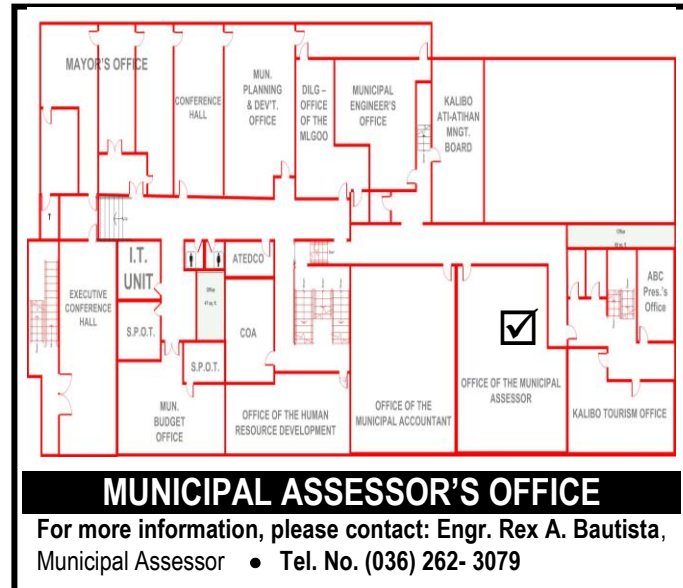




## OFFICE OF THE MUNICIPAL ASSESSOR

The Office of the Municipal Assessor has the following Procedural/Functional Components: (1) APPRAISAL AND ASSESSMENT OPERATIONS composed of Transfer of Ownership, Re-classification/Re-assessment/Cancellation of Assessment of Real Properties and Assessment of New Undeclared Land, Buildings, and Machineries; (2) ISSUANCE OF CERTIFICATIONS AND CERTIFIED TRUE COPIES OF TAX DECLARATION OF REAL PROPERTIES.

The office maintains a systematized method of Real Property Assessment to upgrade Assessment Services by adopting new assessment techniques, procedures and practices and thereby bringing about equitable distribution of the realty tax burden among property owners throughout the municipality.



### SERVICES OFFERED

## A. Reclassification/Re-assessment/Cancellation of Tax Declaration of Real Properties, Transfer of Ownership, Assessment of New Undeclared Real Properties for Land and Improvements

### REQUIREMENTS

- Submit two (2) machine copies of the following:
  - Letter of Authority/Special Power of Attorney (if the client is not the owner of the property)
  - Deed of Absolute Sale/Deed of Donation/Deed of Extra-Judicial Partition and other documents (duly registered with the Registry of Deeds)
  - Land Title
  - BIR Clearance (with CAR No.)
  - DAR Clearance (for Agricultural land)
  - Transfer Fee Receipt (to be paid at the Provincial Treasurer's Office)
  - Certified True/xerox Copy of latest Tax Declaration
  - Current Tax Receipt
  - Sworn Statement of Real Properties
  - Sketch Plan/Approved Subdivision Plan/Consolidated Subdivision Plan
  - Certification of Alienable and Disposable from DENR (for undeclared land)
  - Certification (Office of the Mayor)
  - Certification (Office of the Barangay Captain)
  - Building Plans
  - Receipts of Acquired Machineries

### FEES

- Processing Fee – P240.00/Real Property Unit (RPU)
- Inspection Fee – P144.00/RPU



## ☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits requirements/documents to the Assessment staff of the Municipal Assessor's Office for evaluation and assessment.	5 minutes/RPU	Leslie R. Melgar Local Assessment Operations Officer II Consolita S. Lumio Assessment Clerk III Mila M. Alejandro Assessment Clerk II Mila P. Tabason Assessment Clerk I Loida T. Tejada
2. Assessment staff verifies tax declaration, Property Index Number and location in the Tax Map.	20 minutes/RPU	Leslie R. Melgar Local Assessment Operations Officer II Consolita S. Lumio Assessment Clerk III Amy M. Samson Bookbinder II
3. Assessment staff conducts field verification and prepares ocular and/or Investigation Report.	1 hour	Leslie R. Melgar Local Assessment Operations Officer II Consolita S. Lumio Assessment Clerk III
4. Assessment staff computes and types reports on Field Appraisal and Assessment Sheet (FAAS), Tax Declaration, Notice of Assessment and Tax Bill (NATB), Property Ownership Card (POC) and Tax Map Control Roll (TMCR) and issues Official Receipt for the corresponding fees paid by the client	2 hours/RPU	Mila M. Alejandro Assessment Clerk II Mila P. Tabason Assessment Clerk II Socorro Fenny B. Reyes Administrative Aide VI Matilde T. Rebutan Administrative Aide IV Mary Jane M. Villanueva Administrative Aide I Loida T. Tejada Administrative Aide I Ma. Tessa J. Gallardo Administrative Aide I
5. Municipal Assessor assesses computation, signs and recommends approval of transaction by the Provincial Assessor	5 minutes/RPU	Engr. Rex A. Bautista Municipal Assessor
6. Releasing of documents and advices client to proceed to the MTO for signature of NATB and to the Provincial Assessor's Office for approval	1 minute/RPU	Matilde T. Rebutan Administrative Aide IV Loida T. Tejada Administrative Aide I

Approximate Processing Time: Four (4) Hours/RPU



## B. On Issuance of Certification and Certified True Copies of Tax Declaration

### ☑ REQUIREMENT

- Current Tax Receipt

### ☑ FEES

- Certification Fee P60.00/RPU
- Certified True Copy P60.00/RPU

### ☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client requests for the issuance of certified true copies of Tax Declaration and other certification pertaining to real properties and submits requirements to the staff of the Office of the Municipal Assessor for evaluation and /or appropriate action	5 minutes /RPU	Leslie R. Melgar Local Assessment Operations Officer II Consolita S. Lumio Assessment Clerk III Mila M. Alejandro Assessment Clerk II Mila P. Tabason Assessment Clerk II Socorro Fenny B. Reyes Administrative Aide VI Matilde T. Rebucan Administrative Aide IV Loida T. Tejada Administrative Aide I Ma. Tessa J. Gallardo Administrative Aide I
2. Assessment Staff prepares and types the certifications and/or Certified True Copies	5 minutes/RPU	Mila P. Tabason Assessment Clerk II Mary Jane M. Villanueva Administrative Aide I
3. The Municipal Assessor signs the Documents	1 minute/RPU	Engr. Rex A. Bautista Municipal Assessor
4. Releasing of documents	2 minutes/RPU	Socorro Fenny B. Reyes Administrative Aide VI Loida T. Tejada Administrative Aide I

Approximate Processing Time: 13 minutes/ RPU



## SERVICE STANDARDS

- ✦ Serve the client with a smile and utmost courtesy and answer telephone calls within two (2) rings;
- ✦ Provide checklist of requirements;
- ✦ Provide comfortable chairs for clients with reading materials;
- ✦ Provide organizational charts with pictures of personnel and post flowchart of transaction;
- ✦ Attend to the needs of the client;
- ✦ Wear proper office uniform and ID;
- ✦ Serve the client with gladness;
- ✦ Supportive to client and helping them by meeting their expectation and;
- ✦ Ensure that the client is satisfied with the service rendered.

## PERFORMANCE PLEDGE

We, the staff of the Office of the Municipal Assessor together with our Municipal Government Department Head I (Municipal Assessor), Engr. Rex A. Bautista, pledge and commit to deliver prompt, adequate, efficient and effective public services responsive to the needs of our clients as promised in the Citizen's Charter, specifically, we will: Serve the client with a smile and utmost courtesy and answer telephone calls within two (2) rings; attend to the needs of the client; serve the client with gladness; provide comfortable chairs for clients with reading materials; provide checklist of requirements; wear proper office uniform and ID; provide organizational chart with pictures of personnel and post flowchart of transaction; supportive to client and helping them by meeting their expectation; and ensure that the client is satisfied with the service rendered.