

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.

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| **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 | |
| 1. Official Receipt Real Property Tax | | | | 1 Original or Photocopy | Municipal Treasurer’s Office | |
| 1. Official Receipt Certification/Verification/Transfer Fee | | | | 1 Original or Photocopy | Revenue Collection Division -Provincial Treasurer’s Office | |
| 1. Copy of Previous Tax Declaration | | | | 1 Photocopy | Municipal Assessor | |
| 1. Tax Declaration duly recommended by MA | | | | 3 Original Copy | Municipal Assessor | |
| 1. FAAS duly recommended by MA | | | | 2 Original Copy |
| 1. Endorsement Letter from Municipal Assessor | | | | 2 Original Copy | Municipal Assessor | |
| 1. Notice of Assessment | | | | 2 Original Copy | Municipal Assessor | |
| 1. 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. Affidavit of Conformity of the Declared Owner in the Tax Declaration | | | | 2 Photocopies  1 Original or Photocopy | Registry of Deeds/Municipal Assessor  Property Owner | |
| ***For Revision Based on Subdivision/Consolidation***   1. Copy of Approved Survey Plan or Sketch Plan as per Tax Declaration | | | | 2 Original or Blueprint | Property Owner | |
| ***For Transfer of Real Property***   1. Deed of Conveyance duly authenticated by the Municipal Assessor | | | | 2 Photocopies | Property Owner | |
| 1. Photocopy of the Title duly authenticated by the Municipal Assessor | | | | 2 Photocopies | Register of Deeds/Municipal Assessor | |
| 1. Certificate Authorizing Registration | | | | 2 Original or Photocopy | BIR | |
| 1. Copy of Approved Plan (if subdivided/consolidated property) | | | | 2 Original or Blueprint | Property Owner | |
| *\* 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  Record the transaction | | None | | 10 Minutes | *Officer-in-Charge*  Provincial Assessor’s Office |
| Issue Order of Payment | | None | | 5 Minutes | *Administrative Aide*  Provincial Assessor’s Office |
| 1. Pay Certification/ Verification/   Transfer Fee | Issue Official Receipt upon payment | | *Cert. Fee – PHP 100*  *Verification Fee –*  *PHP 100*  *Transfer Fee – MV/CV x .005* | | 15 Minutes | *Revenue Collection Officer*  Provincial Treasurer’s Office |
| 1. Show Official Receipt as proof of payment | Record the transaction and endorse to the next division | | None | | 5 Minutes | *Administrative Aide*  Provincial Assessor’s Office |
| 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) | *Local Assessment Operations Officer*  Provincial Assessor’s Office |
| 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 | *Taxmapper*  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) | *Local Assessment Operations Officer*  Provincial Assessor’s Office |
| Final Review of transactions | | None | | 20 Minutes | *Assigned Local Assessment Operations Officer*  Provincial Assessor’s Office |
| Recommendation and approval | | None | | 5 Minutes | *Provincial Assessor*  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 | *Local Assessment Operations Officer*  Provincial Assessor’s Office |
| 1. Receive New TD/s and Notice of Assessment | Record and release of the approved documents | |  | | 5 Minutes | *Administrative Aide / Local Assessment Operations Officer*  Provincial Assessor’s Office  / Client |
| **TOTAL** | | | *Cert. Fee – PHP 100*  *Verification Fee –*  *PHP 100*  *Transfer Fee – MV/CV x .005*  Per Tax Declaration | | **2 Hours & 5 Minutes** | |