

CITY GOVERNMENT OF SAN PABLO



Citizen's Charter **2024 (1st Edition)**



City Government of San Pablo

City Assessor's Office



1) Issuance of Certified True copy of Tax Declaration, Certificate of Land Holdings, No Improvements, Non-Ownership and other Certification.

Allows the tax payer to obtain certified true copies of tax declaration, certificate of landholding, no-improvement, non-ownership and other certification for payment of Real taxes and other purposes.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) If not the owner, Special Power of Attorney (SPA) or Authorization Letter (w/ ID's)			To be provided by Client/Representative		
(2) Request Form					
(3) Copy of Tax Declaration or Tax receipt.					
(4) Copy of Title.					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit request form and all the requirements.	1. Receive, verify and check required requirements.	None		5 minutes	<i>Local Assessment Operations Officer I - City Assessor's Office, Assessment Clerk II - City Assessor's Office, Administrative Aide IV - City Assessor's Office, Administrative Aide III - City Assessor's Office</i>
	(1.1) Prepare the requested certified document. (1.2) Checks/reviews tax declaration, property landholding, no-improvement, non-ownership and other certification. (1.3) Sign tax declaration, property landholding, no-improvement, non-ownership and other certification. (1.4) Issue order of payment (Payment at the Treasurer's Office).	50.00	ORDINANCE NO. 2012-40	15 minutes	<i>Local Assessment Operations Officer IV - City Assessor's Office, Local Assessment Operations Officer I - City Assessor's Office, Assessment Clerk II - City Assessor's Office, Administrative Aide VI - City Assessor's Office</i>
2. Present official receipt.	2. Check official receipt.	None		1 minute	<i>Local Assessment Operations Officer I - City Assessor's Office, Assessment Clerk II - City Assessor's Office, Administrative Aide VI - City Assessor's Office</i>

3. Claim Tax declaration, Property Landholding, no-improvement, non ownership and other Certification.	3. Issuance of Tax declaration, Property Landholding, no-improvement, non ownership and other Certification (w/ Documentary Stamp).	None		5 minutes	Local Assessment Operations Officer I - City Assessor's Office, Assessment Clerk II - City Assessor's Office, Administrative Aide VI - City Assessor's Office
TOTAL		50.00		26 minutes	



2) Traces History of Tax Declaration and Document from 1937 up to present.

Issue history of Tax declaration from 1937 up to present and its corresponding documents for titling and other legal purposes.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) If the owner, Special Power of Attorney (SPA) or Authorization Letter (w/ID's)			To be provided by Client/Representative		
(2) Request form					
(3) Copy of Tax Declaration or Tax receipt					
(3) Copy of Title					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out and submit request form and all the requirements.	1. Receive and check for completeness. (1.1) Verify records and trace history of tax declaration from 1937 up to present. (1.2) Prepare certified true copy of tax declaration from 1937 up to present and photo copy of documents. (1.3) Checks and reviews tax declaration and certified the photo copy of document. (1.4) Sign tax declaration and certified the photo copy of document. (1.5) Issue order of payment (Payment at the Treasurer's Office).	None		48 minutes	<i>Local Assessment Operations Officer IV</i> - City Assessor's Office, <i>Local Assessment Operations Officer I</i> - City Assessor's Office, <i>Tax Mapping Aide</i> - City Assessor's Office
2. Pay the required fees.	2. Process payment.	50.00	ORDINANCE NO. 2012-40	10 minutes	<i>Local Treasury Operations Officer IV</i> - City Treasurer's Office
3. Present official receipt.	3. Check official receipt.	None		5 minutes	<i>Local Assessment Operations Officer I</i> - City Assessor's Office, <i>Assessment Clerk II</i> - City Assessor's Office
4. Claim certified true copy of tax declaration and photocopy of document.	4. Issue certified true copy of tax declaration and photocopy of document (w/ documentary stamp).	None		15 minutes	<i>Local Assessment Operations Officer I</i> - City Assessor's Office, <i>Assessment Clerk II</i> - City Assessor's Office

TOTAL	50.00		1 hour 18 minutes	
-------	-------	--	-------------------	--



3) Annotation and Cancellation of Mortgages and Encumbrances on Tax Declaration.

It is necessary for both the mortgagee and the mortgagor to annotate the record of mortgage in the tax declaration. It serves as a notice to a third party that the property is subject to a mortgage agreement.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
(1) Copy of Mortgage/Cancellation and Encumbrances				To be provided by Client/Representative	
(2) Official Receipt for payment of transaction					
(3) Tax Clearance					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit documentary requirements.	1. Receive, verify and check for completeness. (1.1) Record on the Mortgage/Cancellation logbook. (1.2) Annotate in the FAAS and Sign in the copy of Mortgage/Cancellation. (3.) Prepare owner's copy of tax declaration. (1.4) Checks and reviews certified true copy of tax declaration. (1.5) Sign Certified true copy of tax declaration. (1.6) Issue order of payment	None		30 minutes	<i>Administrative Aide IV - City Assessor's Office</i>
2. Pay the required fees. (Fees is computed as 0.1% of amount of mortgage / cancellation)	2. Process payment.	50.00	ORDINANCE NO. 2012-40	20 minutes	<i>Local Treasury Operations Officer IV - City Treasurer's Office</i>
3. Present official receipt.	3. Check official receipt.	None		1 minute	<i>Administrative Aide IV - City Assessor's Office</i>
4. Claim certified true copy of tax declaration.	4. Issue certified true copy of tax declaration with annotation of encumbrances (w/ Documentary Stamp).	None		5 minutes	<i>Administrative Aide IV - City Assessor's Office</i>
TOTAL		50.00		56 minutes	



4) Issuance of New Tax Decalaration to the New Owner (Transfer of Ownership) on the basis of documents submitted.

Provides an update of ownership in the tax declaration to the new owner as per document submitted as the basis of transfer for the purpose of real property taxation.

Office or Division		City Assessor's Office			
Classification		G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government			
Type of Transaction		Simple			
Who may avail:		Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Letter request.			To be provided by Client/Representative		
(2) Photocopy of Transfer Certificate Title (TCT)					
(3) Proof of transfer(document)					
(4) CAR, Transfer Tax, Tax clearance and photocopy of valid I.D. of owner or representative.					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all documentary requirements.	1. Receive and check for completeness of requirements. (1.1) Prepare FAAS. (1.2) Prepare Notice of Assessment and Tax Declaration. (1.3) Check and verify the FAAS, Notice of Assessment and Tax Declaration.	None		1 hour	<i>Local Assessment Operations Officer IV - City Assessor's Office, Local Assessment Operations Officer III - City Assessor's Office, Local Assessment Operations Officer II - City Assessor's Office, Local Assessment Operations Officer I - City Assessor's Office</i>
2. Pay the required fees.	2. Process payment.	50.00	ORDINANCE NO. 2012-40	20 minutes	<i>Local Treasury Operations Officer IV - City Treasurer's Office</i>
3. Present official receipt.	3. Sign FAAS, Tax Declaration and Notice of Assessment.	None		3 minutes	<i>City Assessor - 's Office, Assistant City Assessor for Administration - City Assessor's Office</i>

4. Claim Notice of Assessment and Owner's copy of Tax Declaration.	4. Issue Notice of Assessment and Owner's copy of Tax Declaration (w/ Documentary Stamp).	None		5 minutes	<i>Local Assessment Operations Officer III</i> - City Assessor's Office, Local Assessment Operations Officer II - City Assessor's Office, Local Assessment Operations Officer I - City Assessor's Office
TOTAL		50.00		1 hour 28 minutes	



5) Assessment and Appraisal.

It is a duty of a real property owner in administration to make a declaration of the property as provided by law, the City Assessor provides appraisal and assessment of real property as basis for the permanent record of property (Land, Building and Machineries) for the purpose of real property taxation. The Appraisal of real property is in accordance with the approved schedule of market values.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Declaration of real property by owner or representative			To be provided by Client/Representative		
(2) Sworn Statement					
(3) Current photos (Building, Improvement or Structure)					
(4) If not owner, Special power of Attorney (SPA) or authorization letter					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all requirements.	1. Receive and check for completeness of requirements. (1.1) Inform the client about the schedule of the appraisal. (1.2) Endorsement of the request to the appraiser. (1.3) Ocular inspection. (1.4) Prepare FAAS. (1.5) Prepare Notice of Assessment and Tax Declaration. (1.6) Approve FAAS, Notice of Assessment and Tax Declaration.	None		2 hours 35 minutes	City Assessor - 's Office, Local Assessment Operations Officer IV - City Assessor's Office, Local Assessment Operations Officer III - City Assessor's Office, Local Assessment Operations Officer II - City Assessor's Office
2. Pay the required fees.	2. Process payment	50.00	ORDINANCE NO. 2012-40	10 minutes	Local Treasury Operations Officer IV - City Treasurer's Office
3. Claim Notice of Assessment and Owner's copy of Tax Declaration.	3. Issue Notice of Assessment and Owner's copy of tax declaration with documentary stamp.	None		5 minutes	Local Assessment Operations Officer IV - City Assessor's Office, Local Assessment Operations Officer III - City Assessor's Office, Local Assessment Operations Officer II - City Assessor's Office, Local Assessment Operations Officer I - City Assessor's Office

TOTAL		50.00		2 hours 50 minutes	
-------	--	-------	--	--------------------	--



6) Issuance of Tax Mapping Certificate.

Identify the location of property based on tax mapping records and for other purposes. It is used for boundary disputes.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Copy of Transfer Certificate Title (TCT) or Tax Declaration			To be provided by Client/Representative		
(2) Valid I.D. of Owner/Representative					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements.	1. Check and review the requirement. (1.1) Prepare requested certified copy of Tax Map. (1.2) Sign certified copy of Tax Map. (1.3) Issue order of payment.	None		30 minutes	Tax Mapper IV - City Assessor's Office, Tax Mapper III - City Assessor's Office, Draftsman II - City Assessor's Office, Tax Mapping Aide - City Assessor's Office

2. Pay the required fees.	2. Process payment.	80.00	ORDINANCE NO 2012-40	15 minutes	<i>Local Treasury Operations Officer IV - City Treasurer's Office</i>
3. Claim certified copy of Tax map.	3. Issue certified copy of Tax map with documentary stamp.	None		5 minutes	<i>Tax Mapper I - City Assessor's Office, Draftsman II - City Assessor's Office, Tax Mapping Aide - City Assessor's Office</i>
TOTAL		80.00		50 minutes	



7) Subdivision and Consolidation of Property.

Provides an update of ownership as per document submitted as the basis of subdivision and consolidation for the purpose of real property taxation.

Office or Division	City Assessor's Office				
Classification	G2B - Government to Business, G2C - Government to Client, G2E - Government to Employee, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Property Owner or Authorized Representative				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
(1) Approved Plan of Land			To be provided by Client/Representative		
(2) CAR (Certificate Authorizing Registration)					
(3) Transfer Tax					
(4) Tax Clearance					
(5) Documents affecting transfer					
(6) Photocopy of Title					
(7) Letter request for subdivision or consolidation of land					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the documentary requirements.	1. Check and review the requirement. (1.1) Prepare FAAS. (1.2) Prepare Notice of Assessment and Tax declaration. (1.3) Check and verify the FAAS, Notice of Assessment and Tax Declaration. (1.4) Approve and Sign the FAAS, Notice of Assessment and Tax Declaration. (1.5) Issue order of payment.	None		2 days	City Assessor - 's Office, Assistant City Assessor for Administration - City Assessor's Office, Tax Mapper IV - City Assessor's Office, Tax Mapper III - City Assessor's Office, Tax Mapper I - City Assessor's Office
2. Pay the required fees.	2. Process payment.	50.00	ORDINANCE NO 2012-40	15 minutes	Local Treasury Operations Officer IV - City Treasurer's Office
3. Claim owner's copy of Tax Declaration and Notice of Assessment.	3. Issue owner's copy of Tax declaration and Notice of Assessment with documentary stamp.	None		5 minutes	Tax Mapper III - City Assessor's Office, Tax Mapper I - City Assessor's Office
TOTAL		50.00		2 days 20 minutes	

