

2. Office of the City Assessor

2.1. AVAILMENT OF A NEW TAX DECLARATION (TD)

ABOUT THE SERVICE:

The Tax Declaration (TD) is required from real property owners when paying their Real Property Tax. A new TAX DECLARATION is issued when there is a transfer of ownership.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

Certified true copies of the following:

- Deed of Sale or Deed of Donation or Transfer of Rights or Extra-Judicial Settlement, etc.
- Certificate Authorizing Registration
- Real Property Tax Clearance/ Land Taz Receipt
- Official Receipt of Transfer Tax Payment and service fee (Transfer tax is computed at fifty (50%) of one percent of the total consideration involved in the acquisition of the property or the fair market value whichever is higher)
- Title (if there is Title)/ Certificate of N title
- Publication
- Secretary Certificate / Board Resolutions
- NIA Certification (if rice irrigated)
- DAR Clearance (if titled and Agricultural)
- Special Power of Attorney

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

35 minutes (processing of documents is not included)

TOTAL FEES/CHARGES:

₱50 service fee per real property unit of transaction

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
1. If availing of the service of the first time proceed to the Office of the City Assessor, secure application forms and other requirements and make clarificatory inquiries.	Provides the client a short briefing on the service and its requirements. (Checklist of requirements)	5 minutes	MA. GLENDA MACAPAGAL LAOO IV PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger)
Submit the requirements for verification.	Evaluates the submitted documents to verify its completeness.	20 minutes	OLIMPIO S. ROMERO JR. CGDH I/ City Assessor
2. Proceed to City Treasurer's Office for Payment and present Official Receipt to Office of the City Assessor.	Receives the photocopy of Official Receipt	5 minutes	PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II)
Sign the logbook and get the claim stub.	Issues the claim stub to the client and inform the client about the release of the Tax Declaration		
3. On the day of the release, claim the Owner's Copy of the Tax Declaration and sign the logbook.	Receives the claim stub and releases the Owner's Copy of the New Tax Declaration	5 minutes	PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II)

			MHARIJOE E. CULABA Admin. Aide II (Messenger)
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Client is informed or notified thru text about the release of the Owner's Copy of the New Tax Declaration

2.2. AVAILMENT OF A CERTIFIED COMPUTER PRINT-OUT OF THE TAX DECLARATION

ABOUT THE SERVICE:

The tax declaration serves as a permanent record of every real property unit (land, building, and machinery) as basis for payment of Real Property Taxes. Real Property Owners can be provided computer print- outs of their FAAS for their own records.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

Request Form

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

25 minutes

TOTAL FEES/CHARGES:

₱40.00 per real property unit

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
1. Request for Certified Print-out copy or Photo copy of TAX DECLARATION. Proceed to the Office of the City Treasurer and pay the required fees.	Verifies and issues order of payment	10 minutes	PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger)

TOTAL PROCESSING TIME:

25 minutes

TOTAL FEES/CHARGES:

Certification Fee 150.00 per real property unit

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
<p>1. Secure and fill-up the request form for Certification of No Improvement or of No Property.</p> <p>Proceed to the City Treasurer's Office, pay the required fees.</p>	Verifies records and print the document	10 minutes	<p>MA. GLENDA MACAPAGAL LAOO IV</p> <p>PERLA D. HUBILLA LAOO III</p> <p>AIRA L. JAMISOLA LAOO I</p> <p>ELLA J. GUANSING Assessment Clerk III</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p>
2. Present the Official Receipt to the Office of the City Assessor	Generates and print the Certification thru ETRACS	5 minutes	<p>MA. GLENDA MACAPAGAL LAOO IV</p> <p>PERLA D. HUBILLA LAOO III</p> <p>AIRA L. JAMISOLA LAOO I</p> <p>ELLA J. GUANSING Assessment Clerk III</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p>

	Signs the Certified Copy of Tax Declaration	5 minutes	OLIMPIO S. ROMERO JR. CGDH I/ City Assessor
3. Receive the requested document and sign logbook	Issues the certification	5 minutes	MA. GLENDA MACAPAGAL LAOO IV PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger)

Total landholding may differ in time (depends on the number of properties of the property owner)

2.4. AVAILMENT OF RE-ASSESSMENT/REVISION/CANCELLATION OF ASSESSMENT OF REAL PROPERTIES

ABOUT THE SERVICE:

The Assessment records at the City Assessor's Office serves as the basis for computing the annual tax dues from the owners and of land and buildings. Property Owners occasionally request the cancellation or dropping the assessors of their property/ies from the Roll of Assessment for buildings and machineries or for the adjustment or correction of the assessment of their real property.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

- Letter request
- Updated Realty Tax Payment

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes (conduct of ocular inspection and processing is not included)

TOTAL FEES/CHARGES:

Inspection Fee P100.00/P150.00 depends on distance and location of the property.

PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
<p>1. Proceed to the Office of the City Assessor and present the letter request.</p> <p>Proceed to the Office of the City Treasurer and pay the required fees.</p>	Receives the letter request and issues Order of payment for inspection fee.	10 minutes	<p>MA. GLENDA MACAPAGAL LAOO IV</p> <p>PERLA D. HUBILLA LAOO III</p> <p>AIRA L. JAMISOLA LAOO I</p> <p>ELLA J. GUANSING Assessment Clerk III</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p> <p>EDLEN A. MIRANDA LAOO II</p>
<p>2. Present the photocopy of the Officer Receipt.</p>	Receives the photocopy of the OR and inform the client for scheduled visit.	10 minutes	<p>PERLA D. HUBILLA LAOO III</p> <p>AIRA L. JAMISOLA LAOO I</p> <p>ELLA J. GUANSING Assessment Clerk III</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p>

	Instruct the Inspection Team to conduct ocular inspection (Schedule of Inspection is every Tuesday and Thursday)		OLIMPIO S. ROMERO JR. CGDH I/ City Assessor
3. Be present during the conduct of ocular inspection	Conducts ocular inspection and notifies the client when to get the corrected assessment		LEONILO D. DOLLENTE LAOO III PERLA D. HUBILLA LAOO III ARJAY A. JAMISOLA Admin. Aide III (Driver I) IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger) OLIMPIO S. ROMERO JR. CGDH I/ City Assessor
4. Receive the corrected or revised Tax Declaration and sign the logbook.	Releases the corrected/ revised tax declaration.	10 minutes	PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III ARJAY A. JAMISOLA Admin. Aide III (Driver I) IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger)

Client is informed or notified thru text about the release of the Owner's Copy of the Revised /Corrected

2.5. AVAILMENT OF PHOTOCOPY OF TAX MAP

ABOUT THE SERVICE:

Tax map is used for property identification, location and boundaries as well as discovery of undeclared property and improvements.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

- Request Form
- Tax Declaration or Lot. No.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

25 minutes

TOTAL FEES/CHARGES:

Service fee P50.00

PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
1. Secure and fill-up the request form for a copy of tax map. Proceed to the Office of the City Treasurer and pay the required fees.	Receives the request and verifies the record. Issue's order of payment.	15 minutes	LEONILO D. DOLLENTE LAOO III PERLA D. HUBILLA LAOO III ARJAY A. JAMISOLA Admin. Aide III (Driver I) IRIN F. HERRERA Admin. Aide IV (Bookbinder II) MHARIJOE E. CULABA Admin. Aide II (Messenger)

2. Present the Official Receipt	Print-outs or photo copies the Tax Map thru PIM or QGIS	5 minutes	<p>LEONILO D. DOLLENTE LAOO III</p> <p>PERLA D. HUBILLA LAOO III</p> <p>ARJAY A. JAMISOLA Admin. Aide III (Driver I)</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p>
3. Receive the requested copy of Tax Map. Sign the Logbook.	Issues copy of Tax Map	5 minutes	<p>LEONILO D. DOLLENTE LAOO III</p> <p>PERLA D. HUBILLA LAOO III</p> <p>ARJAY A. JAMISOLA Admin. Aide III (Driver I)</p> <p>IRIN F. HERRERA Admin. Aide IV (Bookbinder II)</p> <p>MHARIJOE E. CULABA Admin. Aide II (Messenger)</p> <p>ROBEL JOHN C. JOSUE Admin. Aide II (Bookbinder I)</p>

2.6. AVAILMENT OF HISTORY OF ASSESSMENT OF REAL PROPERTY

ABOUT THE SERVICE:

History of Assessment is used for court proceedings, titling, realty tax payment and reference purposes.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

- Request Form

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

Research Fee	-	P50.00
History of Assessment	-	P 150.00
Certified Photocopy	-	P 40.00

PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
1. Secure and fill-up the request form for History of Assessment. Proceed to the Office of the City Treasurer and pay the required fees.	Receives the request forms and conducts interview to the client. Issue's order of payment.	10 minutes	EDLEN A. MIRANDA LAOO II AIDA H. DESDIR Admin. Officer V (Budget Officer III)
2. Present the Official Receipt Claim the claim stub and take note of the date of the release of requested document.	Receives the photocopy of Official Receipt. Issues claim stub and informs the client about the release if History of Assessment.	5 minutes	EDLEN A. MIRANDA LAOO II AIDA H. DESDIR Admin. Officer V (Budget Officer III)
3. On the day of the release, claim the History of Assessment and certified	Receives the claim stub and releases the History of Assessment and certified photocopy.	5 minutes	EDLEN A. MIRANDA LAOO II AIDA H. DESDIR

photocopy and sign the logbook.			Admin. Officer V (Budget Officer III)
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Client is informed or notified thru text about the release of the History of Assessment.

2.7. AVAILMENT OF ASSESSMENT OF NEWLY CONSTRUCTED BUILDINGS AND NEWLY INSTALLED MACHINERY AND ISSUANCE OF UPDATED TAX DECLARATION

ABOUT THE SERVICE:

New Tax Declaration is needed by owners of newly constructed buildings and newly installed machinery to determine the value of the real property.

CLIENT GROUPS:

Real property owners

REQUIREMENTS:

Building permit or letter request by the owner or his representative

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes (conduct of ocular inspection and processing not included)

TOTAL FEES/CHARGES:

Service fee P50.00

PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the OCA	Transaction Time	Responsible Person
1. Proceed to the Office of the City Assessors and present the letter request or photocopy of building permit. Proceed to the Office of the City Treasurer and pay the required fees.	Receives the letter or photocopy of building permit and issues order of payment for the inspection.	10 minutes	PERLA D. HUBILLA LAOO III AIRA L. JAMISOLA LAOO I ELLA J. GUANSING Assessment Clerk III IRIN F. HERRERA Admin. Aide IV (Bookbinder II)

			ELLA J. GUANSING Assessment Clerk III ARJAY A. JAMISOLA Admin. Aide III (Driver I)
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Client is informed or notified thru text about the release of the Owner's Copy of the New Tax Declaration