

1. SECURING ASSESSMENT FOR DECLARATION OF NEW / RENOVATED / DEPRECIATED BUILDINGS AND MACHINERIES

New tax declarations have to be prepared for newly constructed house or building and newly installed machinery. Physical change on the existing structure of a house or building should be declared.

Office/Division	City Assessor's Office (1 st floor Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)
Classification	Simple
Type of Transaction	G2C, G2B and G2G
Who may Avail	Real Property Owners and their Authorized Representatives (whose real property is within the jurisdiction of the city)
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
General Requirements	
Accomplished Application Form	Real Property Owner / City Assessor's Office
Request Letter	Real Property Owner
For Real Property Owner: *Photocopy of Valid ID	Real Property Owner
For Authorized Representative: *Authorization Letter *Photocopy of Owner's and Representative's ID	Real Property Owner
For Buildings	
Photocopy of RP Tax Receipt or RP Tax Clearance for the current year <i>1 copy</i>	Windows 39 to 42 of Land Tax Division – City Treasurer's Office Windows 31 and 30 of Land Tax Division – City Treasurer's Office
Copy of Building Plans (if any) <i>1 copy</i>	Office of the City Building Official / Civil Engineer / Contractor
Copy of Title (if any) <i>1 copy</i>	Real Property Owner / Registry of Deeds
Copy of Vicinity Map <i>1 copy</i> (if any)	Geodetic Engineer
Copy of Building Permit (if necessary) <i>1 copy</i>	Office of the City Building Official
Copy of Occupancy Permit (if necessary) <i>1 copy</i>	Office of the City Building Official
For Machinery	
Notarized Sworn Statement of True Current and Fair Market Values of Real Properties <i>1 copy</i>	Form – City Assessor's Office (Window 24) / Real Property Owner
Official Receipt of the machineries upon purchase <i>1 copy</i> (if necessary)	Real Property Owner
Itemized List of Machineries <i>1 copy</i> (if Applicable) (<i>notarized if necessary</i>)	Real Property Owner

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	Person Responsible
1. Get a queuing number in the monitor and Fill out application form provided at the City Assessor's Clients Lounge and wait for the number to be called	1. Call the queuing number	None	None	<i>Local Assmt Opeartions Off III or Local Assmt Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO</i>
2. Submit the Documentary Requirements and the Queuing Slip to Window 19 or 20	2. Verify and evaluate requirements	None	20 minutes	<i>Local Assmt Opeartions Off III or Local Asst Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO</i>
3. Wait while the personnel receive the documents and accept the queuing slip that will be issued	3. Receive and input necessary information in the system and issue 2 nd part of the queuing slip	None		<i>Local Assmt Opeartions Off III or Local Asst Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO</i>
4. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued and Return to City Assessor's Office Window 19 or 20 for the next step	4. Receive payment; Print and issue official Receipt	Inspection fee PhP200.00 per visit (within reglementary period) or PhP300.00 per visit (beyond the reglementary period) Declaratio n Fee PhP50.00 Certified True Copy	5 minutes	<i>Local Revenue Collection Officer III Treasurer's Office</i>

		Tax Declaratio n PhP50.00		
5. Submit the Official Receipt at Window 19 or 20 and Receive the acknowledgement receipt	5. Receive the Official Receipt; Schedule the date of Inspection and issue acknowledgement receipt	None	16 working hours	<i>Local Assmt Opeartions Off III or Local Asst Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO</i>
6. Assist the inspectors on site	6. Conduct ocular inspection and prepare Field Appraisal & Assessment Sheet (FAAS) report	None		<i>Local Assessment Operations Officer III or Local Assessment Operations Officer II or Assessment Clerk II (Appraisal And Assessment Division) CAssO</i>
7. Wait and Return to Window 19 or 20 of the City Assessor's Office on the specified Due Date for Releasing	7.1 Appraise and Assess and approve the FAAS Report	None	6 working hours	<i>Local Assessment Operations Officer III (Appraisal And Assessment Division and Assessment Evaluation Division) and Asst. City Assessor And/or City Assessor CAssO</i>
	7.2 Encode the data and print the assessment documents	None	1 hour and 30 minutes	<i>Local Assessment Operations Officer III, or Local Assessment Operations Officer II or Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
	7.3 Approve the Assessment documents	None		<i>City Assessor or Asst. City Assessor or Local Assessment Operations Officer III CAssO</i>
8. Receive the Tax Declaration and Notice of Assessment	8. Release the Assessment documents	None	5 minutes each document	<i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II</i>

				<i>(Records Management and Administrative Division) CAssO</i>
	Total	PhP300.00 if within reglementary period or PhP400.00 if beyond reglementary period	3 working Days	<i>Per Real property Unit</i>

*Reglementary period – within 60 days upon completion or occupancy of the improvement (building) whichever comes first

* In cases when RPU's are more than three (3) in a transaction, the processing time of additional one (1) day per three (3) RPU's shall be applied.

* Waiting time accountable to clients such as preparation of payment for fees, completion of additional requirements among others are not included in the measurement of processing time.

* The scheduled date of inspection is on the following day of the application, In cases the property owner/authorized representative is not available, an agreed date of inspection will be set. The Idle time after

the payment of fees up to the date of scheduled inspection is not included in the measurement of the processing time

2. SECURING ASSESSMENT FOR DECLARATION OF SUBDIVISION / CONSOLIDATION OF LAND



The City Assessor's Office maintains Assessment Records of all property, whether taxable or exempt, located within the City. Every property owner must declare his/her property subdivided or consolidated with other lots for the updating of the assessment records.

Office/Division	City Assessor's Office (1 st Floor Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)			
Classification	Simple			
Type of Transaction	G2C, G2B and G2G			
Who may Avail	Real Property Owners and their Authorized Representatives (whose real property is within the jurisdiction of the city)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
General Requirements				
Accomplished Application Form		Real Property Owner / City Assessor's Office		
Photocopy of the New Transfer Certificate of Title/s or Certified True Copy (Original Copy for presentation) <i>1 copy</i>		Real Property Owner / Registry of Deeds		
Photocopy of Deed of Sale/Deed of Donation/Extra Judicial Settlement of Estate / Subdivision agreement or Any legal document to prove ownership <i>2 copies</i>		Real Property Owner / Registry of Deeds		
Photocopy of RP Tax Receipt or RP Tax Clearance for the current year <i>1 copy</i>		Windows 39 to 42, 30 and 31 of Land Tax Division – City Treasurer's Office		
Blue Print of Approved Subdivision Plan (<i>2 copies</i>)		Real Property Owner / Registry of Deeds / Bureau of Lands		
Certificate Authorizing Registration <i>1 copy</i> (if necessary)		Real Property Owner / Registry of Deeds / Bureau of Internal Revenue		
Copy of Zoning Certificate or SP Resolution for Reclassification <i>1 copy</i>		City Planning and Development Coordinator's Office or Sangguniang Panlungsod Office		
Copy of Development Permit <i>1 copy</i> (if necessary)		Sangguniang Panlungsod Office		
Master list of Lots -per Lot and Block Number (for subdivisions with 100 or more parcels) <i>1 copy</i>		Real Property Owner		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	Person Responsible
1. Get a queuing number in the monitor and Fill out the application form provided at the City Assessor's Clients Lounge and wait for the number to be called	1. Call the queuing number	(None)		<i>Taxmapper III or Tax mapper II or Draftsman II</i> (Taxmapping Division) CAssO

2. Submit the Documentary Requirements to Window 18	2. Verify and evaluate requirements	None	40 minutes	<i>Taxmapper III or Tax mapper II or Draftsman II (Taxmapping Division) CAssO</i>
3.Wait while the personnel receive the documents and accept the queuing slip that will be issued	3. Receive and Input necessary information in the system and issue the 2 nd part of the queuing slip	None		<i>Taxmapper III or Tax mapper II or Draftsman II (Taxmapping Division) CAssO</i>
4..Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued and Return to City Assessor's Office Window 18 for the next step	4. Receive payment; Print and issue official Receipt	Declaration Fee – PhP50.00 Certified True Copy Tax Declaration – PhP50.00 (with existing bldg) Inspection fee per visit- PhP200.00	5 minutes	<i>Local Revenue Collection Officer III Treasurer's Office</i>
5. Submit the official receipt and Receive the acknowledgement receipt, if there is an existing building, assist the inspectors on site on the scheduled date of inspection	5.1 Receive the Official Receipt; Schedule the date of Inspection and acknowledgement receipt	None	8 working hours	<i>Taxmapper III (Taxmapping Division) and Local Assessment Operations Officer III (Assessment Evaluation Division) CAssO</i>
	5.2 Assign Property Index Number	None		<i>Taxmapper III or Tax mapper II or Draftsman II (Taxmapping Division) CAssO</i>
	5.3 Appraise and Assess and approve of FAAS Report	None		<i>Taxmapper III (Taxmapping Division) and Local Assessment Operations Officer III (Assessment Evaluation Division) and City Assessor And/or Asst. City Assessor</i>

				CAssO
	5.4 Encode the data and print the assessment documents	None	7 working hours	<i>Local Assessment Operations Officer III, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division)</i> CAssO
	5.5 Approve the assessment Documents	None		<i>City Assessor or Asst. City Assessor or Local Assessment Operations Officer III</i> CAssO
6. Return to City Assessor's Office Window 22 on the specified Due Date and present the acknowledgement receipt to claim and receive the Tax Declaration and Notice of Assessment	6. Release the Assessment documents	None	15 minutes each document	<i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division)</i> CAssO
	Total	PhP100.00 per RPU (Land) additional *PhP300.00 per Bldg	2 working days	<i>For simple subdivision of 10 Real Property Units</i>

*Additional of 1 day per 10 Real Property Units more

*Additional 3 working days for inspection if there is an existing building (see agency Action step 6 to 8 of Securing Assessment for declaration of new/renovated buildings and machineries)



3. Availing of Transfer of Ownership

The City Assessor's Office (CAssO) determines the transfer of property from one owner to another on the basis of required documents. Any person/individual, firm/corporation who is a property owner and intends to transfer real property ownership shall notify the CAssO within 60 days from the date of such transfer.

Office/Division	City Assessor's Office (1 st Floor Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)			
Classification	Simple			
Type of Transaction	G2C, G2B and G2G			
Who may Avail	Real Property Owners and their Authorized Representatives (whose real property is within the jurisdiction of the city)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Accomplished Application Form		Real Property Owner / City Assessor's Office		
Photocopy of Owner's ID or Authorized Representative's ID 1 copy		Real Property Owner / Authorized Representative		
Photocopy of the New Transfer Certificate of Title/s or certified true copy of the title (Original Copy for presentation) 1 copy		Real Property Owner / Registry of Deeds		
Photocopy of Deed of Sale/Deed of Donation/Extra Judicial Settlement of Estate / Affidavit of Consolidation of Ownership with Certificate of Sale or Any legal document to prove ownership 2 copies		Real Property Owner / Registry of Deeds		
RP Tax Receipt or RP Tax Clearance for the current year 1 copy		Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office		
Certificate Authorizing Registration for presentation (if necessary)		Real Property Owner / Registry of Deeds/ Bureau of Internal Revenue		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	Person Responsible
1. Get a queuing number in the monitor and Fill out the application form provided on the City Assessor's Clients Lounge and wait for the number to be called	1. Call the queuing number	None		<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>

2. Submit the Documentary Requirements to Window 24	2. Verify and evaluate requirements	None	20 minutes	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
3. Wait while the personnel receive the documents and accept the queuing slip that will be issued	3 Receive and Input necessary information in the system and issue the 2 nd part of the queuing slip	None		<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
4. Go to Land Tax Division (window 30 & 31) present the queuing slip to pay the necessary fees and get the Official Receipt that will be issued	4.Receive payment; Print and issue official Receipt	Declaration Fee - PhP50.00 Certified True Copy Tax Declaration – PhP50.00	5 minutes	<i>Local Revenue Collection Officer III Treasurer's Office</i>
5. Return to Window 24. Submit the Official Receipt and wait while the personnel process the documents	5.1 Encode the data and print the assessment documents	None	30 minutes	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
	5.2 Approve the assessment documents	None		<i>City Assessor or Asst. City Assessor or Local Assessment Operations Officer III CAssO</i>

6. Receive the Tax Declaration and Notice of Assessment	6. Release the Assessment documents	None	5 minutes	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
Total		PhP100.00	1 hour	<i>Per Real Property Unit</i>



4. Securing of Various Certifications

The Tax Declaration serves as the city's permanent record for every property owner (land, building & machinery). A certified true copy or certifications of various property holdings or non-improvements thereon may be requested from the City Assessor's Office. The City Assessor's Office issues certification/s to any property owner or his/her duly authorized representative such as certification of no property.

Office/Division	City Assessor's Office (1 st Floor Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)	
Classification	Simple	
Type of Transaction	G2C, G2B and G2G	
Who may Avail	Real Property Owners and their Authorized Representatives	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
General Requirements		
Accomplished Application Form	Real Property Owner / City Assessor's Office	
For Real Property Owner: *Photocopy of Valid ID	Real Property Owner	
For Authorized Representative: *Authorization Letter from Owner/Bank/Agency *Photocopy of Owner's and Representative's ID	Real Property Owner/ Bank/ Agency Office	
For Certified True Copy/Owner's Copy of Tax Declaration, Certificate of No Property and Property Holdings		
Present any of the following		
Copy of RP Tax Receipt / Tax Clearance	Windows 39 to 42, 30 and 31 of Land Tax Division – City Treasurer's Office	
Copy of Transfer Certificate of Title/s	Real Property Owner / Registry of Deeds	
Location Plan <i>1copy</i> (if any)	Real Property Owner / Bureau of lands	
For Certificate of No Property		
Please provide complete name of the subject person including maiden name for married women in the application form	City Assessor's Office	
For Certificate as per Tax Mapping		
Photocopy of the Transfer Certificate of Title/s <i>1copy</i>	Real Property Owner / Registry of Deeds	
Approved plan 1 copy (if necessary)	Real Property Owner / Bureau of lands	
For Property verification from Banks and other agencies		
Application Letter/Form of the Property Owner to the bank/agency <i>1 copy</i>	Bank or Agency Office	
For Certified Tax Map		
Photocopy of Client's ID	Client	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Get a queuing number in the monitor and Fill out the application form provided on the City Assessor's Clients Lounge and wait for the number to be called</p>	<p>1.Call the queuing number</p>	<p>None</p>		<p><i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division) or Taxmapper III or Taxmapper II or Draftsman II (Taxmapping Division) CAssO</i></p>
<p>2. <i>*For Certified True Copy/Owner's Copy of Tax Declaration, Certificate of No Property, Property Holdings, and Cancelled Assessment</i> Submit the Documentary Requirements to Window 22 for verification <i>For Certified Tax Map and Certificate as per Taxmapping</i> Submit the Documentary Requirements to Window 18 for verification</p>	<p>2.1 Verify and evaluate requirements</p>	<p>None</p>	<p>12 minutes</p>	<p><i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division) or Taxmapper III or Taxmapper II or Draftsman II (Taxmapping Division) CAssO</i></p>
<p>3. Wait while the personnel receive the documents and accept the queuing slip that will be issued</p>	<p>3. Receive and Input necessary information in the system and issue the 2nd part of the queuing slip</p>	<p>None</p>		<p><i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division) or Taxmapper III or Taxmapper II or Draftsman II (Taxmapping Division) CAssO</i></p>

<p>4.Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued</p>	<p>4. Receive payment; Print and issue official Receipt</p>	<p>Certification fee - PhP50.00 per Page Certified Tax Map – PhP200.00 per Section map</p>	<p>3 minutes</p>	<p><i>Local Revenue Collection Officer III Treasurer’s Office</i></p>
<p>.5. Submit the Official Receipt to City Assessor’s Office</p> <ul style="list-style-type: none"> • Window 22 <p><i>*For Certified True Copy/Owner’s Copy of Tax Declaration, Certificate of No Property, Property Holdings and Cancelled Assessment</i></p> <p>Or</p> <ul style="list-style-type: none"> • Window 18 <p><i>*For Certified Tax Map and Certificate as per Taxmapping</i></p> <p>And wait while the personnel process the documents</p>	<p>6.1 Print the Certificate</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division) or Taxmapper III or Taxmapper II or Draftsman II (Taxmapping Division) CAssO</i></p>
	<p>6.2 Approve the Certificate</p>	<p>None</p>		<p><i>City Assessor or Asst. City Assessor or Local Assessment Operations Officer III or Tax Mapper III CAssO</i></p>
<p>7. Receive the Certifications</p>	<p>7. Release the Certificate</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division) CAssO</i></p>
<p>TOTAL</p>		<p>PhP50.00 per certification/P age PhP200.00 per tax map (Computer generated)</p>	<p>30 Minutes</p>	<p><i>Per Real Property Unit</i></p>



5. CANCELLATION OF ASSESSMENT OF BUILDINGS AND MACHINERIES

The Cancellation of Assessment is eliminating a property from the assessment roll which have been demolished, destroyed or have suffered permanent loss of value by reason of storm, flood, fire, or other calamity.

Office/Division	City Assessor's Office (1 st Floor Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)			
Classification	Simple			
Type of Transaction	G2C, G2B and G2G			
Who may Avail	Real Property Owners and their Authorized Representatives (whose real property is within the jurisdiction of the city)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
General Requirements				
Accomplished Application form		Real Property Owner / City Assessor's Office		
Request Letter		Real Property Owner		
For Real Property Owner * Photocopy of Valid ID		Real Property Owner		
For Authorized Representative *Authorization Letter *Photocopy of Owner's and Representative's ID		Real Property Owner		
Copy of Demolition Permit or Fire Incident Clearance (if any)		Office of the Building Official / Bureau of Fire		
Copy of Real Property Tax Receipt or Tax Clearance		Windows 39 to 42, 30 and 31 of Land Tax Division – City Treasurer's Office		
Copy of Title (if any) <i>1 copy</i>		Real Property Owner		
Affidavit of cancellation or certificate of closure of business (for machinery only) <i>1 copy</i>		Law Office / Business License and Permit Division		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	Person Responsible
1. Get a queuing number in the monitor and Fill out the application form provided on the City Assessor's Clients Lounge and wait for the number to be called	1. Call the queuing number	None	None	<i>Local Assmt Opeartions Off III or Local Assmt Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO</i>
2. Submit the Documentary Requirements to Window 19 or 20	2. Verify and evaluate requirements	None	20 minutes	<i>Local Assmt Opeartions Off III or Local Assmt Oprations off II or Assessment Clerk II</i>

				(Assessment Evaluation Division) CAssO
3.Wait while the personnel receive the documents and accepts the queuing slip that will be issued	3. Receive and Input necessary information in the system and issue the 2 nd part of the queuing slip	None		Local Assmt Opeartions Off III or Local Assmt Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO
4.Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued and Return to City Assessor's Office Window 19 or 20 for the next step	4. Receive payment; Print and issue official Receipt	Inspection fee PhP200.00 per visit Cancellation Fee PhP300.00 Certificate of Cancelled Assessment PhP50.00	5 minutes	Local Revenue Collection Officer III Treasurer's Office
5. Submit the Official Receipt at Window 19 or 20 and Receive the acknowledgement receipt	5. Receive the Official Receipt; Schedule the date of Inspection and Issue acknowledgement receipt	None		Local Assmt Opeartions Off III or Local Assmt Oprations off II or Assessment Clerk II (Assessment Evaluation Division) CAssO
6. Assist the inspectors on site	6.Conduct ocular inspection	None	16 working hours	Local Assessment Operations Officer III or Local Assessment Operations Officer II or Assessment Clerk II (Appraisal And Assessment Division) CAssO
7. Wait and Return to Window 19 or 20 of the City Assessor's Office on the specified Due Date	7.1 Prepare Field Appraisal & Assessment Sheet (FAAS)	None	6 working hours	Local Assessment Operations Officer III

for Releasing	report			<i>(Appraisal and Assessment division and Assessment Evaluation Division)</i> CAssO
	7.2 Approve Documents	None		<i>City Assessor and/or Asst. City Assessor or Local Assessment Operations Officer III</i> CAssO
	7.3 Cancel the Assessment in the Real Property Assessment System and Print the Certificate	None	1 hour and 30 minutes	<i>Local Assessment Operations Officer III (Assessment Evaluation Division)</i> or <i>Asst. City Assessor</i> CAssO
	7.4 Approve Certificate	None		<i>City Assessor or Asst. City Assessor or Local Assessment Operations Officer III</i> CAssO
8. Receive the Certificate of Cancelled Assessment	8. Release the certificate	None	5 minutes each document	<i>Local Assessment Operations Officer III or Assessment Clerk II or BookBinder II (Records Management and Administrative Division)</i> CAssO
TOTAL		PhP550.00	3 Days	Per Real Property Unit

6. RECLASSIFICATION OF REAL PROPERTY



In this transaction, the Real Property Classification will be reclassified based on the actual use and development on the Property. Other basis is the approved Land Use Plan or a Resolution from the Sangguniang Panlungsod.

Office/Division	City Assessor's Office (Bulwagang Mariano Leon Santos Hall, beside Plaza Vidal De Arrozal – Atrium)			
Classification	Simple			
Type of Transaction	G2C, G2B and G2G			
Who may Avail	Real Property Owners and their Authorized Representatives (whose real property is within the jurisdiction of the city)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
General Requirement				
Accomplished Application form		Real Property Owner/City Assessor's Office		
Request Letter		Real Property Owner		
For Real Property Owner: * Valid ID		Real Property Owner		
For Authorized Representative *Authorization Letter *Photocopy of Owner's and Representative's ID		Real Property Owner		
Copy of RP Tax Receipt or RP Tax Clearance for the current year <i>1 copy</i>		Windows 39 to 42, 30 and 31 of Land Tax Division – City Treasurer's Office		
Copy of Location Plan (<i>if necessary</i>)		Real Property Owner / Geodetic Engineer		
Copy of Title <i>1 copy</i>		Real Property Owner / Registry of Deeds		
Copy of Zoning Certificate or SP Resolution for Reclassification or DAR Conversion <i>1 copy</i>		City Planning and Development Coordinator's Office or Sangguniang Panlungsod Office or Department of Agrarian Reform		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queuing number in the monitor and Fill out the application form provided at the City Assessor's Clients Lounge and wait for the number to be called	1. Call the queuing number	None		<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
2. Submit the Documentary Requirements to Window 19 or 20	2. Verify and evaluate requirements	None	20 minutes	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk</i>

				<i>II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
3. Wait while the personnel receive the documents and accept the queuing slip that will be issued	3. Receive and Input necessary information in the system and issue the 2 nd part of the queuing slip	None		<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
4. Go to Land Tax Division (window 30 & 31) and present the queuing slip to pay the necessary fees and get the Official Receipt that will be issued	4. Receive payment; Print and issue official Receipt	Declaration Fee PHP50.00 Certified True Copy Tax Declaration PHP50.00 Inspection Fee PHP200.00 per visit Reclassification Fee PhP500.00 per hectare	5 minutes	<i>Local Revenue Collection Officer III Treasurer's Office</i>
5. Return to Window 19 or 20 Submit the Official Receipt and receive the acknowledgement receipt	5. Receive the Official Receipt; Schedule the date of Inspection and Issue acknowledgement receipt	None	16 working hours	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
6. Assist the inspectors on site	6. Conduct ocular inspection	None		<i>Local Assessment Operations Officer III or Local Assessment</i>

				<i>Operations Officer II or Assessment Clerk II (Appraisal And Assessment Division) CAssO</i>
7. Wait and Return to Window 19 or 20 of the City Assessor's Office on the specified Due Date for Releasing	7.1 Prepare Field Appraisal & Assessment Sheet (FAAS) report	None	6 working hours	<i>Local Assessment Operations Officer III Appraisal And Assessment Division and Assessment Evaluation Division) CAssO</i>
	7.2 Appraise, Assess and approve the FAAS Report	None		<i>Local Assessment Operations Officer III and Asst. City Assessor And City Assessor CAssO</i>
	7.3 Encode the data and print the assessment documents	None	1 hour and 30 minutes	<i>Local Assessment Operations Officer III, Local Assessment Operations Officer II, Assessment Clerk II or Assessment Clerk III (Assessment Evaluation Division) CAssO</i>
	7.4 Approve the assessment Documents	None		<i>City Assessor Or Asst. City Assessor or Local Assessment Operations Officer III CAssO</i>
8. Receive the Tax Declaration and Notice of Assessment	8. Release the assessment documents	None	5 minutes each document	<i>Local Assessment Operations Officer III or Administrative Officer II or BookBinder II (Records Management and Administrative Division)</i>

				CAssO
	Total	PhP300.00 per RPU And PhP500.00 per hectare	3 Days	Per Real Property Unit