

OFFICE OF THE MUNICIPAL ASSESSOR

Simple Transfer of Ownership on Tax Declarations

ABOUT THE SERVICE:

The Owner's Copy of updated Tax Declaration is secured upon transfer of ownership of real property from the previous to the new owner.

This is done to update the records of the Municipal Government and to transfer real property taxation to the new owner.

REQUIREMENTS:

1. Deed of Conveyance (sale, inheritance, donation, etc.)
2. Certificate of Real Property Tax Payment
3. Transfer Tax Receipt
4. Clearance from the Bureau of Internal Revenue (BIR), especially regarding payment of Capital Gains Tax
5. Photocopy of Title (if titled)
6. Clearance from the Department of Agrarian Reform (optional)
7. Processing Fee

PROCESSING FEE : P60.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/Inform concerned staff and request for the service. Record the request on the appropriate logbook.	3 minutes	DOLORES R. DE JESUS Assessment Clerk II <ul style="list-style-type: none">• Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal
2. Submit required documents for evaluation.	3 minutes	TERESA S. CAZEÑAS Assessment. Clerk I <ul style="list-style-type: none">• Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa MA. LUISA Q. VILLAFLORES Bookbinder II <ul style="list-style-type: none">• Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II
FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
3. Advise client to proceed to		Any MTO collector

Municipal Treasurer's Office for payment. Issue Official Receipt.	5 minutes	at Window 4 (Business One-Stop Shop)
4. Return to the Municipal Assessor's Office and present the OR to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
5. Prepare updated Tax Declaration, Property Record Form (PRF) and Tax Declaration (TD). (Done while the client is paying the fee at the Treasurer's Office)	5 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
6. Review the updated Tax Declaration	2 minutes	JOSIE O. DELA PEÑA Municipal Assessor
7. Approve and sign the Tax Declaration	2 minutes	
8. Number the Tax Declaration and issue Owner's Copy to client.	5 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II

Cancellation, Revision or Correction of Assessments

ABOUT THE SERVICE:

Clients come to the office to request for cancellation, adjustment or correction of their real property assessment.

The Municipal Assessor's assessment record is used by the Land Tax Division of the Municipal Treasurer's Office in computing the annual tax to be paid by the owners of land and buildings.

REQUIREMENTS:

1. Letter-request for cancellation, revision, or correction of assessment
2. Certificate of Real Property Tax Payment (if taxable)
3. Barangay Certification (demolition of building)
4. Site/Ocular inspection (optional)

FEES: None

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/Inform concerned staff and request for the service. Record the request on the appropriate logbook.	3 minutes	DOLORES R. DE JESUS Assessment Clerk II • Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal
2. Submit required documents for evaluation. Inform the Municipal Assessor of the evaluation.	5 minutes	TERESA S. CAZEÑAS Assessment. Clerk I • Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa MA. LUISA Q. VILLAFLO Bookbinder II • Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II
3. Conduct site/ocular inspection (optional)	3 hours	JOSIE O. DELA PEÑA Municipal Assessor DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLO Bookbinder II
4. Inform the client of the result of site inspection.	10 minutes	JOSIE O. DELA PEÑA Municipal Assessor
5. If demolition of the building is necessary, prepare the Demolition Report.	10 minutes	

<p>6. Check last assessment and apply the corresponding reassessment (to consider depreciation) and update the tax declaration.</p> <p>Issue the Owner's Copy of the updated tax declaration to the client.</p> <p>Within the authority of the Municipal Assessor:</p> <ol style="list-style-type: none"> Change of ownership – only for simple transfer (change of name and title number) Reassessment of: <ul style="list-style-type: none"> residential buildings – not to exceed P300,000.00 market value commercial, industrial, agricultural buildings – not to exceed P500,000.00 market value machinery – not to exceed P500,000.00 market value plants and trees – not to exceed P100,000.00 	<p>30 minutes</p>	<p>JOSIE O. DELA PEÑA Municipal Assessor</p> <p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>
<p>7. If the reassessment is beyond the authority of the Municipal Assessor, endorse/forward the updated tax declaration to the Provincial Assessor's Office for approval</p>	<p>10 minutes</p>	<p>JOSIE O. DELA PEÑA Municipal Assessor</p> <p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>

Certified True Copy of Tax Declarations

ABOUT THE SERVICE:

The tax declaration (TD) serves as the municipality's permanent record for every real property unit (land or building).

A certified true copy or certifications of non-improvements thereon may be requested from the Municipal Assessor's Office.

REQUIREMENTS:

No requirements

FEES:

Secretary's Fee P60.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/Inform concerned staff and request for the service. Record the request on the appropriate logbook.	2 minutes	<p>DOLORES R. DE JESUS Assessment Clerk II</p> <ul style="list-style-type: none"> • Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <ul style="list-style-type: none"> • Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p> <ul style="list-style-type: none"> • Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II
2. Verify records and prepare the tax declaration. (Done while the client is paying the fee at the Treasurer's Office)	15 minutes	<p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>
3. Advice client to proceed to Municipal Treasurer's Office for payment. Issue Official Receipt.	4 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)

4. Return to the Municipal Assessor's Office and present the OR to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
5. Forward the Tax Declaration to the Municipal Assessor for signature.	2 minutes	JOSIE O. DELA PEÑA Municipal Assessor DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
6. Issue the certified true copy of Tax Declaration	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II

Verifying History of Real Property Tax Assessments or Tax Declarations

ABOUT THE SERVICE:

The history of a certain property (e.g. ownerships, improvements, assessments, etc.) may be verified at the Municipal Assessor's Office.

REQUIREMENTS:

1. Photocopy of the Title
2. Related reference documents

FEES:

Research Fee P100.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/Inform concerned staff and request for the service. Record the request on the	3 minutes	DOLORES R. DE JESUS Assessment Clerk II • Poblacion, Del Rosario,

appropriate logbook.		<p>Balut I, Landing, Burgos, Panilao, Rizal</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <ul style="list-style-type: none"> Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p> <ul style="list-style-type: none"> Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II
2. Verify and research the history of the real property	<p>15 minutes</p> <p>(may vary depending on the revision year)</p>	<p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>
3. Present the history of the real property to the client.	5 minutes	<p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>
4. Advise client to proceed to Municipal Treasurer's Office for payment.	5 minutes	<p>Any MTO collector at Window 4 (Business One-Stop Shop)</p>
5. Return to the Municipal Assessor's Office and present the O.R. to the staff	2 minutes	<p>DOLORES R. DE JESUS Assessment Clerk II</p> <p>TERESA S. CAZEÑAS Assessment. Clerk I</p> <p>MA. LUISA Q. VILLAFLORES Bookbinder II</p>

Securing Assessment for a New Building or Machinery

ABOUT THE SERVICE:

New tax declarations (TD) have to be prepared for newly constructed buildings and newly installed machinery.

The Municipal Assessor's Office conducts field inspection to assess the value of the real property.

The new TD serves as the municipal government's permanent record on the real property unit. It is also used for real property tax purposes.

REQUIREMENTS:

1. Blueprint of the approved Building Plan – 2 copies
2. Photocopy of Occupancy Permit – 2 copies

FEES: None

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Inform the Municipal Assessor of the request. Record the request on the appropriate logbook.	3 minutes	JOSIE O. DELA PEÑA Municipal Assessor
2. Conduct site inspection (together with the staff concerned and the client) to assess the value of the new building or machinery.	3 hours	JOSIE O. DELA PEÑA Municipal Assessor DOLORES R. DE JESUS Assessment Clerk II • Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal TERESA S. CAZEÑAS Assessment. Clerk I • Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa MA. LUISA Q. VILLAFLORES Bookbinder II • Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II

3. Upon return to the office, compute the floor area (for buildings) and determine the market and assessed value.	1 hour	JOSIE O. DELA PEÑA Municipal Assessor
4. Prepare the Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Property Record Form (PRF).		DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
5. Review and evaluate the updated TD and FAAS.	9 minutes	JOSIE O. DELA PEÑA Municipal Assessor
6. Approve and sign the TD (within the authority) and the FAAS.	3 minutes	
7. Issue TD to the client.	2 minutes	

Verifying Property Location and Vicinity

ABOUT THE SERVICE:

The service enables clients to identify real property, its ownership and location in the tax map at the Municipal Assessor's Office.

REQUIREMENTS:

1. Photocopy of the Title or Tax Declaration

FEES:

Research Fee P100.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/inform concerned staff and request for the service. Record the request on the appropriate logbook.	3 minutes	DOLORES R. DE JESUS Assessment Clerk II • Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal
2. Verify and research the location of the real property tax on the tax maps.	5 minutes	TERESA S. CAZEÑAS Assessment. Clerk I • Wakas South, Diwa,

3. Present the vicinity of the property to the client.	2 minutes	Bagumbayan, Liyang, Sta. Rosa MA. LUISA Q. VILLAFLORES Bookbinder II <ul style="list-style-type: none"> Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II
4. Advise client to proceed to the Municipal Treasurer's Office for payment. Issue Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
5. Return to the Municipal Assessor's Office and present the O.R. to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II <ul style="list-style-type: none"> Poblacion, Del Rosario, Balut I, Landing, Burgos, Panilao, Rizal TERESA S. CAZEÑAS Assessment Clerk I <ul style="list-style-type: none"> Wakas South, Diwa, Bagumbayan, Liyang, Sta. Rosa MA. LUISA Q. VILLAFLORES Bookbinder II <ul style="list-style-type: none"> Wakas North, Wawa, Alauli, Bantan Munti, Pantingan, Nagwaling, Balut II

Securing Certifications

ABOUT THE SERVICE:

Certifications may be requested from the Municipal Assessor's Office

FEES:

Certification Fee P100.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/inform concerned staff and request for the service. Record the request on the	2 minutes	DOLORES R. DE JESUS Assessment Clerk II

appropriate logbook.		TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
2. Advise client to proceed to Municipal Treasurer's Office for payment. Issue Official Receipt (Done while the client is paying the fee at the Treasurer's Office)	4 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
3. Return to the Municipal Assessor's Office and present the O.R. to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
4. For signature of the Municipal Assessor.	1 minute	JOSIE O. DELA PEÑA Municipal Assessor
5. Issuance of certification.	1 minute	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II

Re-classification of Tax Declarations

ABOUT THE SERVICE:

Clients come to the office to request for re-classification.

REQUIREMENTS:

1. Latest Realty Tax Official Receipt
2. Resolution of re-classification from Sangguniang Bayan

FEES:

Processing Fee P60.00

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/inform concerned		DOLORES R. DE JESUS

staff and request for the service. Record the request on the appropriate logbook.	2 minutes	Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I
2. Submit requirements for Evaluation	2 minutes	MA. LUISA Q. VILLAFLORES Bookbinder II
3. Advise client to proceed to Municipal Treasurer's Office for payment. Issue Official Receipt	3 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Return to the Municipal Assessor's Office and present the O.R. to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
5. Prepare tax declaration (done while the client is Paying the fee at Treasurer's Office.	15 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I
6. Review tax declaration.	1 minute	MA. LUISA Q. VILLAFLORES Bookbinder II
7. Approval and signature of Tax declaration by the Municipal Assessor.	1 minute	JOSIE O. DELA PEÑA Municipal Assessor
8. Number the tax declaration and issue owner's copy to client.	1 minute	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II

Segregation/Consolidation

ABOUT THE SERVICE:

Clients come to the office to request for segregation/consolidation of the land.

REQUIREMENTS:

1. Deed of Conveyance (sale, inheritance and donation) (optional)
2. Certificate of Real Property Tax Payment
3. Transfer tax receipt (optional)
4. Clearance from BIR especially regarding payment of Capital Gains Tax (optional)
5. Photocopy of title
6. Copy of approved subdivision plan (segregation, consolidation)

FEES:

Processing Fee P60.00/copy of tax declaration

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach/inform concerned staff and request for the service. Record the request on the appropriate logbook.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II
2. Submit required requirements for evaluation	2 minutes	TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
3. Advise client to proceed to Municipal Treasurer's Office for payment. Issue Official Receipt	3 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Return to the Municipal Assessor's Office and present the O.R. to the staff.	2 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
5. Prepare tax declaration	15 minutes	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS

		Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II
6. Review the tax declaration	1 minute	JOSIE O. DELA PEÑA Municipal Assessor
7. Approval and signature of tax declaration by the Municipal Assessor	1 minute	JOSIE O. DELA PEÑA Municipal Assessor
8. Number the tax declaration and issue the owner's copy to client	1 minute	DOLORES R. DE JESUS Assessment Clerk II TERESA S. CAZEÑAS Assessment. Clerk I MA. LUISA Q. VILLAFLORES Bookbinder II