

OFFICE OF THE MUNICIPAL ASSESSOR

MS. DIANA FLORES

Municipal Assessor

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM

FRONTLINE SERVICES

1. **Issuance of Certified True Copy/Photocopy of Tax Declaration**
2. **Issuance of Certified Photocopy of Tax Map and Tax Map Control Roll or Location Map**
3. **Issuance of Certification** (Total Landholding, No Landholding, with Encumbrance, Non Encumbrance, with improvement and No-existing improvement)
4. **Issuance of Real Property Tax Order Of Payment (RPTOP)/ Notice Of Assessment & Tax Bill (NATB)**
5. **Annotation of Encumbrances** (Bail Bond, Adverse Claim, LIS Pendent, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement)
6. **Cancellation of Encumbrances** (Bail Bond, Adverse Claim, LIS Pendent, Notice of Tax Lien, Hold Order, Certificate of Sales and Agreement)
7. **Cancellation of Mortgaged on Tax Declaration**
8. **Field inspection/Verification** (Building and Land)/ **Appraisal**
9. **Revision and transfer of Tax Declaration**
10. **Transfer of Tax Declaration**

1. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF TAX DECLARATION

Finalization of complicated transaction depends on the compliance of needed requirements'

Requirements:

- Letter request (optional)
- Latest tax receipt
- 1 valid ID of the requester
- Authorization letter/SPA

FEES:

100.00 per certification

15.00 per Document stamp

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and tax declaration to be certified	Check owner's copy of tax declaration/s	10 minutes	Noel Ordoño Aileen Ubungen 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 Ubungen Jolly Ray Naguit
Pay CTC/CPC fee	Issue official receipt and affix office seal and date	5 minutes	Aileen Ubungen
	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 Ubungen

2. ISSUANCE OF CERTIFIED PHOTOCOPY OF TAX MAP AND TAX MAP CONTROL ROLL OR LOCATION MAP

Requirements:

- Copy of Tax Declaration
- Latest Tax Receipt
- Authorization letter
- Personal Identification Card
- Letter request (optional)

FEES:

P100.00 per certification
P15.00 per Doc. stamp

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and document/s	Check the document/s and identify and verify real property location in the tax maps	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	5 minutes	Aileen P. Ubungen
	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. Ubungen

3. ISSUANCE OF CERTIFICATION (TOTAL LANDHOLDING, NO LANDHOLDING, WITH EMCUMBRANCE, NON EMCUMBRANCE, WITH IMPROVEMENT AND NO-EXISTING IMPROVEMENT)

Requirements:

- Copy of Tax Declaration/Title/BL Form V-37
- Personal Identification Card
- Letter Request (Optional)
- SPA/Authorization letter
- Affidavit of- Total Landholding
- Non-Existing Improvement
- With Improvement
- No Real Property

Fees:

P100.00 per certification
P15.00 per Doc. stamp

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and Affidavit duly notarized	Check the documents submitted	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	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

4. ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP)/ NOTICE OF ASSESSEMENT & TAX BILL (NATB) ROLL OR LOCATION MAP

Requirements:

- Previous tax receipt
- Tax Declaration (optional)

Fees:

none

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and	Check the documents submitted	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	5 minutes	Edna Generosa Noel P. Ordoño Rosemarie Libatique Jolly Naguit

5. ANNOTATION OF MORTGAGE

Requirements:

- Mortgage Contract duly registered with the Registry of deeds (1 copy)
- Certified True copy of Tax declaration
- Title
- Special Power of Attorney (optional)

Fees:

P100.00 per Tax Declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and Mortgage Contract duly notarized	Pull out tax declaration and check supporting documents	5 minutes	Aileen Ubungen
	Review the document submitted and approved/disapproved the request	5 minutes	Diana F. Flores
Pay Annotation Fee	Issue official receipt	5 minutes	Aileen Ubungen

6. ANNOTATION OF ENCUMBRANCES (BAIL BOND, ADVERSE CLAIM, LIS PENDENS, NOTICE OF TAX LIEN, HOLD ORDER, CERTIFICATE OF SALES AND AGREEMENT)

Requirements:

- a. Document/s for annotation
- b. Certified True Copy of the Tax Declaration
- c. Letter request (Optional)

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
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	5 minutes	Aileen Ubungen
	Review the document and approved/ disapproved the request	5 minutes	Diana F. Flores
Pay annotation fee	Issue official receipt	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

7. CANCELLATION OF MORTGAGED ON TAX DECLARATION

Requirements:

Cancellation of Mortgaged Contract duly notarized and registered with the Registry of Deeds (1 copy)
Copy of Tax Declaration with annotated mortgage

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and other supporting documents	Record and check the validity of the documents. Pulls out Tax Declaration	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	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

8. CANCELLATION OF ENCUMBRANCES (BAIL BOND, ADVERSE CLAIM, LIS PENDENS, NOTICE OF TAX LIEN, HOLD ORDER, CERTIFICATE OF SALES AND AGREEMENT)

Requirements:

- Document/s for cancellation (2 copies) - Letter request (Optional)
- Copy of Tax Declaration with annotated encumbrance

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and tax declaration with encumbrance	Record and document for cancellation. Pulls out Tax Declaration	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	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

9. FIELD INSPECTION/VERIFICATION (LANDS AND BUILDINGS)/APPRAISAL

Requirements:

For Lot

- Letter request
- Survey Plan
- Title(if any)
- Tax Declaration
- BL V-37
- Field Investigation Report
- Tax receipt

For Building

- Building Permit
- Building Plan
- Occupancy Permit
- Tax Declaration
- Tax receipt
- Certification from MPDC (Optional)
- Field Investigation Report

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and tax declaration	Check the document/s submitted	10 minutes	Rocelyn R.Fabro
	Forward the document /documents for review and approval of the request and set the date for inspection	15 minutes	Diana F.Flores
	Issue official receipt	5 minutes	Aileen Ubungen
Pay inspection fee	Forward the request to the Appraisal and Assessment Division for inspection	10 minutes without verification 2 hours with verification	Jerry Federico Ernesto Domingo (Land) Demetrio Ocampo, Jr. (buildings)

10. REVISION AND TRANSFER OF TAX DECLARATION

Requirements:

- Document/s for cancellation (2 copies) - Letter request (Optional)
- Copy of Tax Declaration with annotated encumbrance

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and documents for revision/transfer	Check owner's Tax Declaration and other documents. Fill up control slip	15 minutes	Rocelyn R. Fabro
	Forward the documents to the Municipal Assessor for review and approval of the request	15 minutes	Diana F. Flores
Pay revision fee or transfer fee	Issue official receipt.	5 minutes	Aileen Ubungen
	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 building sketch on the FAAS	2 days	Ernesto Domingo Demetrio Ocampo Gilbert Domingo
	Finalize Field Appraisal and Assessment Sheet and prepare the tax declaration or PRF	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	30 minutes	Diana F. Flores
	Prepare endorsement and transmittal for the approval of the Provincial Assessor	30 minutes	Rocelyn Fabro

10. TRANSFER OF TAX DECLARATION

Requirements:

Fees:

P100.00 per tax declaration

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up and submit request slip and documents for revision/transfer	Check owner's Tax Declaration and other documents, Fill up control slip	15 minutes	Rocelyn R. Fabro
	Forward the document /documents to the Municipal Assessor for review and approval of request	15 minutes	Diana F. Flores
	Issue official receipt	5 minutes	Edna L. Generosa
Pay inspection fee or Transfer Fee	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 without verification 2 hours with verification	Ernesto Domingo Demetrio Ocampo, Jr. Gilbert Domingo
	Finalize Field Appraisal and Assessment Sheet and prepare the Tax declaration or PRF	5 minutes	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	30 minutes	Diana F. Flores
	Prepare endorsement and transmittal for the approval of the Provincial Assessor	30 minutes	Rocelyn Fabro