



Republic of the Philippines
Province of Ilocos Sur
Vigan City

PROVINCIAL ASSESSOR'S OFFICE

CITIZEN'S CHARTER ***2023 Edition***

1. Request for Appraisal from LGUs & Other Government Agencies

This service refers to the requests for ocular inspection, validation/appraisal of real properties and determination of its recommended fair market value as just compensation through a Resolution of the Provincial Appraisal Committee.

Office or Division	PROVINCIAL ASSESSOR’S OFFICE			
Classification	COMPLEX			
Type of Transaction	G2G			
Who may avail:	LGUs and other Government Agencies in the Province of Ilocos Sur			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request	1 Photocopy		LGU & Other Government Agencies	
2. Tax Declaration of Property	1 Photocopy		Municipal Assessor	
3. Vicinity Map	1 Photocopy			
4. Official Receipt for payment of Appraisal Fee	1 Original Copy		Provincial Treasurer’s Office	
5. Other Requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Client submits Letter Request and other necessary documents	Receives request and refer to Provincial Assessor’s Office once approved.	None	10 Minutes	Governor’s Office Client
	Receive and record referred request	None	10 Minutes	PAC Secretariat Administrative Assistant
	Coordinate with Requesting LGU/Gov’t. Agency and schedule ocular inspection	None	15 Minutes	
	Conduct ocular inspection *May require additional day depending on the availability of Municipal Assessor	None	1-2 Days	Provincial Assessor PAC Secretariat

	Receive additional requirements and compute recommended just compensation *May require additional time depending on the availability of documents.	None	1 Hour	PAC Secretariat
	Prepare PAC Resolution	None	20 Minutes	PAC Secretariat
	Approval of the PAC Resolution	None	1 Day	PAC Member
2. Pay Appraisal Fee	Issue Official Receipt upon payment	<i>Appraisal Fee – PHP 500.00</i>	15 Minutes	Revenue Collection Division - Provincial Treasurer's Office/Client
3. Show Official Receipt as proof of payment and receive PAC Resolution	Record and release of PAC Resolution	None	5 Minutes	PAC Secretariat/Client
TOTAL		<i>Appraisal Fee – PHP 500.00</i> Per Tax Declaration	3 Days and 2 Hours and 15 minutes	