

ISSUANCE OF NEW TAX DECLARATION SERVICES

Tax declaration is issued pursuant to RA7160 and Provincial Ordinance 1914-2018 for taxation purposes.

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR BUILDING AND OTHER STRUCTURE				
Sworn statement of the market value of the property (SS)(3 copies)	Blank form at Mun. Assessor's Office			
Copy of approved bldg. permit, bldg. plan, cert. of completion or occupancy (1 copy each)	Municipal Engineering Office			
Bill of Materials (1 copy)	Municipal Engineering Office/ Personal File			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1copy)	Mun. Treasurer's Office/ Barangay			
FOR MACHINERIES				
Sworn statement of the market value of the property (SS) (3 copies)	Blank form at Municipal Assessor's Office			
Copy of official receipt/deed of sale to support declared cost and market values, if necessary (1 copy)	Client's Personal Copy			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1 copy)	Mun. Treasurer's Office/ Barangay			
FOR OTHER IMPROVEMENTS (Perennial tree/plant)				
Sworn statement of the market value of the property (SS),(3 copies)	Blank form at Municipal Assessor's Office			
Certification of barangay captain as to introduced improvements (1 original copy)	Barangay Hall where property is located, Client's Copy			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1 copy)	Mun. Treasurer's Office/ Barangay			
FOR TITLED PROPERTY				
Copy of land title (2 photocopies) (note: presentation of owner's duplicate copy or a recently authenticated copy is required before accepting photocopies)	LRA-RD Client's Personal Copy			
Approved plan (2 copies if necessary)	Client's Personal Copy/Surveyor/DAR			
Sworn statement of the market value of the property (SS) (3 copies)	Blank form at Municipal Assessor's Office			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1 copy)	Mun. Treasurer's Office/ Barangay			
FOR UNTITLED PROPERTY				
Approved plan (2 copies if necessary)	Client's Personal Copy/Surveyor/DAR			
Certification of CENRO/DENR that the property is within A&D (1 copy)	DENR-CENRO			
Certification of Punong barangay as to claim and possession (1 copy)	Barangay hall where property is located			
Sworn statement of the market value of the property (SS), 3 copies	Blank form at Municipal Assessor's Office			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1 copy)	Mun. Treasurer's Office/ Barangay			
Copy of public land application (2 copies if applicable)	Client's Copy			
DENR transmittal of patent, if applicable (1 copy)	Client's Copy			
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook. Fill out the request form. Make sure to provide details of the property.	Give the logbook to the client. Provide request form in the lobby.			Any Admin Staff
Submit the accomplished request form including the identification card and Special power of attorney (SPA) /authorization letter of the requesting party for initial assessment and verification. Fill up Sworn Statement (SS) Form	Receive the request form and documents for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Provide copy of SS. Assist client in filing up the form.	None	45 mins	All staff
Submit accomplished SS form and required documents	Receive SS and required documents, review completeness of attachments, if found incomplete, documents returned to client	None	20 mins	All staff
Secure Order of Payment	If complete but SS filed beyond the 60-day prescribed period, Issue order of payment.	None		
Pay required fee at MTO And Secure Official Receipt	Accept payment based on the order of payment Issue the Official Receipt	½ of 1 % of the MV	Refer to MTO Citizen's Charter 5 min	MTO All Staff
Return to Assessor's Office, Present OR	Check the Official receipt. Schedule the Inspection		5 days for east coast 7 days for west coast	All LAOO
Serve as guide during ocular inspection, if necessary	Inspection of Property and Preparation of FAAS FAAS and supporting docs forwarded to Prov'l. Assessor, PPC for approval			
Receive copy of tax declaration	Issuance of Tax Declaration and forwarded copies to Mun Assessor Release tax declaration and NOA At the Office For East coast barangays For Westcoast barangay		PASSO Citizen's Charter 5 min 5 days 7 days	PASSO Staff Admin Staff
	TOTAL		14 days, West coast and 9 days east coast	

TRANSFER/REVISION OF TAX DECLARATION, RECLASSIFICATION/ CORRECTION OF PROPERTY DETAILS SERVICES

Transfer/Revision of tax declaration, Reclassification/Correction of property details is issued pursuant to R.A 7160 and Provincial Ordinance 1914 – 2018 to correct property details and/or transfer real property ownership based on the submitted documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen, G2G- Government to Government			
Who may Avail:	General Public, Government			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
FOR TITLED PROPERTY				
Copy of land title (2 photo copies) (note: Presentation of owner's duplicate copy or a recently authenticated copy is required before accepting photo copies)	LRA-RD/ Personal File			
Approved Survey plan (2 copies if necessary)	Surveyor/ Personal File / DAR			
Tax Clearance, Current year	Prov'l./Municipal Treasurer's Office			
Proof of payment of Transfer Tax (except for DAR Titled properties)	Prov'l./Municipal Treasurer's Office			
Deed of Sale or Any Deed of Conveyance (2 copies)	Owner's file, RD, Notary Public			
Certificate Authorizing Registration (CAR), if necessary	BIR			
Sworn statement of the market value of the property (SS),(3 copies)	Blank Form at Mun. Assessor's Office			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year	Mun. Treasurer's Office/ Barangay			
FOR UNTITLED PROPERTY				
Approved Survey plan (2 copies if necessary)	Surveyor/ Personal File / ADR			
Certification of CENRO/DENR that the property is within A&D (2 copies)	DENR-CENRO			
Certification of Punong barangay as to claim and possession (2 copies)	Barangay where property is located			
Tax Clearance, Current year	Prov'l./Municipal Treasurer's Office			
Deed of Conveyance (2 copies)	Owner's file, RD, Notary Public			
Proof of payment of Transfer Tax	Prov'l./Municipal Treasurer's Office			
Sworn statement of the market value of the property (SS)(3 copies)	Blank Form at Mun. Assessor's Office			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, current year (1 copy)	Mun. Treasurer's Office/ Barangay			
Copy of public land application (2 copies if applicable)	Client's Personal File			
DENR transmittal of patent, if applicable (1 copy)	Client's Personal File			
FOR REVISION/RECLASSIFICATION/CORRECTION OF DETAILS				
Letter request of property owner	Client's file			
Tax Clearance, Current year	Prov'l./Municipal Treasurer's Office			
Sworn Statement (SS) of the market value of the property (SS)(3 copies)	Blank Form at Mun. Assessor's Office			
Penalty for late filing of SS (if failed to file within the 60 days prescribed period)	Prov'l./Municipal Treasurer's Office			
CTC, Current Year	Municipal Treasurer's Office, BTO			
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in logbook. Fill out the request form. Make sure to provide complete details of the property.	Give the logbook, provide request form,	None		Admin Staff
Submit the accomplished request form, including the identification card and special power attorney/authorization letter of the requesting party for initial assessment and verification.	Receive the request form and documents for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Provide copy of SS. Assist client in filing up the form.	None	45 Minutes	Any Staff
Fill up of Sworn Statement (SS) Form	Receive SS and required documents for review completeness of attachments. If found incomplete, docs returned to client. If found complete but SS filed beyond the 60-day prescribed period, Issue of order of payment		20 minutes	Any Staff
Secure Order of payment				
Pay required fee at MTO	Accept payment based on the order of payment Issue the Official Receipt	1/2 of 1% of the MV	MTO Citizen's Charter	MTO Staff
Present OR to Assessor's Office	Check the OR. Schedule the inspection.		5 minutes	Any Staff
Serve as guide during ocular inspection, if necessary	Inspection of property within 5 days and 7 days if located at west coast bgys. Preparation of FAAS and supporting docs FAAS forwarded to Prov'l. assessor, PPC for approval		5 days/7 days	All LAOO
	Issuance of tax declaration and forwarded copies to Municipal Assessor		PASSO Citizen's Charter	Admin Staff
Receive copy of tax declaration	Release tax declaration and NOA At the Office For East coast barangays For Westcoast barangay		5 mins 5 days 7 days	PASSO Staff Admin Staff
	TOTAL		14 days, West coast and 9 days east coast	

ISSUANCE OF CERTIFICATE OF PROPERTY OWNERSHIP/LANDHOLDINGS SERVICES

The certificate is issued to identify the total ownership/landholdings of the applicant.

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government			
Who may Avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Copy of Official Receipt				
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook. Fill out the request form. Make sure to provide details of the property.	Give logbook to client Provide request form.			Admin Staff
Submit the accomplished request form, including the identification card, special power of attorney/ authorization letter of the requesting party for initial assessment. Secure Order of payment	Received the request form and documents for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Issue order of payment	None None	5 Minutes	
Pay required fee at MTO	Accept payment based on the order of payment Issue the Official Receipt	Php 75.00		MTO Cashier
Present OR to Assessor's Office, wait while staff researches and prepares the document.	Received OR and prepare documents. For client with no property For client with property		15 minutes 25 minutes	All Staff
	Review and signature of MA		5 minutes	MA / Asst MA
Received the requested certification	Release the document		5 minutes	Admin Staff
TOTAL		Php 75.00	With Property 40 mins W/o Property 30 mins	

ISSUANCE OF LAND TAX VERIFICATION SLIP (LTVS) SERVICES

Used to know the history of assessment, ownership and payments made for issuance of tax clearance and other purpose.

Office or Division:	Municipal Assessor's Office
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of official receipt		Municipal Treasurer's Office		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook. Fill out the request form. Make sure to provide details of the property.	Give the logbook to the client. Provide request form.	None	5 Minutes	Admin Staff
Submit the accomplished request form including the identification card and special power of attorney/authorization letter of the requesting party for initial assessment and verification. Secure Order of payment	Receive the request form and attachments for review and validation on records (if found incomplete, documents returned to client). If complete, and requested property details exist on records, Issue order of payment.			
Pay required fee at MTO	Accept payment based on the order of payment, Issue the Official Receipt LTVS Research fee	Php 75.00 Php 50.00		MTO Cashier
Present OR to Assessor's Office, wait while staff researches and prepares the document.	Receive OR and prepare the documents. Review of document and signature Prepared signed LTVS document forwarded to MTO MTO fill up the payments made on LTVS		35 minutes 5 minutes MTO Citizen's Charter	Admin Staff MA / Asst MA MTO Staff
Receive the requested document	Release of document by MTO		MTO Citizen's charter	MA / Asst MA MTO Staff
TOTAL		Php 125.00	45 minutes	

ISSUANCE OF CERTIFICATE OF IMPROVEMENT SERVICES

Certificate of no improvement is required by BIR for capital gains tax computation and issuance of certificate authorizing registration at the Register of Deeds

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government			
Who may Avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Copy of Official Receipt			MTO	
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook Fill out the request form. Make sure to provide details of the property.	Give the logbook to the client. Provide request form in the office lobby.	None	5 Minutes	Admin Staff
Submit the accomplished request form including the identification card and special power of attorney/authorization letter of the requesting party for initial assessment and verification Secure order of payment.	Receive the request form and attachments for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Issue order of payment.	Php 50.00		MTO Cashier
Pay required fee at MTO	Accept payment based on the order of payment Issue the Official Receipt			
Present OR to Assessor's Office, wait while staff researches and prepares the document.	Receive OR and prepare the documents. For Property without improvements For Property with improvements		20 minutes 25 minutes	Admin Staff
	Review of document and signature		5 minutes	MA/ Asst MA
Received the requested certification	Release the document		5 minutes	Admin Staff
TOTAL		Php 50.00	With Imprv. 40 mins Wo Imprv. 35 mins	

ISSUANCE OF CERTIFIED COPY OF DOCUMENTS SERVICES (TAX DECLARATIONS/TAX MAP)

Certified copy of documents is issued to all individuals with property who needs the document.

Office or Division:	Municipal Assessor's Office
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of official receipt		Municipal Treasurer's Office		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook. Fill out the request form. Make sure to provide the details of the property.	Give the logbook to the client. Provide request form.	None	5 Minutes	Admin Staff
Submit the accomplished request form including the identification card and special power of attorney/authorization letter of the requesting party for initial assessment and verification. Secure Order of payment.	Receive the request form and attachments for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Issue order of payment.	Php 100.00 Php 75.00	MTO Citizens Charter	MTO Cashier
Pay required fee at MTO	Accept payment based on the order of payment, Issue the Official Receipt, Tax Map Tax Declaration		30 minutes 15minutes	Admin Staff
Present OR to Assessor's Office, wait while staff researches and prepares the document.	Receive OR and prepare the documents. Tax Map Tax Declaration		5 minutes	MA / Asst MA
Received the requested document	Release of document		5 minutes	Admi Staff
	TOTAL	Tax Map. Php 100.00 Tax Dec. Php 75.00	Tax Map. 45 mins Tax Dec. 30 mins	

ISSUANCE OF CERTIFICATE OF ENCUMBRANCES

Certificate issued for any impediments annotated in the tax declaration.

Office or Division:	Municipal Assessor's Office
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen; G2G- Government to Government
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of Official Receipt		MTO		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Register in the client logbook Fill out the request form. Make sure to provide details of the property.	Give the logbook to the client. Provide request form in the office lobby.	None		Admin Staff
Submit the accomplished request form including the identification card and special power of attorney/authorization letter of the requesting party for initial assessment and verification Secure order of payment.	Receive the request form and attachments for review and validation on records. (If found incomplete, returned documents to client) If complete, and requested property details exist on records, Issue order of payment.		5 Minutes	
Pay required fee at MTO	Accept payment based on the order of payment Issue the Official Receipt	Php 50.00		MTO Cashier
Present OR to Assessor's Office, wait while staff researches and prepares the document.	Receive OR and prepare the documents.		20 minutes	Admin Staff
	Review of document and signature		5 minutes	MA/ Asst MA
Received the requested certification	Release the document		5 minutes	Admin Staff
	TOTAL	Php 50.00	35 minutes	