

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 | |
| 1. Tax Declaration of Property | | 1 Photocopy | | | Municipal Assessor | |
| 1. Vicinity Map | | 1 Photocopy | | |
| 1. Official Receipt for payment of Appraisal Fee | | 1 Original Copy | | | Provincial Treasurer’s Office | |
| 1. 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 |
| 1. Pay Appraisal Fee | Issue Official Receipt upon payment | | | *Appraisal Fee – PHP 500.00* | 15 Minutes | Revenue Collection Division - Provincial Treasurer’s Office/Client |
| 1. Show Official Receipt as proof of payment and receive PAC Resolution | Record and release of PAC Resolution | | | None | 5 Minutes | PAC Secretariat/Client |
| **TOTAL** | | | | *Appraisal Fee – PHP 500.00*  Per Tax Declaration | 3 Days and 2 Hours and 15 minutes | |