

1. Issuance of Tax Declaration (Transfer of Ownership)

This document is issued upon transfer of ownership of subject property from the previous to the new owner

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 2 photocopies of Transfer Certificate of Title 2. 2 photocopies of Registered Deed of Conveyance 3. 2 photocopies of Certificate Authorizing Registration (CAR) 4. 2 photocopy of Certificate of Tax Clearance 5. 2 photocopy of Certification of Transfer Fee 6. 2 photocopy of Tax Declaration Additional requirements if transacted by representative 7. 1 Photocopy of valid ID of representative 8. 2 Original/photocopy Special Power of Attorney or Authorization letter 		<p>Register of Deeds Register of Deeds</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Municipal Treasurer's Office Provincial Treasurer's Office Municipal Assessor's Office</p> <p>Applicant Notary Public/Property owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i>

				Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
2. Submit requirements	2. Verify ORF and Review the completeness of the documents	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
None	2.2 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins.	Evangeline A. Rubia (Municipal Assessor) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
None	2.3 Draw the sketch of the lot on the FAAS and sign the document	None	15 mins.	Erwin T. Javier Admin. Aide IV Assessor's Office
None	2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Assessor's Office

3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00	15 mins	Clarice Ann Rocero <i>Admin. Aide IV</i> Treasurer's Office
4. Present Official Receipt and Receive the prepared new FAAS and Tax declaration	4.1 Receive & logbook OR number	None	5 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Claret Taal & Erwin Javier <i>(Admin. Aide IV)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> Assessor's Office
	4. 2. Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 minutes	
TOTAL PROCESSING TIME			1 HOUR AND 40 MINUTES	

2. Issuance of Tax Declaration (Transfer of Ownership-Portion)

This document is issued upon transfer of ownership of subject property from the previous to the new owner

Office of Division	Office of the Mun. Assessor	
Classification:	Complex	
Type of Transaction:	Government to Citizen	
Who may Avail:	All Property Owners or duly authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. 2 photocopies of Transfer Certificate of Title (if titled)	Register of Deeds	
2. 2 photocopies of Registered Deed of Conveyance	Register of Deeds	
3. 2 photocopies of Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue (BIR)	
4. 2 photocopy of Certificate of Tax Clearance	Mun. Treasurer's Office	

5. 2 photocopy of Certification of Transfer Fee 6. 2 (blueprint or photocopy) copies of Approved subdivision plan 7. 2 Photocopy of Tax Declaration Additional requirements if transacted by representative 8. 1 Photocopy of any valid ID of representative 9. 2 Special Power of Attorney or Authorization letter	Provincial Treasurer's Office Geodetic Engineer Mun. Assessor's Office Applicant Notary Public/Property Owner
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
2. Submit requirements	2. Verify Ownership Record Form (ORF) and review all the submitted documents	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office

None	2.2 Plot the subdivision and assign new PIN on the Tax Map Control Roll (TMCR)	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Erwin Javier (Admin. Aide IV) Assessor's Office
None	2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins./Lot	Evangeline A. Rubia (Municipal Assessor) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
None	2.4 Draw the sketch of the lot on the FAAS and sign the document	None	15 mins./Lot	Erwin Javier (Admin. Aide IV) Assessor's Office
None	2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Assessor's Office
3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00 per Lot	15 minutes	Clarice Ann Rocero Admin. Aide IV Treasurer's Office
4. Present Official Receipt and Receive the prepared new FAAS and Tax declaration	4. Receive & Logbook OR number	None	5 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV)
	4.2 Instruct client to proceed to the Provincial Assessor's	None	10 mins	

	Office for the Approval of the prepared documents			Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
TOTAL PROCESSING TIME			1 HOUR & 55 MINUTES / Lot	

3. Issuance of Tax Declaration (Based on Approved Subdivision Plan/ Approved Consolidation Plan/Approved Consolidation-Subdivision Plan)

This service is availed by real property owners for the issuance of Tax Declaration based on approved Subdivision Plan/Approved Consolidation Plan/ Consolidation-Subdivision Plan.

Office of Division	Office of the Mun. Assessor		
Classification:	Complex		
Type of Transaction:	Government to Citizen		
Who may Avail:	All Property Owners or duly authorized representative		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. 2 (blueprint/photocopy) copies of Approved Subdivision Plan/Approved Consolidation Plan/Approved Consolidation-Subdivision Plan		Geodetic Engineer	
2. 2 photocopies of Deed of Conveyance		Notary Public	
3. 2 photocopy of Certificate of Tax Clearance		Mun Treasurer's Office	
4. 2 photocopy of Certified True Copy of Tax Declaration		Mun. Assessor's Office	
Additional requirements if transacted by representative			
5. 1 Photocopy of any valid ID of representative		Applicant	
6. 2 (original/photocopy) Special Power of Attorney or Authorization Letter or Request Letter		Notary Public/ Property Owner	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
2. Submit required documents	2. Verify from the Ownership Record Form (ORF) and review submitted documents	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
None	2.2 Plot the Approved Plan and assign new PIN on the Tax Map Control Roll (TMCR)	None	10 mins.	Evangeline A. Rubia (Municipal Assessor) Erwin Javier (Admin. Aide IV) Assessor's Office
None	2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins./ lot	Evangeline A. Rubia (Municipal Assessor) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff)

				Assessor's Office
None	2.4 Draw the sketch of the lot on the FAAS & sign the document	None	10 mins ./ Lot	Erwin Javier (Admin. Aide IV) Assessor's Office
None	2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	10 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Assessor's Office
3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00 per Lot	15 mins.	Clarice Ann Rocero Admin. Aide IV Treasurer's Office
4. Present OR and receive the prepared documents.	4. Record Official Receipt Number in Logbook, release the prepared documents	None	5 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV)
	5. Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 mins.	Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Assessor's Office
TOTAL PROCESSING TIME			1 HOUR & 40 MINUTES / Lot	

4. Issuance of Certifications (Landholdings, Non-improvement, Latest Tax Declaration, No property)

This services is availed by real property owners and other requesting public for Bureau of Internal Revenue purposes and other agencies.

Office of Division	Office of the Mun. Assessor			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative, requesting public			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1 Photocopy of any valid ID of owner/requesting public Additional requirements if transacted by representative			Applicant	
2. 1 Photocopy of valid ID of representative			Applicant	
3. 1 original/photocopy of Special Power of Attorney or Authorization Letter or Request Letter			Notary Public/Property Owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
None	1.1 Verify from the ownership Record Form (ORF)	None	5 mins	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier

				<i>(Admin. Aide IV)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> Municipal Assessor's Office
None	1.2 Prepare Certification	None	10 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> Municipal Assessor's Office
None	1.3 Review and sign the prepared Certification	None	10 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Municipal Assessor's Office
2. Pay the corresponding fee	2. Receive payment and Issue receipt	PHP 100.00 Per Certification	15 mins.	Clarice Ann Rocero <i>Admin. Aide IV</i> Treasurer's Office
3. Present Official Receipt and Receive certification	3. Record the Official Receipt Number in the Logbook and Issue certification	None	10 minutes	Evangeline A. Rubia <i>(Municipal Assessor)</i> Claret Taal & Erwin Javier <i>(Admin. Aide IV)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> Municipal Assessor's Office
TOTAL PROCESSING TIME			55 MINUTES	

5. Issuance of Certified Copy of Tax Declaration

This service is issued to all real property owners or duly authorized representative requesting for general purposes.

Office of Division	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1 Photocopy of any valid ID of Owner Additional requirements if transacted by representative			Applicant	
2. 1 Photocopy of any valid ID of representative			Applicant	
3. 1 original/photocopy of Special Power of Attorney or Authorization letter or Request letter			Notary Public Property Owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill- up request slip		None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
None	1. Verify from the ownership Record Form (ORF)	None	10 mins	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff)

				<i>Municipal Assessor's Office</i>
None	1.2. Prepare Certified True Copy of TD	None	5 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	1.3 Review and sign the prepared Certified copy	None	5 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Municipal Assessor's Office</i>
2. Pay the corresponding fee	2.Receive payment and Issue receipt	PHP 100.00 Per Certified Copy	15 mins.	<i>Clarice Ann Rocero</i> <i>Admin. Aide IV</i> <i>Treasurer's Office</i>
3. Present Official Receipt and Receive the certified copy	3. Record the Official Receipt Number in the Logbook and Issue certified copy	None	10 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			50 MINUTES	

6. Issuance of Tax Declaration (Reclassification)

This service is requested by a taxpayer for purposes of declaring the actual use of the property.

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. 1 original Letter request 2. 1 original/photocopy of Certificate of Tax Clearance 3. 1 original/photocopy of Certified true copy of Tax Declaration Additional requirements if transacted by representative 4. 1 Photocopy of any valid ID of representative 5. 1 original/photocopy of Special Power of Attorney or Authorization letter		Property Owner Municipal Treasurer's Office Municipal Assessor's Office Applicant Notary Public/Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
2. Submit requirements	2. Verify from the ownership Record Form (ORF) and Review Letter request	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier

				<i>(Admin. Aide IV)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.1 Conduct onsite ocular inspection	None	1 day	Evangeline A. Rubia <i>(Municipal Assessor)</i> Erwin Javier <i>(Admin. Aide IV)</i> Vincent Andrew Rigos <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.2 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	20 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.3 Draw the sketch of the lot on the FAAS & sign the document	None	10 mins.	Erwin Javier <i>(Admin. Aide IV)</i> <i>Municipal Assessor's Office</i>
None	2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Claret Taal & Erwin Javier <i>Municipal Assessor's Office</i>
None	2.5 Prepare and sign Endorsement Letter to the Prov. Assessor for approval	None	10 mins.	Evangeline A. Rubia <i>(Municipal Assessor)</i> Grenalyn Tariga

				(Admin. Staff) Municipal Assessor's Office
3. Pay the corresponding fee	3. Receive payment and Issue Official Receipt	PHP 200.00	15 mins.	Clarice Ann Rocero Admin. Aide IV Treasurer's Office
4. Present Official Receipt and Receive the prepared documents	4. Record the Official Receipt Number in the Logbook	None	5 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
	4.2 Issue prepared documents and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 mins.	
TOTAL PROCESSING TIME			1 DAY 1 HOUR & 45 MINUTES	

7. Issuance of Vicinity Map

This service is availed by property owners or duly authorized representative for general purposes.

Office of Division	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may Avail:	All Property Owners or duly Authorized Representative
CHECKLIST OF REQUIREMENT	
WHERE TO SECURE	

<p>1. 1 Photocopy of any valid ID of Owner</p> <p>Additional requirements if transacted by representative</p> <p>2. 1 Photocopy of any valid ID of representative</p> <p>3. 1 original/photocopy of Special Power of Attorney or Authorization letter or Request Letter</p>	<p>Applicant</p> <p>Applicant</p> <p>Notary Public</p> <p>Property Owner</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill- up request slip</p>	<p>1. None</p>	<p>None</p>	<p>5 mins.</p>	<p>Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office</p>
<p>None</p>	<p>1.2 Verify from the ownership Record Form (ORF)</p>	<p>None</p>	<p>5 mins</p>	<p>Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office</p>

None	1.3 Prepare and sign the Vicinity Map	None	15 mins.	<i>Evangeline A. Rubia</i> (Municipal Assessor) <i>Claret Taal & Erwin Javier</i> (Admin. Aide IV) <i>Grenalyn Tariga & Vincent Andrew Rigos</i> (Admin. Staff) Municipal Assessor's Office
2. Pay the corresponding fee	2. Receive payment and Issue receipt	PHP 100.00 per Vicinity map	15 mins.	<i>Clarice Ann Rocero</i> Admin. Aide IV Treasurer's Office
3. Present Official Receipt and Receive the Vicinity Map	3. Record Official Receipt in the Logbook and Issue Vicinity Map	None	5 mins.	<i>Evangeline A. Rubia</i> (Municipal Assessor) <i>Claret Taal & Erwin Javier</i> (Admin. Aide IV) <i>Grenalyn Tariga & Vincent Andrew Rigos</i> (Admin. Staff) Municipal Assessor's Office
TOTAL PROCESSING TIME			45 MINUTES	

8. Issuance of Tax Declaration (Revision based on Old Title)

This service is requested by a taxpayer for purposes of declaring the true owner of the property.

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. 1 original Letter request 2. 2 photocopies of Original Certificate of Title 3. 2 Affidavit of Conformity of Declared Owner in Tax Declaration 4. 2 Certified True Copy Tax Declaration 5. 2 original/photocopy of Certificate of Tax Clearance Additional requirements if transacted by representative 6. 1 Photocopy of any valid ID of representative 7. 2 original/photocopy of Special Power of Attorney or Authorization letter		Property Owner Register of Deeds Notary Public Municipal Assessor's Office Municipal Treasurer's Office Applicant Notary Public Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier <i>(Admin. Aide IV)</i> Grenalyn Tariga & Vincent Andrew Rigos <i>(Admin. Staff)</i>

				<i>Municipal Assessor's Office</i>
2. Submit requirements	2. Review Letter request and check completeness of the requirements	None	10 mins	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.2 Verify from the ownership Record Form (ORF)	None	10 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.3 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	15 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i>

				<i>Municipal Assessor's Office</i>
None	2.4 Draw the sketch of the lot on the FAAS	None	10 mins.	Erwin Javier (Admin. Aide IV) Municipal Assessor's Office
None	2.5 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	Evangelina A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Municipal Assessor's Office
None	2.6 Prepare and sign Endorsement Letter to the Prov. Assessor for approval	None	10 mins.	Evangelina A. Rubia (Municipal Assessor) Grenalyn Tariga (Admin. Staff) Municipal Assessor's Office
3. Pay the corresponding fee	3. Issue Official Receipt	PHP 100.00	15 mins.	Clarice Ann Rocero Admin. Aide IV Treasurer's Office
4. Present Official Receipt and Receive the prepared FAAS and Tax Declaration	4. Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	5 mins.	Evangelina A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV)

				Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
TOTAL PROCESSING TIME			1 HOUR AND 35 MINUTES	

9. Issuance of Tax Declaration (Newly Declared Buildings, Machineries / Other Improvements and Other Structures)

This service is requested by a taxpayer for purposes of declaring their property.

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. 1 original Letter Request		Property Owner		
2. 2 original Copies of duly accomplished Notarized Sworn Statement of the True Current and Fair Market Value of Real Properties		Notary Public		
3. 1 Photocopy of Building Permit/Certificate of Occupancy for Building and other Structure		Office of the Municipal Engineer		
4. 1 original/photocopy of Acquisition Receipt for Machineries		Merchant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Fill- up request slip	1. None	None	5 mins.	Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
2. Submit requirements	2.Review Letter request and check completeness of requirements	None	10 mins	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
None	2.2 Verify from the ownership Record Form (ORF) where the improvements is erected 2.3 Inform the client to come back after 2 working days	None None	10 mins. 5 mins.	Evangeline A. Rubia (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos

				<i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.4 Conduct onsite ocular inspection	None	1day	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.5 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	20 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Grenalyn Tariga & Vincent Andrew Rigos</i> <i>(Admin. Staff)</i> <i>Municipal Assessor's Office</i>
None	2.6 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	15 mins.	<i>Evangeline A. Rubia</i> <i>(Municipal Assessor)</i> <i>Claret Taal & Erwin Javier</i> <i>(Admin. Aide IV)</i> <i>Municipal Assessor's Office</i>

None	2.7 Prepare Endorsement Letter to the Prov. Assessor for approval	None	15 mins.	Evangeline A. Rubia (Municipal Assessor) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
2. Pay the corresponding fee	2.Issue Official Receipt	PHP 100.00	15 mins.	Clarice Ann Rocero Admin. Aide IV Treasurer's Office
3. Present Official Receipt and Receive the prepared FAAS an Tax Declaration	3.Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	5 mins.	Evangeline A. Rubia, (Municipal Assessor) Claret Taal & Erwin Javier (Admin. Aide IV) Grenalyn Tariga & Vincent Andrew Rigos (Admin. Staff) Municipal Assessor's Office
TOTAL PROCESSING TIME			2 DAYS, 1 HOUR & 40 MINUTES	