



# **CITY ASSESSOR'S OFFICE**



## **CITY ASSESSOR'S OFFICE FRONTLINE SERVICE OFFERED**



## SECURING THE TRANSFER FOR OWNERSHIP OF TAX DECLARATION

Step by Step Procedure in availing of frontline Service	Personal In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filling of complaint
1. Request for the service inform the assessment clerk for the transfer of ownership of tax declaration	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Karen M. Parinas</b> <i>Admin Aide I</i>	<b>2 minutes</b>		1. Photo copy of Title 2. Deed of Absolute Sale/Inheritance/Donation/Judicial Partition 3. Current Tax Receipt	Submit your letter of complaint to the City Assessor
2.Submission of the required documents to be examined by the Local Assessment Operations Officer	<b>Jesus D. Parayno</b> <i>LAOO-III</i> <b>Vilma V. Refuerzo</b> <i>LAOO-I</i>	<b>3 minutes</b>	for sales Tax/transfer fee	4. Photocopy of BIP/CAR(Certificate 5. Sales Tax/Transfer Fee/Secretary's fee 6. Community Tax Certificate	
3. Preperation of the Subdivision of tax declaration (land & building) a. tax declaration b. Ownership Record Form	<b>Lourdes C. Fabro</b> <i>Admin Aide I</i> <b>Jesus D. Parayno</b> <i>LAOO-I</i> <b>Karen M. Parinas</b> <i>Admin Aide I</i>	<b>10 minutes</b>	3/4 of 1% of the total consideration of the deed of sale/Zonal Value, which ever is higher	of the Authorized representative if the declarant is not the owner	
4. Reviewed and approved by the City Assessor, approved and signs the Tax Declaration	<b>Mary Joyce S. Sardeña</b> <i>Admin Aide I</i>	<b>2 minutes</b>	Secretary's Fee 110.00 per title		
5. Recording/Numbering and assigning New Tax Declaration number	<b>Manolito V. Bajet</b> <i>Tax Mapper I</i> <b>Edwin M. de Vera</b> <i>Draftsman I</i>	<b>3 minutes</b>			
6. Issuance of Owners Copy The Tax Declaration is issued to client	<b>Harlen V. Gerilla</b> <i>Admin Aide I</i>	<b>2 minutes</b>			



## SECURING OF SUBDIVISION/JUDICIAL PARTITION OF LOTS FOR TAX DECLARATION

Step by Step Procedure in availing of frontline Service	Personal In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filling of complaint
1. Request for the service inform the assessment clerk for the transfer of ownership of tax declaration	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Lourdes C. Fabro</b> <i>Admin Aide VI</i> <b>Karen M. Parinas</b> <i>Admin Aide VI</i>	<b>2 minutes</b>		1. Photo copy of Title 2. Deed of Absolute Sale/Inheritance/Donation/Judicial Partition 3. Current Tax Receipt 4. Photocopy of BIP/CAR (Certificate)	Submit your letter of complaint to the City Assessor
2. Submission of the required documents to be examined by the Local Assessment Operations Officer	<b>Jesus D. Parayno</b> <i>LAOO-III</i> <b>Vilma V. Refuerzo</b> <i>LAOO-I</i>	<b>3 minutes</b>	for sales Tax/transfer fee	5. Sales Tax/Transfer Fee/Secretary's fee 6. Community Tax Certificate	
3. Assign Pin for subdivided lots for tax declaration	<b>Jesus D. Parayno</b> <i>LAOO-III</i> <b>Vilma V. Refuerzo</b> <i>LAOO-I</i>	<b>3 minutes</b>	3/4 of 1% of the total consideration of the deed of sale/Zonal Value, which ever is higher	7. Special Power of Attorney of the Authorized representative if the	
4. Preparation of the Subdivision of tax declaration (land & building)  a. tax declaration b. Ownership Record Form	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Lourdes C. Fabro</b> <i>Admin Aide VI</i> <b>Jesus D. Parayno</b> <i>LAOO-III</i> <b>Karen M. Parinas</b> <i>Admin Aide VI</i>	<b>10 minutes</b> or depends on the total number of subdivision	Secretary's Fee 110.00 per title		
5. Reviewed and approved by the City Assessor, approved and signs the Tax Declaration	<b>Mary Joyce S. Sardeña</b> <i>City Assessor</i>	<b>2 minutes</b>			
6. Recording/Numbering and assigning New Tax Declaration number. The Tax Mapper assigns new tax declaration number and records the transaction in the Tax Mapping Control Roll (TMCR) of the subdivision of tax declaration	<b>Manolito V. Bajet</b> <i>Tax Mapper I</i>	<b>3 minutes</b> or depends on the total number of subdivision			
7. Issuance of Owners Copy The Tax Declaration is issued to client	<b>Harlen V. Gerilla</b> <i>Admin Aide I</i>	<b>2 minutes</b>			



## SECURING ASSESSMENT FOR THE NEW BUILDING (RESIDENTIAL/COMMERCIAL) OR MACHINERY

Step by Step Procedure in availing of frontline Service	Personal In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filling of complaint
1. Request for the service inform the Assessment Clerk/Admin. Aide/Clerk for the assessment of real properties (Residential/Commercial) for taxation	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Lourdes C. Fabro</b> <i>Admin Aide VI</i>	<b>3 minutes</b>	Secretary's Fee  Php 110.00	1. Updated tax Declaration of Real Property Value	Submit your letter of complaint to the City Assessor
2. Submission of the required documents the Local Assessment Operation Officer, assessment clerk and the draftsman will conduct inspection to assess the value of the new building of machinery in the absence of building permit	<b>Jim M. Lafuente</b> <i>RCC-I</i> <b>Edwin M. de Vera</b> <i>Draftsman I</i>	<b>1 to 2 hours</b> may vary depending on the property size,		2. Building Permit	
3. Preparation of Tax Declaration, the local assessment Operation Officer, Computes the floor Area (for building) Appraised/Assessed the market value	<b>Jesus D. Parayno</b> <i>LAOO-III</i> <b>Vilma V. Refuerzo</b> <i>LAOO-I</i>	<b>10 minutes</b>		3. Picture (front & side)	
4. Processing and recording of tax declaration, The Tax Mapper will assign new tax declaration number on the discoveries (building/commercial) of machinery and records the transaction in the tax mapping	<b>Manolito V. Bajet</b> <i>Tax Mapper I</i>	<b>5 minutes</b>		4. Community Tax Certificate	
5. Reviewed and approved by the City Assessor review, approves and signs the tax declaration for newly constructed building (residential/commercial) or machinery	<b>Aleli Joy J. Manuel</b> <i>Asst. City Assessor</i> <b>Mary Joyce S. Sardeña</b> <i>City Assessor</i>	<b>3 minutes</b>		5. Special Power of Attorney of the Authorized representative if the	
6. Issuance of Owners Copy, The Tax Declaration is issued to client	<b>Harlen V. Gerilla</b> <i>Admin Aide I</i>	<b>1 minute</b>			



## SECURING CERTIFICATION

Step by Step Procedure in availing of frontline Service	Personal In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filling of complaint
1. Request for the service inform the assessment clerk or the Local Assessment Operation Officer for the request to be evaluated and for verification	<b>Mary Grace B. Antonio</b> <i>Admin Aide</i> <b>Karen M. Parinas</b> <i>Admin Aide I</i>	<b>3 minutes</b>	Certified True Copy <b>Php 55.00</b>	1. Current Real Property Tax 2. Certification Fee	Submit your letter of complaint to the City Assessor
2. Submission of the required documents... if the updated tax declaration has not yet been paid, the Real Property Tax Order of payment shall be issued or machinery in the absence of building permit	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Lourdes C. Fabro</b> <i>Clerk III/Admin Aide VI</i>	<b>3 minutes</b>	Certified of Property Holdings <b>Php 110.00</b>	3. Special Power of Attorney of Authorized representative	
3. Preparation of Certified True Copy or Certifications Assessment Clerk/Admin Aides/Clerk and the Local Assessment Operation Officer verifies, types and prepares the certifications	<b>Irene B. Talvo</b> <i>Assessment Clerk II</i> <b>Lourdes C. Fabro</b> <i>Admin Aide VI</i> <b>Wilma V. Refuerzo</b> <i>LAOO-I</i> <b>Jesus D. Parayno</b> <i>LAOO-III</i>	<b>5 minutes</b>	Certified of Improvements <b>Php 110.00</b> Certified of No Improvements <b>Php 110.00</b>		
4. Reviewed and approved the City Assessor reviews, approved and signs the Certified True Copy and the Assessor's Certification	<b>Mary Joyce S. Sardeña</b> <i>City Assessor</i> <b>Aleli Joy J. Manuel</b> <i>Asst. City Assessor</i>	<b>2 minutes</b>	Certified of No Property Holdings <b>Php 35.00</b>  <b>plus: Documentary Stamp Php 30.00</b>		
5. Issuance of Owners Copy, The Tax Declaration is issued to client	<b>Harlen V. Gerilla</b> <i>Admin Aide I</i> <b>Mary Grace B. Antonio</b> <i>Admin Aide</i>	<b>2 minutes</b>			



## VERIFYING PROPERTY LOCATION AND VICINITY

Step by Step Procedure in availing of frontline Service	Personal In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filling of complaint
<p>1. Request for the Service Inform the Tax Mapper/Tax Mapping Aides</p> <p>2. Verification and research The Tax Mapper verifies and research the location of the Real Property in the Tax Map</p>	<p><b>Edwin M. de Vera</b> <i>Draftsman</i></p> <p><b>Jim M. Lafuente</b> <i>RCC-I</i></p> <p><b>Edwin M. de Vera</b> <i>Draftsman</i></p> <p><b>Manolito V. Bajet</b> <i>Tax Mapper I</i></p>	<p>3 minutes</p>	<p><b>Verification Fee</b> <b>Php 110.00</b></p> <p><b>plus: Documentary Stamp</b> <b>Php 30.00</b></p>	<p>Photocopy of the title or Tax declaration</p>	<p>Submit your letter of complaint to the City Assessor</p>