1. Assessment of New Building and Other Improvements.

An important duty of the Municipal Assessor is to make declaration of real propeerty and its improvements. This service provides appraisal and assessment of new buildings and other improvement situated in the municipality. The market values of which shall be the basis of computation if it's real property tax.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Owner or his/her representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Plan (if available)	Owner
2. Building Permit	Municipal Engineer
3. Any Documents with information of ownership and description of lot	Owner
4. Request letter / Authorization letter if the presenter is not the owner	Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present all the documents required and fill up request for inspection form	1.Accept and validates all documents and verifies the location.	None	10 mins	Officer of the day / tax Mapper
	2.Conduct an ocular inspection and submit field inspection report to the Municipal Assessor	None	3 hrs	Tax Mapper
2.Claim the tax declaration of the new declared improvement	3.Computes the market value, encodes, issues and releases tax declaration of the new declared improvement.	150.00	30 mins	Municipal Assessor / Encoder / Officer of the Day
	TOTAL	150.00	**3 hrs. & 40 mins.**	

Note: *Buildings of large areas with machineries will have longer field appraisal time and shall be considered 6 hours maximum
*Max travel time is considered in ocular inspection.

2. Consolidation and Subdivision of Property.

This service updates no tonly the record of ownership but also reflects the approved plan in the municipal tax map.

Office or Division:	Offce of the Municipal Assessor
Classification	Simple
Type of Transactions	G2C – Government to Citizen
Who may avail:	Owner or his/her representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Photocopy of Title	Registry of Deeds
2.Photocopy of legal documents of transfer and partitions	Lawyer concerned
3.Photocopy proof of Taxes paid	BIR / PTO
4.Blueprint of approved plan	LMB / Geodetic Engineer
5.Photocopy of Latest Real Property Tax Receipt	Treasurer's Office
6.Letter of Authority if the presenter is not the owner.	Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present all the required documents	1.Accepts and verifies the documents, issuance of claim stub if necessary.	None	10 Minutes	Encoder
	2.Issuance of PIN no.	None	3 minutes	Tax Mapper
2. Claim the tax declaration	3.Encodes, approves, signs and releases the tax declaration	100.00	40 minutes	Encoder / Municipal Assessor/Office of the Day
	TOTAL	100.00	**53 minutes per parcel /RPU**	

NOTE:* subdivision and consolidation consisting of multiple title and improvements are considered to have an additional duration of 2 days or less.

3. Issuance of Certificate of No Improvement

A certificate of non-improvement is issued to owners, buyers and other authorized party concerned to a property that is still vacant.

Office or Division:	Offce of the Municipal Assessor			
Classification	Simple			
Type of Transactions	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1.Any documents with information of ownership and description of lot		Owner		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill up inspection request form and present to the officer of the day	1.Verify records and location of property 1.2 Conduct an ocular inspection to verify if the property is vacant		5 Minutes 2 hours	Tax Mapper Tax Mapper
2.Receive order of payment and pay the necessary fees	2.Issue order of payment and prepares the document.	100.00	15 minutes	Officer of the Day / Municipal Assessor
3.Present the Official Receipt and claim the Certificate of No-improvement	3.Counterchecks official receipt and releases the requested certificate of no-improvement		5 minutes	Officer of the Day
	TOTAL	100.00	**2 hrs. 25 minutes**	

NOTE: * Tax declaration of any Improvement shall be issued instead, if the lot is no longer vacant.
*Maximum travel time is considered on ocular inspection @ 3 hours for appraisal of improvements.

4. Issuance of Certified True Copy of Tax Declaration and other Certifications.

One of the mandates of the municipal assessor is to issue, upn request of any interesting party, certified copies of assessment record relatve to its assessment. These documents serve as requirements to various type of transaction of real properties.

Office or Division:	Offce of the Municipal Assessor			
Classification	Simple			
Type of Transactions	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1.Any documents with information of ownership and description of lot		Owner		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Present all the requirements to the officer of the day	1.Check the requirements, verifies the record.	None	7 Minutes	Officer of the Day
2.Recieves Order of Psayment and pay the necessary fees.	2.Issue Order of Payment and prepares the document.	100.00	5 minutes	Officer of the Day/ zmunicipal Assessor / LAOO II
3.Presents the Official Receipt and claim the document.	3.Counterchecks official receipt and releases the requested document.	None	3 minutes	Officer of the Day
	TOTAL	100.00	**15 minutes per RPU**	

5. Reassessment of Real Property, for verification, correction and other inquiries.

This service address different questions and inquiries regarding records of assessment and histories of transactions.

Office or Division:	Offce of the Municipal Assessor			
Classification	Simple			
Type of Transactions	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1.Request letter 2.Any documents with information of ownership and description of lot or building 3.Photocopy of latest Real Property Tax Receipt		Owner Owner Treasrer's Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Present all the required documents and fill-up request for ocular inspection form	1.Accepts and verifies the documents, existing records and discuss possible course of action with the owner. 1.2.Conduct an acular inspection if necessary and submit report and recommendation to the municipal assessor.	None	50 Minutes	LAOOII / Tax Mapper / Municipal Assessor Tax Mapper / Field Personnel
	2.Decides and implement necessary actions for changes or corrections and issue documents or certificate if necessary.	150	3 hrs	Municipal Assessor / encoder
2.Claim documents or certification if necessary.	3.Releases documents or certification if necessary.	None	1 hr	Officer of the Day
	TOTAL	150.00	**4 hrs and 50 mins**	

NOTE: * in cases where research verification are enough to resolve the conflict, processing time for ocular inspection shall be deducted.

6.Transfer of Ownership

Sec. 208 of RA. 7160 – Notification of real property ownership states that any person who shall transfer real property ownership to other shall notify the provincial, sity or municipal assessor concerned with 60 days from the date of such transfer. The notification shall include the mode of transfer, description of property and the name and address of transferee.

This service updates the record of ownership on file, base on the new title. Records of improvements are also updated accordingly. Updated tax declarations are issued to the new owner.

Office or Division:	Offce of the Municipal Assessor
Classification	Simple
Type of Transactions	G2C – Government to Citizen
Who may avail:	Owner or his/her representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Photocopy of Title / Certified True copy of the Title	Registry of Deeds
2.Photocopy of legal documents of transfer	Lawyer concerned
3.Photocopy of proof of taxes paid	BIR / PTO
4.Photocopy of Latest Real Property Tax Receipt	Treasurer's Office
5.Letter of Authority if the presenter is not the owner	Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present all the required documents	1.Accepts and verifies the documents, issuance of claim stub if necessary	None	10 Minutes	Encoder
	2. Encodes, approves, signs and issuance of tax declaration.	None	30 minutes	Encoder / Municipal Assessor
2.Claim the tax declaration	3.Releases the tax declaration.	150.00		Officer of the Day
	TOTAL	150.00	**40 minutes per Title**	

NOTE:*40 min shall be added if records of building or any improvements present.

7. Issuance of Simple Copy of Tax Declaration.

One of the mandates of the municipal assessor is to issue, upn request of any interesting party, certified copies of assessment record relatve to its assessment. These documents serve as requirements to various type of transaction of real properties.

Office or Division:	Offce of the Municipal Assessor			
Classification	Simple			
Type of Transactions	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1.Any documents with information of ownership and description of lot		Owner		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Present all the requirements to the officer of the day	1.Check the requirements, verifies the record.	None	7 Minutes	Officer of the Day
2.Recieves Order of Psayment and pay the necessary fees.	2.Issue Order of Payment and prepares the document.	50.00	5 minutes	Officer of the Day/ zmunicipal Assessor / LAOO II
3.Presents the Official Receipt and claim the document.	3.Counterchecks official receipt and releases the requested document.	None	3 minutes	Officer of the Day
	TOTAL	50.00	**15 minutes per RPU**	

OFFICE OF THE MUNICIPAL ASSESSOR

EXTERNAL SERVICES