

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.

parposesi					
Office or Division:	City Assessor's Office				
Classification:	Simple				
Type of Transaction:	G2C - Government to C	Citizer	1		
Who may Avail:	All				
CHECKLIST OF RE	QUIREMENTS		v	VHERE TO SECU	RE
Government Issued Identi	fication Card and	BIR,	Post Office, I	DFA, PSA, SSS, G	SIS, Pag-IBIG, LTO
Residence Certificate / Ce	dula	City	Treasurer's C)ffice, License &	Fees Division
Representative:					
Special Power of Attorney	or Owner's	Pers	on or entity b	peing represente	ed
Authorization					
Any legal document that s	erves as reference (if	Person or entity being represented			
there is any)					
Government Issued Identi	fication Card and	BIR,	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Residence Certificate / Ce	dula of representative	City	City Treasurer's Office, License & Fees Division		
CLIENT STEPS	AGENCY ACTION	IS	FEES TO	PROCESSING	PERSON
			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	1.1 Receive the				
documents and other	required document	S			
reference record (if there	and check for				

completeness

were given

the request

Payment if all the required documents

1.2 Issue the Order of

1.3 Start processing

is/are any to the receiving

table for initial assessment

*Make sure to secure the

Order of Payment that will

and verification

be issued.

Admin. Officer I

/Records Div.

5 minutes



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 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 Of	City Assessor's Office			
Classification:	Simple	Simple			
Type of Transaction:	G2C - Governmer	nt to C	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, SSS	, GSIS, Pag-IBIG, LTO
Residence Certificate /	Cedula		City Treasurer'	s Office, License	e & Fees Division
Representative:					
Special Power of Attorr	ey 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					, GSIS, Pag-IBIG, LTO
Residence Certificate /	Cedula of representa	tive	City Treasurer	-	e & Fees Division
CLIENT STEPS	AGENCY ACTIONS	FEE	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 check for				
record (if there is/are any to the receiving	completeness				
table for initial	1.2 Issue the		None		
assessment and	order of payment		NOTE		
verification	if all the required				
*Make sure to	documents were				
secure the Order of	given				
Payment that will be	1.3 Start			20 minutes	Admin. Officer I
issued.	processing the				/Records Div.
	request				
2.) Pay the required	2) Accept the	Тах	k Declaration -		
fees at the City	payment based on	PH	P 150.00 Doc.		
Treasurer's Office by	the Order of	9	Stamp - PHP	1 minute	License & Fees Div.
showing the Order of	Payment		30.00		(Treasurer's Office)
Payment.	2.1 Issue the				
	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-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:	prop	City Assessor's Office				
Classification:			•			
		Simple				
Type of Transaction:			CIUZEII			
Who may Avail:		All				
	JF KE	QUIREMENTS	V	HERE TO SECUR		
Principal: Government Issued Io Residence Certificate		ification Card & dula of representative	BIR, Post Office, D City Treasurer's O		· • ·	
Representative:						
Special Power of Atto Authorization	orney	or Owner's	Person or entity b	eing represente	d	
Government Issued Io Residence Certificate		ification Card and dula of representative	BIR, Post Office, D City Treasurer's O			
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.	Forn 1 req che pay requ wer	ive the Request m to the client 1.1 Receive the uired documents and ck for completeness 1.2 Issue the order of ment if all the uired documents re given 1.3 Start processing request	None	6 minutes 35 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.	bas Pay	Accept the payment ed on the Order of ment 2.1 Issue the Official ceipt	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 - Governme	nt to C	Citizen		
Who may Avail:	All				
CHECKLIST O	F REQUIREMENTS			WHERE TO SE	CURE
Principal:					
Government Issued Id	entification Card		BIR, Post Office	e, DFA, PSA, SSS	, GSIS, Pag-IBIG, LTO
and Residence Certific	ate / Cedula of		City Treasurer'	s Office, License	e & Fees Division
representative					
Representative:					
Special Power of Atto	rney or Owner's		Person or entit	ty being represe	nted
Authorization					
Government Issued Id	entification Card and		BIR, Post Office	e, DFA, PSA, SSS	, GSIS, Pag-IBIG, LTO
Residence Certificate	/ Cedula of represent	ative	City Treasurer	s Office, License	e & Fees Division
CLIENT STEPS	AGENCY ACTIONS	FEF	S TO BE PAID	PROCESSING	PERSON
				TIME	RESPONSIBLE
1.) Fill-Out the	1) Give the Request			6 minutes	Admin. Aide IV
Request Form at the	Form to the client				/Records Div.
office counter	1.1 Receive the				
1.1 Submit the	required				
required documents	documents and				
and other reference	check for				
record (if there	completeness				
is/are any to the	1.2 Issue the		None		
receiving table for	order of payment if				
initial assessment	all the required				
and verification	documents were				
*Make sure to secure the Order of	given 1.3 Start			1 hour	Admin Officer I
					Admin. Officer I /Records Div.
Payment that will be issued.	processing the			25 minutes	/Records Div.
	request 2.) Accept the				License & Fees
2.) Pay the required fees at the City	payment based on				Div.
Treasurer's Office by	the Order of				(Treasurer's Office)
showing the Order	Payment				(Treasurer's Office)
of Payment.	2.1 Issue the		.00/RPU or Certification 30.00 Doc. Stamp	1 minute	
or rayment.	Official Receipt		Soloo Boel Stamp	Innute	



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 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 OI	F RE(QUIREMENTS			WHERE TO	SECURE
Principal:						
Government Issued Id	lenti	fication Card and		BIR, Post O	office, DFA, PSA,	SSS, GSIS, Pag-IBIG, LTO
Residence Certificate	/ Ce	dula		City Treasur	er's Office, Lice	nse & Fees Division
Representative:						
Special Power of Atto	rney	or Owner's		Person or e	ntity being repre	esented
Authorization						
Government Issued Id	lenti	fication Card and		BIR, Post O	office, DFA, PSA,	SSS, GSIS, Pag-IBIG, LTO
Residence Certificate	/ Ce	dula of		City Treasur	er's Office, Lice	nse & Fees Division
representative						
CLIENT STEPS	A	GENCY ACTIONS	F	EES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Fill-Out the	1.)	Give the			6 minutes	Admin. Aide IV
Request Form at the		quest Form to				Records Div.
office counter	the	client				
1.1 Submit the	1	1.1 Receive the				
required documents	rec	quired				
and other reference	do	cuments and				
record (if there	che	eck for		None		
is/are any to the		mpleteness				
receiving table for		2 Issue the				
initial assessment		ler of payment if				
and verification		the required				
*Make sure to		cuments were				
secure the Order of	give					Tax Mapping Aide
Payment that will be		3 Start			30 minutes	LAOO I
issued.		ocessing the				Tax Mapper I
2) Douthous miner	-	quest				Tax Mapping Division
2.) Pay the required	-	Accept the		9 300.00 /	1 minuto	•
fees at the City Treasurer's Office by	ha	yment based on	Ma	h	1 minute	
measurer's Onice by						



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						
Assessor's Office	Official Receipt						
for processing and	3.1 Issue the	None	1 minute	Admin Officer I			
release of Vicinity	Vicinity or Section			/Records Div.			
or Section Map	Мар						
	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.

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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	All				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE		
Principal:						
Request Letter for Insp	ection	Personal sub	mission			
Government Issued Ide	entification Card	BIR, Post Off	ice, DFA, PSA, SSS,	GSIS, Pag-IBIG, LTO		
Representative:						
Special Power of Attor	ney or Owner's	Person or er	itity being represer	nted		
Authorization						
Letter Request for Insp	ection	Person or er	itity being represer	nted/Personal		
		submission				
Government Issued Ide	entification Card and	BIR, Post Of	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO			
Residence Certificate /	Cedula of	City Treasure	City Treasurer's Office, License & Fees Division			
representative						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON		
		PAID	TIME	RESPONSIBLE		
1.) Enquire about the	1.) Entertain client	PAID	TIME	RESPONSIBLE		
transaction at the	at the office	PAID	TIME	RESPONSIBLE		
transaction at the office counter	at the office counter	PAID	TIME	RESPONSIBLE		
transaction at the office counter 1.1 Submit the	at the office counter 1.1 Receive the	PAID	TIME	RESPONSIBLE		
transaction at the office counter 1.1 Submit the required documents	at the office counter 1.1 Receive the required	PAID	TIME	RESPONSIBLE		
transaction at the office counter 1.1 Submit the required documents and other reference	at the office counter 1.1 Receive the required documents and	PAID	TIME	RESPONSIBLE		
transaction at the office counter 1.1 Submit the required documents and other reference record (if there is/are	at the office counter 1.1 Receive the required documents and check for	PAID	TIME			
transaction at the office counter 1.1 Submit the required documents and other reference record (if there is/are any to the receiving	at the office counter 1.1 Receive the required documents and check for completeness			Admin. Aide IV		
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	at the office counter 1.1 Receive the required documents and check for completeness 1.2 Issue the	None	TIME 3 minutes			
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	at the office counter 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment			Admin. Aide IV		
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	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			Admin. Aide IV		
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	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			Admin. Aide IV		
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	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			Admin. Aide IV		
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	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			Admin. Aide IV		

Land (per lot):

2.) Pay the required

fees at the City

2.) Accept the

payment based on



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON
			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 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. 	1 minute	License & Fees Div. (Treasurer's Office)
		- PHP 500.00		
3.) Return to City	3.) Check the	- PHP 500.00		LAOO II/
Assessor's Office	Official Receipt			Tax Mapper I
3.1 Present the Official Receipt 3.2Confirmation of field inspection	3.1 Conduct field inspection	None	 1 hr. (w/in city proper) 1 day (outside city proper) 	Admin. Asst. I
	3.2 Start processing transaction		2 hrs. 30 mins.	LLAO I Records Officer IV Admin. Officer I
	3.3 Contact the client and issue Tax Declaration and Notice of Assessment		1 minute	
	TOTAL:	Land (per lot): 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				
		Commercial Land - PHP 500.00				
		Residential Land - PHP 200.00				
		Indus. Land - PHP 500.00 +				
		10.00/km. in excess of 5 kms. radius				
		from Poblacion				
		Building (per unit):				
		Residential Bldg PHP 200.00				
		Agricultural Bldg.– PHP 300.00				
		Commercial Bldg PHP 500.00				
		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 Of	City Assessor's Office				
Classification:	Simple	Simple				
Type of Transaction:	G2C - Governmer	G2C - Government to Citizen				
Who may Avail:	All	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Principal:						
Notarized Deed of Conv	/eyance		Notary Public			
Tax Clearance & Transf	er Tax Fee		City Treasur	er'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	ney or Owner's		Person or e	ntity being repre	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	veyance		Notary Public			
Tax Clearance & Transf	er Tax Fee		City Treasurer's Office, Land Tax Division			
Land Title	Land Title			Registry of Deeds		
Cert. Authorizing Regis	tration (CAR)		Bureau of Internal Revenue (BIR)			
CLIENT STEPS	AGENCY ACTIONS	FE	EES TO BE	PROCESSING	PERSON	
	Adeliter Actions		PAID	TIME	RESPONSIBLE	
1.) Enquire about	1.Entertain client				Admin. Aide IV	
the 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					
to the receiving clerk	documents and	None		2 minutes	Admin. Aide II	
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	
0			None	5 minutes		



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:						
Notarized Deed of Conveyance			Notary Public			
Approved Subd. Plan		Geodetic Engineer				
Tax Clearance & Transfer	Tax Fee	City Treasurer's Office, Land Tax Division				
Land Title		Reg	istry of Dee	eds		
Cert. Authorizing Registra	tion (CAR)	Bur	eau of Inte	rnal Revenue (B	IR)	
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	/ance	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 Internal Revenue (BIR)				
CLIENT STEPS	AGENCY ACTIONS		FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	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	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				