

City Assessor's Office





Issuance of Tax Declaration of Real Property-(Current Revision Down 2001 Gen.Rev.)

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

parpeses:						
Office or Division:	City Assessor's Office					
Classification:	Simple					
Type of Transaction:	G2C - Government to (Citizen				
Who may Avail:	All					
CHECKLIST OF REC	QUIREMENTS		v	VHERE TO SECU	RE	
Government Issued Identif	ication Card and	BIR,	Post Office, [DFA, PSA, SSS, G	SIS, Pag-IBIG, LTO	
Residence Certificate / Ceo	lula	City	Treasurer's C	Office, License &	Fees Division	
Representative:						
Special Power of Attorney	or Owner's	Pers	on or entity b	peing represente	ed	
Authorization						
Any legal document that se	erves as reference (if	Pers	on or entity b	peing represente	ed	
there is any)						
Government Issued Identif	ication Card and	BIR,	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO			
Residence Certificate / Ceo	lula of representative	City	Treasurer's C	Office, License &	Fees Division	
CLIENT STEPS	AGENCY ACTION	JC	FEES TO	PROCESSING	PERSON	
CEIENT STEPS	AGENCI ACTION	13	BE PAID	TIME	RESPONSIBLE	
1.) Fill-Out the Request	1.) Give the Reques	st	none	6 minutes	Admin. Aide IV/	
Form at the office counter	Form to the client				Records Div.	
1.1 Submit the required						
documents and other	required document	ts				
reference record (if there	and check for					
is/are any to the receiving	completeness					
table for initial assessment		er of				
and verification	Payment if all the					
	required document	ts				
	were given					
*Make sure to secure the	1.3 Start processing					
Order of Payment that will	the request					
be issued.						
				5 minutes	Admin. Officer I/	
					Records Div.	

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CLIENT STEPS	AGENCY ACTIONS	FEES 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 2001 Gen. Rev.)

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

	/	/		1	
Office or Division:	City Assessor's Of	City Assessor's Office			
Classification:	Simple	Simple			
Type of Transaction:	G2C - Governmer	G2C - Government to Citizen			
Who may Avail:	All				
CHECKLIST OF	REQUIREMENTS			WHERE TO SE	CURE
Principal:					
Government Issued Ide	ntification Card and		BIR, Post Office	e, DFA, PSA, S <mark>S</mark> S	, GSIS, Pag-IBIG, LTO
Residence Certificate /	Cedula		City Treasurer'	s Office, License	e & Fees Division
Representative:					
Special Power of Attorn	iey or Owner's		Person or entit	ty being represe	nted
Authorization					
Any legal document that	at serves as reference	e (if	Person or entit	ty being represe	nted
there is any)					
Government Issued Ide	ntification Card and		BIR, Post Office	e, DFA, PSA, SSS	, GSIS, Pag-IBIG, LTO
Residence Certificate /	Cedula of representa	tive	City Treasurer'	s Office, License	& Fees Division
CLIENT STEPS	AGENCY ACTIONS	FFF	S TO BE PAID	PROCESSING	PERSON
				TIME	RESPONSIBLE
1.) Fill-Out the	1) Give the			6 minutes	Admin. Aide IV/
Request Form at the	Request Form to				Records Div.
office counter	the client				
1.1 Submit the	1.1 Receive the				
required documents	required				
and other reference	documents and				
record (if there is/are	check for				
any to the receiving	completeness				
table for initial	1.2 Issue the		NONE		
assessment and	order of payment				
verification	if all the required				
*Make sure to	documents were				
secure the Order of	given			20 minutes	Advaire Officerul/
Payment that will be	1.3 Start			20 minutes	Admin. Officer I/
issued.	processing the				Records Div.
2) Day the required	request 2) Accept the	Tai	Contraction -		
2.) Pay the required fees at the City	payment based on		P 150.00 Doc.		
Treasurer's Office by	the Order of		Stamp - PHP	1 minute	License & Fees Div.
showing the Order of	Payment		30.00	Immute	(Treasurer's Office)
Payment.	2.1 Issue the		50.00		(Treusurer's Office)
rayment.	Official Receipt				



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)

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:	e or Division: City Assessor's Office					
Classification:		Simple				
		G2C - Government to Citizen				
Type of Transaction: Who may Avail:		All				
-					WHERE TO SI	
Principal:	JE KE					
Government Issued I	denti	ification Card &		BIR Post Offi		S, GSIS, Pag-IBIG, LTO
Residence Certificate			tative			e & Fees Division
Representative:	7 00			city reasoned		
Special Power of Atto	ornev	or Owner's		Person or ent	ity being repres	ented
Authorization	, incy	c. conner s				
Government Issued I	denti	ification Card and	ł	BIR, Post Offic	ce, DFA, PSA. SS	S, GSIS, Pag-IBIG, LTO
Residence Certificate						e & Fees Division
		•		•	PROCESSING	PERSON
CLIENT STEPS	AG	ENCY ACTIONS	FEES	TO BE PAID	TIME	RESPONSIBLE
1.) Fill-Out the	1) G	iive the			6 minutes	Admin. Aide IV
Request Form at	Req	uest Form to				Records Div.
the office counter		client				
1.1 Submit the	1	1.1 Receive the				
required		uired				
documents and		uments and				
other reference		ck for				
record (if there		npleteness				
is/are any to the		1.2 Issue the		NONE		
receiving table for		er of payment				
initial assessment		l the required				
and verification		uments were				
*Make sure to	give				·	
secure the Order of		L.3 Start			35 minutes	Admin. Officer I/
Payment that will		cessing the				Records Div.
be issued.	•	uest				
2.) Pay the required		Accept the				
fees at the City		ment based on				
Treasurer's Office		Order of				License & Fees Div.
by showing the		ment		/RPU or Certification		(Treasurer's Office)
Order of Payment.		2.1 Issue the	PHP 3	0.00 Doc. Stamp	1 minute	
	Of	ficial Receipt				



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)

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.

	100		 .]
Office or Division:		City Assessor's Office				
Classification:		Simple				
Type of Transaction:		G2C - Governmer	nt to C	litizen		
Who may Avail:		All		r		-
	FRE	QUIREMENTS			WHERE TO SEC	CURE
Principal:						
Government Issued Id						, GSIS, Pag-IBIG, LTO
and Residence Certific	ate	/ Cedula of		City Treasurer'	's Office, License	e & Fees Division
representative						
Representative:						
Special Power of Attor	rney	or Owner's		Person or entit	ty being represe	nted
Authorization						
Government Issued Id	lenti	ification Card and		BIR, Post Office	e, DFA, PSA, SSS	, GSIS, Pag-IBIG, LTO
Residence Certificate	/ Ce	dula of representa	tive	City Treasurer'	s Office, License	& Fees Division
CLIENT STEPS	Δ	GENCY ACTIONS	FFF	S TO BE PAID	PROCESSING	PERSON
					TIME	RESPONSIBLE
1.) Fill-Out the		Give the Request			6 minutes	Admin. Aide IV/
Request Form at the	-	rm to the client				Records Div.
office counter	-	1.1 Receive the				
1.1 Submit the	rec	quired				
required documents	do	cuments and				
and other reference	che	eck for				
record (if there		mpleteness				
is/are any to the		1.2 Issue the		NONE		
receiving table for		ler of payment if				
initial assessment		the required				
and verification	do	cuments were				
*Make sure to	giv					
secure the Order of	-	1.3 Start			1 hour	Admin. Officer I/
Payment that will be	pro	ocessing the			25 minutes	Records Div.
issued.	rec	quest				
2.) Pay the required	2.)	Accept the				License & Fees Div.
fees at the City	pa	yment based on				(Treasurer's Office)
Treasurer's Office by	the	e Order of				
showing the Order	Pa	yment	PHP 75	.00/RPU or Certification		
of Payment.	2	2.1 Issue the	PHF	9 30.00 Doc. Stamp	1 minute	
	Of	ficial Receipt				
						the second s



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 	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.

and for any other legal	nd for any other legal purposes.					
Office or Division:	City Assessor's O	City Assessor's Office				
Classification:	Simple	Simple				
Type of Transaction:	G2C - Governmer	nt to	Citizen			
Who may Avail:	All					
CHECKLIST OF	REQUIREMENTS			WHERE TO	SECURE	
Principal:						
Government Issued Id	entification Card and		BIR, Post O	ffice, DFA, PSA,	SSS, GSIS, Pag-IBIG, LTO	
Residence Certificate	/ Cedula		City Treasur	er's Office, Licer	nse & Fees Division	
Representative:						
Special Power of Attor Authorization	rney or Owner's		Person or ei	ntity being repre	esented	
Government Issued Id	entification Card and		BIR, Post O	office, DFA, PSA,	SSS, GSIS, Pag-IBIG, LTO	
Residence Certificate	/ Cedula of		-		nse & Fees Division	
representative						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE	
1.) Fill-Out the	1.) Give the		NONE	6 minutes	Admin. Aide IV	
Request Form at the	Request Form to				Records Div.	
office counter	the client					
1.1 Submit the	1.1 Receive the					
required documents	required					
and other reference	documents and					
record (if there	check for					
is/are any to the	completeness					
receiving table for	1.2 Issue the					
initial assessment	order of payment if					
and verification	all the required documents were					
*Make sure to secure the Order of						
Payment that will be	given 1.3 Start			30 minutes	Tax Mapping Aide	
issued.	processing the			50 minutes	LAOO I	
issued.	request				Tax Mapper I	
					Tax Mapping Division	
2.) Pay the required	2.) Accept the	PHF	250.00 /			
fees at the City	payment based on	Ma		1 minute		
Treasurer's Office by						

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
showing the	the Order of	PHP 30.00 Doc.		
Order of Payment.	Payment	Stamp		
*Make sure to				License & Fees Div.
secure the Official	2.1 Issue the			
Receipt that will	Official Receipt			(Treasurer's Office)
be issued upon				
payment				
3.) Return to City	3) Check the	None		
Assessor's Office	Official Receipt			
for processing and	3.1 Issue the		1 minute	,Admin Officer I/
release of Vicinity	Vicinity or Section			Records Div.
or Section Map	Мар			
	TOTAL:	PHP 280.00	38 minutes	
		End of Transaction		





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

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

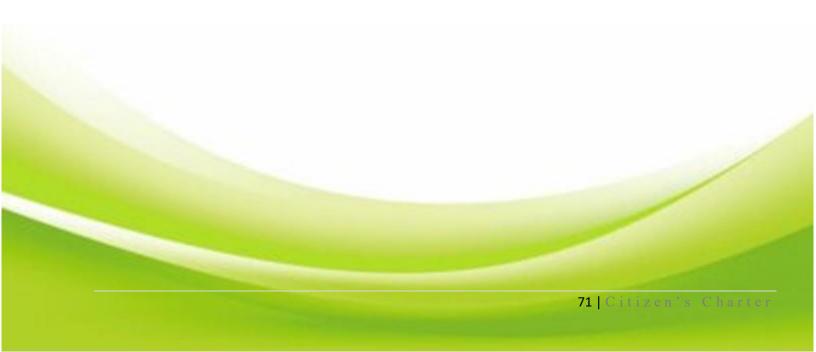
ne land as per actual							
Office or Division:	City Assessor's Of	City Assessor's Office					
Classification:	Simple	Simple					
Type of Transaction:	G2C - Governmer	nt to Citizen					
Who may Avail:	All						
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE			
Principal:							
Request Letter for Insp	ection	Personal sub	mission				
Government Issued Ide	entification Card	BIR, Post Offi	ice, DFA, PSA, SSS,	GSIS, Pag-IBIG, LTO			
Representative:							
Special Power of Attorr	ney or Owner's	Person or en	tity being represer	nted			
Authorization							
Letter Request for Insp	ection	Person or en	tity being represer	ited/Personal			
		submission					
Government Issued Ide	entification Card and	BIR, Post Of	fice, DFA, PSA, SSS	, GSIS, Pag-IBIG, LTO			
Residence Certificate /	Cedula of	City Treasure	er's Office, License	& Fees Division			
representative							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON			
	Addition Administra	PAID	TIME	RESPONSIBLE			
1.) Enquire about the	1.) Entertain client						
transaction at the	at the office						
office counter	counter						
1.1 Submit the	1.1 Receive the						
required documents	required						
and other reference	documents and						
record (if there is/are	check for						
any to the receiving	completeness			Admin. Aide IV			
table for initial	1.2 Issue the	None	3 minutes	Records Div.			
assessment and	order of payment						
verification	if all the required						
*Make sure to	documents were						
secure the Order of	given						
Payment that will be							
issued.							
2.) Pay the required	2.) Accept the	Land (per lot):					
fees at the City	payment based on						



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON
CLILINI SILFS	AGENCI ACTIONS		TIME	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	 Agric. Land - PHP 200.00 + 10.00/km. in excess of 5 kms. radius from Población Commercial Land PHP 400.00 Residential Land - PHP 100.00 Indus. Land - PHP 500.00 + 10.00/km. in excess of 5 kms. Radis from Población Building (per unit): Residential Bldg PHP 100.00 Agricultural Bldg. PHP 100.00 Commercial Bldg. PHP 100.00 Commercial Bldg. PHP 300.00 Industrial Bldg. PHP 400.00 	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 	None	 1 hr. (w/in city proper) 1 day (outside city proper) 2 hrs. 30 mins. 	LAOO II/ Tax Mapper I Admin. Asst. I LLAO I Records Officer IV Admin. Officer I
	3.3 Contact the client and issue Tax Declaration and Notice of Assessment TOTAL:	Land (per lot): Agric. Land - PHP 200.00 + 10.00/km. in excess of 5 kms.	1 minute 3 hrs. 35 mins. (w/in City proper) 1 day, 2 hrs. 35 mins. (Outside	
		excess of 5 kms.	city proper)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		radius from Poblacion Commercial Land - PHP 400.00 Residential Land - PHP 100.00 Indus. Land - PHP 500.00 +		
		10.00/km. in excess of 5 kms. radius from Poblacion Building (per unit): Residential Bldg PHP 100.00 Agricultural Bldg PHP 100.00		
		Commercial Bldg PHP 300.00 Industrial Bldg PHP 400.00 End of Transaction		





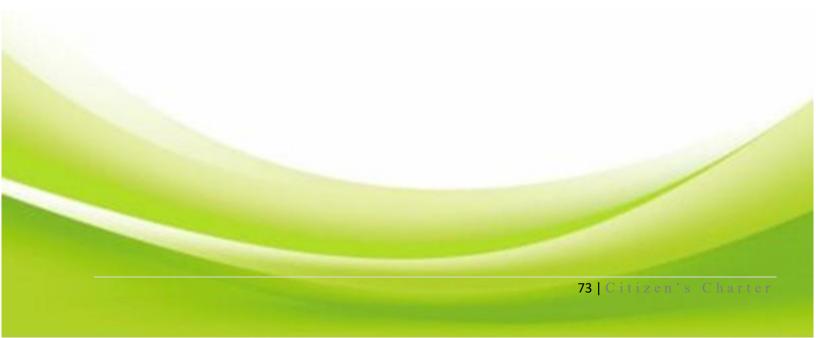
Transfer of Ownership of Declared Property

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	CHECKLIST OF REQUIREMENTS			WHERE TO S	ECURE	
Principal:						
Notarized Deed of Conv	/eyance		Notary Public			
Tax Clearance & Transf	er Tax Fee		City Treasurer's Office, Land Tax Division			
Land Title			Registry of I	Deeds		
Cert. Authorizing Regist	tration (CAR)		Bureau of Ir	nternal Revenue ((BIR)	
Representative:						
Special Power of Attorr	ey or Owner's		Person or e	ntity being repres	sented	
Authorization						
Government Issued Ide	ntification Card and		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO			
Residence Certificate /	Cedula of representa	tive	City Treasurer's Office, License & Fees Division			
Notarized Deed of Conv	/eyance		Notary Public			
Tax Clearance & Transfe	er Tax Fee		City Treasurer's Office, Land Tax Division			
Land Title			Registry of Deeds			
Cert. Authorizing Regist	tration (CAR)		Bureau of Internal Revenue (BIR)			
CLIENT STEPS	AGENCY ACTIONS	FE	EES TO BE	PROCESSING	PERSON	
CLIENT STEPS			PAID	TIME	RESPONSIBLE	
1.) Enquire about the	1.Entertain client				Admin. Aide IV	
transaction at the	at the office	None		1 minute	Records Div.	
office counter	counter				Records Div.	
2.) Submit the	2.) Receive the					
required documents	required	None		2 minutes	Admin. Aide II	
to the receiving clerk	documents and					
table for initial	check for				Appraisal Div.	
assessment and	completeness					
verification						
3.) Wait while the	3.) Start		None	2 hrs.	Admin. Assist. I	
transaction is being	processing the			5 minutes	Admin. Aide II	
processed	transaction				LAOO II	



CLIENT STEPS	AGENCY ACTIONS	FEES 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:				
-		Notary Public		
Approved Subd. Plan		Geodetic Engineer		
Tax Clearance & Transfer	Tax Fee	City Treasurer's Office, Land Tax Division		
Land Title		Registry of Deeds		
Cert. Authorizing Registra	tion (CAR)	Bureau of I	nternal Revenue	e (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		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO City Treasurer's Office, License & Fees Division		
Notarized Deed of Convey	yance	Notary Public		
Approved Subd. Plan		Geodetic Engineer		
Tax Clearance & Transfer Tax Fee		City Treasurer's Office, Land Tax Division		
Land Title		Registry of Deeds		
Cert. Authorizing Registration (CAR)		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	3.) Start processing the	None	5 days	
with the Assessor's transaction				Admin Assistant I
personnel as to details				Admin. Aide II
of transaction and when				Aumin. Alde h
to return				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to office when				LAOO II
transaction is being				Tax Mapper I
done				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				

