



Economic Services
Office of the City Assessor



1. Issuance of an Owner's Copy of Updated Tax Declaration

The owner's copy of updated Tax Declaration is secured upon transfer of ownership of Real Property from the previous owner. It is a process to update the records of the Assessor's Office and to transfer Real Property taxation to the new owner.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Deed of Conveyance (Sale, Inheritance, Donation/ Quitclaim, etc) ➤ Certificate of Non-Delinquency/Realty Tax Receipt (current year) ➤ Transfer Tax Receipt/Certification of Transfer Tax ➤ Photocopy of Title (if Titled) 		As provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the receiving clerk for verification.	1. Receive the required documents and check for completeness.	None	5 minutes	Assessment Clerk II
	1.1 Prepares the Field Appraisal and Assessment Sheet, Tax Declaration, Property Record Form		25 minutes	Local Assessment Operations Officer I & II
	1.2 Sign updated records		5 minutes	Local Assessment Operations Officer IV
	1.3 Review and sign the updated records		5 minutes	Asst. City Assessor
	1.4 Evaluate and sign the updated records		5 minutes	Asst. City Assessor



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Evaluate and sign the updated records 1.5 Updated records are numbered, recorded and cancel previous records		5 minutes 15 minutes	Asst. City Assessor Administrative Aide IV
2. Pay the required fees at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	30.00	2 minutes	Revenue Collection Clerk
3. Return to City Assessor for the release of Owner's Copy of Tax Declaration	3. Check Official Receipt 3.1 Issues Owner's Copy of Tax Declaration	None	2 minutes	Administrative Personnel
TOTAL:		30.00	1 hour and 4 minutes	

2. Issuance of an Owner's Copy of Updated Tax Declaration if the Lot is Subdivided/ Consolidated

The owner's copy of updated Tax Declaration is secured upon subdivision/consolidation of the real property.



Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Deed of conveyance (if conveyed) ➤ Photocopy of Subdivision/ Consolidation Plan ➤ Photocopy of Title (if Titled) ➤ Deed of Partition ➤ Transfer Tax Receipt/Certification of Transfer Tax ➤ Certificate of Non-Delinquency/Real Property Tax Receipt (current year) 		Municipal Trial Court Private Surveyor Registry of Deeds As provided by Lot Owner thru a Lawyer Office of the City/Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment & verification.	1. Received the required documents and check for completeness. <ul style="list-style-type: none"> 1.1 Submit documents to the Tax-mapping Division 1.2 Taxmappers plot the subdivision/ Consolidation Plan and Assign Property Identification Number on the Tax Map & subv./ consolidation plan. 	None	5 minutes Varies depending on the number of lots	Assessment Clerk II Taxmapper III, Taxmapper II and Draftsman III



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Prepares the Field Appraisal and Assessment Sheet, Tax Declaration and Property Record Form 1.4 Sign the updated records 1.5 Review and sign updated records 1.6 Evaluate and sign updated records 1.7 Updated records are numbered, recorded and previous records are cancelled		Varies depending on the number of lots Varies depending on the number of lots -do- -do- -do-	Local Assessment Officers I & II Local Assessment Officer IV Assistant City Assessor City Assessor Administrative Aide IV
2. Pay the required fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	30.00	1 minute	Revenue Collection Clerk, CTO
3. Return to the Office of the City Assessor and present Official Receipt for the processing and release of owner's copy of Tax Declaration	3. Check the Official Receipt 3.1 Issue the Owner's Copy of Tax Declaration	None	5 minutes	Administrative Personnel
TOTAL:		30.00	Varies depending on the number of lots	



3. Issuance of a Tax Declaration for a Newly Constructed/Renovated Building & Newly Installed Machinery

New Tax Declaration have to be prepared/issued for newly constructed/renovated buildings and newly installed machineries.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Letter request ➤ Blueprint of the approved building plan ➤ Photocopy of the Building/Occupancy Permit ➤ Acquisition/installation costs (for Machinery) 		Client/applicant Contractor Office of the City/Municipal Engineer Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for ocular inspection	1. Receives letter request 1.1 Conducts Ocular inspection 1.2 Compute the area, market & assessed value of the property 1.3 Prepares the Field Appraisal and Assessment Sheet, Tax Declaration, Property Record Form	Urban – 50.00 Rural – 100.00	2 minutes Varies depending on the location of property 60 minutes 25 minutes	Assessment Clerk II Local Assessment Operations Officer IV & I Taxmapper III Local Assessment Officer/Tax Mapper Local Assessment Operations Officer IV & I Taxmapper III



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Record Form 1.4 Sign the updated records 1.5 Review and sign updated records 1.6 Evaluate and sign updated records 1.7 Updated records are numbered, recorded and previous records are cancelled		25 minutes 5 minutes 5 minutes 15 minutes	LAOO IV Asst. City Assessor City Assessor Adm. Aide IV Clerk II
2. Pay the required fee at the Office of the City Treasurer	Accept payment 2.1 Issue Official Receipt	30.00	2 minutes	Revenue Collection Clerk I
3. Return to the Office of the City Assessor and present Official Receipt for the processing and release of owner's copy of Tax Declaration	3. Check the Official Receipt 3.1 Issue the Owner's Copy of Tax Declaration	None	5 minutes	Admin. Personnel
TOTAL:		80.00 – 130.00	2 hours 24 minutes and more	



4. Issuance Certified True Copy of Tax Declaration, Certification of Real Property Holdings with/no Improvement (This applies to current revision only).

A Certified True Copy of Tax Declaration or Certification of various property holdings or with/no improvement may be requested from the Office of the City Assessor for legal purposes.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Property Lot Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Certification Fee Receipt (Real Property Owner) ➤ Certified True Copy Fee Receipt (Real Property Owner) ➤ Research Fee Receipt 		Office of the City Treasurer		
		Office of the City Treasurer		
		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the clerk concerning the request and present the requirements	1. Receive the required documents.	None	3 minutes	Assessment Clerk II
	1.1 Inform records division to verify and print Tax Declaration/certification requested.		9 minutes	Local Assessment Operations Officer III, II, I
	1.2 Sign Tax Declaration/Certification		3 minutes	City Assessor Assistant City Assessor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees at the City Treasurer's Office	2. Accept the payment. 2.1 Issue Official Receipt	Certification Fee – P50.00 Certified True Copy – P50.00 Research Fee – P15.00	1 minute	Revenue Collection Clerk, CTO
3. Return to the Office of the City Assessor for the release of Tax Declaration/ Certification	Check the Official Receipt 3.1 Issue Tax Declaration/ Certification	None	2 minutes	Assessment Clerk
TOTAL:		115.00	18 minutes	

5. Annotating or Cancelling Loans or Mortgages and Bail Bonds on Tax Declaration and Field Appraisal and Assessment Sheet.

This service is requested to make or cancel annotations on Tax Declaration/ Field Appraisal and Assessment Sheet for loan/mortgage and bail bong purposes.



Office or	Office of the City Assessor			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Contract of Mortgage or Release of Mortgage ➤ Court Order (for Bail Bonds) ➤ Photocopy of the Title (Annotated) 		Owner/Bank Municipal Trial Court Registry of Deeds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to receiving clerk	1. Receive the required documents and check for completeness.	Non	3 minutes	Assessment Clerk II
	1.1 Evaluate submitted documents		5 minutes	Local Assessment Operations Officer III, II, I
	1.2 Annotate/ cancel mortgage/bail on Tax Declaration/ Field Appraisal & Assessment Sheet		10 minutes	Local Assessment Operations Officer Assessment Clerk
	1.3 Sign annotation		2 minutes	Asst. City Assessor City Assessor Assessment Clerk
	1.4 Encoding		5 minutes	LAOO III & I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay annotation fee at the City Treasurer	2. Accept the payment. 2.1 Issue Official Receipt	P50.00	1 minute	Revenue Collection Clerk, CTO
3. Return to the Office of the City Assessor for the release of Tax Declaration/ Certification	3. Check the Official Receipt 3.1 Issue Tax Declaration/ Certification	None	2 minutes	Assessment Clerk, LAOO III & I
TOTAL:		50.00	28 minutes	

6. Verifying Property Location and Securing Vicinity Map

This service enables clients to identify real property location with the aid of the tax map and secure vicinity map.

Office or Division:	Office of the City Assessor	
Classification:	Simple	
Type of Transactions:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Photocopy of Title ➤ Tax Declaration <p>In the absence of Title and Tax Declaration, the client must know the lot number and/or name of lot owner/s.</p>		<ul style="list-style-type: none"> Registry of Deeds City/Municipal Assessor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the clerk in Taxmapping Division regarding the request	1. Receive the required documents and check for completeness 1.1 Ask the client to pay research fee at the Office of the City Treasurer	None	3 minutes	Assessment Clerk III Draftsman III
2. Pay the required fees at the Office of the City Treasurer	2. Accept the payment. 2.1 Issue Official Receipt	P15.00	1 minute	Revenue Collection Clerk, CTO
3. Return to the Office of the City Assessor for the Photocopy of Sketch plan/ map	3. Check the Official Receipt 3.1 Taxmapper verifies and research the location of the real property. 3.2 Show the map and ask the client to reproduce his/ her copy 3.3 Certify the photocopied sketch plan/ map 3.4 Signs the photocopied sketch plan/ Map	None	5 minutes 5 minutes 2 minutes	Taxmapper III Taxmapper II Assessment Clerk III Draftsman III City Assessor Asst. City Assessor
4. Receives the Photocopy of Sketch Plan/Map of real property	4. Release the photocopy of sketch plan/map	None	2 minutes	Assessment Clerk III Draftsman III
TOTAL:		15.00	18 minutes	