



City Assessor's Office



Issuance of Tax Declaration of Real Property-(Current Revision Down 2008 Gen.Rev.)

Tax Declaration is issued to any individual or entity for their reference or for any legal purposes.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card and Residence Certificate / Cedula		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Any legal document that serves as reference (if there is any)		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the Request Form at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1.) Give the Request Form to the client 1.1 Receive the required documents and check for completeness 1.2 Issue the Order of Payment if all the required documents were given 1.3 Start processing the request	none	6 minutes 5 minutes	Admin. Aide IV/ Records Div. Admin. Officer I /Records Div.



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.) Pay the required fees at the City Treasurer's Office by showing the Order of Payment. *Make sure to secure the Official Receipt that will be issued upon payment	2.) Accept the payment based on the Order Payment 2.1 Issue the Official Receipt	Tax Declaration-PHP 100.00 Doc. Stamp-PHP 30.00 NOTE: A fine of ¼ of 1% of the total assessed value of real properties but not to exceed P10,000.00 (for non-Filers of the latest Filing of Sworn Statement of the True Value of Real Properties) as per Sec. 5.C.02 of Ordinance No. 16, Series of 2005	1 minute	License & Fees Div. (Treasurer's Office)
3.) Return to City Assessor's Office for processing and release of Tax Declaration	3) Check the Official Receipt 3.1 Issue the Tax Declaration	None	1 minute	Admin. Officer I Records Div.
	TOTAL:	PHP 130.00 /Tax Dec.	13 minutes	
End of Transaction				



Issuance of Tax Declaration of Real Property - (Below 2008 Gen. Rev.)

Tax Declaration is issued to any individual or entity for their reference or for any legal purposes.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Government Issued Identification Card and Residence Certificate / Cedula		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Any legal document that serves as reference (if there is any)		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the Request Form at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1) Give the Request Form to the client 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if all the required documents were given	None	6 minutes	Admin. Aide IV /Records Div.
	1.3 Start processing the request		20 minutes	Admin. Officer I /Records Div.
2.) Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	2) Accept the payment based on the Order of Payment 2.1 Issue the Official Receipt	Tax Declaration - PHP 150.00 Doc. Stamp - PHP 30.00	1 minute	License & Fees Div. (Treasurer's Office)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*Make sure to secure the Official Receipt that will be issued upon payment		NOTE: A fine of ¼ of 1% of the total assessed value of real properties but not to exceed P10,000.00 (for non-Filers of the latest Filing of Sworn Statement of the True Value of Real Properties) as per Sec. 5.C.02 of Ordinance No. 16, Series of 2005		
3) Return to City Assessor's Office for processing and release of Tax Declaration	3) Check the Official Receipt 3.1 Issue the Tax Declaration	None	1 minute	Admin. Officer I Records Div.
	TOTAL:	PHP 180.00/ Tax Dec	28 minutes	
End of Transaction				



Issuance of Certification of Real Property - (Current Record-down to 2008 Gen. Rev.)

Certification is issued to affirm the validity of information as to ownership of real property, any existing and ownership of improvements thereon; as to total real property holdings; and/or as to non-ownership of any real property.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Government Issued Identification Card & Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the Request Form at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1) Give the Request Form to the client 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if all the required documents were given 1.3 Start processing the request	None	6 minutes	Admin. Aide IV Records Div.
			35 minutes	Admin. Officer I /Records Div.
2.) Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	2.) Accept the payment based on the Order of Payment 2.1 Issue the Official Receipt	PHP 75.00/RPU or Certification PHP 30.00 Doc. Stamp	1 minute	License & Fees Div. (Treasurer's Office)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*Make sure to secure the Official Receipt that will be issued upon payment				
3.) Return to City Assessor's Office for processing and release of Certification	3) Check the Official Receipt 3.1 Issue the Certification	None	1 minute	Admin. Officer I /Records Div.
	TOTAL:	➤ PHP 105.00 ➤ PHP 75.00 X No. of RPUs + PHP 30.00 doc. stamp for multiple RPUs in 1 (one) sheet	43 minutes	
End of Transaction				



Issuance of Certification of Real Property - (Previous Record – Below 2008 GR to Post War)

Certification is issued to affirm the validity of information as to ownership of real property, any existing and ownership of improvements thereon; as to total real property holdings; and/or as to non-ownership of any real property.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the Request Form at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1) Give the Request Form to the client 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if all the required documents were given 1.3 Start processing the request	None	6 minutes 1 hour 25 minutes	Admin. Aide IV /Records Div. Admin. Officer I /Records Div.
2.) Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	2.) Accept the payment based on the Order of Payment 2.1 Issue the Official Receipt	PHP 75.00/RPU or Certification PHP 30.00 Doc. Stamp	1 minute	License & Fees Div. (Treasurer's Office)



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*Make sure to secure the Official Receipt that will be issued upon payment				
3.) Return to City Assessor's Office for processing and release of Certification	3) Check the Official Receipt 3.1 Issue the Certification	None	1 minute	Admin. Officer I /Records Div.
	TOTAL:	<ul style="list-style-type: none"> ➤ PHP 130.00 ➤ PHP 100.00 X No. of RPUs + PHP 30.00 doc. stamp for multiple RPUs in 1 (one) sheet 	1 hour 33 minutes	
End of Transaction				



Issuance of Vicinity or Section Map

Vicinity or section map is issued to serve as reference to verify the exact location and shape of the land and for any other legal purposes.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Government Issued Identification Card and Residence Certificate / Cedula		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the Request Form at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1.) Give the Request Form to the client 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if all the required documents were given 1.3 Start processing the request	None	6 minutes 30 minutes	Admin. Aide IV Records Div. Tax Mapping Aide LAOO I Tax Mapper I Tax Mapping Division
2.) Pay the required fees at the City Treasurer's Office by	2.) Accept the payment based on	PHP 300.00 / Map	1 minute	.



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
showing the Order of Payment. *Make sure to secure the Official Receipt that will be issued upon payment	the Order of Payment 2.1 Issue the Official Receipt	PHP 30.00 Doc. Stamp		License & Fees Div. (Treasurer's Office)
3.) Return to City Assessor's Office for processing and release of Vicinity or Section Map	3) Check the Official Receipt 3.1 Issue the Vicinity or Section Map	None	1 minute	Admin Officer I /Records Div.
	TOTAL:	PHP 330.00	38 minutes	
End of Transaction				



Field Inspection for New Declaration or Renovation of Building and Re-Assessment of Land

Field inspection is conducted upon request of taxpayer for new declaration or re-assessment due to renovation/actual use of the building/structure and re-assessment of the land as per actual use.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Request Letter for Inspection		Personal submission		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Letter Request for Inspection		Person or entity being represented/Personal submission		
Government Issued Identification Card and Residence Certificate / Cedula of representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Enquire about the transaction at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving table for initial assessment and verification *Make sure to secure the Order of Payment that will be issued.	1.) Entertain client at the office counter 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if all the required documents were given	None	3 minutes	Admin. Aide IV Records Div.
2.) Pay the required fees at the City	2.) Accept the payment based on	Land (per lot):		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Treasurer's Office by showing the Order of Payment. *Make sure to secure the Official Receipt that will be issued upon payment	the Order of Payment 2.1 Issue the Official Receipt	<ul style="list-style-type: none"> ➤ Agric. Land - PHP 300.00 + 10.00/km. in excess of 5 kms. radius from Población ➤ Commercial Land - PHP 500.00 ➤ Residential Land - PHP 200.00 ➤ Indus. Land - PHP 500.00 + 10.00/km. in excess of 5 kms. Radis from Población Building (per unit): ➤ Residential Bldg. - PHP 200.00 ➤ Agricultural Bldg. - PHP 300.00 ➤ Commercial Bldg. - PHP 500.00 ➤ Industrial Bldg. - PHP 500.00 	1 minute	License & Fees Div. (Treasurer's Office)
3.) Return to City Assessor's Office 3.1 Present the Official Receipt 3.2Confirmation of field inspection	3.) Check the Official Receipt 3.1 Conduct field inspection 3.2 Start processing transaction 3.3 Contact the client and issue Tax Declaration and Notice of Assessment	None	<ul style="list-style-type: none"> ➤ 1 hr. (w/in city proper) ➤ 1 day (outside city proper) 2 hrs. 30 mins. 1 minute	LAOO II/ Tax Mapper I Admin. Asst. I LLAO I Records Officer IV Admin. Officer I
	TOTAL:	Land (per lot): <ul style="list-style-type: none"> ➤ Agric. Land - PHP 300.00 + 10.00/km. in excess of 5 kms. 	3 hrs. 35 mins. (w/in City proper) 1 day, 2 hrs. 35 mins. (Outside city proper)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	radius from Poblacion <input type="checkbox"/> Commercial Land - PHP 500.00 <input type="checkbox"/> Residential Land - PHP 200.00 <input type="checkbox"/> Indus. Land - PHP 500.00 + 10.00/km. in excess of 5 kms. radius from Poblacion Building (per unit): <input type="checkbox"/> Residential Bldg. - PHP 200.00 <input type="checkbox"/> Agricultural Bldg.- PHP 300.00 <input type="checkbox"/> Commercial Bldg. - PHP 500.00 <input type="checkbox"/> Industrial Bldg. - PHP 500.00		
End of Transaction				



Transfer of Ownership of Declared Property

This is the process of legally transferring ownership of the property/ies to the new declared owner/s as per documents submitted.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Notarized Deed of Conveyance Tax Clearance & Transfer Tax Fee Land Title Cert. Authorizing Registration (CAR)		Notary Public City Treasurer's Office, Land Tax Division Registry of Deeds Bureau of Internal Revenue (BIR)		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative Notarized Deed of Conveyance Tax Clearance & Transfer Tax Fee Land Title Cert. Authorizing Registration (CAR)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division Notary Public City Treasurer's Office, Land Tax Division Registry of Deeds Bureau of Internal Revenue (BIR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Enquire about the transaction at the office counter	1. Entertain client at the office counter	None	1 minute	Admin. Aide IV Records Div.
2.) Submit the required documents to the receiving clerk table for initial assessment and verification	2.) Receive the required documents and check for completeness	None	2 minutes	Admin. Aide II Appraisal Div.
3.) Wait while the transaction is being processed	3.) Start processing the transaction	None	2 hrs. 5 minutes	Admin. Assist. I Admin. Aide II LAOO II



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Tax Mapper I LAOO I Rec. Officer IV
4.) Received the Tax Declaration and Notice of Assessment	4.) Issue Tax Declaration and Notice of Assessment	None	1 minute	Admin. Officer I Records Div.
	TOTAL:	NONE	2 hrs. 9 mins.	
End of Transaction				



Subdivision with Transfer of Ownership of a Parcel of Land

This is the process of legally subdividing a parcel of land, at the same time transferring ownership of sub-lots to the new declared owner/s as per documents submitted.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal:				
Notarized Deed of Conveyance Approved Subd. Plan Tax Clearance & Transfer Tax Fee Land Title Cert. Authorizing Registration (CAR)		Notary Public Geodetic Engineer City Treasurer's Office, Land Tax Division Registry of Deeds Bureau of Internal Revenue (BIR)		
Representative:				
Special Power of Attorney or Owner's Authorization		Person or entity being represented		
Government Issued Identification Card and Residence Certificate / Cedula of representative Notarized Deed of Conveyance Approved Subd. Plan Tax Clearance & Transfer Tax Fee Land Title Cert. Authorizing Registration (CAR)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division Notary Public Geodetic Engineer City Treasurer's Office, Land Tax Division Registry of Deeds Bureau of Internal Revenue (BIR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Enquire about the transaction at the office counter	1.) Entertain client at the office counter	None	1 minute	Admin. Aide IV Records Div.
2.) Submit the required documents to the receiving clerk table for initial assessment and verification	2.) Receive the required documents and check for completeness	None	2 minutes	Admin. Aide II Appraisal Div.
3.) Confer to discuss with the Assessor's personnel as to details of transaction and when to return	3.) Start processing the transaction	None	5 days	Admin Assistant I Admin. Aide II



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to office when transaction is being done				LAOO II Tax Mapper I LAOO I Rec. Officer IV
4.Return to office and receive the Tax Declaration and Notice of Assessment	Contact the client and issue Tax Declaration & Notice of Assessment	None	1 minute	Admin. OFFICER I Records Div.
	TOTAL:	NONE	5 days 4 minutes	
End of Transaction				