# CITY ASSESSOR'S OFFICE

# EXTERNAL SERVICES

## 1 . Securing Owner's Copy of tax declaration

Service Description: Issuance of Owner's Copy of Tax Declaration
A. As a result of transfer of ownership
B. Correction in  area, boundaries, lot number, previous etc.
C. Segregation/ Subdivision / Consolidation of lots
D. Reclassification of lots

| Office or Division: | City Assessor's Office |
| --- | --- |
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| --- | --- |
| A.      As a result of transfer of ownership<br>1. Certified electronic copy of the following<br>Title<br>Deed of Conveyance<br>BIR CAR<br>2. Updated Tax Receipts or Tax Clearance<br>3. Tax Transfer Fee Receipts or TTF Clearance<br>4. Approved subdivision plan | Register of Deeds (LRA)<br><br>Register of Deeds (LRA)<br>Register of Deeds (LRA)<br>City Treasurer's Office<br><br>City Treasurer's Office<br>Department of Environment & Natural Resources |
| B.  Correction in area, boundaries, lot number , previous owner, etc.<br>1. Certified electronic copy of title<br>2. Updated tax receipts or tax clearance<br>3. Approved subdivision plan | Register of Deeds (LRA)<br>City Treasurer's Office<br>Department of Environment & Natural |
| C.  Segregation / Subdivision / Consolidation of lots<br>1. Approved Subdivision plan / consolidation plan<br>2.Updated tax receipts or tax clearance | Department of Environment & Natural<br>City Treasurer's Office<br>City Planning  & Development Coordinator/ Sangguniang PangLungsod |
| D.  Reclassification of lots<br>1. Zoning Certification / SP Ordinance<br>2. Updated tax receipts or tax clearance / tax difference<br>3. Letter Request | City Treasurer's Office<br><br>Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant submits request to EIC- (Employee-in-Charge) | 1. Accept request / check the completeness of the requirements | None | 7 days for the whole process | *Clerk IV Assessment Clerk IV* |
| | 2. Verification / Evaluation Documents / Requirements are verified & validated | None | | *Taxmapper II Taxmapper II LAOO II Taxmapper I LAOO I ZO I LAOO I Clerk IV Assessment Clerk IV Admin. Aide I Admin. Aide I Admin. Aide I Admin. Aide I* |
| 2. Applicant receives the prepared tax transfer form and proceed to CTO | 3. Preparation of Tax Transfer Fee Form | None | | *LAOO I Clerk IV Admin. Aide I Admin. Aide I* |
| | 4. Preparation of the FAAS (Field Appraisal & Assessment Sheet) | None | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I LAOO I Clerk IV Assessment Clerk IV Admin. Aide I Admin. Aide I Admin. Aide I Admin. Aide I* |
| | 5. Taxmapping & Recording Assignment of PIN & Update of technical records (TMCR) & section / basemaps. | None | | *Taxmapper II LAOO II Taxmapper ILAOO I ZO I* |
| | 6. Review & Validation of the prepared FAAS | None | | *Taxmapper I LAOO I* |
| | 7. Approval of the FAAS | None | | *City Assessor* |
| | 8. Numbering of the FAAS | None | | *Admin. Aide I* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 9. Encoding of the approved FAAS & printing of the tax declaration | none | | *Admin. Aide I*<br>*Admin. Assist. I*<br>*Admin. Assist. I*<br>*Admin. Aide III*<br>*Admin. Aide III*<br>*Admin. Aide III* |
| | 10. Preparation of the Notice of Assessment / Validation of the printed Tax Declaration for accuracy | none | | *Taxmapper II*<br>*LAOO II*<br>*Taxmapper I*<br>*LAOO I*<br>*ZO I*<br>*LAOO I*<br>*Clerk IV*<br>*Assessment Clerk II*<br>*Admin. Aide III*<br>*Admin. Aide III*<br>*Admin. Aide III*<br>*Admin. Aide III* |
| | 11. Approval of the printed Tax Declaration & Notice of Assessment | none | | *City Assessor* |
| 3. Applicant receives tax declaration | 12. Release of the Tax Declaration & Notice of | none | | *Admin. Aide I* |

## 2 . Issuance of Owner's Copy of Tax Declaration

Service Description: This service involve the issuance of owner's copy of tax declaration of new buildings, new machineries,

| Office or Division: | City Assessor's Office |
|---|---|
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. For Buildings<br>Building Permit<br>Owner's copy of Tax Declaration of lot<br>Xerox copy of Title<br>B. For Machineries<br>Sworn Statement of the True Current & Fair Market Value of the Machinery, owner's copy of Tax Declaration of lot or building<br>C. Request for Depreciations / Cancellation of Tax Declaration of buildings & machineries<br>1.    For depreciation of building & machineries<br>a.    Updated Tax Receipts or Tax Clearance<br>2. For cancellation of Tax Declaration of buildings / machineries<br>  a. updated tax receipts or tax clearance<br>  b. letter request for cancellation<br>  c. Barangay certification<br>  d. for machineries letter request for cancellation | City Engineering Office<br>Client<br>Client<br><br><br>Client<br><br><br><br><br><br>City Treasurer's Office<br><br><br>City Treasurer's Office<br>City Assessor's Office<br>Office of the Barangay Captain<br>Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| For Building<br>1. Applicant shall personally request for schedule of inspection | 1. Employee-in-charge (EIC) set  schedule for the inspection of the building | None | 7 days for the whole process | *Clerk IV*<br>*Assessment Clerk IV* |
| | 2. Appraisers inspect the building, establishes the ownership and enter the data in the FAAS (Building) | None | | *Taxmapper II*<br>*LAOOII*<br>*Taxmapper I*<br>*LAOO I*<br>*ZO I*<br>*Clerk IV* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 3. Assignment of the PIN (Property Index No.) | | | *Taxmapper II Taxmapper I LAOO I ZO I* |
| | 4. Review / Validation of the FAAS | | | *Taxmapper II LAOO II* |
| | 5. Final Review and Approval of the FAAS | | | City Assessor |
| | 6. Numbering of the FAAS | | | *Admin. Aide I* |
| | 7. Encoding of the FAAS & printing of the Tax Declaration | | | *Admin. Assist. I Admin. Aide III* |
| 2. Client pay taxes at City Treasurers Office | 1. Preparation of the Notice of Assessment & Client is informed of the Tax Declaration No. & pay the realty taxes at the CTO | | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I Clerk IV* |
| 3. Client presents the official receipt | 1. Tax Declaration is validated for accuracy of encoded data with the attached official receipt. | Total AV x 2% (Basic & SEF) | | *Taxmapper II Taxmapper I ZO I Clerk IV LAOO II LAOO I* |
| | 2. Approval of the Tax Declaration | | | City Assessor |
| 4. Applicant receives tax declaration | 1. Release / Issue the Tax Declaration | | | *Admin. Aide I* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| For Machineries 5. Client submits the sworn statement of the true , fair & current market value of the | 1. Receive the sworn statement of the true, fair & current market value of the machinery | | | Clerk IV |
| | 2. Prepares the FAAS for the machinery | | | Taxmapper II LAOO II Taxmapper I LAOO I ZO I |
| | 3. Assignment of PIN | | | Taxmapper II LAOO II Taxmapper I LAOO I ZO I |
| | 4. Validation of the FAAS for accuracy | | | Taxmapper II LAOO II |
| | 5. Approval of the FAAS | | | City Assessor |
| | 6. Numbering of the FAAS | | | Admin. Aide I |
| | 7. Encoding of the FAAS & Printing of the Tax Declaration | | | Admin. Assist. I Admin. Aide III |
| | 8. Preparation of the Notice of  Assessment | | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I* |
| | 9. Client is informed of the Tax Declaration No. & pay the corresponding taxes to the CTO | | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I Clerk IV* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 6. Client proceeds to City Treasurer's Office for payment of the corresponding realty taxes | | Total AV x 2% (Basic & SEF) | | |
| 7. Client presents the official receipts | 1. Tax Declaration is validated for accuracy of encoded data with the attached official receipt | | | Taxmapper II LAOO II Taxmapper I LAOO I ZO I |
| | 2. Approval of the Tax Declaration | | | City Assessor |
| 1. Applicant receives tax declaration | 1. Release of the Tax Declaration to the client | | | Admin. Aide I |
| 8. For depreciation/ cancellation of Tax Declaration of buildings / machineries | | | | Taxmapper II LAOO II Taxmapper I LAOO I ZO I Clerk IV LAOO I |
| 9. Client Submits request | 1. Accepts the request / check the completeness of the requirements | | | Clerk IV Assessment Clerk IV |
| | 2. Set a Schedule for the ocular inspection | | | Clerk IV Assessment Clerk IV |
| | 3. Appraisers conduct the inspection & prepare the FAAS for the depreciated building / machineries | | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I Clerk IV* |
| | 4. Assignment of PIN | | | Taxmapper II LAOO II Taxmapper I LAOO I ZO I |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 5. Validation of the FAAS for accuracy | | | Taxmapper II LAOO II |
| | 6. Approval of the FAAS | | | City Assessor |
| | 7. Numbering of the FAAS | | | Admin. Aide I |
| | 8. Encoding of the FAAS & Printing of the Tax Declaration | | | Admin. Assist. I Admin. Aide III |
| | 9. Preparation of the Notice of Assessment | | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I* |
| | 10. Validation of the Tax declaration for accuracy of data | | | *Taxmapper II - LAOO II Taxmapper I LAOO I ZO I Clerk IV LAOO I* |
| | 11. Approval of the Tax Declaration | | | *City Assessor* |
| 10. Applicant receives tax declaration | 1. Release / Issuance of the Tax Declaration & Notice of Assessment | | | *Admin. Aide I* |

# 3 . Request for Property Assessment Verification

Service Description: This office shall conduct verification of history of real property assessment from the latest to the oldest Tax Declaration prior to the payment of the real property tax.

| Office or Division: | City Assessor's Office |
|---|---|
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Any of the following:<br>Owners copy of the Tax Declaration<br>Certified Electronic Copy of the Title<br>Approved Subdivision Plan<br>Latest Tax Receipts or Tax Clearance | Client<br>Register of Deeds<br>Department of Environment & Natural Resources<br>City Treasurer's Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Application - applicant Submits request to EIC (Employee-in Charge) | 1. Application / request accepted with the required documents. | None | 7 days for the whole process | *Clerk IV Assessment Clerk* |
|  | 2. Verification / research for the history of the assessment |  |  | *Driver I Clerk IV* |
|  | 3. Release of information to the client & advice client to pay taxes at CTO |  |  | *Clerk IV Assessment Clerk* |
| 2. Client proceeds to the City Treasurer's Office to pay realty taxes |  |  |  | City Treasurer's Office |

## 4. Request for Annotation / Cancellation of mortgages / bailbonds / encumbrances on FAAS & Tax Declarations

Service Description: The office shall facilitate in the Annotation / Cancel of mortgages / bailbonds / encumbrances on FAAS & Tax Declaration

| Office or Division: | City Assessor's Office |
| --- | --- |
| Classification: | Sample |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| --- | --- |
| a. For Mortgage Annotations<br>Mortgage Contract (annotated)<br>Certified True Electronic  Copy of the Title<br>Updated Tax Receipts or Tax Clearance<br>Owner's copy of Tax Declaration<br>b. For Bailbond Annotation<br>Court Order & Property Bond duly received by the Register of Deeds<br>Certtified True Electronic  Copy of the Title<br>Updated Tax Receipts or Tax Clearance<br>Owner's copy of Tax Declaration<br>c. For Cancellation or release of annotations of mortgage, encumbrances & bailbonds<br>Release Documents, duly received by the Register of Deeds<br>Electronic copy of the Title<br>Owner's copy of Tax Declaration | Register of Deeds<br>Register of Deeds<br>City Treasurer's Office<br>Client<br><br>Register of Deeds<br><br>Register of Deeds<br>Client/City Treasurer's Office<br>Client<br><br><br><br>Register of Deeds<br>Register of Deeds<br>Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| --- | --- | --- | --- | --- |
| 1. Client submits application or request | 1. Application / request accepted, validate as to completeness of requirements | | 3 day for the entire process | *Clerk IV Assessment Clerk* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2. Issues order of payment to client & advice payment of Fees to the City Treasurer's Office | for cancellation P50.00 for annotation of mortgages - 30% of fees / charges collected by the ROD but not less than P50.00 for annotation of bailbond P50.00 | | *City Treasurer's Office* |
| 2. Proceed to the City Treasurer's Office for payment of prescribed fees | | | | *City Treasurer's Office* |
| | 1. Annotation / Cancellation of mortgages, encumbrance, bailbonds on FAAS / Tax Declaration & owner's copy of Tax Declaration | | | Clerk IV LAOO I Admin. Aide III |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2. City Assessor signs the annotated / cancelled mortgages / encumbrances / bailbonds on FAAS, Tax Declarations & owners copy of Tax Declaration | | | City Assessor |
| 3. Client receives annotated tax declarations | 1. Issuance / Release of the Tax Declaration with the annotation or cancellation. | | | *Admin. Aide I* |

## 5. Request for the issuance of certified true copy of tax declaration, certificate of property holdings, certified xerox copy of TMCR & Blueprint of section maps.

Service Description: This office shall issue certified documents upon payment of prescribed charge of fee to the CTO,

| Office or Division: | City Assessor's Office |
| --- | --- |
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| --- | --- |
| a. owner's copy of Tax Declaration, SPA for representative, letter request<br>b. approved subdivision plan<br>c. Updated Tax Receipts or Tax Clearance<br>d. Certified True Electronic Copy of the Title | Client<br>Department of Environment & Natural Resources<br>City Treasurer's Office<br>Register of Deeds |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| --- | --- | --- | --- | --- |
| 1. Application / Request for cert. assessment documents | 1. Accepts Application / request | | 7 days for the entire process | *Clerk IV Assessment Clerk II* |
| 2. Client proceeds to the City Treasurer's Office for payment of prescribed fees & submits the official receipt | 1. Issues order of payment for prescribed fees<br>a. certified true copy of Tax Declaration | P50.00 | | *City Treasurer's Office* |
| | b. certificate of property holdings | P50.00 | | *City Treasurer's Office* |
| | d. Assessment certifications | P50.00 | | *City Treasurer's Office* |
| | e. verification | P100.00 | | *City Treasurer's Office* |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2. Verification & Preparation <br><br> a. certified true copy of Tax Declaration | | | *Admin. Aide III Draftsman I* |
| | b. certificate of property holdings | | | Watchman Admin. Aide II |
| | c. certified blue print of section maps & TMCR | | | Admin. Assist. I Admin. Aide III |
| | d. Assessment certifications | | | *-Taxmapper II LADOO II* |
| | e. verification | | | *Taxmapper II Taxmapper I LAOO II LAOO I Clerk IV ZO I* |
| | 3. Review & Validation for accuracy | | | *Taxmapper II LAOO II Clerk IV* |
| | 4. City Assessor signs the requested assessment documents | | | *City Assessor* |
| 3. Client receives the requested assessment document | 1. Release of the requested assessment documents. | | | *Admin. Aide I* |

# 6. Securing of certification of no improvement or with improvement.

Service Description: The office shall issue of certification of no improvement or with improvement

| Office or Division: | City Assessor's Office |
|---|---|
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| a. approved subdivision plan<br>b. Updated Realty Tax Receipts or Tax Clearance<br>c. Copy of the Deed of Conveyance, SPA for representative owners copy of the tax declaration | Department of Environment & Natural Resources<br>City Treasurer's Office<br>Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant submits request to employee-in-charge | 1. Accepts the request check the requirements and set schedules for certification of no | | 7 days for the entire process | Clerk IV Assessment Clerk II |
| | | P50 - inspection fee  P50 - certification for no improvement  P50 - certification for with improvement | | Clerk IV Assessment Clerk II |
| 1. Applicant proceeds to the City Treasurer's Office for payment of the prescribed fees. | 1. Payment of Fees- EIC issues order of payment to applicant for the prescribed fees. | | | City Treasurer's Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 2. Verification / Processing of the requested certification | | | *Admin. Aide III Draftsman Watchman Admin. Assist. I Driver I* |
| | 3, Appraisers / Technical Staff verifies records for the certification of with improvement & conduct ocular inspection for certification of no improvement | | | *Taxmapper II LAOO II - Taxmapper I LAOO I ZO I Clerk IV LAOO I* |
| | 4. Validation for accuracy of the certification | | | Taxmapper II LAOO II |
| | 5. Approval of the Certification | | | City Assessor |
| 2. Client receives certification | 1. Release / Issuance of the Certification | | | *Admin. Aide I* |

# 7. Conduct Verification of Assessment of Real Property Units (RPUs) related to Business License & Permit Applications.

Service Description:  This office verifies Real Property Units (RPUs) related to Business License & Permit Application.

| Office or Division: | City Assessor's Office | | | |
|---|---|---|---|---|
| Classification: | Sample | | | |
| Type of Transaction: | G2C - Government to Citizen<br>G2B - Government to Business<br>G2G - Government to Government | | | |
| Who may avail: | All | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| a.  Business License & Permit Application<br>b.  Updated Realty Tax Receipts or Tax Clearance | | BPLO<br>City Treasurer's Office | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Applicant submits the business license & permit application | 1. Accepts the application | None | 3 days for the entire process | *Clerk IV Assessment Clerk II* |
| | 2. Verification of the lot no. & Pin  where the business is located | None | | *Taxmapper II - LAOO II Taxmapper I LAOO I  ZO I* |
| | 3. Signing of the business application form | None | | *Taxmapper II - LAOO II Taxmapper I LAOO I  ZO I* |
| 2. Client receives signed business license & application | 1. Release of the signed business license & permit application | None | | *Taxmapper II LAOO II Taxmapper I LAOO I ZO I Draftsman  Admin. Aide III* |