

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.

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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** | |
| **Declaration of New Building, Machinery, Untitled and/or Titled Land** | | | | | | |
| ***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. Tax Declaration duly recommended by the MA | | | | 3 Original Copies | Municipal Assessor | |
| 1. FAAS duly recommended by MA | | | | 2 Original Copies |
| 1. Sworn Statement of Owner/ MA’s findings (Sec. 204) | | | | 2 Original Copies | Property Owner/  Municipal Assessor | |
| 1. Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable) 2. Endorsement Letter from Municipal Assessor | | | | 1 Original or Photocopy  1 Original Copy | Property Owner/  Municipal Assessor | |
| 1. Notice of Assessment | | | | 2 Original Copies | Municipal Assessor | |
| ***Additional Requirements*** | | | | | | |
| ***For New Building***   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 | |
| ***For New Untitled Land***   1. Official Receipt Processing Fee 2. Affidavit of Ownership 3. Affidavit of Adjoining Owners 4. Affidavit of No Improvement (if applicable) | | | | 1 Original or Photocopy  1 Original Copy (each) | Revenue Collection Division -Provincial Treasurer’s Office  Property Owner | |
| 1. Certification of Barangay Captain | | | | 1 Original Copy | Barangay Captain of the place where the property is located | |
| 1. Certification that the Land is Alienable and Disposable 2. Certification that the Land is not covered by any public land application 3. V-37 (Technical Description and sketch checked and filed in DENR) 4. Certification from the Mun. Mayor and Mun. Assessor that their office conducted ocular inspection on the declared land 5. 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  Record the transaction | | None | | 10 Minutes | *Officer-in-Charge*  Provincial Assessor’s Office  Client |
| Issue Order of Payment | | None | | 5 Minutes | *Administrative Aide*  Provincial Assessor’s Office |
| 1. Pay Processing Fee | Issue Official Receipt upon payment | | *Processing Fee PHP 250.00* | | 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 /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) | *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** | | | *Processing Fee PHP 250.00*  Per Tax Declaration | | **2 Hours & 5 Minutes** | |