

1. SERVICE NAME : SECURING OWNER’S COPY OF TAX DECLARATION FOR NEWLY DECLARED PROPERTY (LAND, BUILDING & MACHINERIES)

Service Information : The Owner’s copy of updated tax declaration is secured upon transfer of ownership of real property from the previous to the new owner. This is done to update the records of the city government and to transfer real property taxation to the new owner.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 .Photocopy Deed of Conveyance (Deed of Absolute Sale, Deed of Adjudication & others)	From the owner
2. Photocopy Certificate Authorizing Registration (CAR)	From the owner
3.Photocopy of Title (if titled)	From the owner
4.Photocopy of Approved Plan (If subdivision/ consolidation)	From the owner
5.Sworn Statement	From the owner
6.Building Permit & Plan	Personal File of the Owner
7.O.R. of Transfer Fee/ Certification	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
FILE	Evaluate the documents submitted by the owner.	None	5 minutes	Belinda Lomuntad or any Officer of the Day
	Prepare the following documents: <ul style="list-style-type: none"> • Projection of Approved Subdivision Plan (If Subdivision/Consolidation) • Field Appraisal Assessment Sheets • Tax Declaration prepared & numbered • Encodes data • Owner’s Record Form, Property Record Form, Notice of Assessment • Ocular Inspection (if needed) 	None	1 hour to 5 days depending on the complexity of the transaction	For Lands: Engr. Will Art Pe Benito Joy M. Banasan Jojit Barredo For Buildings: David Galus Grace Barandino Belinda Lomuntad

	Advise the client to pay the tax after appraisal /assessment of the declared property Endorse the documents to the assistant city assessor for review and recommendation to the city assessor for approval	None None	5 minute	Remedios Gacusana
	Review, Approve & Sign the documents.	None	30 minutes	Engr. Wally Banasan Engr.Denia Rubang
PAY	Accept payment and issues OR	Depending on the computed tax	5 minutes	Elvira Valdez Marissa Gabor or any CTO Personnel who is presently available at the time
CLAIM	Release the owner's copy and retain 1 copy & all required documents for office file	None	2 minutes	Remedios Gacusana

2. SERVICE NAME : SECURING OF CERTIFICATIONS & CERTIFIED TRUE COPY OF TAX DECLARATION OF PROPERTY

Service Information : A certified true copy of Tax Declaration and Certifications of various property holdings, without or with improvements, latest tax declaration thereon may be requested from the City Assessor's Office.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Request Letter	At the Office (Fill up)
2.Valid ID	Personal file of the client
3.Authorization Letter/SPA (if not the landowner)	From the Owner
4.O.R. of True Copy or Certification Fees	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILE	Search the property if existing and prepares the requested documents then advises the client to pay the required fees	None	5 minutes	Any CAO Personnel who is presently available at the time

PAY	Accept payment and issues OR	True Copy P 55.00 Certifications P 80.00	5 minutes	Elvira Valdez Marissa Gabor or Any CTO Personnel who is presently available at the time
	Print the Certification / Certified True Copy as requested. Approve and sign the certification/true copy	None	3 minutes	Belinda Lomuntad Remedios Gacusana Joy Banasan Jojit Barredo Mark Raymund Madarang Grace Barandino David Galus Engr.Denia Rubang Engr. Wally Banasan
CLAIM	Issue the Certification / Certified True Copy	None	1 minute	Any CAO Personnel who is presently available at the time.

3. SERVICE NAME : CANCELLATION, REVISION & CORRECTION OF ASSESSMENTS

Service Information : This service is requested by clients who would like to cancel, adjust or correct assessment on their real property. The City Assessor's assessment records are used by the Land Tax Division of the City Treasurer's Office in computing the annual tax to be paid by owners of land and buildings.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Request Letter	From the Land Owner
2.Updated payment of the property	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILE	Search the property record	None	2 minutes	Any CAO Personnel who is presently available at the time

Accompany Tax Mapper for ocular inspection	Conduct ocular inspection accompanied by the client if required	None	1 hour to 3 hours depending on the complexity of the place	Jojit Barredo Will Art Pe Benito Mark Raymund Madarang
	Validate changes, if any then prepare new copy of tax Declaration Approve and sign the new Tax Declaration	None	5 minutes	Will Art Pe Benito Engr.Denia Rubang Engr. Wally Banasan
CLAIM	Release copy of the new Tax Declaration	None	1 minute	Remedios Gacusana

4. SERVICE NAME : ANNOTATION OF MORTGAGE, CANCELLATION OF BAILBONDS, LIENS & ENCUMBRANCES ON TAX DECLARATION

Service Information : This service is requested by clients to annotate or cancel documents for loan and mortgage purposes.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Mortgage Contract	From the Land Owner/Authorized Representative
2.Cancellation and Discharge of Mortgage	From the Land Owner/Authorized Representative
3.Bailbond Court Documents	From the Land Owner/Authorized Representative
4.Official Receipt	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILE	Search the property record and verify it. Advise client to pay annotation fee Approve and sign the annotated documents	None	5 minutes	Grace Barandino Engr.Denia Rubang Engr. Wally Banasan

PAY	Accept payment and issue OR	P 80.00	5 minutes	Elvira Valdez Marissa Gabor or any CTO Personnel who is presently available at the time
CLAIM	Prepare and Release annotated copy of Tax Declaration & Mortgage Contract	None	3 minutes	Grace Barandino

5. SERVICE NAME : VERIFICATION OF HISTORY OF REAL PROPERTY TAX ASSESSMENTS AND BASIS OF TRANSFER

Service Information : The History of a certain property such as ownerships, improvements, assessments and others may be verified at the City Assessor's Office.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Proof of Ownership	From the Land Owner/Authorized Representative
2.Copy of Tax Declaration/ Title	From the Land Owner/Authorized Representative
3.Official Receipt	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILE	Search and trace back the history and basis of transfer. Advise client to pay verification fee	None	30 minutes to 2 days (depending on the property/ies)	Belinda Lomuntad Remedios Gacusana Joy Banasan
PAY	Accept payment and issue OR	P 80.00	5 minutes	Elvira Valdez Marissa Gabor or any CTO Personnel who is presently available at the time
CLAIM	Release copy of verified property (if needed)	None	1 minute	Belinda Lomuntad Remedios Gacusana Joy Banasan

6. SERVICE NAME : VERIFICATION AND PRINTING OF LOCATION / VICINITY MAPS

Service Information : The History of a certain property such as ownerships, improvements, assessments and others may be verified at the City Assessor's Office.

OFFICE : OFFICE OF THE CITY ASSESSOR

CLASSIFICATION : SIMPLE

TYPE OF TRANSACTION : Government to Citizen

WHO MAY AVAIL : Land Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of Tax Declaration/ Title	From the Land Owner/Authorized Representative
2. Official Receipt	City Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILE	Verify and search the property records. Then advise client to pay map fee Print the requested document (if existing) Approve and sign the printed documents	None	5 minutes	Any CAO Personnel who is presently available at the time Engr. Will Art Pe Benito Engr. Denia Rubang Engr. Wally Banasan
PAY	Accept payment and issue OR	P 80.00	5 minutes	Elvira Valdez Marissa Gabor or Any CTO Personnel who is presently available at the time
CLAIM	Release the printed maps	None	1 minute	Any CAO Personnel who is presently available at the time