



Republic of the Philippines
Province of Ilocos Sur
Vigan City

PROVINCIAL ASSESSOR'S OFFICE

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

1. Request for Assessment Transactions of Newly Declared Real Properties

This service refers to the processing of assessment of real properties relative to the declaration of new land - titled and untitled, buildings, and machineries.

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
Declaration of New Building, Machinery, Untitled and/or Titled Land		
<i>Mandatory Requirements</i>		
1. Letter Request	1 Original Copy	Property Owner/Representative
2. Official Receipt Real Property Tax	1 Original or Photocopy	Municipal Treasurer's Office
3. Tax Declaration duly recommended by the MA	3 Original Copies	Municipal Assessor
4. FAAS duly recommended by MA	2 Original Copies	
5. Sworn Statement of Owner/ MA's findings (Sec. 204)	2 Original Copies	Property Owner/ Municipal Assessor
6. Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)	1 Original or Photocopy	Property Owner/
7. Endorsement Letter from Municipal Assessor	1 Original Copy	Municipal Assessor
8. Notice of Assessment	2 Original Copies	Municipal Assessor
<i>Additional Requirements</i>		
<i>For New Building</i>		
1. Existing Tax Declaration (TD) of the Lot reclassified based on actual use with the corresponding TD of the Building	2 Photocopies	Municipal Assessor's Office
<i>For New Untitled Land</i>		
1. Official Receipt Processing Fee	1 Original or Photocopy	Revenue Collection Division - Provincial Treasurer's Office Property Owner

2. Affidavit of Ownership 3. Affidavit of Adjoining Owners 4. Affidavit of No Improvement (if applicable)	1 Original Copy (each)	
5. Certification of Barangay Captain	1 Original Copy	Barangay Captain of the place where the property is located
6. Certification that the Land is Alienable and Disposable 7. Certification that the Land is not covered by any public land application 8. V-37 (Technical Description and sketch checked and filed in DENR) 9. Certification from the Mun. Mayor and Mun. Assessor that their office conducted ocular inspection on the declared land 10. Certification from the Dept. of Tourism, if applicable	1 Original Copy (each)	CENRO Municipal Assessor's Office Dept. of Tourism
For New Titled Land 1. Official Receipt Processing Fee 2. Photocopy of the Title duly authenticated by Municipal Assessor 3. Affidavit of No Improvement (if applicable)	1 Original or Photocopy 2 Photocopies 1 Original Copy	Revenue Collection Division - Provincial Treasurer's Office Registry of Deeds//Municipal Assessor Property Owner/Representative

** Examining officer may require other documents depending on each and every transaction.*

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 Client
	Record the transaction Issue Order of Payment	None	5 Minutes	<i>Administrative Aide</i> Provincial Assessor's Office
2. Pay Processing Fee	Issue Official Receipt upon payment	<i>Processing Fee</i> <i>PHP 250.00</i>	15 Minutes	<i>Revenue Collection</i> <i>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 /Client
	Verification of records for any encumbrance or lien on the property then endorse to the next division *May require ocular inspection	None	10 Minutes (Response may require additional time)	<i>Local Assessment</i> <i>Operations Officer</i> Provincial Assessor's Office
	Update TMCR and Tax Map Cancel previous PIN, assign new PIN (if subdivided and	None	25 Minutes	<i>Taxmapper</i> Provincial Assessor's Office

	consolidated property) then endorse to next division. *If subdivided property, trace back is required		(Response may require additional time)	
	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>Processing Fee</i> <i>PHP 250.00</i> Per Tax Declaration	2 Hours & 5 Minutes	