



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES



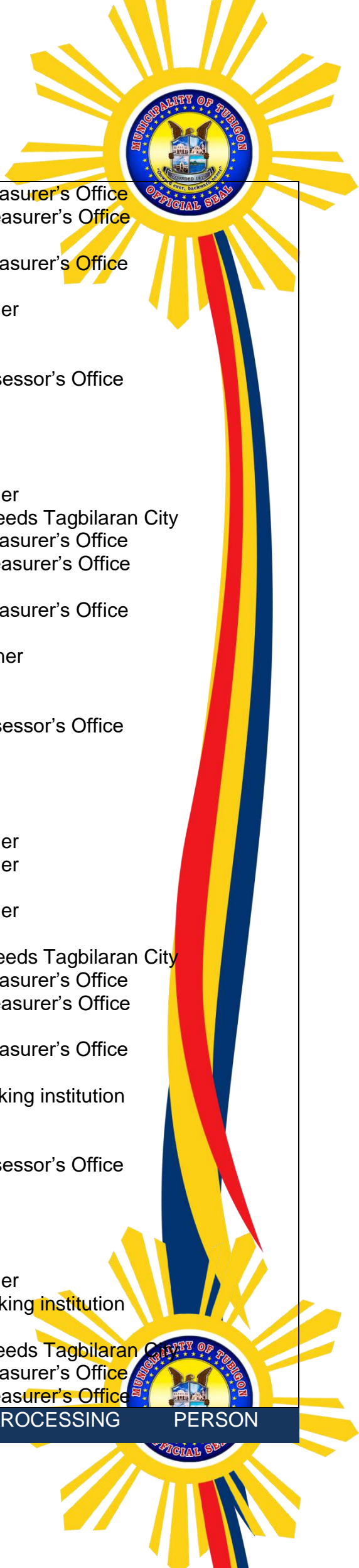
5. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR  
TRANSFER OF OWNERSHIP OF TITLED PROPERTY



Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>A. THRU DEED OF SALE</b> 1. Tax clearance and/or current tax receipts - 1 copy 2. Deed of Sale duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Authenticated copy of the title – 2 copies 6. Assessor's Fee 7. Verification Fee	1. Municipal Treasurer's Office 2. From the owner 3. Municipal Assessor's Office 4. From the owner 5. Registry of Deeds Tagbilaran City 6. Municipal Treasurer's Office 7. Provincial Treasurer's Office
<b>B. THRU DEED OF DONATION</b> 1. Tax clearance and/or current tax receipts - 1 copy 2. Deed of Donation duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Authenticated copy of the title – 2 copies 6. Assessor's Fee 7. Verification Fee	1. Municipal Treasurer's Office 2. Deed of Donation 3. Municipal Assessor's Office 4. From the owner 5. Registry of Deeds Tagbilaran City 6. Municipal Treasurer's Office 7. Provincial Treasurer's Office
<b>C. THRU DEED OF EXCHANGE</b> 1. Tax clearance and/or current tax receipts - 1 copy 2. Deed of Exchange duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration subject to exchange 5. Authenticated copies of the titles subject to exchange – 2 copies	1. Municipal Treasurer's Office 2. From the owner 3. Municipal Assessor's Office 4. From the owner 5. Registry of Deeds Tagbilaran City



<div>6. Assessor's Fee</div> <div>7. Verification Fee</div> <div>D. THRU EXTRAJUDICIAL SETTLEMENT</div> <div>1. Tax clearance and/or current tax receipts (1 copy)</div> <div>2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</div> <div>3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies</div> <div>4. Original owner's copy of the tax declaration</div> <div>5. Authenticated copy of the title – 2 copies</div> <div>6. Assessor's Fee</div> <div>7. Verification Fee</div> <div>E. THRU COURT ORDER</div> <div>1. Tax clearance and/or current tax receipts - 1 copy</div> <div>2. Court Decision/Order duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</div> <div>3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies</div> <div>4. Original owner's copy of the tax declaration</div> <div>5. Finality of Judgment duly registered in the Registry of Deeds (ROD) – 2 copies</div> <div>6. Writ of Execution duly registered in the Registry of Deeds (ROD) – 2 copies</div> <div>7. Authenticated copy of the title – 2 copies</div> <div>8. Assessor's Fee</div> <div>9. Verification Fee</div> <div>F. THRU BANK FORECLOSURE</div> <div>1. Tax clearance and/or current tax receipts - 1 copy</div> <div>2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</div> <div>3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies</div> <div>4. Original owner's copy of the tax declaration</div> <div>5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) – 2 copies</div> <div>6. Authenticated copy of the title – 2 copies</div> <div>7. Assessor's Fee</div> <div>8. Verification Fee</div>	<div>6. Municipal Treasurer's Office</div> <div>7. Provincial Treasurer's Office</div> <div>1. Municipal Treasurer's Office</div> <div>2. From the owner</div> <div>3. Municipal Assessor's Office</div> <div>4. From the owner</div> <div>5. Registry of Deeds Tagbilaran City</div> <div>6. Municipal Treasurer's Office</div> <div>7. Provincial Treasurer's Office</div> <div>1. Municipal Treasurer's Office</div> <div>2. From the Owner</div> <div>3. Municipal Assessor's Office</div> <div>4. From the owner</div> <div>5. From the owner</div> <div>6. From the owner</div> <div>7. Registry of Deeds Tagbilaran City</div> <div>8. Municipal Treasurer's Office</div> <div>9. Provincial Treasurer's Office</div> <div>1. Municipal Treasurer's Office</div> <div>2. From the banking institution</div> <div>3. Municipal Assessor's Office</div> <div>4. From the owner</div> <div>5. From the banking institution</div> <div>6. Registry of Deeds Tagbilaran City</div> <div>7. Municipal Treasurer's Office</div> <div>8. Provincial Treasurer's Office</div>			
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



		BE PAID	TIME	RESPONSIBLE
1	Request for the issuance of TD for transfer of ownership	Informs the client about the requirements needed	4 min.	Assessor's Staff
2	Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents	10 min.	Assessor's Staff
3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the transfer	75.00 5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for transfer of ownership then initials the tax declaration	20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval	1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 verification fee to be paid at the Prov'l. Treasurer's Office 3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL		125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared