



Republic of the Philippines
Province of Ilocos Sur
 Vigan City

PROVINCIAL ASSESSOR'S OFFICE

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

1. Request for Assessment Transactions

This service refers to the processing of assessment of real properties relative to the transfer of ownership and revision/reclassification.

Office or Division	PROVINCIAL ASSESSOR'S OFFICE		
Classification	COMPLEX		
Type of Transaction	G2G, G2B, G2C		
Who may avail:	ALL		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Mandatory Requirements			
1. Letter Request	1 Original Copy	Property Owner/Representative	
2. Official Receipt Real Property Tax	1 Original or Photocopy	Municipal Treasurer's Office	
3. Official Receipt Certification/Verification/Transfer Fee	1 Original or Photocopy	Revenue Collection Division - Provincial Treasurer's Office	
4. Copy of Previous Tax Declaration	1 Photocopy	Municipal Assessor	
5. Tax Declaration duly recommended by MA	3 Original Copy	Municipal Assessor	
6. FAAS duly recommended by MA	2 Original Copy		
7. Endorsement Letter from Municipal Assessor	2 Original Copy	Municipal Assessor	
8. Notice of Assessment	2 Original Copy	Municipal Assessor	
9. Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)	1 Original or Photocopy	Property Owner	
Additional Requirements			
For Reclassification of Property 1. Official Receipt - Ocular Inspection Fee	1 Original or Photocopy	Revenue Collection Division - Provincial Treasurer's Office	
For Revision Based on Title (Old and New) 1. Photocopy of the Title duly authenticated by Municipal Assessor	2 Photocopies	Registry of Deeds/Municipal Assessor	

2. Affidavit of Conformity of the Declared Owner in the Tax Declaration	1 Original or Photocopy	Property Owner		
<i>For Revision Based on Subdivision/Consolidation</i> 1. Copy of Approved Survey Plan or Sketch Plan as per Tax Declaration	2 Original or Blueprint	Property Owner		
<i>For Transfer of Real Property</i> 1. Deed of Conveyance duly authenticated by the Municipal Assessor	2 Photocopies	Property Owner		
2. Photocopy of the Title duly authenticated by the Municipal Assessor	2 Photocopies	Register of Deeds/Municipal Assessor		
3. Certificate Authorizing Registration	2 Original or Photocopy	BIR		
4. Copy of Approved Plan (if subdivided/consolidated property)	2 Original or Blueprint	Property Owner		
<i>* Examining officer may require other documents depending on each and every transaction</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Client submits Letter Request and other necessary documents	Receives request, fills up routing slip, check documents submitted as per checklist of requirements, collect additional information if necessary	None	10 Minutes	<i>Officer-in-Charge</i> Provincial Assessor's Office
	Record the transaction			
	Issue Order of Payment	None	5 Minutes	<i>Administrative Aide</i> Provincial Assessor's Office
2. Pay Certification/ Verification/ Transfer Fee	Issue Official Receipt upon payment	<i>Cert. Fee – PHP 100</i> <i>Verification Fee – PHP 100</i> <i>Transfer Fee – MV/CV x .005</i>	15 Minutes	<i>Revenue Collection Officer</i> Provincial Treasurer's Office
3. Show Official Receipt as proof of payment	Record the transaction and endorse to the next division	None	5 Minutes	<i>Administrative Aide</i> Provincial Assessor's Office
	Verification of records for any encumbrance or lien on the property then endorse to the next division	None	10 Minutes	<i>Local Assessment Operations Officer</i> Provincial Assessor's Office
	*May require ocular inspection		(Response may require additional time)	
	Update TMCR and Tax Map. Cancel previous PIN, assign new PIN (if subdivided and consolidated property) then endorse to next division. *If subdivided property, trace back is required	None	25 Minutes (Response may require additional time)	<i>Taxmapper</i> Provincial Assessor's Office

	Check/validate on the taxability, classification, and valuation of real property. Check assessment level applied and computation of assessed value of real property *May require traceback of records *May require corrective action	None	20 Minutes (Response may require additional time)	<i>Local Assessment Operations Officer</i> Provincial Assessor's Office
	Final Review of transactions	None	20 Minutes	<i>Assigned Local Assessment Operations Officer</i> Provincial Assessor's Office
	Recommendation and approval	None	5 Minutes	<i>Provincial Assessor</i> Provincial Assessor's Office
	Assign new Tax Declaration number and enter the same in the assessment roll. Cancel the previous Tax Declaration.	None	5 Minutes	<i>Local Assessment Operations Officer</i> Provincial Assessor's Office
4. Receive New TD/s and Notice of Assessment	Record and release of the approved documents		5 Minutes	<i>Administrative Aide / Local Assessment Operations Officer</i> Provincial Assessor's Office / Client
TOTAL		<i>Cert. Fee – PHP 100</i> <i>Verification Fee – PHP 100</i> <i>Transfer Fee – MV/CV x .005</i> Per Tax Declaration	2 Hours & 5 Minutes	