

Dumaguete City Assessor's Office Management System Functions

USER_SIDE

- Can be able to log IN/OUT (can use Gmail if available)
- User can be able to view services offered and also requirements of every service and once decided to acquire of any service User can schedule appointment with the date time (timeslots available) selected.
- Upon scheduling an appointment user should already filled-out properly the intended forms of any service requested before submitting the appointment. (Once submitted the staff will be notified that there is a new request filed).
- User can be able to view his/her own scheduled appointments with scheduled date requested and date when it was created/schedule.
- User can be able to update profile info and profile image. During account registration, information will be then stored in account profile and user have the option to modify the information if necessary.
- User can also view privacy policy given.
- Users also have the option to give feedback on comment section on the public_main_page.

STAFF_SIDE

- Can be able to log IN/OUT. Staff will be given account credentials by the admin to be used for log-in (and have the option to change the password).
- Staff will be notified if a new request has been submitted and have the option to review details of the request, approve and reject. (Once approved or rejected, the user will be notified about it)
- Staff can be able to view approved request with date time when it was approved and the username of staff who approved the request. (With a status as pending and once the transaction has been completed, the staff have the option to toggle as completed).

- Staff can also view completed transactions with date time when it was completed.
- Staff will be able to collect and toggles check the requirements brought by the user/requester to be inputted in the database.
- Admin will be able to view the inputted requirements brought by the user which was submitted into the database by the staff.
- Staffs also have the option to give feedback on comment section on the public_main_page.

ADMIN_SIDE

- Admin will be able to create and view created staff accounts (and have the option to delete account if necessary).
- Admin will be able to view approved appointments with the username of staff that approved the request and the date when it has been approved.
- Admin will be able to view completed transactions.
- Admin will be able to view the inputted requirements brought by the user which was submitted into the database by the staff.
- Admin also have the option to give feedback on comment section on the public_main_page.

PUBLIC_MAIN_PAGE

All visitors of the public side of the site will be seeing the general descriptions which are being catered by the assessor's office.

- About Us – Shows the description of what are the duties and responsibilities of the Assessor's Office. Also shows the Mission, Vision, and the Organizational Chart.
- Services – Shows the description of any services being offered in the office such as *Request for New Assessment, Transfer, Subdivision and Consolidation, Request for Vicinity Map, Verification of Map, and Property*

Index Number (PIN), Request for Certified True Copies of Tax Declaration and Certification, Request for Cancellation and Re-Assessment: (Re-Classification, Physical Change, Partial Destruction, Demolition, Erroneous Assessment & Dispute).

- Schedule – Anyone who visits have the option to schedule an appointment for any service they plan to acquire once clicked on the schedule button it will be redirected to the registration page to create an account.
- Sign In – A user can already sign in once he/she was able to be register an account already.
- Contact – In this section, it will show an option to be able to provide feedbacks or messages. And will also show the contact details and address of the city assessor's office.

SERVICE REQUIREMENTS

Request for New Assessment, Transfer, Subdivision and Consolidation

NEW ASSESSMENT FOR BUILDING/S

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)
- Building Permit/Cert of Completion if available (photocopy)
- 3 pcs. Colored Pictures (front view and 2 sides)
- Location / Sketch Plan
- Tax Declaration of Land (photocopy)

NEW ASSESSMENT FOR LAND/S

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)
- Transfer or Original Certificate of Title (photocopy)

NEW ASSESSMENT FOR MACHINERIES

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)
- Official Receipts of Machineries (photocopy)
- Tax Declaration-Building (photocopy)
- Lease Contract / Deed of Agreement if under lease

NEW ASSESSMENT FOR PUBLIC LAND

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)

- Order of Award and Issuance of Patent (photocopy)

TRANSFER ASSESSMENT FOR LAND OR BUILDING/S

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)
- Transfer Certificate of Title (photocopy)
- Deed of Sale/Exchange/Partition/Extra Judicial Settlement of Estate
- Estate/Certificate of Sale (photocopy), whatever is applicable

CONDOMINIUM, SUBDIVISION, CONSOLIDATION/SEGRATION OF LAND

- Filled-up Request Form
- Sworn Statement (original)
- Valid I.D of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories and authorized representatives (original) (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representatives (if necessary)
- Transfer Certificate of Title or Condominium Certificate of Title (photocopy)
- Approved Subdivision / Consolidation Plan

Request for Vicinity Map, Verification of Map, and Property Index Number (PIN)

VICINITY MAP

- Filled-up Request Form
- Valid I.D. of property owner, requestor or authorized representative

- Tax Declaration

MAP VERIFICATION

- Filled-up Request Form
- Valid I.D. of property owner, requestor or authorized representative
- Letter Request (original 2 copies)
- Title (photocopy)

VERIFICATION OF PIN

- Filled-up Request Form
- Valid I.D. of property owner, requestor or authorized representative
- Tax Declaration (photocopy)
- Title (photocopy)

Request for Certified True Copies of Tax Declaration and Certification

Certified True Copy – Tax Declaration

Certification (Total Landholding, No landholding and No Improvement)

- Filled up Request Form
- PIN (If none, proceed to Tax Mapping Division for verification)
- Valid I.D. of property owner, and requestor or authorized representative
- Authorization Letter from the owner with photocopy of signatories (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representative (if necessary)

Request for Cancellation and Re-Assessment: (Re-Classification, Physical Change, Partial Destruction, Demolition, Erroneous Assessment & Dispute).

CANCELLATION

- Letter Request (original 2 copies)
- Valid I.D. of property owner, and requestor or authorized representative
- Tax Declaration (photocopy)
- 2 pcs. colored pictures (front view & 1 side for bldg.)
- Authorization Letter from the owner with photocopy of signatories (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representative (if necessary)
- Demolition Permit (photocopy)
- Barangay Certificate (if building)

Re-Classification

- Letter Request (original 2 copies)
- Valid I.D. of property owner, and requestor or authorized representative
- Tax Declaration (photocopy)
- 2 pcs. Colored pictures (front view & 1 side for bldg.)
- Authorization Letter from the owner with photocopy of signatories (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representative (if necessary)
- Zoning (CPDO) Certification
- Tax Clearance (photocopy)

Dispute (Actual Use, erosion traversed by road, etc.)

- Letter Request (original 2 copies)
- Valid I.D. of property owner, and requestor or authorized representative
- Tax Declaration (photocopy)
- 2 pcs. Colored pictures (front view & 1 side for bldg.)
- Authorization Letter from the owner with photocopy of signatories (if necessary)
- If corporation, Secretary's Certificate with photocopy of signatories and authorized representative (if necessary)
- Survey Plan signed by Geodetic Engineer