

CITIZEN'S CHARTER

SERVICE: APPRAISAL AND ASSESSMENT (NEW AND OLD REAL PROPERTIES)
TRANSFER OF OWNERSHIP/ISSUANCE OF CERTIFICATIONS

Department Concern: MUNICIPAL ASSESSOR'S OFFICE

Schedule of Availability of Service: Monday to Friday, 8:00 A.M. to 5:00 P.M. - NO NOON BREAK

Who may avail of the service: Real Property Owners & Other Agencies

Requirements:

1. Deed of Absolute Sale/Deed of Conveyance
2. OCT/TCT
3. Latest Realty Tax Receipt
4. Clearances from : BIR and RD (CGT/Doc. Stamp Tax/Estate Tax)
5. Subdivision/Consolidation Plan(for subdivided/consolidated lots)
6. Authorization Letter or Special Power of Attorney
7. Request letter (for reassessment of RPU)
8. Building Permit (for Assessment of RPU)
9. Certificate of Completion (for Assessment of RPU)
10. Certificate of Occupancy (for Assessment of RPU)
11. Barangay Clearance (for Certificate of No Real Property)
12. Old Tax declaration/Receipt (for securing certified copies of RPUs)

How to avail of the service:

No.	Applicant	SERVICE PROVIDER	CONCERN PERSON	DURATION	FEES	FORM
1	SIMPLE TRANSFER OF OWNERSHIP/ CONSOLIDATION/ SUBDIVISION					TAX DECLARATION
	- Presents/submits all requirements	1. Inspects/verifies documents for completeness/validity	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida	5 mins		
		2. Verification from previous record/ FAAS/Tax Declaration	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida	5 mins		
	-Pays to the Cashier	3. Issues payment slip	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida	1 min	Transfer tax, & fee (in accordance w/ Art. 224, IRR RA. 7160 based on MV or sales whichever is higher	
		4. Assigns new Tax Declaration No./PIN, ARP N and records in log book	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	2 mins		
		5. Assigns new Assessor's Lot No., boundaries & sketch	Heracleo Z. Dapula	5 mins		
		6. Prepares new FAAS/Tax Declaration/Notice of Asses attaches all documents	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	5-10 mins		
		7. Reviews/approves/ signs updated FAAS/ Tax Declaration	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	3 mins		
	-Receives approved Tax Declaration	9. Issues owner's copy	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	right away		
		10. Cancels Old FAAS/Tax Declaration	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	1 min		

2	ASSESSMENT/RE-ASSESSMENT OF LAND,					TAX DECLARATION
	-Presents/submits all necessary documents	1. Receives and reviews request letter, assessment/ reassessment	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin O. Marcaida	5 mins		
		2. Verifies previous record/ tax declaration	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin O. Marcaida	5 mins		
		3. Computes of assessment and exacting the owners to pay ten years taxes on the said lot	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin O. Marcaida	10 mins		
	-Pays to the Cashier	4. Issues payment slip	Glenda V. Dapula Benilda R. Maqueda Aurearita Mondragon Jasmin O. Marcaida	1 min	Issuance Fee (in accordance w/ Art. 4 Section 182)	
		5. Assigns new PIN, ARP No., and records in logbook	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	1 min		
		6. Assigns new Assessor's Lot No., boundaries & sketch	Heracleo Z. Dapula	5 mins		
		7. Prepares FAAS/TD/ Notice of Assessment, attaches all documents	Glenda V. Dapula Aurearita Mondragon Jasmin O. Marcaida	5-10 mins		
		8. Reviews/approves/ signs updated Tax Declaration	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	3 mins		
	-Receives approved Tax Declaration	9. Issues owner's copy	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	right away		
		10. Cancels old Tax Declaration/FAAS	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	1 min		
	ASSESSMENT OF BUILDING AND MACHINERIES					TAX DECLARATION
	-Presents/submits all necessary documents	1. Receives and reviews request letter, assessment/ reassessment	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin O. Marcaida	5 mins		
		2. Verifies previous record/ tax declaration	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin O. Marcaida	5 mins		
	-Assists MA/ Appraiser, Taxmapper and authorized staff in the site	3. Conducts ocular inspection to verify and measure the area of the building	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Jazmin A. Marcaida	10-15 mins		
	-Pays to the Cashier	4. Returns to office and issues payment slip	Glenda V. Dapula Benilda R. Maqueda Aurearita Mondragon Jasmin O. Marcaida	1 mins	Issuance Fee (in accordance w/ Art. 4 Section 182)	
		5. Assigns new PIN, ARP No. and records in logbook	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	1 min		
		6. Prepares FAAS/TD/ Notice of Assessment, attaches all documents	Glenda V. Dapula Aurearita Mondragon Jasmin O. Marcaida	5-10 mins		

		7. Reviews/approves/ signs updated Tax Declaration	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	5 mins		
	-Receives approved Tax Declaration	8. Issues owner's copy	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	right away		
		9. Cancels old Tax Declaration/FAAS	Glenda V. Dapula Aurearita O. Mondragon Jasmin A. Marcaida	1 min		
3	CERTIFIED TRUE COPY OF TAX DECLARATIONS AND OTHER RELATED CERTIFICATIONS					TAX DECLARATION
	-Requests for a certified true copy of tax declaration and related certifications	1. Research /verifies from office whether the property has existing records/ improvements/property holdings and other related certifications	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida Heracleo Z. Dapula Lucila N. Villasenor	5 mins	P 50.00 per Tax Declaration/ Certification	Certification Form
	-Pays to the Cashier	2. Issues payment slip	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida Lucila N. Villasenor Heracleo Z. Dapula	1 min		
		3. Prepares certifications and certified true copy of Tax Declaration	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida Lucila N. Villasenor Heracleo Z. Dapula	5 mins		
		4. Reviews/signs tax declaration, certification records in log book	Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida Lucila N. Villasenor Heracleo Z. Dapula	2 mins		
	-Receives approved Tax Declaration/certification/ certified true copy	5. Approves/issues certified copy of tax declaration/ certification	Pelagia D. Javier Glenda V. Dapula Benilda R. Maqueda Aurearita O. Mondragon Jasmin A. Marcaida Lucila N. Villasenor Heracleo Z. Dapula	2 mins		
4	VERIFICATION OF REAL PROPERTY ASSESSMENT/ LOCATION/VICINITY AND OTHER RELATED INFO.					Tax Declaration
	-Presents request letter and other information	1. Research/verifies from office records the history of the RPU	Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	5 mins		
		2. Presents the history to the client	Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	5 mins		
	-Pays to the Cashier	3. Issues payment slip	Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	1 min	P 50.00 per photo copy of tax map/certification/ Tax Declaration/	Certification Form Certified Photo Copy Copy of Tax Map

		4. Prepares certification or revises copy of tax dec. and copy of tax map	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	5 mins		
		4. Reviews/signs tax declaration, certification records in log book	Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	2 mins		
	-Receives approved Tax Declaration/certification certified true copy	6. Approves/issues revised copy of tax declaration/certification	Pelagia D. Javier Glenda V. Dapula Aurearita O. Mondragon Heracleo Z. Dapula	2 mins		

