



# MUNICIPAL ASSESSOR'S OFFICE

## EXTERNAL SERVICES

### 1. Annotation of Encumbrances

The service provides annotation of encumbrances to the municipal copy of tax declaration such as mortgage, bail bond and other encumbrances duly supported by legal documents.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client



<b>Who may avail:</b>		Property Owners/Banks/Lending Institutions/Other Parties		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
(1 original copy) - Mortgage - Real Estate Mortgage Agreement/Resibo Ti Salda or Katulagan		Lending Institution where mortgaged.		
(1 original copy) Bailbond- Bailbond Agreement from the court		Court		
(1 original copy) Adverse Claim-Letter request or Affidavit of Adverse Claim		Client		
(1 photocopy) Official Receipt		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register & secure request form	1. Registers & gives request form to the property owner	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
2. Fill-up & submit request form together with the requirements	2. Receives request form & forwards to the Records Clerk	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
3. Pay corresponding fees at the Municipal Treasurer's Office	3. Receive payment & issue Official Receipt (OR)	Annotatio n Fee- PHP 40.00	3 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
4.1 Present Official Receipt (OR) to the Receiving & Releasing Officer	4.1 Record Official Receipt (OR)	None	30 seconds	<i>Administrative Aide I</i> Municipal Assessor's Office
None	4.2 Annotate encumbrance in the tax declaration	None	1 minute	<i>Assessment Clerk I</i> Municipal Assessor's Office
None	5. Submits documents to Provincial Assessor's Office for approval of the Provincial Assessor	None	1 day (every Friday or upon availability of personnel to submit transactions)	<i>Municipal Assessor /Assessment Clerk I</i> Municipal Assessor's Office
	<b>TOTAL:</b>	<b>PHP 40.00</b>	<b>1 day 6 Minutes 30 Seconds</b>	



## 2. Cancellation of Encumbrances

The service provides cancellation of encumbrances to the municipal copy of tax declaration such as mortgage, bail bond and other encumbrances duly supported by legal documents.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client



<b>Who may avail:</b>		Property Owners/Banks/Lending Institutions/Other Parties		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
(1 original copy) - Mortgage - Real Estate Mortgage Agreement/Resibo Ti Salda or Katulagan		Lending Institution where mortgaged.		
(1 original copy) Bailbond- Bailbond Agreement from the court		Court		
(1 original copy) Adverse Claim-Letter request or Affidavit of Adverse Claim		Client		
(1 photocopy) Official Receipt		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register & secure request form	1. Registers & gives request form to the property owner	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
2. Fill-up & submit request form together with the requirements	2. Receives request form & forwards to the Records Clerk	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
3. Pay corresponding fees at the Municipal Treasurer's Office	3. Receive payment & issue Official Receipt (OR)	Cancellation Fee- PHP 40.00	3 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
4. Present Official Receipt (OR) to the Receiving & Releasing Officer	4.1 Record Official Receipt (OR)	None	30 seconds	<i>Administrative Aide I</i> Municipal Assessor's Office
None	4.2 Cancels encumbrance in the tax declaration	None	1 minute	<i>Assessment Clerk I</i> Municipal Assessor's Office
None	5. Submits documents to Provincial Assessor's Office for approval of the Provincial Assessor	None	1 day (every Friday or upon availability of personnel to submit transactions)	<i>Municipal Assessor /Assessment Clerk I</i> Municipal Assessor's Office
	<b>TOTAL:</b>	<b>PHP 40.00</b>	<b>1 day 6 Minutes 30 Seconds</b>	



### 3. Issuance of Certifications, Certified True and Xerox Copies and Other Documents Related to Real Properties

The service provides different kinds of certifications and other real property documents as requested by property owners for different kinds of purposes.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Property Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



(1 original copy) Letter of Request		Client		
(1 photocopy) Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register & secure request form	1. Registers & gives request form to the property owner	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
2. Fill-up & submit request form	2. Receives request form and forwards to the Records Clerk	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
3. Pay corresponding fees at the Municipal Treasurer's Office	3. Receives payment & issues Official Receipt (OR)	Certification Fee – PHP 40.00 Certified True/Photo-copy – PHP 40.00 Verification Fee – PHP 100.00	3 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
4. Present the Official Receipt (OR) to the Receiving & Releasing Officer	4. Records the Official Receipt (OR)	None	30 seconds	<i>Administrative Aide I</i> Municipal Assessor's Office
5. None	5. Prepare requested document	None	5 minutes	<i>Assessment Clerk I</i> Municipal Assessor's Office
6. Receive requested document	6. Releases the document	None	1 minute	<i>Administrative Aide I</i> Municipal Assessor's Office
	<b>TOTAL:</b>	<b>PHP 180.00</b>	<b>11 Minutes 30 Seconds</b>	

#### 4. Preparation of Documents for Approval of the Provincial Assessor relative to the Issuance of New Tax Declaration

The service provides the property owners appraisal and assessment of their real properties and have their own Tax Declaration as basis in computing their real property taxes.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client; G2G – Government to Government



<b>Who may avail:</b>	Property Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Basic Requirements</b> (1 original copy) Letter request of the owner		Client
(1 photocopy) Latest Tax Receipt		Municipal Treasurer's Office
<b>Additional Requirements</b>		
1. For Transfer of Ownership ➤ (3 original copies) Deed of conveyance		➤ Private Lawyer/Client
➤ (1 photocopy) Transfer fee receipt		➤ Provincial Treasury Office
➤ (1 original copy) Certified Copy of latest Tax Declaration issued by the Provincial Assessor's Office		➤ Provincial Assessor's Office
➤ (1 original copy) Certificate authorizing registration from BIR		➤ BIR
➤ (1 original copy) Electronic Copy of Title		➤ Register of Deeds
➤ (2 original copies) Affidavit of Publication in case of Extra-Judicial Settlement and Self-Adjudication		➤ Local Newspaper
➤ (3 original copies) Blueprint of Subdivision/Sketch Plan for Subdivision/Consolidation		➤ Private Surveyor
2. For Declared New Land ➤ (3 original copies) Affidavit of ownership w/ conformity of boundary owners attested by the Brgy. Captain duly registered with the Register of Deeds		➤ Private Lawyer/Barangay Where property is located
➤ (1 original copy) Barangay Resolution duly registered with the Register of Deeds		➤ Barangay where property is located
➤ (3 copies blue print) Sketch plan w/ certification of alienable & disposable		➤ Private Surveyor/DENR



➤ (1 original copy) B.L.FORM V-37		➤ DENR		
➤ (1 original copy) Affidavit of waiver if survey claimant is not the declarant		➤ Client/Private Lawyer/Notary Public		
3. For Declared New Buildings and Machineries ➤ (1 original copy) Building permit (for building) & acquisition receipt (for machinery) or sworn statement declaring the value of the property		➤ Municipal Engineering Office/Client		
➤ (1 original copy) Certified Copy of latest Tax Declaration of the Lot where erected		➤ Municipal Assessor's Office		
4. For identification of unknown lots with unrevised TD/Title ➤ (1 original copy) Certified copy of unrevised TD/Unknown		➤ Municipal Assessor's Office		
➤ (1 original copy) Electronic Copy of Title		➤ Register of Deeds		
➤ (1 original copy) B.L.FORM V-37		➤ DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register & secure request form	1. Registers & gives request form to the property owner	None	1 minute	Administrative Aide I Municipal Assessor's Office
2. Fill-up & submit request form together with the documentary requirements	2. Receives & checks the completeness of the documents	None	3 minutes	Administrative Aide I Municipal Assessor's Office
3. Go to the Municipal Treasurer's Office for payment of Fees	3. Receives payment & issues Official Receipt (OR)	Filing Fee Transfer of Ownership Registered- PHP 100.00 Unregistered- PHP 100.00 Revision Fee	1 minute	Revenue Collection Clerk I Municipal Treasurer's Office





		Identification of Unknown Lots- PHP 75.00 Declared New Properties – None		
4. Present the Official Receipt (OR) to the Receiving & Releasing Officer	4. Records the Official Receipt (OR)	None	30 seconds	<i>Administrative Aide I</i> Municipal Assessor's Office
None	5. Prepares Field Appraisal & Assessment Sheet (FAAS)	None	30 minutes	<i>Tax Mapping Clerk</i> Municipal Assessor's Office
None	6. Assigns Property Index No. (PIN) & controls in the Tax Map Control Roll (TMCR)	None	2 minutes	<i>Tax Mapping Clerk</i> Municipal Assessor's Office
None	7. Reviews & signs documents for recommendation to the Provincial Assessor	None	5 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
None	8. Submits documents to Provincial Assessor's Office for approval of the Provincial Assessor	None	1 day (every Friday or upon availability of personnel to submit transactions)	<i>Municipal Assessor /Assessment Clerk I</i> Municipal Assessor's Office
	<b>TOTAL:</b>	Registered- PHP 100.00 Unregistered- PHP 100.00 Revision Fee	<b>1 Day 42 Minutes 30 Seconds</b>	



		Identification of Unknown Lots- PHP 75.00 Declared New Properties – None		
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