I.) TRANSFER OF TAX DECLARATION

The office of the Municipal Assessor only accepts transactions pertaining to transfer of ownership for taxation purposes to properties, whether titled or not, that are already registered from the Registry of Deeds.

Office or DivisionASSESSORClassificationSimpleType of TransactionGovernment to private individualsWho may availProperty ownersCHECKLIST OF REQUIREMENTSWHERE TO SECUREFor Untitled Property:1. Notarized Letter Request (2 copies-Original)Requesting party or client copies-Original)2. Deed of Conveyance/s (2 photo copies-Registered)Requesting party or client to secure at the Registry of Deeds-Toledo City3. Certificate Authorizing Registration (CAR's), such asBureau of Internal Revenue (BIR-North), Mandaue City	
Type of Transaction Who may avail CHECKLIST OF REQUIREMENTS Property owners WHERE TO SECURE 1. Notarized Letter Request (2 copies-Original) 2. Deed of Conveyance/s (2 photo copies-Registered) 3. Certificate Authorizing Government to private individuals Property owners WHERE TO SECURE Requesting party or client Requesting party or client to secure at the Registry of Deeds-Toledo City Bureau of Internal Revenue (BIR-North),	
Property owners CHECKLIST OF REQUIREMENTS WHERE TO SECURE	
For Untitled Property: 1. Notarized Letter Request (2 copies-Original) 2. Deed of Conveyance/s (2 photo copies-Registered) 3. Certificate Authorizing Requesting party or client to secure at the Registry of Deeds-Toledo City Bureau of Internal Revenue (BIR-North),	
 Notarized Letter Request (2 copies-Original) Deed of Conveyance/s (2 photo copies-Registered) Certificate Authorizing Requesting party or client to secure at the Registry of Deeds-Toledo City Bureau of Internal Revenue (BIR-North),	
copies-Original) 2. Deed of Conveyance/s (2 photo copies-Registered) 3. Certificate Authorizing Requesting party or client to secure at the Registry of Deeds-Toledo City Bureau of Internal Revenue (BIR-North),	
copies-Registered) Registry of Deeds-Toledo City 3. Certificate Authorizing Bureau of Internal Revenue (BIR-North),	
Estate, Capital Gains, Donor's Tax or whichever is applicable (1 copy each certificate)	
4. Transfer Tax Receipts (2 photo of the Provincial Assessor-(computation) and Cashier	
5. Certified True Copy of Tax Declaration (1 copy-Original) (payment) Office of the Municipal Treasurer,	
6. Lot Status Certification (1 (O.R.)-Municipal Assessor (Certification) CENRO-Toledo City or Cebu City 7. Tax Clearance (1 copy-Original)	
8. Survey or Sketch Plan duly Signed by a licensed Geodetic	
Engineer (2 photo copies or blue prints) Licensed Geodetic Engineer	
9. Processing & verification fee (P 150.00/transaction)	
Office of the Municipal Treasurer For Titled Property:	
1. Certified True Copy of Title (1	
Original Copy) Registry of Deeds – Toledo City	
2. Deed of Conveyance/s (2 photo	
copies-Registered) Registry of Deeds – Toledo City	
3. Certificate Authorizing	
Registration (CAR's), such as Estate, Capital Gains, Donor's Tax or whichever is applicable	

- (1 copy each certificate)
- 4. Transfer Tax Receipts (2 photo copies)
- 5. Certified True Copy of Tax Declaration (1 copy-Original)
- 6. Tax Clearance (1 copy-Original)
- 7. Survey or Sketch Plan duly signed by a licensed Geodetic Engineer (2 photo copies or blue prints)
- 8. Processing & verification fee (P 150.00/transaction)

Office of the Provincial Assessor-(computation) and Cashier (payment)

Office of the Municipal Treasurer, (O.R.)
-Municipal Assessor (Certification)
Office of the Municipal Treasurer

Licensed Geodetic Engineer

Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification (Order of payment will be issued)	Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor, Asst. Municipal Assessor and Local Assessment Operation Officer
2. Client is required to sign in the Office Log Book with his/her contact number	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk
3. Pay the required fees at the Office of the Municipal Treasurer	3. Issue the Order of payment if all required documents were in place	CTC of Tax Declaration = PHP 115.00	15 mins.	Revenue Collection Clerk
(Secure an official receipt and present to the Office of the	3.1 Accept all receipts based on the Order		10 mins.	Assessment Clerk

	1	i	
of Payment	Tax	2 mino	Aggegement
4. Check the Tax Clearance if counter-signed by proper authorities	= PHP 115.00	2 mins.	Assessment Clerk
a. Start processing the request	Processing & verification fee= PHP 150.00	30 mins. 15 mins. 15 mins. 10 mins.	Draftsman Tax Mapper Encoder Municipal Assessor
	None	10 mins.	Tax Mapping
5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office			Aide
6. Once approved, issue Notice of Assessment	None	10 mins. 5 min.	Tax Mapping Aide Municipal Assessor
	4. Check the Tax Clearance if counter-signed by proper authorities a. Start processing the request 5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office 6. Once approved, issue Notice of	4. Check the Tax Clearance if counter-signed by proper authorities a. Start processing the request 5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office None 6. Once approved, issue Notice of	4. Check the Tax Clearance if counter-signed by proper authorities a. Start processing the request 5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office None 10 mins. Tax Clearance = PHP 115.00 2 mins. 2 mins. 2 mins. 15 mins. 15 mins. 15 mins. 10 mins. None 10 mins.

TOTAL	PHP	2 hrs., 27	
IOIAL	380.00	mins.	

II.) PROCESSING AND ISSUANCE OF TAX DECLARATION FOR NEWLY DECLARED PROPERTIES (Lands)

Office or Division	ASSESSOF	3	
Classification	Simple		
Type of Transaction	Government to private individuals		
Who may avail	Property ov	vners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Untitled Property:			
Notarized Letter Reques copies-Original)	st (2	Requesting party or client	
Survey Plan approved be Management Bureau (L copies–Blue Print)	•	Land Management Bureau (LMB)	
3. CENRO Certification, stating among others that the land is within Alienable and Disposable Area (A&D), (1 Original copy)		CENRO – Toledo City or Cebu City	
4. Affidavit of Ownership stating that the applicant is in long, continuous and notorious possession of the property (2 photo copies)		Requesting party or Client	
5. Certification from the Barangay Captain that the declarant is the actual and present possessor and occupant of the land (1 copy-Original)		Barangay Captain	
Affidavit of adjoining ow copy-Original)	ners (2	Requesting party or Client	
7. Ocular inspection/invest report with correspondir recommendation from the Assessor (1 copy-Origin	g ne Municipal	Tax Mapping Team-Assessor's Office	
8. Processing & verification 150.00/transaction)	n fee (P	Office of the Municipal Treasurer (Cashier)	

For Titled Property:

- Certified True Copy of Title such as: (Free Patents, Homestead or Miscellaneous Sales Application (1 Original Copy)
- Deed of Conveyance/s or copies of supporting documents used during the application of such title (2 photo copies-Registered)
- 3. Survey or Sketch Plan duly signed by a licensed Geodetic Engineer (2 photo copies or blue prints)
- Inspection report with recommendation from the Municipal Assessor (1 copy-original)
- 5. Processing & verification fee (P 150.00/transaction)

Registry of Deeds – Toledo City

Requesting Party or client to secure at the Registry of Deeds – Toledo city

Licensed Geodetic Engineer

Tax Mapping Team – Assessor's Office

Office of the Municipal Treasurer (Cashier)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE
1. Submit the required documents for initial assessment and verification (Order of payment will be issued)	Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor, Asst. Municipal Assessor and Local Assessment Operation Officer
	Give the Logbook to the client	None	10 mins.	Assessment Clerk

2. Client is required to sign in the Office Log Book with his/her contact number				
	3. Issue the Order of payment if all required documents were in place 3.1 Accept all	CTC of Tax Declarati on = PHP 115.00	15 mins.	Revenue Collection Clerk
3. Pay the required fees at the Office of the Municipal Treasurer (Secure an official receipt and present to	receipts based on the Order of Payment	113.00	10 mins.	Assessment Clerk
the Office of the Municipal Assessor)	4. Check the Tax Clearance if counter-signed by proper authorities	Tax Clearanc e = PHP 115.00	2 mins.	Assessment Clerk
	4.1 Start processing the request	Processin g & verificatio n fee= PHP 150.00	30 mins. 15 mins. 15 mins. 10 mins.	Draftsman Tax Mapper Encoder Municipal Assessor

4. Tax				
Clearance should be				
counter-si gned by				
the Mayor or his				
authorized staff prior				
to be				
submitted at the				
Office of the	5. Call or send SMS	None	10 mins.	Tax Mapping
Municipal Assessor	messages to the client to get the copy			Aide
	of Endorsement of the new Tax			
	Declaration, subject for approval at the			
	Provincial Assessor's Office			
	Assessor's Office			
5. Awaits call or SMS				
message from the	6. Once approved, issue Notice of	None	10 mins.	Tax Mapping
Municipal Assessor's	Assessment	None	10 1111113.	Aide
Office for an			5 mins.	Municipal
Endorseme nt of New				Assessor
tax Declaration				
subject for approval at				
the Provincial				
Assessor's				
Office				

6. Once the new Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment		PHP	2 hrs., 27	
	TOTA	380.00	mins.	

III.) PROCESSING AND ISSUANCE OF NEW TAX DECLARATION (Buildings and Other Structures)

Office or Division	ASSES	ASSESSOR		
Classification	Simple			
Type of Transaction	Govern	ment to private individuals		
Who may avail	Proper	ty owners		
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
Letter request (1 copy-original)		Requesting Party or Client		
Copy of approved building permit with corresponding building plans (1 copy-original)		Office of the Building Official (OBO)		

3. Certified True Copy of Tax
Declaration of the land
where the building is
constructed (1copy-original)
In case the owner is not
registered as the declarant
of the land, submit Proof of
ownership of the land where
the building is constructed
such as: (Title, Deed of
Absolute Sale, Consent and
Authority or whichever is
applicable) – 1
Photo copy

Requesting party or client

4. Field Appraisal and Assessment Sheet (FAAS) of the building duly signed by the Team of Inspectors, 2 copies-original Tax Mapping Team - Assessor's office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required document for initial assessment	Receive the required documents and check for completene ss	None	15 mins.	Municipal Assessor and Assistant Municipal Assessor
2. Client is required to sign in the Office Logbook his/her contact number	Give the Logbook to the client	None	10 mins.	Assessment Clerk

		,		
3. Pay the required fees	3. Issue the order of payment	CTC of TD =Php115.00		Revenue Collection Clerk
	3.1 Accept all receipts			
4. Tax Clearance for the Land where the building is constructed	4.1 Check Tax Clearance if counter-si gned by proper authority 4.2 Conduct	Tax Clearance =Php115.00 None	20 mins. 2 mins. 1 day	Revenue Collection Clerk Assessment Clerk Tax Mapping Team
	actual ocular inspection on the schedule date.		3 hrs.	
	4.3 Start Processing the request	None	15 mins. 5 mins.	Draftsman Tax Mapping Aide Municipal Assessor
5. Awaits call or SMS message from the Municipal Assessor's Office for an Endorsement of New tax Declaration subject for approval at the Provincial Assessor's Office	5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office	None	2 mins.	Tax Mapping Aide
6. Once the new Tax			5 mins.	

Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment	6. Once approved, issue Notice of Assessment	None		Tax Mapping Aide
	TOTAL	Php 115.00	1 day, 4 hrs., 29 mins.	

IV.) PROCESSING AND ISSUANCE OF TAX DECLARATION (Machineries)

Office or Division	ASSESS	SOR
Classification	Simple	
Type of Transaction	Governr	nent to private individuals
Who may avail	Property	owners
CHECKLIST OF REQUIREM	IENTS	WHERE TO SECURE
Letter request (1 copy-or Notarized Sworn Statement pertaining to the brand not description, specification valuation of the subject machinery, (2-copies, ori	ent ame, and	Requesting Part or Client Available Forms at the Office of the Municipal Assessor (To be filled-up by the client)

3. Certified True Copy of Tax
Declaration of the land where the
machinery is being set up (1
copy-original)
In case the owner is not
registered as the declarant of
the land, submit Proof of
ownership of the land where the
machinery/ies is established
such as: (Title, Deed of Absolute
Sale, Consent and Authority or
whichever is applicable) – 1
Photo copy

Office of the Municipal Treasurer (O.R) and Office of the Municipal Assessor (Certification)

4. Field Appraisal and Assessment Sheet (FAAS) of Machinery duly signed by the Team of Inspectors, 2 copies-original Tax Mapping Team - Assessor's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the required documents for initial assessment	Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor and Assistant Municipal Assessor
2. Client is required to sign in the Office Logbook his/her contact number	2. Give the Logbook to the client	None	15 mins.	Assessment Clerk
Pay the required fees	Issue the order of payment	CTC of Tax Declaration	15 mins.	Revenue Collection Clerk

	3.1 Accept all Receipts	= Php115.00	2 mins.	Assessment Clerk
4. Tax Clearance for the land where the machinery is being set up	4. Check Tax Clearance if counter-signed by proper authority	Tax Clearance = Php115.00	20 mins.	Revenue Collection Clerk
	4.1 Conduct actual ocular inspection on the scheduled date	None	1 day	Tax Mapping Team
	4.2 Start processing the request	None	15 mins.	Encoder/Tax Mapping Aide
			5 mins.	Municipal Assessor
5. Awaits call or SMS message from the Municipal Assessor's Office for an Endorsement of New tax Declaration subject for approval at the Provincial Assessor's Office	5. Call or send SMS messages to the client to get the copy of Endorsement of the new Tax Declaration, subject for approval at the Provincial Assessor's Office	None	2 mins.	Encoder/Tax Mapping Aide
	6. Once approved,	None		

6. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment	issue Notice of Assessment		5 mins.	Encoder/Tax Mapping Aide
		Php	1 day, 1 hr., 34	
	TOTAL	230.00	mins.	

V.) PROCESSING AND ISSUANCE OF TAX DECLARATION (Subdivision or Consolidation)

Office or Division	ASS	ESSOR	
Classification	Simp	Simple	
Type of Transaction	Gove	ernment to private individuals	
Who may avail	Prop	erty owners	
CHECKLIST OF		WHERE TO SECURE	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

 Letter request addressed to the Municipal Assessor (2 Copies Original)

Registry of Deeds - Toledo City

 Certified true copy/ies of Titles (1 copy-original per title) with all supporting documents effecting the approval of title, such as: Deed of Conveyances; CAR's; Transfer Taxes; DAR Clearances; Etc.

Licensed Geodetic Engineer Land Management Bureau (LMB) Registry of Deeds (whichever is applicable)

Approved subdivision plan (1 Copy, Blue Print or White Print)

Office of the Municipal Assessor (Attached O.R from the Municipal Treasury)

 Certified true copy/ies of tax declarations, (1Copy Original)

Office of the Municipal Treasurer

Tax Clearance/s (current), (1 Copy-Original)

Office of the Municipal Treasurer

Processing and Verification, 1 receipt per RPU

CLIENT	STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
required doc	omit the uired ument nitial essment	1. Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor Assistant Municipal Assessor Local Assessment Operation Officer

re s C L h	Client is equired to ign in the Office ogbook is/her ontact number	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk
	ay the quired fees	3. Issue the order of payment	CTC of Tax Declaration =Php115.00	15 mins.	Office of the Municipal Treasurer, Revenue Collection Clerk
		3.1 Accept all Receipts	Tax Clearance =Php115.00	2 mins.	Assessment Clerk
	Awaits call or SMS message from the Municipal Assessor's Office for an Endorsemen t of New tax Declaration subject for approval at the Provincial Assessor's Office	4. Start Processing the Request	Processing &Verification Fee =Php150.00 per Title	20 mins. 5 mins.	Tax Mapping Aide Municipal Assessor
		5. Issue Notice of Assessment	None	5 mins. 1 min.	Encoder/Tax Mapping Aide Municipal Assessor

TOTAL Phy 390 00 1 hr 13 mins
TOTAL Php 380.00 1 hr., 13 mins.

VI.) PROCESSING AND ISSUANCE OF TAX DECLARATION (Re-assessment)

Office or Division	ASSESSOR			
Classification	Simple	le		
Type of Transaction	Government to	ment to private individuals		
Who may avail	Property owner	S		
CHECKLIST OF REQUIREM	MENTS	WHERE TO SE	CURE	
Letter request address the Municipal Assesso copies Original) Inspection report of the	or ,(2	sting party or client		
Municipal Assessor/St regarding such reques (1Copy Original) 3. Certified true copy of t	aff Municipote Municip	oal Assessor Office of the Municipal Asse		
declaration (1 Copy O 4. Tax Clearance (1 Copy Original) 5. Processing and Verific fee, (1 Receipt per RP	Office of the of	(Attached O.R from the Municipal Treasurer) Office of the Municipal Treasurer Office of the Municipal Treasurer		
CLIENT STEPS AGEN		FEES TO BE PAID PROCESSIN PERSON RESPONSIBL		
ACTI	ON BE P	AID TIME		
1. Submit the required document for initial assessment 1. Receive required docume check for complete	the Non	AID TIME	RESPONSIBL	

	his/her contact				
	number				
3.	Pay the required fees	3. Issue the order of payment	CTC of Tax Declaration =Php115.00	15 mins.	Office of the Municipal Treasurer, Revenue Collection Clerk
		3.1 Accept all Receipts	Tax Clearance =Php115.00	2 mins.	Assessment Clerk
4.	Awaits call or SMS	4. Start Processing	Processing &Verificatio	20 mins.	Tax Mapping Aide
	message from the	the Request	n Fee =Php150.00	2 mins.	Tax Mapper/LAOO
	Municipal Assessor's Office for an Endorseme nt of New tax Declaration subject for approval at the Provincial Assessor's Office		per Title	5 mins.	Маррел Еле
	5. Once the New Tax Declaration is approved,	5. Issue Notice of Assessment	None	5 mins. 1 min.	Encoder/Tax Mapping Aide Municipal
	return to the Municipal Assessor's office for the preparation of Notice of Assessment				Assessor Municipal Assessor

TOTAL	Php 380.00	1 hr, 15 mins	

VII.) PROCESSING AND ISSUANCE OF TAX DECLARATION (Re-classification)

Office or Division	ASSE	SSOR			
Classification	Simple	le			
Type of Transaction		rnment to private individuals			
Who may avail		erty owners			
CHECKLIS		V	WHERE TO SEC	URE	
REQUIREM		D (1 1' 1		
Notarized Letter addressed to the Assessor or P Assessor, 2 contacts	he Municipal rovincial	Requesting p	arty or client		
Inspection rep Municipal Assertations such	essor/Staff		•	Assessor's Office	
copy-original 3. If the request range agricultural lar non-agricultural Conversion Cl	nd to al use, DAR	No. 6657	i Agrarian Ketorn	Agrarian Reform, by virtue of RA	
required, 1 cop 4. Certification from Municipal Plar Development on the approve	om the nning and Officer based	Office of the Municipal Planning and Development Coordinator			
Zoning Ordina copy-original 5. Certified true o	Zoning Ordinance, 1 copy-original 5. Certified true copy of tax declaration, 1 copy-original		Office of the Municipal Assessor (Attached O.R. from the Municipal Treasury) Office of the Municipal Treasury		
6. Tax Clearance		Office of the N	/Junicipal Treasur	y	
7. Processing an Fee, 1 Official RPU	Receipt per				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the 1. required	Receive the required	None	15 mins.	Municipal Assessor	

document for initial assessment	documents and check for completenes s			Assistant Municipal Assessor Local Assessment Operation Officer
2. Client is required to sign in the Office Logbook his/her contact number	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk
3. Pay the required fees	3. Issue the order of payment	CTC of Tax Declaration =Php115.00	15 mins.	Office of the Municipal Treasurer, Revenue Collection Clerk
	3.1 Accept all Receipts	Tax Clearance =Php115.00	2 mins.	Assessment Clerk
		MPDC Certification =Php115.00	25 mins.	Municipal Planning and Coordinator Office
	4. Start Processin g the Request	Processing &Verification Fee =Php150.00 per Title	20 mins. 5 mins.	Tax Mapping Aide Municipal Assessor

4. Awaits call or SMS message from the Municipal Assessor's Office for an Endorsemen t of New tax Declaration subject for approval at the				
Provincial Assessor's	5. Issue Notice of	None	5 mins.	Encoder/Tax Mapping Aide
Office	Assessment		1 min.	Municipal Assessor
5. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment				
	TOTAL	Php 495.00	1 hr., 38 mins.	

VIII.) PROCESSING AND ISSUANCE OF TAX DECLARATION (Increase and decrease of Area)

Office or Division	ASSE	SSOR
Classification	Simple	e
Type of Transaction	Gover	nment to private individuals
Who may avail	Prope	rty owners
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Notarized letter requesed to the Munical Assessor, 2 copies-ori	icipal	Requesting party or client
Inspection report of the Municipal Assessor/St regarding such reques copy-original	aff	Tax Mapping Team, Municipal Assessor's Office

Approved Survey Plan with Technical Description, 1 copy-blue or white print Licensed Geodetic Engineer/Lang Management Bureau, whichever is applicable

Requesting party

4. Affidavit of Adjoining owners, stating thereto that they have no conflict with regards to the area (if increase in area), 2 copies-original

CENRO, Toledo City or Cebu City

5. CENRO Certification (Land Status), 1 copy-original

Office of the Municipal Assessor (Attached OR. from the Municipal Treasury)

6. Certified True copy of Tax Declaration, 1 copy-original

Office of the Municipal Treasury

7. Tax Clearance, 1 copy-original

Office of the Municipal Treasury

 Processing and Verification Fee, 1 Official Receipt per RPU Office of the Municipal Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submit the required document for initial assessment	1.Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor Assistant Municipal Assessor Local Assessment Operation Officer
2. Client is required to sign in the Office Logbook his/her contact number	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk

	1			
3. Pay the required fees	3. Issue the order of payment	CTC of Tax Declaration =Php115.00	15 mins.	Office of the Municipal Treasurer, Revenue Collection Clerk
	3.1 Accept all Receipts	Tax Clearance =Php115.00	2 mins.	Assessment Clerk
4. Awaits call or SMS message from the Municipal Assessor's Office for an Endorsemen t of New tax Declaration subject for approval at the Provincial Assessor's Office	4. Start Processing the Request	Processing &Verification Fee =Php150.00 per Title	20 mins. 5 mins.	Tax Mapping Aide Municipal Assessor
5. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment	5. Issue Notice of Assessment	None	5 mins. 1 min.	Encoder/Tax Mapping Aide Municipal Assessor
	TOTAL	Php 380.00	1 hr., 13 mins.	

IX.) PROCESSING AND ISSUANCE OF TAX DECLARATION (For Lands covered by Department of Agrarian Reform)

The Municipal Assessor is bound to annotate on the tax declaration whatever encumbrances annotated on the title.

Office or Division	ASSESSOR		
Classification	Simple		
Type of Transaction	Govern	ment to private individuals	
Who may avail	Propert	y owners	
CHECKLIST OF		WHERE TO SECURE	
REQUIREMENTS			
Certification from the Department of Agrarian		DAR-Provincial Office, Cebu City	
Reform-Provincial Office as to			
. to.o Tovindial onloc			

the mode of acquisition of the	
land	Registry of Deeds for Toledo City
Certified True Copy of Title	
	Office of the Municipal Treasurer
Tax Clearance	·
	Office of the Municipal Assessor
Certified true copy of Previous	(Attached O.R. from the Municipal Treasurer)
	, , , , , , , , , , , , , , , , , , , ,
	Office of the Municipal Treasury
Processing and Verification	- Since of the marketpair freadenty
	land Certified True Copy of Title Tax Clearance Certified true copy of Previous Tax Declaration

Processing and Verification Fee

ree					
CI	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit the required document for initial assessment	Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor Assistant Municipal Assessor Local Assessment Operation Officer
2.	Client is required to sign in the Office Logbook his/her contact number	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk
3.	Pay the required fees	3. Issue the order of payment	CTC of Tax Declaration =Php115.00	15 mins.	Office of the Municipal Treasurer, Revenue Collection Clerk
		a. Accept all Receipts	Tax Clearance =Php115.00	2 mins.	Assessment Clerk
		4. Start Processing the Request	Processing &Verification Fee =Php150.00 per Title	20 mins. 5 mins.	Tax Mapping Aide Municipal Assessor

5. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment	4. Awaits call or SMS message from the Municipal Assessor's Office for an Endorsement of New tax Declaration subject for approval at the Provincial Assessor's Office	5. Issue Notice of Assessment	None	5 mins. 1 min.	Encoder/Tax Mapping Aide Municipal Assessor
	Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of	TOTAL	Php 380.00	1 hr., 13 mins.	

X.) PAID SERVICE (Issuance of Certified True Copy)

Office or Division	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	All

	CHECKI REQUIRE		\	WHERE TO SEC	URE
	Letter or verbal request, 1 copy-original Special Power of Attorney (SPA) is needed if the requestor is not the declared owner of the owner of the property Official Receipt stating specific		Requesting party or client Office of the Municipal Treasurer		
	services		(Cashier)		
C	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Αp	ersonal opearance Submit the required document for initial assessment	Receive the required documents and issue order of payment	None	5 mins.	Assessment Clerk
2.	Pay the required fees	2. Accept receipts based on the order of payment	Php 115.00 per Tax Declaration	15 mins.	Office of the Municipal Tresurer (Revenue Collection Clerk
3.	Waiting the releasing of such certification	3. Start processing the request	None	15 mins.	Assessment Clerk
4.	Once the request is served, requestor needs to sign	4. Signature of the Municipal Assessor 4.1	None	2 mins. 5 mins.	Municipal Assessor and/or Assistant Municipal Assessor
	into the	Recording		J IIIIIIS.	M99C990I

XI.) PAID SERVICE (Issuance of No/With Structural Improvement/s)

42 mins.

TOTAL Php 115.00

into office logbook

logbook

Office or Division	ASSESSOR		
Classification	Simple		

Type of Transaction Government to pri				ment to private	individuals		
Who may avail All							
CHECKLIST OF			WHERE TO SECURE				
REQUIREMENTS			D				
1. Letter or verbal request, 1			Requesting party or client				
copy-original Special Power of							
Attorney (SPA) is needed if the requestor is not the declared							
owner of the owner of the							
property							
	al Receipt	t stating	g specific	Office of the Municipal Treasurer			
servio	es			(Cashier)			
CLIENT	STEPS		SENCY	FEES TO	PROCESSING	PERSON	
Doroonal		A	CTION	BE PAID	TIME	RESPONSIBLE	
Personal Appeara							
1. Subm		1. Re	ceive the	None	5. mins.	Assessment	
requir	ed	red	quired			Clerk	
	ment for		cuments				
initial			d issue				
asses	ssment		der of				
		μa	yment				
2. Pay tl	he	2. Ac	cept	Php 115.00	20 mins.	Office of the	
	ed fees		ceipts	per		Municipal	
			sed on	Certification		Tresurer	
			e order of			(Revenue	
		pa	yment			Collection Clerk	
3. Waitir	ng the	3. Sta	art	None	15 mins.	Assessment	
	sing of		ocessing			Clerk	
such		the	e request				
certifi	cation						
4. Once	the	4. Sig	gnature of	None	2 mins.	Municipal	
reque	est is	the				Assessor	
serve	•		ınicipal			and/or Assistant	
reque			sessor		F	Municipal	
needs into th	s to sign	4.1			5 mins.	Assessor	
logbo			cording o office				
logbo			book				
			TOTAL	Php 115.00	47 mins.		

XII.) PAID SERVICE (Issuance of No/With Property Holdings)

Office or Division	า	ASSES	SOR			
		Simple				
'		ment to private individuals				
Who may avail All						
CHECKLIST OF			WHERE TO SECURE			
REQUIREMENTS						
Letter or verbal request, 1 copy-original Special Power of			Requesting party or client			
Attorney (SPA) is needed if the						
requestor is not the declared						
owner of the o	wner of th	е				
property 2. Official Receip	t etatina e	necific	Office of the Municipal Treasurer			
services	t stating s	pcome	(Cashier)			
AGE		NCY	FEES TO PROCESSING PERSON			
CLIENT STEPS	ACT	ION	BE PAID	TIME	RESPONSIBLE	
Personal Appearance 1. Submit the	1. Rec	eive	None	5. mins.	Assessment	
required document for initial assessment	the requ docu and orde	iired uments issue	None	O. 1111113.	Clerk	
2. Pay the required fees	the o	•	Php 115.00 per Certification	30 mins.	Office of the Municipal Tresurer (Revenue Collection Clerk	
3. Waiting the releasing of such certification		t essing request	None	15 mins.	Assessment Clerk	
4. Once the request is served, requestor			None	2 mins.	Municipal Assessor and/or Assistant Municipal	
needs to sign into the logbook	4.1 Reco into d logbo	ok		5 mins.	Assessor	
TOTAL			Php 115.00	57 mins.		

TOTAL Php 115.00 57 mins.

XIII.) PAID SERVICE (Assessor's Certification)

Office or Division ASSES			SOR			
Classification Simple						
			ment to private individuals			
Who may avail All		All				
CHECKLIST OF			V	WHERE TO SEC	URE	
REQUIREMENTS						
Letter or verbal request, 1 copy-original Special Power of			Requesting party or client			
Attorney (SPA) is needed if the						
requestor is not the declared						
owner of the o	wner of t	he				
property			Office of the Marie 17			
2. Official Receip	ot stating	specific	Office of the Municipal Treasurer			
	AGI	ENCY	(Cashier) FEES TO PROCESSING PERSON			
CLIENT STEPS		TION	BE PAID	TIME	RESPONSIBLE	
Personal Appearance 1. Submit the required document for	requ	eive the uired uments	None	5. mins.	Assessment Clerk	
initial assessment	and orde	issue er of ment				
2. Pay the required fees	bas the	ept eipts ed on order of ment	Php 115.00 per Certification	20 mins.	Office of the Municipal Tresurer (Revenue Collection Clerk	
Waiting the releasing of such certification		t cessing request	None	15 mins.	Assessment Clerk	
4. Once the request is served, requestor	the Mur	nature of nicipal essor	None	2 mins.	Municipal Assessor and/or Assistant Municipal	
needs to sign into the logbook	4.1 Rec into	cording office		5 mins.	Assessor	
		TOTAL	Php 115.00	47 mins.		