City Assessor’s Office

External Services

1. Availing of Transfer of Ownership

The City Assessor's Office (CAssO) determines the transfer of property from one owner to another based on 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
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
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Company
● UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Photocopy of the New Transfer Certificate of Title/s or certified true copy of the title (Original Copy for presentation) *(1 photocopy)*	Real Property Owner / Registry of Deeds

Photocopy of Deed of Sale *(2 photocopy)* /Deed of Donation/Extra Judicial Settlement of Estate / Affidavit of Consolidation of Ownership with Certificate of Sale or Any legal document to prove ownership *(1 photocopy)*	Real Property Owner / Registry of Deeds
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	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 (if necessary) *(1 original copy or 1 photocopy)*	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 queueing 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 queueing number	None		*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CassO

2.Submit the Documentary Requirements to Window 24 *Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	20 minutes	*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II* *(Assessment Evaluation Division)* CassO
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CAssO

3. 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	3. Receive payment; Print and issue official Receipt	Declaration Fee - **PhP50** Certified True Copy Tax Declaration – **PhP50**	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or Juliet R. Dival (Local Revenue Collection Officer I)* *Treasurer's Office*
4. Return to Window 24. Submit the Official Receipt and wait while the personnel process the documents	4.1 Encode the data and print the assessment documents	None	30 minutes	*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CassO
	4.2 Approve the assessment documents	None		*Arnold L. Carreon* *(Acting City Assessor) or* *Sinta Ira B. Gueco* *(Asst. City Assessor)* *or* *Christopher T. Co (Local Assessment Operations Officer II)* CassO
5.. Receive the Tax Declaration	5. Release the	None	5 minutes	*Mica R. Lopez* *(Assessment Clerk*

and Notice of Assessment	Assessment documents			*II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CassO
	TOTAL:	PhP100	1 hour	*Per Real Property Unit*

In cases when the title subject for declaration was issued (5) years and beyond the date of declaration, the documents required:

1. Accomplished Application Form
2. 1 Photocopy of Owner's ID or Authorized Representative's ID (Government Issued Identification Card or Company Identification Card)
3. Photocopy of the New Transfer Certificate of Title/s or certified true copy of the title (Original Copy for presentation) *1 copy*
4. Real Property Tax Receipt or
Real Property Tax Clearance for the current year *1 copy*

Target Clients

Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

2. 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 another calamity.

Office/Division	City Assessor's Office
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:** ● *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: ● Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Company

● UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Copy of Demolition Permit or Fire Incident Clearance (if any/ necessary) *(1 original copy or 1 photocopy)*	Office of the Building Official / Bureau of Fire
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Copy of Title (if any) *(1 original copy or 1 photocopy)*	Real Property Owner
Affidavit of cancellation or certificate of closure of business (for machinery only) (*1 photocopy)*	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	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer*

				III) (Appraisal and Assessment Division) or *Christopher T. Co (Local Assessment Operations Officer II* *Mica R. Lopez (Assessment Clerk II)* *(Assessment Evaluation Division)* CassO
2. Submit the Documentary Requirements to Window 19 or 20 * Wait while the personnel receive the documents and accepts the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	20 minutes	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division) or Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk) II)* *(Assessment Evaluation*

				Division) CassO
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk) II) (Assessment Evaluation Division)* CassO
3.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	3. Receive payment; Print and issue official Receipt	Inspection fee **PhP200** per visit Cancellation Fee **PhP300** Certifica	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office

		te of Cancelled Assessment **PhP50**		
4. Submit the Official Receipt at Window 19 or 20 and receive the acknowledgement receipt * City Assessor's Office will provide specified Due Date for Releasing	4. Receive the Official Receipt; Schedule the date of Inspection and Issue acknowledgement receipt	None	16 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III)* *(Appraisal and Assessment Division) or Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk) II)* *(Assessment Evaluation Division)* CassO
5. Assist the inspectors on site	5. Conduct ocular inspection	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C.*

				Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III* *Local Assessment Operations (Appraisal and Assessment Division* CAssO
6.Inspectors will return to the office to prepare the appraisal report.	6.1 Prepare Field Appraisal & Assessment Sheet (FAAS) report	None	6 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* CassO
	6.2 Approve Documents	None		*Arnold L. Carreon* *(Acting City Assessor)* *And/or* *Sinta Ira B. Gueco*

				(Asst. City Assessor) *Or* *Christopher T. Co* *(Local Assessment Operations Officer II) (Assessment & Evaluation Division)* CAssO
	6.3 Cancel the Assessment in the Real Property Assessment System and Print the Certificate	None	1 hour and 30 minutes	*Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division) or* *Sinta Ira B. Gueco* *(Asst. City Assessor)* CAssO
	6.4 Approve Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *And/or* *Sinta Ira B. Gueco* *(Asst. City Assessor) And/or* *Christopher T. Co* *(Local Assessment Operations Officer II)* CAssO
7. Receive the Certificate of Cancelled	7.Release the certificate	None	5 minutes each document	*Amir Karlo L. Salas or Jenny D.*

Assessment				*Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* CAssO
TOTAL:		**PhP550**	3 Days	Per Real Property Unit

*****Reglementary period – within 60 days upon completion or occupancy of the improvement (building)
whichever comes first
* In cases when RPUs are more than three (3) in a transaction, the processing time of additional one (1) day
per three (3) RPUs 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

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

3. Issuance of Certificate of Cancelled Assessment

The Certificate of Cancelled Assessment is issued when improvements such as building or machinery has been dropped from assessment roll due to non-existence. A certificate may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Bank/ Agency/ Company

UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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 queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment*

				Operations Officer III) (Records Management and Administrative Division) CAssO
2. Submit the Documentary Requirements to Window 22 for Verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee - **PhP50** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office

4. Submit the Official Receipt to City Assessor's Office *Go to Window 22 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	4.2 Approve the Certificate	None		*Arnold L. Carreon (Acting City Assessor) or Sinta Ira B. Gueco (Asst. City Assessor) or Rhoda B. Mangio (Local Assessment Operations Officer III) or Eduardo M. Parungao Jr. (Local Assessment Operations Office III) or Bernard D. Mendoza (Tax Mapper III) or Christopher T. Co (Local Assessment Operations Office II) CAssO*

5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
TOTAL:		**PhP50** per certification/Page	30 Minutes	*Per Certificate*

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

4. Issuance of Certificate of No Improvement

A Certificate of No Improvement is issued to certify that no improvement/s is/are declared on Real Property for Land. A certificate may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Bank/ Agency/ Company

	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Contract of Lease (if necessary) *(1 copy photocopy)*	Lessor/ Lessee
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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	1. Call the queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III)*

called				*(Records Management and Administrative Division) CAssO*
2. Submit the Documentary Requirements to Window 22 for verification *Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee - **PhP50** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4.Submit the Official Receipt to City Assessor's	4.1 Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment*

Office *Go to Window 22 and wait while the personnel process the documents				*Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* *CAssO*
	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City Assessor)* *or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*
5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment*

				Clerk II) or *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* *CAssO*
TOTAL:		**PhP50** per certification/ Page	30 Minutes	*Per Certificate*

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

5. Issuance of Certificate of No Property

The City Assessor's Office issues certification to any interested person with no declared/registered real property under his/her name within the jurisdiction of the city as per assessment records. A certificate may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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	Interested Person / City Assessor's Office
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization

For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Bank/ Agency/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
*Please provide complete name of the subject person including maiden name for married women in the application form	City Assessor's Office
*Affidavit of Property Disclaim (in cases that the requesting party appears to have same name as declared owner of a property in the assessment records) *1 original notarized copy*	City Legal Office/ Law Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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 queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations*

				Officer III) (Records Management and Administrative Division) CAssO
2. Submit the Documentary Requirements to Window 22 for Verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and*

				Administrative Division) CAssO
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee - **PhP50** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 22 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or*

				Sinta Ira B. Gueco *(Asst. City Assessor) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*
5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B.*

				Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO
	TOTAL:	**PhP50** per certification/Page	30 Minutes	*Per Certificate*

Target Clients:

Interested Person
Government Agencies
Private Agencies

6. Issuance of Certificate of Property Holdings

The Certificate of Property Holdings is a list of owner's real properties declared/registered in the assessment records within the jurisdiction of the city. A certificate may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Bank/ Agency/ Company

	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing number on 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 queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B.*

				Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO
2. Submit the Documentary Requirements to Window 22 for verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III)*

				(Records Management and Administrative Division) CAssO
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee -**PhP50** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 22 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*

	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City Assessor) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*
3. Receive the Certifications	3. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment*

				Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO
	TOTAL:	**PhP50** per certification/ Page	30 Minutes	*Per Certificate*

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

7. Issuance of Certified True Copy of Tax Declaration

The Tax Declaration serves as the city's permanent record for every property owner (land, building & machinery). A certified true copy may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Bank/ Agency/ Company SSS or GSIS

● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Contract of Lease (if necessary) *(1 photocopy)*	Lessor/ Lessee
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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 queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records*

				Management and Administrative Division) CAssO
2. Submit the Documentary Requirements to Window 22 for verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division)*

				CAssO
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee -**PhP50** per Page Owner's Copy-Tax Declaration fee- **PhP25** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 22 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City*

				Assessor) or *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*
5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records*

				Management and Administrative Division) CAssO
TOTAL:		**PhP50** per certification/P Age **Php25** per owner's copy/ Page	30 Minutes	*Per Real Property Unit*

Target Clients:

Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

8. Issuance of Owner's Copy of Tax Declaration

The Tax Declaration serves as the city's permanent record for every property owner (land, building & machinery). An Owner's copy may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Bank/ Agency/ Company

UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Contract of Lease (if necessary) *(1 photocopy)*	Lessor/ Lessee
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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 queueing number	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or*

				Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO
2. Submit the Documentary Requirements to Window 22 for verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations*

				Officer III) (Records Management and Administrative Division) CAssO
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certification fee -**PhP50** per Page Owner's Copy-Tax Declaration fee- **PhP25** per Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 22 and wait while the personnel process the documents	4. Print the Certificate	None	10 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO*
5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or*

				Ma. Annette H. Budoso (Bookbinder II) or Rhoda B. Mangio (Local Assessment Operations Officer III) (Records Management and Administrative Division) CAssO
	TOTAL:	**PhP50** per certification/ P Age **Php25** per owner's copy/ Page	30 Minutes	*Per Real Property Unit*

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

9. Reclassification of Real Property

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

Office/Division:	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization

For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Bank/ Agency/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Copy Sangguniang Panlungsod Resolution for Reclassification or Department of Agrarian Reform (DAR) Conversion or Zoning Certificate *(1 original copy or 1 photocopy)*	Sangguniang Panlungsod Office or Department of Agrarian Reform or City Planning and Development Coordinator's Office
Transfer Certificate of Title (Original Transfer Certificate of Title for presentation, if necessary) *(1 original copy or 1 photocopy)*	Real Property Owner/ Registry of Deeds
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office

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	1. Call the queuing number	None		*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa*

called				*(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CassO
2. Submit the Documentary Requirements to Window 19 or 20 * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	20 minutes	*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II)* *(Assessment Evaluation Division)* CassO
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),*

				Christopher T. Co *(Local Assessment Operations Officer II) (Assessment Evaluation Division)* CassO
3. 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	3. Receive payment; Print and issue official Receipt	Declaration Fee **PHP50** Certified True Copy Tax Declaration **PHP50** Inspection Fee **PHP200** per visit Reclassification Fee **PhP500** per hectare	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Return to Window19 or 20 Submit the Official Receipt and receive the acknowledgement receipt * City Assessor's Office will provide specified Due Date for Releasing	4. Receive the Official Receipt. Schedule the date of Inspection and Issue acknowledgement receipt	None	16 working hours	*Mica R. Lopez* *(Assessment Clerk II),* *Cecilia T. Dela Rosa* *(Assessment Clerk III),* *Christopher T. Co* *(Local Assessment Operations Officer II) (Assessment*

				Evaluation Division) CassO
5. Assist the inspectors on site	5. Conduct ocular inspection	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)*
6. Inspectors will return to the office to prepare the appraisal report.	6.1 Prepare Field Appraisal & Assessment Sheet (FAAS) report	None	6 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr.*

				(Local Assessment Operations Officer III) (Appraisal and Assessment Division) *or* *Local Assessment Operations Officer III* *or* *Christopher T. Co (Local Assessment Operations Officer II) (Assessment Evaluation Division)* *Or* *Sinta Ira B. Gueco (Assistant City Assessor)* *And* *Arnold L. Carreon (Acting City Assessor)* CAssO
	6.2 Appraise, Assess and approve the FAAS Report	None		*Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *and*

				Local Assessment Operations Officer III or Christopher T. Co Local Assessment Operations Officer II (Assessment Evaluation Division) or Sinta Ira B. Gueco (Assistant City Assessor) And Arnold L. Carreon (Acting City Assessor) CAssO
	6.3 Encode the data and print the assessment documents	None	1 hour and 30 minutes	*Mica R. Lopez (Assessment Clerk II), Cecilia T. Dela Rosa (Assessment Clerk III), Christopher T. Co (Local Assessment Operations Officer II) (Assessment Evaluation Division)* CassO
	6.4 Approve the	None		*Arnold L.*

	assessment Documents			*Carreon* *(Acting City Assessor)* *And/or* *Sinta Ira B. Gueco* *(Asst. City Assessor) And/or* *Christopher T. Co* *(Local Assessment Operations Officer II)* CAssO
7. Receive the Tax Declaration and Notice of Assessment	7.Release the assessment documents	None	5 minutes each document	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* CAssO

TOTAL:	**PhP300** per RPU And **PhP500.0** per hectare	3 Days	Per Real Property Unit

*****Reglementary period – within 60 days upon completion or occupancy of the improvement (building)
whichever comes first
* In cases when RPUs are more than three (3) in a transaction, the processing time of additional one (1) day
per three (3) RPUs 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

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

10. Securing Assessment for Declaration of Buildings

New tax declaration has to be prepared for newly constructed/ depreciated house or building. Physical change on the existing structure of a house or building should be declared.

Office/Division	City Assessor's Office
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	
Application Form	Real Property Owner / City Assessor's Office
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office

● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Transfer Certificate of Title/s *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds
Copy of Building Plans (if any) *(1 original copy or 1 photocopy)*	Office of the City Building Official / Civil Engineer / Contractor
Copy of Vicinity Map (if necessary) *(1 original copy or 1 photocopy)*	Geodetic Engineer
Copy of Building Permit (if any or necessary) *(1 original copy or 1 photocopy)*	Office of the City Building Official
Copy of Occupancy Permit (if any or necessary) *(1 original copy or 1 photocopy)*	Office of the City Building Official

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	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III)*

				(Appraisal and Assessment Division) *or* *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) (Assessment Evaluation Division)* CassO
2. Submit the Documentary Requirements and the Queuing Slip to Window 19 or 20 *Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	20 minutes	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Christopher T. Co (Local Assessment*

				Operations Officer II) or *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation Division)* CassO
	2.2 Receive and input necessary information in the system and issue 2nd part of the queuing slip	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation*

				Division) CassO
3. 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	3. Receive payment; Print and issue official Receipt	Inspection fee **PhP200** per visit (within reglementary period) or **PhP300** per visit (beyond the reglementary period) Declaration Fee **PhP50** Certified True Copy Tax Declaration **PhP50**	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt at Window 19 or 20 and receive the acknowledgement receipt	4. Receive the Official Receipt; Schedule the date of Inspection and issue acknowledgement receipt	None	16 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)*

				or *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation Division)* CassO
5. Assist the inspectors on site	5. Conduct ocular inspection and prepare Real Property Data Collection Sheet and Field Appraisal & Assessment Sheet (FAAS) report	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* CassO
6. Inspectors will return to the office to prepare the appraisal report.	6.1 Appraise and Assess and approve the FAAS Report	None	6 working hours	*Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III)*

				(Appraisal and Assessment Division) *or* *Local Assessment Operations Officer III* *or* *Christopher T. Co (Local Assessment Operations Officer II) (Assessment Evaluation Division)* *Or* *Sinta Ira B. Gueco (Assistant City Assessor)* *And* *Arnold L. Carreon (Acting City Assessor)* CAssO
	6.2 Encode the data and print the assessment documents	None	1 hour and 30 minutes	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II)* *(Appraisal and Assessment Division)* *or* *Mica R. Lopez (Assessment Clerk II)*

				Or *Cecilia T. Dela Rosa (Assessment Clerk III)* *or* *Local Assessment Operations Officer III* *or* *Christopher T. Co (Local Assessment Operations Officer II) (Assessment Evaluation Division)* CAssO
	6.3 Approve the Assessment documents	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City Assessor) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Christopher T. Co* *(Local Assessment*

				Operations Office II) *or* *Bernard D. Mendoza (Tax Mapper III)* *CAssO*
7. Receive the Tax Declaration and Notice of Assessment	7. Release the Assessment documents	None	5 minutes each document	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* CAssO
	TOTAL:	**PhP300** if within reglementary period or **PhP400** if beyond reglementary period	3 working Days	*Per Real property Unit*

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

* In cases when RPUs are more than three (3) in a transaction, the processing time of additional one (1) day per three (3) RPUs 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.

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

11. Securing Assessment for Declaration of Consolidation / Subdivision of Lands

New tax declarations have to be prepared. Every property owner must declare his/her property that have been subdivided or consolidated with other lots for the updating of the assessment records.

Office/Division	City Assessor's Office
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
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Company
● UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Company
● UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC

● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Blue print of Approved Subdivision Plan *(2 copies)*	Real Property Owner / Registry of Deeds / Bureau of Lands
Copy of Certificate Authorizing Registration (if necessary) *(1 original copy or 1 photocopy)*	Real Property Owner / Registry of Deeds / Bureau of Internal Revenue
Master list of Lots -per Lot and Block Number (for subdivisions with 100 or more parcels) *(1 original copy or 1 photocopy)*	Real Property Owner
Copy of Sangguniang Panlungsod Resolution for Reclassification/ Development Permit/ Zoning Certificate for Agricultural classification only *(1 original copy or 1 photocopy)*	Sangguniang Panlungsod Office and City Planning and Development Coordinator's Office

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 queueing number	(None		*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II)* *or Mark Gil M.*

				Panganiban (Draftsman I) *(Taxmapping Division)* CassO
2. Submit the Documentary Requirements to Window 18 * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	40 minutes	*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II)* *or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II)* *or Mark Gil M.*

				Panganiban (Draftsman I) *(Taxmapping Division)* CassO
3.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	3.1 Receive payment; Print and issue official Receipt	Declaration Fee – **PhP50** Certified True Copy Tax Declaration – **PhP50** (with existing bldg) Inspection fee per visit- **PhP200**	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
*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	3.2 Receive the Official Receipt; Schedule the date of Inspection and acknowledgement receipt	None	8 working hours	*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* *and* *Christopher T. Co (Local Assessment*

				Operations Officer II) *or* *Mica R. Lopez (Assessment Clerk II)* *(Assessment Evaluation Division)* CassO
	3.3 Assign Property Index Number	None		*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II)* *or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO

	3.4 Appraise and Assess and approve of FAAS Report	None		*Bernard D. Mendoza (Taxmapper III)* *or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* *Or* *Sinta Ira B. Gueco (Assistant City Assessor) And/or Arnold L. Carreon (Acting City Assessor)* CassO
	3.5 Encode the data and print the assessment documents	None	7 working hours	*Mica R. Lopez* *(Assessment Clerk II) or* *Cecilia T. Dela Rosa* *(Assessment Clerk III) or* *Christopher T. Co* *(Local Assessment*

				Operations Officer II) *or* *Local Assessment Operations Oficer III* *(Assessment Evaluation Division)* CassO
	3.6 Approve the assessment Documents	None		*Arnold L. Carreon* *(Acting City Assessor)* *And/or* *Sinta Ira B. Gueco* *(Asst. City Assessor)* *And/or* *Christopher T. Co* *(Local Assessment Operations Officer II)* CAssO
4. 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	4. Release the Assessment documents	None	15 minutes each document	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or*

				Rhoda B. Mangio (Local Assessment Operations Officer III) *(Records Management and Administrative Division)* CAssO
TOTAL:		**PhP100** per RPU (Land) additional *__PhP300__ per Bldg	2 working days	*For simple subdivision of 10 Real Property Units*

*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)

*****Reglementary period – within 60 days upon completion or occupancy of the improvement (building)
whichever comes first
* In cases when RPUs are more than three (3) in a transaction, the processing time of additional one (1) day
per three (3) RPUs 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

In cases when the title subject for declaration was issued (5) years and beyond from the date of declaration, the documents required:

1. Accomplished Application Form
2. 1 Photocopy of Owner's ID or Authorized Representative's ID (Government Issued Identification Card or Company Identification Card)

3. Photocopy of the New Transfer Certificate of Title/s or certified true copy of the title (Original Copy for presentation) *1 copy*

4. Real Property Tax Receipt or Real Property Tax Clearance for the current year *1 copy*

5. Blue print of Approved Subdivision Plan *(2 copies)*

6. Copy of Sangguniang Panlungsod Resolution for Reclassification/ Development Permit/ Zoning Certificate for Agricultural classification only *1 copy*

Target Clients:

Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

12. Securing Declaration of New and Depreciated Machinery

New tax declarations have to be prepared for newly installed and depreciated machinery. Physical change on the existing machinery should be declared.

Office/Division	City Assessor's Office
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	
Application Form	Real Property Owner / City Assessor's Office
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Real Property Owner: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS

● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Real Property Tax Receipt or Real Property Tax Clearance for the current year *(1 original copy or 1 photocopy)*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Notarized Sworn Statement of True Current and Fair Market Values of Real Properties *(1 original copy or 1 photocopy)*	Form – City Assessor's Office (Window 24) / Real Property Owner
Official Receipt of the machineries upon purchase (if necessary) *(1 original copy or 1 photocopy)*	Real Property Owner
Itemized List of Machineries (if Applicable*)* *(notarized if necessary)* *(1 original copy or 1 photocopy)*	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	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III)*

				(Appraisal and Assessment Division) *or* *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation Division)* CassO
2. Submit the Documentary Requirements and the Queuing Slip to Window 19 or 20	2.1 Verify and evaluate requirements	None	20 minutes	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Christopher T. Co (Local Assessment*

				Operations Officer II) or *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation Division)* CassO
* Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.2 Receive and input necessary information in the system and issue 2nd part of the queuing slip	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation*

				Division) CassO
3.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	3. Receive payment; Print and issue official Receipt	Inspection fee **PhP200** per visit (within reglementary period) or **PhP300** per visit (beyond the reglementary period) Declaration Fee **PhP50** Certified True Copy Tax Declaration **PhP50**	5 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt at Window 19 or 20 and receive the acknowledgement receipt *	4. Receive the Official Receipt; Schedule the date of Inspection and issue acknowledgement receipt	None	16 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)*

				or *Christopher T. Co (Local Assessment Operations Officer II) or* *Mica R. Lopez* *(Assessment Clerk II) Assessment Evaluation Division)* CassO
5. Assist the inspectors on site	5. Conduct ocular inspection	None		*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)*

6. Inspectors will return to the office to prepare the appraisal report.	6.1 Prepare Field Appraisal & Assessment Sheet (FAAS) Report	None	6 working hours	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II) or* *John Benedict C. Supeña or John Rey P. Gonzales (Local Assessment Operations Officer II) or* *Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *CAssO*
	6.2 Appraise and Assess and approve the FAAS Report			*Eduardo M. Parungao, Jr. (Local Assessment Operations Officer III) (Appraisal and Assessment Division)* *or* *Local Assessment Operations Officer III* *or* *Christopher T. Co (Local Assessment Operations Officer II)*

				(Assessment Evaluation Division) *Or* *Sinta Ira B. Gueco (Assistant City Assessor) And Arnold L. Carreon (Acting City Assessor)* CAssO
	6.3 Encode the data and print the assessment documents	None	1 hour and 30 minutes	*John A. Castromayor or Salvador T. Lapuz (Assessment Clerk II)* *(Appraisal and Assessment Division)* *or* *Mica R. Lopez (Assessment Clerk II)* *Or* *Cecilia T. Dela Rosa (Assessment Clerk III)* *or* *Local Assessment Operations Officer III or Christopher T. Co (Local*

				Assessment Operations Officer II) (Assessment Evaluation Division) CAssO
	6.4 Approve the Assessment documents	None		*Arnold L. Carreon* *(Acting City Assessor)* *And/or* *Sinta Ira B. Gueco* *(Asst. City Assessor) And/or* *Christopher T. Co* *(Local Assessment Operations Officer II)* CAssO
7. Receive the Tax Declaration and Notice of Assessment	7. Release the Assessment documents	None	5 minutes each document	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records*

				Management and Administrative Division) CAssO
TOTAL:		**PhP300** if within reglementary period or **PhP400** if beyond reglementary period	3 working Days	*Per Real property Unit*

*****Reglementary period – within 60 days upon completion or occupancy of the improvement (building)
whichever comes first
* In cases when RPUs are more than three (3) in a transaction, the processing time of additional one (1) day
per three (3) RPUs 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

Target Clients:
Real Property Owners and their duly Authorized Representatives
Government Agencies
Private Agencies

13. Securing of Certification as per Tax Mapping

The Certificate of as per Tax Mapping is to identify the particular location of the property based on the latest tax mapping record. A certificate thereon may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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: *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	Real Property Owner/ Company SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
For Authorized Representative: *Authorization Letter *1 Photocopy of Owner's ID (Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available)	Real Property Owner/ Bank/ Agency/ Company

UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company ID	Company/ Organization
Present any of the following	
Real Property Tax Receipt or Real Property Tax Clearance for the current year *1 original copy or 1 photocopy*	Windows 39 or 42 of Land Tax Division – City Treasurer's Office Windows 30 or 31 of Land Tax Division – City Treasurer's Office
Transfer Certificate of Title/s *1 original copy or 1 photocopy*	Real Property Owner / Registry of Deeds
For Property verification from Banks and other agencies	
Application Letter/Form of the Property Owner to the bank/agency or Affidavit/Certification under oath of the list of delinquent borrowers/ mortgagor executed by duly authorized representative *(1 original copy)*	Bank or Agency Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Get a queueing 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 queueing number	None		*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
2. Submit the Documentary Requirements to Window 18 for Verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
	2.2 Receive and Input necessary	None		*Bernard D. Mendoza (Taxmapper III)*

	information in the system and issue the 2nd part of the queuing slip			*or* *Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
3. Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certificate as per Tax Mapping – **PhP-50** Certificate/ Page	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 18 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)*

				(Taxmapping Division) CassO
	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City Assessor) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*

5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* CAssO
	TOTAL:	**PhP50** per certificate	30 Minutes	*Per Certificate*

Target Clients:
Interested Person
Government Agencies
Private Agencies

14. Securing of Certified Tax Map

The Certified Tax Map is a graphical representation of the area and location of the property bounded by the section map adjacent which is identified with a unique number per parcel of lot. A certificate thereon may be requested from the City Assessor's Office.

Office/Division	City Assessor's Office
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
*1 Photocopy of any Government Issued Identification Card or Company ID: * Government Agency ID (if no other Government issued IDs available) ● UMID Card/ SSS ID/ GSIS ID	SSS or GSIS
● Driver's License	LTO
● Professional Regulations Commission ID	PRC
● Passport ID	Any DFA Regional Office
● TIN ID	BIR
● PWD ID/ Solo Parent ID	CSWD or DSWD
● Senior Citizen ID	OSCA
● Postal ID	PhilPost
● School ID	Public or Private School
● Company	Company/ Organization

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queueing 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 queueing number	None		*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
2. Submit the Documentary Requirements to Window 18 for Verification * Wait while the personnel receive the documents and accept the queuing slip that will be issued	2.1 Verify and evaluate requirements	None	12 minutes	*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO

	2.2 Receive and Input necessary information in the system and issue the 2nd part of the queuing slip	None		*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)* *(Taxmapping Division)* CassO
3.Go to Land Tax Division (window 30 & 31) to pay the necessary fees and get the Official Receipt that will be issued	3. Receive payment; Print and issue official Receipt	Certified Tax Map – **PhP-200** per Section map	3 minutes	*Edna Q. Quilala (Revenue Collection Clerk III) or* *Juliet R. Dival* *(Local Revenue Collection Officer I)* Treasurer's Office
4. Submit the Official Receipt to City Assessor's Office *Go to Window 18 and wait while the personnel process the documents	4.1 Print the Certificate	None	10 minutes	*Bernard D. Mendoza (Taxmapper III) or Tax Mapper II* *or* *Rosby H. Rodriguez (Draftsman II) or Mark Gil M. Panganiban (Draftsman I)*

				(Taxmapping Division) CassO
	4.2 Approve the Certificate	None		*Arnold L. Carreon* *(Acting City Assessor)* *or* *Sinta Ira B. Gueco* *(Asst. City Assessor) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *or* *Eduardo M. Parungao Jr.* *(Local Assessment Operations Office III)* *or* *Bernard D. Mendoza (Tax Mapper III)* *or* *Christopher T. Co* *(Local Assessment Operations Office II)* *CAssO*

5. Receive the Certifications	5. Release the Certificate	None	5 minutes	*Amir Karlo L. Salas or Jenny D. Pansacula-Sitchon (Assessment Clerk II) or* *Ma. Annette H. Budoso (Bookbinder II) or* *Rhoda B. Mangio (Local Assessment Operations Officer III)* *(Records Management and Administrative Division)* CAssO
TOTAL:		Certified Tax Map – **PhP-200** per Section map (Computer generated)	30 Minutes	*Per Section Map*

Target Clients:
Interested Person
Government Agencies
Private Agencies