# MUNICIPAL ASSESSOR'S OFFICE

## SERVICE CATEGORY

# MUNICIPAL ASSESSORS' SERVICES

## 1. TRANSFER OF OWNERSHIP/ISSUANCE OF OWNER'S COPY OF TAX DECLARATION

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|---|---|
| **OFFICE / DIVISION:** | Municipal Assessors' Office |
| **CLASSIFICATION:** | Complex |
| **TYPE OF TRANSACTION:** | G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government |
| **WHO MAY AVAIL:** | All property owners who have new Titles in their names and those who bought properties (untitled) who may wish to transfer ownership |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Notarized Deed of Conveyance (Deed of Absolute Sale, Reconveyance, Donation, Partition Agreement, Extra-Judicial-Settlement, etc.) | Law Office |
| 2. Certified True Copy of Title | Register of Deeds/ Land Registration Authority |
| 3. Certificate Authorizing Registration (CAR-BIR) | BIR - Olongapo City |
| 4. Transfer Tax Certification | Municipal Treasurer's Office/ Provincial Treasurer's Office |
| 5. Real Property Tax (Amelyar) Certification - Current | Municipal Treasurer's Office/ Provincial Treasurer's Office |
| 6. Approved/Relocation Survey (Blueprint/Whiteprint) -if needed | Surveyor/Geodetic Engineer |
| 7. PARO Clearance (for Titled Agricultural Property) | PARO - Iba, Zambales<br>CENRO - Olongapo City |

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| 8. Certification of Lot Status from DENR (for untitled Agricultural Property)<br><br>9. Secretary's Certificate/Board Resolution (if needed) particularly in corporations and the like | Company/Corporations (Seller or Buyer) |
| 10. SEC Registration (if needed) | SEC |
| 11. Notarized Special Power of Attorney (if needed, w/ apostille if issued abroad) | Law Office |
| 12. Photocopy of Latest Tax Declaration | Municipal Assessor's Office |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit required documents and Fill up the request form<br>Note: Client/ representative is requested to be present during the inspection | 1.1 Evaluate required documents & Set Schedule of Inspection<br>1.2 Prepare Field Appraisal and Assessment Sheet<br><br>1.3 Submit to the Provincial Assessor's Office for Approval<br><br>1.4 Issue Owner's Copy of Tax Declaration | None | 5 minutes<br><br>5-7 working days (after ocular inspection) | **RHODORA L. CORPUZ**<br>Assessment Clerk III<br><br>**JED MICHAEL FREDELUCES**<br>Admin Aide III<br><br>**AMELIA P. SANTOS**<br>Municipal Assessor |
| **TOTAL:** | | **None** | **5-7 working days** | |

## 2. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATIONS, CERTIFICATIONS OF NO IMPROVEMENT, NO PROPERTY & OTHER RELATED CERTIFICATIONS

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|---|---|
| **OFFICE / DIVISION:** | Municipal Assessor's Office |
| **CLASSIFICATION:** | Simple |
| **TYPE OF TRANSACTION:** | G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government |
| **WHO MAY AVAIL:** | All property owners or any individual that needs to secure certification regarding real properties |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter of Request (if necessary) | Owner/Individual requesting the Certification |
| 2. Authorization from the Owner if Representative (SPA) | Owner/Individual requesting the Certification (Notarized of Lawyer) |
| 3. Identification Card of Owner & Authorized Representative | Owner/Individual & Authorized Representative requesting the Certification. |
| 4. Official Receipt for Certification Fee | Municipal Treasure's Office |
| 5. Barangay Certification (if needed) | Office of the Barangay where the requesting party resides |
| 6. Deed of Conveyance (for Cert. of Landholdings) | Law Office |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Fill up request form and pay the Certification Fee | 1.1 Verify from the Records<br>1.2 Issue Certified True Copy of Tax Declaration & Other Certifications requested.<br>1.3 Issue Cert. of Landholdings | Php 50.00/ Certification | 5 Minutes<br><br>15 Minutes | **RHODORA L. CORPUZ**<br>Assessment Clerk III<br><br>**JED MICHAEL FREDELUCES**<br>Admin Aide III |
| **TOTAL:** | | **None** | **15 minutes** | |

## 3. ASSESSMENT AND DECLARATION OF LAND (NEW)

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|---|---|
| **OFFICE / DIVISION:** | Municipal Assessor's Office |

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|---|---|
| **CLASSIFICATION:** | Simple, Complex |
| **TYPE OF TRANSACTION:** | G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government |
| **WHO MAY AVAIL:** | Those who applied for Land to be declared for the first time |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. (for Untitled declared New Lands) Alienable & Disposable(A & D) Certification, Lot Status Certification, Affidavit of Ownership, Affidavit of Two Adjoining Owners, Certification from Barangay, Survey Plan (Blueprint/Whiteprint) | CENRO<br>CENRO<br>Law Office<br>Barangay<br>Surveyor/Geodetic Engineer |
| 2. (for Titled Property) CTC of Title,<br><br>Approved Survey Plan (Blueprint/Whiteprint) | Register of Deeds<br>Surveyor/Geodetic Engineer |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit required documents and Fill up the request form<br>Note: Client/ representative is requested to be present during inspection | 1.1 Evaluate required documents & Set Schedule of Inspection<br><br>1.2 Prepare Field Appraisal and Assessment Sheet<br><br>1.3 Submit to the Provincial Assessor's Office for Approval<br><br>1.4 Issue Owner's Copy of Tax Declaration | None | 5 minutes<br><br>5-7 working days (after ocular inspection) | **RHODORA L. CORPUZ**<br>Assessment Clerk III<br><br>**JED MICHAEL FREDELUCES**<br>Admin Aide III<br><br>**AMELIA P. SANTOS**<br>Municipal Assessor |
| **TOTAL:** | | **None** | **5-7 working days** | |

## 4. ASSESSMENT AND DECLARATION OF BUILDINGS, MACHINERIES AND OTHER IMPROVEMENTS (NEW)

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|---|---|
| **OFFICE / DIVISION:** | Municipal Assessor's Office |
| **CLASSIFICATION:** | Simple, Complex |
| **TYPE OF TRANSACTION:** | G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government |
| **WHO MAY AVAIL:** | Those who have built improvements on their properties; use machinery, particularly in business |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Tax Declaration of Land<br>2. Building Permit<br>3. Notarized Sworn Statement (Machineries) | Mun. Assessor's Office/Property Owners<br>Mun. Engineering Office<br>Forms provided by the Assessor's Office |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit required documents and Fill up the request form<br>Note: Client/ representative is requested to be present during inspection | 1.1 Evaluate required documents & Set Schedule of Inspection<br>1.2 Prepare Field Appraisal and Assessment Sheet<br>1.3 Submit to the Provincial Assessor's Office for Approval<br>1.4 Issue Owner's Copy of Tax Declaration | None | 5 minutes<br><br>5-7 working days (after ocular inspection) | **RHODORA L. CORPUZ**<br>Assessment Clerk III<br><br>**JED MICHAEL FREDELUCES**<br>Admin Aide III<br><br>**AMELIA P. SANTOS**<br>Municipal Assessor |
| **TOTAL:** | | **None** | **5-7 working days** | |

## 5. REVISION, RE-ASSESSMENT AND CANCELLATION OF TAX DECLARATIONS

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|---|---|
| **OFFICE / DIVISION:** | Municipal Assessor's Office |
| **CLASSIFICATION:** | Simple, Complex |
| **TYPE OF TRANSACTION:** | G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government |
| **WHO MAY AVAIL:** | All property owners who changed the actual use of their properties; and identifications of Lot Number; wish to cancel the declarations |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter of Request<br>2. Updated Real Property Tax payment w/ Certification<br>3. Survey Plan (if needed) | Property Owners<br>Mun. Treasurer's Office<br><br>Surveyor/Geodetic Engineer |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit required documents and Fill up the request form<br>Note: Client/ representative is requested to be present during inspection | 1.1 Evaluate required documents & Set Schedule of Inspection<br>1.2 Prepare Field Appraisal and Assessment Sheet, Notice of Cancellation, Compute the Value<br><br>1.3 Submit to the Provincial Assessor's Office for Approval<br>1.4 Issue Owner's Copy of Tax Declaration or Notice of | None | 5 minutes<br><br>5-7 working days (after ocular inspection) | **RHODORA L. CORPUZ**<br>Assessment Clerk III<br><br>**JED MICHAEL FREDELUCES**<br>Admin Aide III<br><br>**AMELIA P. SANTOS**<br>Municipal Assessor |

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|---|---|---|---|---|
| | Cancellation | | | |
| **TOTAL:** | | **None** | **5-7 working days** | |