

**Office of the Municipal Assessor**  
**Service Schedule: Monday – Friday(8:00-5:00 pm)**

## **CITIZEN'S CHARTER**

*“We, the employees of the Municipal Assessor’s Office commit to deliver the basic services to the constituents of Bauang, La Union with competence and dedication to generate fair, just and equitable real property assessment and taxation”.*

### **FRONTLINE SERVICES**

- A. Issuance of Certified True Copy/Photocopy of Tax Declaration**
- B. Issuance of Certified Photocopy of Tax Map and Tax Map Control Roll or Location Map**
- C. Issuance of Certification** (Total Landholding, No Landholding, with Encumbrance, Non Encumbrance, with improvement and No-existing improvement)
- D. ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP)/ NOTICE OF ASSESSEMENT & TAX BILL (NATB)**
- E. Annotation of Encumbrances** (Bail Bond, Adverse Claim, LIS Pendens, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement)
- F. Cancellation of Encumbrances** (Bail Bond, Adverse Claim, LIS Pendens, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement)
- G. Cancellation of Mortgaged on Tax Declaration**
- H. Field inspection/Verification** (Building and Lands) / appraisal
- I. Revision and transfer of Tax Declaration**

**A. Issuance of Certified True Copy/Photocopy of Tax Declaration**

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and tax declaration to be certified	Check owner's copy of tax declaration/s	a. Letter request (optional) b. Latest tax receipt c. 1 valid ID of the requester d. Authorization letter/SPA		10 minutes	Noel Ordoño Aileen Ubungin Jolly Ray Naguit
	Forward the documents to the Record Division for verification, pull out, type or photocopy tax declaration/s with initial and date			15 minutes	Noel P. Ordoño Aileen Ubungin Jolly Ray Naguit
Pay CTC/CPC fee	Issue official receipt and affix office seal and date		P100.00 per certification P15.per Doc.stamp	5 minutes	Aileen Ubungin
	Certified the tax declaration			3 minutes	Diana F. Flores
Release CTC/CPC of tax declaration	Issue the CTC to the client and file request slip			3 minutes	Aileen Ubungin
Total Processing Time				36 minutes	

**END OF TRANSACTION**

**B. Issuance of Certified Photocopy of Tax Map and Tax Map Control Roll or Location Map**

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and document/s	Check the document/s and identify and verify real property location in the tax maps	a. Copy of Tax Declaration b. Latest Tax Receipt c. Authorization letter d. Personal Identification Card e. Letter request (optional)		10 minutes	Ernesto G. Domingo Demetrio Ocampo Gilbert Domingo
	Prepare the location map or photocopy of the tax map and tax map control roll			15 minutes	Ernesto G.Domingo Demetrio Ocampo Gilbert Domingo Jolly F. Naguit
Pay CPC Fee	Issue official receipt and affix office seal and date		P100.00 per certification P15.00 per Doc. stamp	5 minutes	Aileen P. Ubungin
	Certify the photocopy of tax map & Tax map control roll			3 minutes	Diana F. Flores
Release Certified photocopy of tax map & TMCR	Issue CPC to the client and file request slip			3 minutes	Aileen P. Ubungin
<b>Total Processing Time</b>				<b>36 minutes</b>	

END OF TRANSACTION

**C. Issuance of Certification** (Total Landholding, No Landholding, with Emcumbrance, Non Emcumbrance, with improvement and No-existing improvement)

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and Affidavit duly notarized	Check the documents submitted	a. Copy of Tax Declaration/Title/BL Form V-37 b. Affidavit of -Total Landholding -Non-Existing Improvement/ -With Improvement -No Real Property c. Letter request(Optional) d.SPA/Authorization letter e. Personal Identification Card		5 minutes	Noel P. Ordoño Edna Generosa
	Forward the documents to the Records Division for the preparation of certification/s with initial and date			10 minutes	Noel P. Ordoño Edna Generosa
Pay Certification Fee	Issue official receipt and affix office seal and date		P100.00 per certification P15.00 per Doc. Stamp	5 minutes	Aileen P. Ubungen
	Affix signature on the certification			3 minutes	Diana F. Flores
Release Certification	Issue certification to the client and file the Affidavit & request slip			3 minutes	Aileen P. Ubungen

<b>Total Processing Time</b>	<b>26 Minutes</b>	
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**END OF TRANSACTION**

**D. ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP)/ NOTICE OF ASSESSEMENT & TAX BILL (NATB)**

<b>Steps or Process</b>		<b>Requirements /Form</b>	<b>Fees</b>	<b>Duration/ Processing Time</b>	<b>Staff-in -Charge</b>
<b>Client</b>	<b>Service Provider</b>				
Fill up and submit request slip and	Check the documents submitted	a. Previous tax receipt b. Tax Declaration (optional)		5 minutes	Edna Generosa Noel P. Ordoño Rosemarie Libatique Jolly naguit
	Forward the documents to the Records Division for preparation of RPTOP/NATB			3 minutes	Noel P. Ordoño Edna Generosa Rosemarie Libatique Jolly naguit
Release RPTOP/NATB	Issue RPTOP/NATB to the client and file the request slip			2 minutes	Jolly naguit
<b>Total Processing Time</b>				<b>10 minutes</b>	

**END OF TRANSACTION**

**E.ANNOTATION OF MORTGAGE**

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and Mortgage Contract duly notarized	Pull out ntax declaration and check supporting documents	a. Mortgage Contract duly registered with the Registry of deeds ( 1 copy) b.Certified True copy of Tax declaration c. Title d. Special Power of Attorney (optional)		5 minutes	Aileen Ubungen
	Review the document submitted and approved/disapproved the request			5 minutes	Diana F. Flores
Pay Annotation Fee	Issue official receipt		P100.00 per Tax Declaration	5 minutes	Aileen Ubungen
	Forward the documents to the Records Division for the annotation of mortgage and issuance of TD with mortgage			10 minutes	Edna Generosa
Release photocopy of tax declaration with annotation	Issue tax declaration to the client and file request slip and Mortgage Contract			5 minutes	Edna Generosa Aileen Ubunge
<b>Total Processing Time</b>				30 minutes	

**END OF TRANSACTION**

**F. Annotation of Encumbrances** (Bail Bond, Adverse Claim, LIS Pendens, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement)

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and tax declaration for annotation	Record the document/s for annotation and pulls out Tax Declaration forward to Municipal Assessor	a. Document/s for annotation b. Certified True Copy of the Tax Declaration c. Letter request (Optional)		5 minutes	Aileen Ubungen
	Review the document and approved/ disapproved the request			5 minutes	Diana F. Flores
Pay annotation fee	Issue official receipt	Issue official receipt	P100.00 per tax declaration	5 minutes	Aileen Ubungen
	Forward the documents to the Records Division for the annotation of encumbrance on the Tax Declaration with initial and date			10 minutes	Edna L. Generosa
Release photocopy of tax declaration with annotation of encumbrance	Issue copy of tax declaration to the client and file request slip and other documents			5 minutes	Edna L. Generosa Aileen Ubungen
<b>Total Processing Time</b>				<b>30 minutes</b>	

**End of Transaction**

**G. Cancellation of Mortgaged on Tax Declaration**

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and other supporting documents	Record and check the validity of the documents. Pulls out Tax Declaration	a. cancellation of Mortgaged Contract duly notarized and registered with the Registry of Deeds ( 1 copy) b. Copy of Tax Declaration with annotated mortgage		5 minutes	Aileen Ubungen
	Review the document submitted and approved/disapproved the request			10 minutes	Diana F. Flores
Pay cancellation and certified photocopy fees	Issue official receipt		P100.00 per tax declaration	5 minutes	Aileen Ubungen
	Forward the documents to the Record Division for cancellation of annotation on the tax declaration with initial and date			15 minutes	Edna Generosa
Release photocopy of tax declaration with cancelled encumbrance	Issue copy of tax declaration to the client & file Release of Mortgage			5 minutes	Edna Generosa Aileen Ubungen
<b>Total Processing Time</b>				<b>40 minutes</b>	

**End of Transactio**



**H. Cancellation of Encumbrances** (*Bail Bond, Adverse Claim, LIS Pendens, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement*)

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time	Staff-in -Charge
Client	Service Provider				
Fill up and submit request slip and tax declaration with encumbrance	Record and document for cancellation. Pulls out Tax Declaration	a. Document/s for cancellation (2 copies) b. Copy of Tax Declaration with annotated encumbrance c. Letter request (Optional)		10 minutes	Aileen Ubungen
	Review and approve request for cancellation of encumbrance			10 minutes	Diana F. Flores
Pay cancellation and certified photocopy fees	Issue official receipt		P100.00 per tax declaration	5 minutes	Aileen Ubungen
	Forward the documents to the Records Division for the cancellation of annotation on the tax declaration with initial and date			10 minutes	Edna Generosa
Release CPC of tax declaration with cancelled encumbrance	Issue tax declaration to the client and file request slip for cancellation and other document/s			5 minutes	Edna L. Generosa Aileen Ubungen
Total Processing Time				40 minutes	

**End of Transaction**

**I. Field inspection/Verification (Lands and Buildings)/appraisal**

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time		Staff-in -Charge
Client	Service Provider			Office	Field	
Fill up and submit request slip and tax declaration	Check the document/s submitted	<b>Lot</b> a. Letter request b. Survey Plan c. Title(if any) d. Tax Declaration e. BL V-37 f. Field Investigation Report g. Tax receipt <b>Building</b> a. Building Permit b. Building Plan c. Occupancy Permit d. Tax Declaration e. Tax receipt f. Certification from MPDC(Optional) h .Field Investigation Report		10 minutes	10 minutes	Rocelyn R.Fabro
	Forward the document /documents for review and approval of the request and set the date for inspection			15 minutes	15 minutes	Diana F.Flores
Pay inspection fee	Issue official receipt		P100.00 per tax declaration	5 minutes	5 minutes	Aileen ubungen
	Forward the request to the Appraisal and Assessment			40 minutes	2 hours	Jerry Federico (land)

	Division for inspection					Ernesto Domingo (Land) Demetrio Ocampo, Jr. (buildings)
<b>Total Processing Time</b>				<b>1 Hour and 20 minutes</b>	<b>2 Hour and 30 minutes</b>	

**End of Transaction**

**J. Revision and transfer of Tax Declaration**

^Simple Transaction ^^Complicated Transaction

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time		Staff-in -Charge
Client	Service Provider			Simple	Complicated	
Fill up and submit request slip and documents for revision/transfer	Check owner's Tax Declaration and other documents. Fill up control slip	(Please see separate sheets/s)		10 minutes	15 minutes	Rocelyn R. Fabro
	Forward the documents to the Municipal Assessor for review and approval of the request			15 minutes	15 minutes	Diana F.Flores
Pay revision fee or transfer fee	Issue official receipt.		P100.00 per tax declaration			Aileen Ubungen
	Forward the documents to the Tax Mapping Division for the identification and verification of the real property location in the tax			20 minutes	2 days	Ernesto Domingo Demetrio Ocampo Gilbert Domingo

	maps. Prepare land and building sketch on the FAAS					
	Finalize Field Appraisal and Assessment Sheet and prepare the tax declaration or PRF	Finalization of complicated transaction depends on the compliance of needed requirements		1 hour	2 days	Jerry Federico Rocelyn Fabro Ernesto Domingo Edna Generosa Demetrio Ocampo Jr Benjamin Abenoja Jr. Gilbert Domingo
	Review and Recommend for the approval of FAAS and tax Declaration or PRF			15 minutes	35 minutes	Diana F. Flores
	Prepare endorsement and transmittal for the approval of the Provincial Assessor			15 minutes	30 minutes	Rocelyn Fabro
<b>Total Response Time</b>				<b>1 Hour and 30 minutes</b>	<b>3 days &amp; 1 hour &amp; 40 minutes</b>	

**END OF TRANSACTION**

**K. TRANSFER OF TAX Declaration**

^ Simple Transaction ^^Complicated Transaction

Steps or Process		Requirements /Form	Fees	Duration/ Processing Time		Staff-in -Charge
Client	Service Provider			Simple	Complicated	
Fill up and submit request slip and documents for revision/transfer	Check owner's Tax Declaration and other documents, Fill up control slip	(Please see separate sheet/s)		10 minutes	15 minutes	Rocelyn R. Fabro
	Forward the document /documents to the Municipal Assessor for review and approval of request			15 minutes	15 minutes	Diana F.Flores
Pay inspection fee or Transfer Fee	Issue official receipt		P100.00 per tax declaration	5 minutes	5 minutes	Edna L. Generosa
	Forward the documents to the Tax Mapping Division for the identification and verification of the real property location in the tax maps. Prepare land and buildings sketch on the FAAS			20 minutes	2 days	Ernesto Domingo Demetrio Ocampo, Jr. Gilbert Domingo

	Finalize Field Appraisal and Assessment Sheet and prepare the Tax declaration or PRF	Finalization of complicated transaction depends on the compliance of needed requirements		1 hour	1 day	Jerry Federico Rocelyn Fabro Ernesto Domingo Edna Generosa Demetrio Ocampo Jr. Benjamin Abenoja Jr.
	Review and Recommend for the approval of FAAS and Tax Declaration or PRF			15 minutes	30 minutes	Diana F. Flores
	Prepare endorsement and transmittal for the approval of the Provincial Assessor			15 minutes	30 minutes	Rocelyn Fabro
<b>Total Processing Time</b>				<b>1 Hour and 30 minutes</b>	<b>3 days &amp; 1 hour &amp; 40 minutes</b>	

**END OF TRANSACTION**

**DIANA F. FLORES**

Municipal Assessor  
Tel. No. 072-705-0215