

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 Division	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Untitled Property: <ol style="list-style-type: none"> 1. Notarized Letter Request (2 copies-Original) 2. Deed of Conveyance/s (2 photo copies-Registered) 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. Lot Status Certification (1 copy-Original) 7. Tax Clearance (1 copy-Original) 8. Survey or Sketch Plan duly signed by a licensed Geodetic Engineer (2 photo copies or blue prints) 9. Processing & verification fee (P 150.00/transaction) 	<p>Requesting party or client</p> <p>Requesting party or client to secure at the Registry of Deeds-Toledo City Bureau of Internal Revenue (BIR-North), Mandaue City</p> <p>Office of the Provincial Assessor-(computation) and Cashier (payment) Office of the Municipal Treasurer, (O.R.)-Municipal Assessor (Certification) CENRO-Toledo City or Cebu City</p> <p>Office of the Municipal Treasurer</p> <p>Licensed Geodetic Engineer</p> <p>Office of the Municipal Treasurer</p>
For Titled Property: <ol style="list-style-type: none"> 1. Certified True Copy of Title (1 Original Copy) 2. Deed of Conveyance/s (2 photo copies-Registered) 3. Certificate Authorizing Registration (CAR's), such as Estate, Capital Gains, Donor's Tax or whichever is applicable 	<p>Registry of Deeds – Toledo City</p> <p>Registry of Deeds – Toledo City</p> <p>Bureau of Internal Revenue (BIR-North), Mandaue City</p>

(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)	1. 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 (Secure an official receipt and present to the Office of the	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
	3.1 Accept all receipts based on the Order		10 mins.	Assessment Clerk

Municipal Assessor)	of Payment			
4. Tax Clearance should be counter-signed by the Mayor or his authorized staff prior to be submitted at the Office of the Municipal Assessor	4. Check the Tax Clearance if counter-signed by proper authorities a. Start processing the request	Tax Clearance = PHP 115.00 Processing & verification fee= PHP 150.00	2 mins. 30 mins. 15 mins. 15 mins. 10 mins.	Assessment Clerk Draftsman Tax Mapper Encoder 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	10 mins.	Tax Mapping Aide
6. Once the new Tax 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	10 mins. 5 min.	Tax Mapping Aide Municipal Assessor

TOTAL	PHP 380.00	2 hrs., 27 mins.	
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II.) PROCESSING AND ISSUANCE OF TAX DECLARATION FOR NEWLY DECLARED PROPERTIES (Lands)

Office or Division	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Untitled Property: <ol style="list-style-type: none"> Notarized Letter Request (2 copies-Original) Survey Plan approved by the Land Management Bureau (LMB), (2 copies-Blue Print) CENRO Certification, stating among others that the land is within Alienable and Disposable Area (A&D), (1 Original copy) Affidavit of Ownership stating that the applicant is in long, continuous and notorious possession of the property (2 photo copies) Certification from the Barangay Captain that the declarant is the actual and present possessor and occupant of the land (1 copy-Original) Affidavit of adjoining owners (2 copy-Original) Ocular inspection/investigation report with corresponding recommendation from the Municipal Assessor (1 copy-Original) Processing & verification fee (P 150.00/transaction) 	<p>Requesting party or client</p> <p>Land Management Bureau (LMB)</p> <p>CENRO – Toledo City or Cebu City</p> <p>Requesting party or Client</p> <p>Barangay Captain</p> <p>Requesting party or Client</p> <p>Tax Mapping Team-Assessor's Office</p> <p>Office of the Municipal Treasurer (Cashier)</p>

For Titled Property: 1. Certified True Copy of Title such as: (Free Patents, Homestead or Miscellaneous Sales Application (1 Original Copy) 2. 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) 4. 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	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification (Order of payment will be issued)	1. Receive the required documents and check for completeness	None	15 mins.	Municipal Assessor, Asst. Municipal Assessor and Local Assessment Operation Officer
	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk

<p>2. Client is required to sign in the Office Log Book with his/her contact number</p> <p>3. Pay the required fees at the Office of the Municipal Treasurer (Secure an official receipt and present to the Office of the Municipal Assessor)</p>	<p>3. Issue the Order of payment if all required documents were in place 3.1 Accept all receipts based on the Order of Payment</p> <p>4. Check the Tax Clearance if counter-signed by proper authorities 4.1 Start processing the request</p>	<p>CTC of Tax Declaration = PHP 115.00</p> <p>Tax Clearance = PHP 115.00 Processing & verification fee = PHP 150.00</p>	<p>15 mins.</p> <p>10 mins.</p> <p>2 mins.</p> <p>30 mins. 15 mins. 15 mins. 10 mins.</p>	<p>Revenue Collection Clerk</p> <p>Assessment Clerk</p> <p>Assessment Clerk</p> <p>Draftsman Tax Mapper Encoder Municipal Assessor</p>
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<p>4. Tax Clearance should be counter-signed by the Mayor or his authorized staff prior to be submitted at the Office of the Municipal Assessor</p>	<p>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</p>	<p>None</p>	<p>10 mins.</p>	<p>Tax Mapping Aide</p>
<p>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</p>	<p>6. Once approved, issue Notice of Assessment</p>	<p>None</p>	<p>10 mins. 5 mins.</p>	<p>Tax Mapping Aide Municipal Assessor</p>

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

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

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

<p>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</p> <p>4. Field Appraisal and Assessment Sheet (FAAS) of the building duly signed by the Team of Inspectors, 2 copies-original</p>		<p>Requesting party or client</p> <p>Tax Mapping Team – Assessor's office</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document for initial assessment	1. 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	10 mins.	Assessment Clerk
			15 mins.	

3. Pay the required fees	3. Issue the order of payment 3.1 Accept all receipts	CTC of TD =Php115.00		Revenue Collection Clerk
4. Tax Clearance for the Land where the building is constructed	4.1 Check Tax Clearance if counter-signed by proper authority 4.2 Conduct actual ocular inspection on the schedule date.	Tax Clearance =Php115.00 None	20 mins. 2 mins. 1 day	Revenue Collection Clerk Assessment Clerk Tax Mapping Team
	4.3 Start Processing the request	None	3 hrs. 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	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 copy-original) 2. Notarized Sworn Statement pertaining to the brand name, description, specification and valuation of the subject machinery, (2-copies, original)	Requesting Part or Client Available Forms at the Office of the Municipal Assessor (To be filled-up by the client)

<p>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</p> <p>4. Field Appraisal and Assessment Sheet (FAAS) of Machinery duly signed by the Team of Inspectors, 2 copies-original</p>		<p>Office of the Municipal Treasurer (O.R) and Office of the Municipal Assessor (Certification)</p> <p>Tax Mapping Team – Assessor's Office</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment	1. 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
3. Pay the required fees	3. Issue the order of payment	CTC of Tax Declaration	15 mins.	Revenue Collection Clerk

4. Tax Clearance for the land where the machinery is being set up	3.1 Accept all Receipts	= Php115.00	2 mins.	Assessment Clerk
	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
TOTAL		Php 230.00	1 day, 1 hr., 34 mins.	

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

Office or Division	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Requesting party or client

<ol style="list-style-type: none"> 1. Letter request addressed to the Municipal Assessor (2 Copies Original) 2. 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. 3. Approved subdivision plan (1 Copy, Blue Print or White Print) 4. Certified true copy/ies of tax declarations, (1Copy Original) 5. Tax Clearance/s (current), (1 Copy-Original) 6. Processing and Verification, 1 receipt per RPU 		<p>Registry of Deeds - Toledo City</p> <p>Licensed Geodetic Engineer Land Management Bureau (LMB) Registry of Deeds (whichever is applicable)</p> <p>Office of the Municipal Assessor (Attached O.R from the Municipal Treasury)</p> <p>Office of the Municipal Treasurer</p> <p>Office of the Municipal Treasurer</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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
	3. Pay the required fees	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 Endorsement of New tax Declaration subject for approval at the Provincial Assessor's Office	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

5. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment				
TOTAL		Php 380.00	1 hr., 13 mins.	

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

Office or Division	ASSESSOR			
Classification	Simple			
Type of Transaction	Government to private individuals			
Who may avail	Property owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to the Municipal Assessor ,(2 copies Original) 2. Inspection report of the Municipal Assessor/Staff regarding such request (1Copy Original) 3. Certified true copy of tax declaration (1 Copy Original) 4. Tax Clearance (1 Copy Original) 5. Processing and Verification fee, (1 Receipt per RPU)		Requesting party or client Tax Mapping Team Municipal Assessor Office Office of the Municipal Assessor (Attached O.R from the Municipal Treasurer) Office of the Municipal Treasurer Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	2. Give the Logbook to the client	None	10 mins.	Assessment Clerk

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 message from the Municipal Assessor's Office for an Endorsement 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. 2 mins. 5 mins.	Tax Mapping Aide Tax Mapper/LAOO
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 Municipal Assessor

TOTAL		Php 380.00	1 hr, 15 mins	

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

Office or Division		ASSESSOR		
Classification		Simple		
Type of Transaction		Government to private individuals		
Who may avail		Property owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Letter request addressed to the Municipal Assessor or Provincial Assessor, 2 copies-original		Requesting party or client		
2. Inspection report of the Municipal Assessor/Staff regarding such request, 1 copy-original		Tax Mapping Team, Municipal Assessor's Office		
3. If the request reclassifies agricultural land to non-agricultural use, DAR Conversion Clearance is required, 1 copy-original		Department of Agrarian Reform, by virtue of RA No. 6657		
4. Certification from the Municipal Planning and Development Officer based on the approved Municipal Zoning Ordinance, 1 copy-original		Office of the Municipal Planning and Development Coordinator		
5. Certified true copy of tax declaration, 1 copy-original		Office of the Municipal Assessor (Attached O.R. from the Municipal Treasury)		
6. Tax Clearance		Office of the Municipal Treasury		
7. Processing and Verification Fee, 1 Official Receipt per RPU		Office of the Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required	1. Receive the required	None	15 mins.	Municipal Assessor

document for initial assessment	documents and check for completeness			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 Processing the Request	Processing & Verification Fee =Php150.00 per Title	20 mins. 5 mins.	Tax Mapping Aide Municipal Assessor

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

Office or Division	ASSESSOR
Classification	Simple
Type of Transaction	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Notarized letter request addressed to the Municipal Assessor, 2 copies-original 2. Inspection report of the Municipal Assessor/Staff regarding such request, 1 copy-original 	<p>Requesting party or client</p> <p>Tax Mapping Team, Municipal Assessor's Office</p>

3. Approved Survey Plan with Technical Description, 1 copy-blue or white print 4. Affidavit of Adjoining owners, stating thereto that they have no conflict with regards to the area (if increase in area), 2 copies-original 5. CENRO Certification (Land Status), 1 copy-original 6. Certified True copy of Tax Declaration, 1 copy-original 7. Tax Clearance, 1 copy-original 8. Processing and Verification Fee, 1 Official Receipt per RPU		Licensed Geodetic Engineer/Lang Management Bureau, whichever is applicable Requesting party CENRO, Toledo City or Cebu City Office of the Municipal Assessor (Attached OR. from the Municipal Treasury) Office of the Municipal Treasury Office of the Municipal Treasury Office of the Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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

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 Endorsement 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.	Tax Mapping Aide
			5 mins.	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.	Encoder/Tax Mapping Aide
			1 min.	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	Government to private individuals
Who may avail	Property owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certification from the Department of Agrarian Reform-Provincial Office as to	DAR-Provincial Office, Cebu City

the mode of acquisition of the land 2. Certified True Copy of Title 3. Tax Clearance 4. Certified true copy of Previous Tax Declaration 5. Processing and Verification Fee		Registry of Deeds for Toledo City Office of the Municipal Treasurer Office of the Municipal Assessor (Attached O.R. from the Municipal Treasurer) Office of the Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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
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

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.	Encoder/Tax Mapping Aide
5. Once the New Tax Declaration is approved, return to the Municipal Assessor's office for the preparation of Notice of Assessment			1 min.	Municipal Assessor
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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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		Requesting party or client		
2. Official Receipt stating specific services		Office of the Municipal Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal Appearance				
1. Submit the required document for initial assessment	1. 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 Treasurer (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 into the logbook	4. Signature of the Municipal Assessor 4.1 Recording into office logbook	None	2 mins. 5 mins.	Municipal Assessor and/or Assistant Municipal Assessor
TOTAL		Php 115.00	42 mins.	

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

Office or Division	ASSESSOR
Classification	Simple

Type of Transaction		Government to private individuals		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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 2. Official Receipt stating specific services		Requesting party or client Office of the Municipal Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal Appearance				
1. Submit the required document for initial assessment	1. 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 Certification	20 mins.	Office of the Municipal Treasurer (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 into the logbook	4. Signature of the Municipal Assessor 4.1 Recording into office logbook	None	2 mins. 5 mins.	Municipal Assessor and/or Assistant Municipal Assessor
TOTAL		Php 115.00	47 mins.	

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

Office or Division		ASSESSOR		
Classification		Simple		
Type of Transaction		Government to private individuals		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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		Requesting party or client		
2. Official Receipt stating specific services		Office of the Municipal Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal Appearance				
1. Submit the required document for initial assessment	1. 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 Certification	30 mins.	Office of the Municipal Treasurer (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 into the logbook	4. Signature of the Municipal Assessor 4.1 Recording into office logbook	None	2 mins. 5 mins.	Municipal Assessor and/or Assistant Municipal Assessor
TOTAL		Php 115.00	57 mins.	

XIII.) PAID SERVICE (Assessor's Certification)

Office or Division		ASSESSOR		
Classification		Simple		
Type of Transaction		Government to private individuals		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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		Requesting party or client		
2. Official Receipt stating specific services		Office of the Municipal Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal Appearance				
1. Submit the required document for initial assessment	1. 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 Certification	20 mins.	Office of the Municipal Treasurer (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 into the logbook	4. Signature of the Municipal Assessor 4.1 Recording into office logbook	None	2 mins. 5 mins.	Municipal Assessor and/or Assistant Municipal Assessor
TOTAL		Php 115.00	47 mins.	