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Tax Clearance for the current year	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	2. Evaluation and assessment of documents 2.1 If incomplete, documents will be returned to transacting party for compliance of the required document. 2.2 If complete, the documents will be received.		½ day	None
3. O.R. for Inspection Fee		3. Computation of Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Inspection Fee: 50Php/ Property
4. Residence Certificate		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	None
5. Authorization if not the owner duly subscribed by Notary Public.		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Appraisal/Assessment Division)		1 day	None
		6. Prepare, Print/Type Indorsement for Cancellation		30mins	None
		7. Affix signature of Appraiser/Assessment Officer on the indorsement		10min/set	None
		8. Review and countersigns if all the required documents aer complied with. (forward to the		20 mins.	None



		City Assessor for Approval)		
		9. Approves request for cancellation		3 mins/TD None
		10. Pulls out Tax Declaration from filer the and cancel the TD.		10 mins/TD None
TOTAL				2 days none

GOVERNMENT SERVICE: Issuance of Certification of No Improvement/with Improvement					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. SPA /Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property assessment records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	15 mins	none
2. Deed of Conveyance		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		½ day	Research fee: 5Php/TD
3. Copy of Death Certificate (for Estate Tax Purposes)		3. Computation of Inspection Fee (if there is need to conduct ocular inspection) & preparation of Order of Payment then proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	30 mins.	Inspection Fee: 50Php/ Property Certification Fee: 50Php/page
4. .O.R. for Inspection Fee		4. If ocular inspection is needed, refers to the City Assessor for approval to conduct ocular inspection.		10 mins	none
		5. Conducts ocular inspection and submit findings to the City Assessor (forward to Appraisal/Assessment Division)		1 day	none
		6. If land has no improvement, prepares certification, for review and countersign proceed for		15 mins.	none



		approval then release certification			
		7. If Land has improvement, findings will be forwarded to the Appraisal Division for preparation of TD(improvement)			
		8. Preparation of TD for the Improvement (Note: Please refer to the procedure for the issuance of TD for new building /Machinery)		2 days	
		9. Approval of TD by the City Assessor		3 mins	None
		10. Preparation of Certification with improvement		15min/certification	None
		11. Review and countersigns certification		10 mins./ certification	None
		12. Approves certification		3 mins/TD	None
		13. Records and release approved certification to the owner or authorized representative..		10 mins/TD	None
		TOTAL		3 days	None

GOVERNMENT SERVICE: Issuance of Certification of Property Holdings					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. SPA /Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	None
2. List of property owner(s)		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10mins./real property	Research Fee: 5php/TD
3. Letter request from (BIR, PAGC,DAR, Ombudsman, etc.)		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real	10 mins.	Certification Fee: 50Php/page



			Property Taxation in Ormoc City		
4. Extrajudicial Partition (for estate tax purposes)		4. Preparation of Certification		15 mins/ certification	None
5. Copy of Death Certificate (for Estate tax purposes)		5. Review and countersigns certification		15 mins/ certification	None
6. O.R. for Inspection Fee		6. Approval of Certification of property holdings		3 mins.	None
		7. Records and release approved certification to the owner or authorized representative..		5 mins	None
		TOTAL		2 hrs.	none

GOVERNMENT SERVICE: Issuance of Certification of No Property Holdings					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
1. SPA / Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	none
2. Complete Name & Address of owner(s)		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10 mins	Research Fee: 5php/TD
3. Barangay Certification of Indigency		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	5 mins.	Certification Fee: 50Php/page
4. Official Receipt of Fees		4. Preparation of Certification		10 mins/	none



(if there is no Certificate of indigency)				certification	
		5. Review and countersigns certification		5 mins/ certification	none
		6. Approval of Certification of property holdings		2 mins.	none
		7. Records and release approved certification to the owner or authorized representative.		3 mins	none
		TOTAL		45 mins	

GOVERNMENT SERVICE: Issuance of Certification of No Property Holdings					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
1. SPA / Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	none
2. Complete Name & Address of owner(s)		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10 mins	Research Fee: 5php/TD
3. Barangay Certification of Indigency		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	5 mins.	Certification Fee: 50Php/page
4. Official Receipt of Fees (if there is no Certificate of indigency)		4. Preparation of Certification		10 mins/ certification	none
		5. Review and countersigns certification		5 mins/ certification	none



		6. Approval of Certification of property holdings		2 mins.	
		7. Records and release approved certification to the owner or authorized representative..		3 mins	none
		TOTAL		45 mins	

GOVERNMENT SERVICE: <u>Issuance of Certified Electronic Copy and other related documents</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. SPA / Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	none
2. Lot no. of Real Property/Photocopy of Title		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10 mins/ real property	Research Fee: 5php/TD
3. Official Receipt of Fees		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	5 mins.	Certified copy Fee: 50Php/page
4. Official Receipt of Fees (if there is no Certificate of indigency)		4. Pulls put from filer the Tax Declaration and other related documents		10 mins/ real property	none
		5. Scan and print the Tax Declaration and other related documents		10 mins/ TD	



		5. Review and countersigns certification		5 mins/ TD	none
		6. Approval of Certification of property holdings		2 mins.	none
		7. Records and release approved certification to the owner or authorized representative..		3 mins	none
		TOTAL		1 hr	

GOVERNMENT SERVICE: <u>Annotation of Real Estate Mortgage/Lien and Encumbrances/Bail bond</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. SPA if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	none
2. Instrument of Mortgage/Lien/Encumbrances/ Bail Bond/ Notice of Levy on Attachment		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10 mins/ real property	Research Fee: 5php/TD
3. Official Receipt of Fees		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance	5 mins.	Annotation Fee Fee: (Any Banks except Rural



			Adopting the Real Property Taxation in Ormoc City		Banks) 20Php/TD Rural Banks) 50Php/TD
		4. Conducts ocular inspection to verify if there is an improvement on the land (Bldg./Machinery)		½ day	Inspection Fee: 50Php/ TD
		5. Submit findings to the City Assessor.			
		6. If land has no improvement, pull out TD from filer. Annotates mortgage, lien & encumbrance, Bail bond on TD		20 mins/ TD	none
		7. Review and countersigns documents		5 mins/ TD	none
		8. Approval of annotation of real estate mortgage, lien & encumbrance, bail bond		5 mins/ TD	none
		9. Records and releases approved documents		2 mins.	none
		10. If land has improvement, findings will be forwarded to 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	
		11. Annotates mortgage, liens & encumbrance, bail bond		20 mins./TD	none
		12 Review and countersigns documents		5 mins./TD	none
		13. Approval of annotation of real estate mortgage, liens & encumbrances, bail bond		3 mins	none
		7. Records and release approved documents		3 mins	none
		TOTAL		2 days	



GOVERNMENT SERVICE: Cancellation of Real Estate Mortgage/Lien and Encumbrances/Bail Bond

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. SPA / Authorization Letter if not the owner		1. Property owner or his authorized representative proceed to CAO & secure request slip(s). - Receives and records request, proceed for verification of real property Assessment Records	R.A. 7160 Local Government Code of 1991 Section 200 R.A. 7160, Administration of Real Property	10 mins	none
2. Instrument of Mortgage/Lien/Encumbrances/ Bail Bond/ Notice of Levy on Attachment		2. Examines and evaluate documents submitted, verify all real property (under the his/her name or as per request)		10 mins/ real property	Research Fee: 5php/TD
3. Official Receipt of Fees		3. Assessment of Fees and preparation of Order of Payment (proceed to CTO for Payment)	Tax Ordinance No. 93-03 An Ordinance Adopting the Real Property Taxation in Ormoc City	5 mins.	Cancellation of Annotation Fee Fee: 20Php/TD
4. Official Receipt of Fees (if there is no Certificate of indigency)		4. Pulls put from filer the Tax Declaration for cancellation of annotation		20 mins/ TD	none
		5. Review and countersigns certification		5 mins/ TD	none
		6. Approval of Certification of property holdings		2 mins.	none
		7. Records and release approved certification to the owner or authorized representative..		3 mins	none
		TOTAL		1 hr	