

SERVICES

1. Issuance of Tax Declaration for Newly Discovered Property (Untitled and Undeclared Land)

Tax Declaration is issued for real property owners whose real properties are not previously declared for taxation purposes. That property is considered newly discovered.

Office or Division:	Municipal Assessor Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)	Applicant/Format available in the receiving area			
2. Certified copy of Notarized Affidavit of Land Ownership & Possession (2 photocopy)	Notary Public/Lot Owner			
3. Certification from DENR (List of Claimants/as per Cadastro) (1 certified copy, 1 photocopy)	CENRO, Real, Quezon			
4. Copy of Notarized Affidavit of Adjoining Lot Owners (2 photocopy)	Notary Public/Adjoining lot owners			
5. Barangay Certificate of Land Ownership (Certification from the barangay captain that the declarant is the present possessor and occupant of the land) (1 original, 1 photocopy)	Barangay Hall where the property is located			
6. Cadastral Plan or Approved/Sketch Plan duly signed by Geodetic Engineer with Certification from DENR/CENRO of A & D (Alienable and Disposable Land) (2 photocopy)	CENRO, Real, Quezon			
7. Collection of Back Taxes (10 years + current year) upon issuance of Tax Declaration/ Real property tax receipt of payment of back taxes (2 photocopy)	Municipal Assessor's Office/Treasurer's Office			
8. Photocopy of official receipt for the issuance of Tax Declaration (2 photocopy)	Municipal Treasurer's Office			
9. Certified copy of court decisions, finalities, adjudication, etc., if transaction clearly express land ownership/registry disputes (2 photocopy)	Court where the decision is made			
10. Photocopy of any valid Identification Card (ID) of applicant (2 photocopy)	BIR, Post Office, DFA, SSS, GSIS, Pag-Ibig, Comelec, School, Company employed			
11. Special Power of Attorney/Authorization Letter (if applicant is not the owner) (2 photocopy)	Real property owner/Person represented			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip)	3.1 Receive the required documents and check completeness	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	3.2 Verify existing assessment records in file	None		
				JOSELITO L. JUNTREAL Assessment Clerk II

for the schedule of ocular inspection)	3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration	None		
4. Return to Assessor's Office on the scheduled date for ocular inspection to assist and accompany the Assessor on the actual site visit/inspection <i>(Make sure to receive the computation of real property tax of the real property subject to back taxes)</i>	4.1 Conduct ocular inspection of the real property applied for Tax Declaration to determine location and actual use of the property.	None	1 day	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	4.2 Prepare ocular inspection report.	None	3 hours	
	4.3 Prepare the real property's assessment computation of Market Value and Assessed Value for Real Property Tax (10 years back taxes + current year computation)	None	10 minutes	
5. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (RPT and Issuance Fee) (Secure the official receipt to be issued upon payment)	5.1 Accept the payment based on the Order of Payment	RPT = AV x 1% x 11 years (10 years back + current year) (Basic Tax) + 1% of AV x 11 years (SEF) Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Treasurer's Office)
	5.2 Issue the Official Receipt (Real Property Tax Receipt and Issuance Fee)	None	5 minutes	
6. Return to the Assessor's Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Prepare FAAS, Tax Declaration of Real Property and Notice of Assessment	None	2 hours	
	6.3 Review and approve Tax Declaration	None	10 minutes	
	6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Real Property with a Market Value of 2 million and above will be subject to approval of the Provincial Assessor)	None	5 minutes	
TOTAL:		P 70.00 + RPT = AV x 1% x 11 years (10 years back + current year) (Basic Tax) + 1% of AV x 11 years (SEF)	1 day, 5 hours & 50 minutes	

2. Issuance of Tax Declaration for Newly Discovered Property (Titled but Undeclared Land)

Tax Declaration is issued for real property owners whose real properties are not previously declared for taxation purposes. That property is considered newly discovered.

Office or Division:	Municipal Assessor Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)		Applicant/Format available in the receiving area		
2. Certified True Copy of Title from the Registry of Deeds (1 original, 1 photocopy)		Registry of Deeds for Quezon located in Barangay Comon, Infanta, Quezon		
3. Cadastral Plan or Approved/Sketch Plan duly signed by Geodetic Engineer (2 photocopy)		CENRO, Brgy. Ungos, Real, Quezon		
4. Collection of Back Taxes (10 years + current year) upon issuance of Tax Declaration/ Real property tax receipt of payment of back taxes (2 photocopy)		Assessor's Office/Treasurer's Office		
5. Photocopy of official receipt for the issuance of Tax Declaration (2 photocopy)		Municipal Treasurer's Office Treasurer's Office		
6. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (1 certified copy, 1 photocopy)		Court where the decision is made		
7. Photocopy of any valid Identification Card (ID) (2 photocopies)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,		
8. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)		Person Represented		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment <i>(*Make sure to receive a return slip for the schedule of ocular inspection)</i>	3.1 Receive the required documents and check completeness	None	5 minutes	
	3.2 Verify existing assessment records in file	None	5 minutes	
	3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration	None	5 minutes	
4. Return to Assessor's Office on the scheduled date for ocular inspection to assist and accompany the Assessor on the	4.1 Conduct ocular inspection of the real property applied for Tax Declaration to determine location and actual use of the property.	None	1 day	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I

actual site visit/inspection (Make sure to receive the computation of real property tax of the real property subject to back taxes)	4.2 Prepare ocular inspection report.	None	3 hours	JOSELITO L. JUNTEREAL Assessment Clerk II CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	4.3 Prepare the real property's assessment computation of Market Value and Assessed Value for Real Property Tax (10 years back taxes + current year computation)	None	10 minutes	
5. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (RPT and Issuance Fee) (Make sure to secure the official receipt to be issued upon payment)	5.1 Accept the payment based on the Order of Payment	RPT = AV x 1% x 11 years (10 years back + current year) (Basic Tax) + 1% of AV x 11 years (SEF) Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Treasurer's Office)
	5.2 Issue the Official Receipt (Real Property Tax Receipt and Issuance Fee)		5 minutes	
6. Return to the Assessor's Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Prepare FAAS, Tax Declaration of Real Property and Notice of Assessment	None	3 hours	
	6.3 Review and approve Tax Declaration	None	10 minutes	
	6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Real Property with a Market Value of 2 million and above will be subject to approval of the Provincial Assessor)	None	5 minutes	
TOTAL:		P 70.00 + RPT = AV x 1% x 11 years (10 years back + current year) (Basic Tax) + 1% of AV x 11 years (SEF) + Issuance Fee	1 day, 5 hours & 55 mins.	

3. Issuance of Tax Declaration for Newly Discovered Property (Newly Discovered Building/Improvement)

Tax Declaration is issued for real property owners whose real properties are not previously declared for taxation purposes. That property is considered newly discovered.

Office or Division:	Municipal Assessor Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All real property owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter (1 original copy)	Applicant/Format available in the receiving area
2. Copy of Approved Building Floor Plan (if available) (2 photocopy)	Licensed Engineer/Municipal Engineer's Office/Office of the Building Official

3. Photocopy of Building Permit, Certificate of Occupancy & Certificate of Completion (if available) (2 photocopy)	Office of the Municipal Engineer/Building Official			
4. Duly Notarized Sworn Statement of the true and fair current market value of the property (1 original, 1 photocopy)	Applicant/Building owner/Notary Public (Form Available in the Assessor's Office)			
5. Photocopy of Official Receipt of updated payment of Real Property Tax (Land where building is erected) (2 photocopy)	Treasurer's Office/Lot Owner			
6. Photos of building/improvement/structure showing different sides of the building (front, both sides, and back) (2 copies)	Applicant/Owner of building			
7. Photocopy of official receipt of payment for the issuance fee	Municipal Treasurer's Office			
8. Photocopy of any valid Identification Card (ID) (2 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,			
9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy) (1 original, 1 photocopy if authorization letter)	Person Represented			
10. In case that the owner of the building is not the owner of the land recorded in the tax declaration, proof of occupancy/lot ownership through deed of sale, permit from the declared owner is required, (documents such as Deed of Absolute Sale, Authorization/Permit from the owner to construct a building/structure)	Lot Owner			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection)	3.1 Receive the required documents and check completeness	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk II
	3.2 Verify existing assessment records in file	None	5 minutes	
	3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration	None	5 minutes	
4. Return to Assessor's Office on the scheduled date for ocular inspection to assist and accompany the Assessor on the actual site visit/inspection (Make sure to receive the computation of real property tax of	4.1 Conduct ocular inspection of the real property applied for Tax Declaration to determine location and actual use of the property.	None	1 day	SHERRYL M. RODRIGUEZ Admin. Aide III
	4.2 Prepare ocular inspection report. (Preparation of building sketch for building without building plans as to	None	3 hours	VENUS V. BAYA Assessment Clerk I
				JOSELITO L. JUNTREAL Assessment Clerk II
				CHRISTIALYN JOYCE D. SANDOVAL

<i>the real property subject to back taxes)</i>	actual area per ocular inspection)			Municipal Assessor
	4.3 Issue Order of Payment	None	5 minutes	
	4.4 Start preparing FAAS, Tax Declaration and Notice of Assessment	None	2 hours	
5. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	5.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk (Treasurer's Office)
	5.2 Issue the Official Receipt	None		
6. Return to the Assessor's Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Review and approve Tax Declaration	None	15 minutes	
	6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. <i>(Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration)</i> <i>(Real Property with Market Value of 2 million and above will be subject to approval of the Provincial Assessor)</i>	None	5 minutes	
TOTAL:		P 70.00	1 day & 6 hours	

4. Issuance of Tax Declaration (Newly Acquired Machineries)

Tax Declaration is issued to individuals or institutions who acquired machineries for commercial or industrial purposes. Its purpose is to list the property in the assessment roll of the municipality for taxation purposes.

Office or Division:	Municipal Assessor Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All real property owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter (1 original copy)	Applicant/Format available in the receiving area
2. Detailed listing of Machineries; (Description of Machineries, Original Acquisition Cost (includes cost of freight, installation etc.), Original Date of Acquisition/Operation (2 photocopy)	Licensed Engineer/Municipal Engineer's Office/Office of the Building Official
3. Notarized Sworn Statement of the true value of Machineries (Duly signed by Accountable Officer) (2 photocopy)	Office of the Municipal Engineer/Building Official

4. Photocopy of Official Receipt of updated payment of Real Property Tax (Land/Building where machinery is attached) (2 photocopy)	Applicant/Building owner/Notary Public (Form Available in the Assessor's Office)			
5. Photocopy of official receipt of payment for the issuance fee (2 photocopy)	Treasurer's Office/Lot Owner			
6. Photocopy of any valid Identification Card (ID) (2 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD			
7. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy) (1 original, 1 photocopy if authorization letter)	Applicant/Person represented			
8. <i>In case that the owner of the building is not the owner of the land recorded in the tax declaration, proof of occupancy/lot ownership through deed of sale, permit from the declared owner is required, (documents such as Deed of Absolute Sale, Authorization/Permit from the owner to construct/put up a building/structure/machinery) (2 photocopy)</i>	Seller/Notary Public			
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection)	3.1 Receive the required documents and check completeness	None	5 minutes	
	3.2 Verify existing assessment records in file	None	5 minutes	
	3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration	None	5 minutes	
4. Return to Assessor's Office on the scheduled date for ocular inspection to assist and accompany the Assessor on the actual site visit/inspection (<i>Make sure to receive the computation of real property tax of the real property subject to back taxes</i>)	4.1 Conduct ocular inspection of the real property applied for Tax Declaration to determine location and actual use of the property.	None	1 day	
	4.2 Prepare ocular inspection report. (Preparation of building sketch for building without building plans)	None	3 hours	
	4.3 Issue Order of Payment	None	5 minutes	
	4.4 Start preparing FAAS, Tax Declaration and Notice of Assessment	None	2 hours	

5. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	5.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk (Treasurer's Office)
	5.2 Issue the Official Receipt			
6. Return to the Assessor's Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Review and approve Tax Declaration	None	10 minutes	
	6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. <i>(Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration)</i> <i>(Real Property with a Market Value of 2 million and above will be subject to approval of the Provincial Assessor)</i>	None	5 minutes	
TOTAL:		P70.00	1 day 5 hours & 45 mins.	

5. Issuance of Tax Declaration (Transfer/Segregation/Consolidation of Titled Property)

Issuance of Tax Declaration to transfer ownership for taxation purposes is availed by individuals or institutions who acquired real property/ies through sale, donation and any other mode of acquisition. Its purpose is to update the assessment record of the municipality.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All real property owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter (1 original copy)	Applicant/Format available in the receiving area
2. Photocopy of the latest OCT/TCT (valid in three months upon RD release) Certified True Copy of title from the Registry of Deeds (four months and above) (<i>must be in the name of the new owner</i>) (2 photocopy)	Registry of Deeds for Quezon, Brgy. Comon, Infanta, Quezon
3. Copy of any Notarized conveyance: Duly registered Deed of Sale, Deed of Donation, Extra-Judicial Settlement of Estate with Quitclaim, Partition/Subdivision/Adjudication/Waiver, Deed of Assignment, etc. (2 photocopy)	Previous real property owner/Notary Public/Registry of Deeds for Quezon – Infanta, Quezon
4. Copy of duly Approved Subdivision/Consolidation Plan (if the applied property involves subdivision, consolidation,	DENR Region IV-A located in Brgy. Mayapa, Calamba, Laguna Geodetic Engineer-Private Practice

segregation, Extra-Judicial settlement and partition) (2 photocopy)				
5. Copy of BIR Certificate Authorizing Registration (CAR) (2 photocopy) (<i>not required if title is issued by DAR under CARP/CARPER</i>)		Bureau of Internal Revenue – RDO 060 - Lucena City		
6. Copy of Official Receipt for Transfer Tax, Transfer Fee, and Issuance Fee from the Provincial/Municipal Treasurer’s Office (2 photocopy)		Municipal Treasurer’s Office, Ground Floor Municipal Hall		
7. Original Copy of Tax Clearance from the Municipal Treasurer’s Office (1 original, 1 photocopy) or Photocopy of Official Receipt of updated payment of Real Property Tax (2 photocopy)		Municipal Treasurer’s Office, Ground Floor Municipal Hall		
8. Photocopy of Tax Declaration of existing real property subject for transfer (Owner’s copy) (2 photocopy)		Previous owner/Assessor’s Office		
9. Photocopy of any valid Identification Card (ID) (2 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,		
10. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy) (1 original, 1 photocopy if authorization letter)		Applicant/Person represented		
11. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (2 photocopy)</i>		Person Represented		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office’s receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	3.1 Receive the required documents and check for completeness	None	5 minutes	
	3.2 Verify existing assessment records in file	None	5 minutes	
	4.1 Issue Order of Payment	None	5 minutes	
	4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment	None	2 hours	
5. Pay the required fees at the Municipal Treasurer’s office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	5.1 Accept the payment based on the Order of Payment (Transfer Tax, Transfer Fee & Issuance Fee)	Transfer Tax – <i>50% of 1% of Market Value from Deed of Sale or Assessor’s Market Value (whichever is higher)</i> Transfer Tax – P100.00	10 minutes	Revenue Collection Clerk (Treasurer’s Office)

		Issuance Fee – <i>P70.00</i>		
	5.2 Issue the Official Receipt	None		
6. Return to the Assessor’s Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Review and approve Tax Declaration	None	10 minutes	
	6.3 Issue the Tax Declaration and Notice of Assessment for newly discovered property. <i>(Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration)</i> <i>(Real Property with a Market Value of 2 million and above will be subject to approval of the Provincial Assessor)</i>	None	5 minutes	
TOTAL:		Transfer Tax – 50% of 1% of Market Value from Deed of Sale or Assessor’s Market Value (whichever is higher) Transfer Tax – P100.00 Issuance Fee – P70.00	3 hours	

6. Issuance of Tax Declaration (Transfer/Segregation/Consolidation of Untitled Property)

Issuance of Tax Declaration to transfer ownership for taxation purpose is availed by individuals or institutions who acquired real property/ies through sale, donation and any other mode of acquisition. Its purpose is to update the assessment record of the municipality.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All real property owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter (1 original copy)	Applicant/Format available in the receiving area
2. Copy of any Notarized conveyance: Duly registered Deed of Sale, Deed of Donation, Extra-Judicial Settlement of Estate with Quitclaim, Partition/Subdivision/Adjudication/Waiver, Deed of Assignment, etc. (2 photocopy)	Previous real property owner/Notary Public/Registry of Deeds for Quezon – Infanta, Quezon
3. Copy of duly Approved Subdivision/Consolidation Plan (if the applied property involves subdivision, consolidation, segregation, Extra-Judicial settlement and partition) (2 photocopy)	DENR Region IV-A located in Brgy. Mayapa, Calamba, Laguna Geodetic Engineer-Private Practice

4. Copy of BIR Certificate Authorizing Registration (CAR) (2 photocopy)	Bureau of Internal Revenue – RDO 060 - Lucena City			
5. Copy of Official Receipt for Transfer Tax, Transfer Fee, and Issuance Fee from the Provincial/Municipal Treasurer’s Office (2 photocopy)	Municipal Treasurer’s Office, Ground Floor Municipal Hall			
6. Original Copy of Tax Clearance from the Municipal Treasurer’s Office (1 original, 1 photocopy) or Photocopy of Official Receipt of updated payment of Real Property Tax (2 photocopy)	Municipal Treasurer’s Office, Ground Floor Municipal Hall			
7. Photocopy of Tax Declaration of existing real property subject for transfer (Owner’s copy) (2 photocopy)	Previous owner/Assessor’s Office			
8. Photocopy of any valid Identification Card (ID) (2 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,			
9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy) (1 original, 1 photocopy if authorization letter)	Applicant/Person represented			
10. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (1 certified copy, 1 original)</i>	Person Represented			
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office’s receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
2. Fill-up and submit the request form to the assisting clerk	2.1 Give the request form to the client	None	5 minutes	
	2.2 Accept/receive the request form from the client	None	5 minutes	
	2.3 Interview client regarding his request	None		
3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	3.1 Receive the required documents and check for completeness	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	3.2 Verify existing assessment records in file	None	10 minutes	
	4.1 Issue Order of Payment	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk II
	4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment	None	2 hours	
5. Pay the required fees at the Municipal Treasurer’s office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	5.1 Accept the payment based on the Order of Payment (Transfer Tax, Transfer Fee & Issuance Fee)	Transfer Tax – <i>50% of 1% of Market Value from Deed of Sale or Assessor’s Market Value (whichever is higher)</i> Transfer Tax – <i>P100.00</i> Issuance Fee – <i>P70.00</i>	10 minutes	Revenue Collection Clerk (Treasurer’s Office)
	5.2 Issue the Official Receipt	None		

6. Return to the Assessor's Office for the processing and release of Tax Declaration	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	6.2 Review and approve Tax Declaration	None	10 minutes	
	6.3 Issue the Tax Declaration and Notice of Assessment for newly discovered property. <i>(Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration)</i>	None	5 minutes	
TOTAL:		P 70.00	3 hours	

7. Issuance of Certification (Certified Copy of Tax Declaration, Certificate of No Real Property)

Certification issued by this office based on the assessment record such as certified copy of Tax Declaration is commonly requested by real property owners for purposes of sale, reference, documentary requirement for securing permits and any other legal purposes. Certificate of No Real Property is issued to persons or individual with no record of ownership of real property in the assessment roll or no list of real property under his/her name for taxation purposes.

Office or Division:	Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records		Applicant/Format available in the receiving area		
2. Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (2 photocopy)		Municipal Treasurer's Office		
3. Official Receipt of payment for Real Property Tax (2 photocopy)		Municipal Treasurer's Office/Real Property Owner		
4. Photocopy of any valid Identification Card (ID) (2 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,		
5. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)		Person Represented		
6. Notarized Deed of conveyance executed by the owners in favor of the applicant (if applicable) (2 photocopy)		Previous Real Property Owner/New Owner/Notary Public		
7. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (2 photocopy)		Court where the decision is made		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III

	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk II
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue Order of Payment	None	5 minutes	
	2.4 Start preparing the certification	None	10 minutes	
3. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	3.1 Accept the payment based on the Order of Payment	Issuance Fee – <i>P70.00</i>	5 minutes	Revenue Collection Clerk (Treasurer's Office)
	3.2 Issue the Official Receipt	None	5 minutes	
4. Return to the Assessor's Office for the release of Certification	4.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
	4.2 Review and approve Certification	None	5 minutes	
	4.3 Issue Certification (Certified copy of Tax Declaration/ Certificate of No Real Property) to the client.	None	3 minutes	VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
TOTAL:		P 70.00	55 minutes	

8. Issuance of Certification (Certificate of Landholding)

Certificate of Landholding is issued clients seeking to account real properties declared under his/her name listed in the assessment roll of real properties of the municipality.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records	Applicant/Format available in the receiving area
2. Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (2 photocopy)	Municipal Treasurer's Office
3. Official Receipt of payment for Real Property Tax (2 photocopy)	Municipal Treasurer's Office/Real Property Owner
4. Photocopy of any valid Identification Card (ID) (2 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD,
5. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)	Person Represented
6. Notarized Deed of conveyance executed by the owners in favor of the applicant (<i>if applicable</i>) (2 photocopy)	Previous Real Property Owner/New Owner/Notary Public

7. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (2 photocopy)		Court where the decision is made		
Please present the original copy of all the required documents.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue Order of Payment	None	5 minutes	
	2.4 Start preparing the certification	None	1 - 4 hours (number of hours depend on the number of properties listed in the name of the applicant)	
3. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (Secure the official receipt to be issued upon payment)	3.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk (Treasurer's Office)
	3.2 Issue the Official Receipt	None		
4. Return to the Assessor's Office for the release of Certification	4.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	4.2 Review and approve Certification	None	5 minutes	
	4.3 Issued Certificate of No Improvement/Certificate of Landholding to the client.	None	3 minutes	
TOTAL:		P 70.00	4 hours 55 minutes	

9. Issuance of Certification (Certificate of No Improvement)

Certification issued by this office based on the assessment record such as Certificate of No Improvement is issued for real properties without improvement such as building, and any other structures erected/attached to the land for purposes of paying taxes due to BIR, and any other legal purposes.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records	Applicant/Format available in the receiving area
2. Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (1 photocopy)	Municipal Treasurer's Office
3. Official Receipt of payment for Real Property Tax (2 photocopy)	Municipal Treasurer's Office/Real Property Owner
4. Photo of the subject lot requested for issuance of no improvement (1 copy)	
5. Photocopy of any valid Identification Card (ID) (1 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD
6. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (1 photocopy)	Person Represented
7. Notarized Deed of conveyance executed by the owners in favor of the applicant (<i>if applicable</i>) (1 photocopy)	Previous Real Property Owner/New Owner/Notary Public
8. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (1 photocopy)</i>	Court where the decision is made

Please present the original copy of all the required documents.

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request form/slip in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
	1.2 Accept/Receive the request form/slip from the client	None		
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue a return slip for the schedule of ocular inspection of subject property	None	5 minutes	
3. Return to the Assessor's Office on the scheduled date of ocular inspection of the property to assist and accompany the assessing officer.	3.1 Conduct ocular inspection of the subject to verify if there is no improvement or existing building/structure erected on the land.	None	1 day	Revenue Collection Clerk (Treasurer's Office)
	3.2 Issue Order of Payment to the client for the Issuance of No Improvement Certificate <i>(If it is found to have existing improvement on the subject lot upon ocular inspection, Tax Declaration for newly discovered building shall be issued) (Procedure will fall under the issuance of Tax Declaration for the</i>	None		

	<i>newly discovered building/improvement)</i>			
4. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	4.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Treasurer's Office)
	4.2 Issue the Official Receipt	None	5 minutes	
5. Return to the Assessor's Office for the release of Certification	5.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	5.2 Review and approve Certification		5 minutes	
	5.3 Issued Certificate of No Improvement/Certificate of Landholding to the clients		3 minutes	
TOTAL:		P 70.00	1 day 45 minutes	

10. Cancellation of Assessment (Land)

Cancellation of Assessment is made when a declared property is already transferred to its new owner, duplication of assessment is made on the same lot and under the same name, existing assessment on a property (structures, buildings and other improvements) that has already been demolished, destroyed by either natural or man-made calamity or non-functional/unutilized structure based on its purpose.

Office or Division:	Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All real property owners with TD duplication			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip (1 original copy) <i>Please provide correct information needed in the verification of records</i>		Applicant/Format available in the receiving area		
2. Notarized Affidavit requesting cancellation of Tax Declaration (2 photocopy)		Real Property owner/representative		
3. Official Receipt of payment for Real Property Tax (2 photocopy)		Municipal Treasurer's Office/Real Property Owner		
4. Photocopy of any valid Identification Card (ID) (2 photocopy)				
5. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD		
6. Title, Notarized Deed of conveyance or any proof ownership that may be used as basis for cancellation of a duplicated Tax Declaration (<i>if applicable</i>) (2 photocopy)		Previous Real Property Owner/New Owner/Notary Public		
7. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (if applicable) (2 photocopy)</i>		Court where the decision is made		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III

form/slip in the office's receiving desk	1.2 Accept/Receive the request form/slip from the client	None		VENUS V. BAYA Assessment Clerk I
	1.3 Interview client regarding his request	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk II
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk I
	2.2 Verify existing assessment records in file	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
	2.3 Trace history of both tax declarations with reported duplication <i>(If one property has multiple tax declaration under different names, declared owners will be notified of the duplication to get their consent to cancel. If both parties did not give consent to cancel any of the tax declaration, annotation shall be made on both tax declarations that the TDs were both declared)</i>	None	4 hours	VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor LAAO, Provincial Assessor
	2.4 Prepare Notice of Cancellation of Assessment		1 hour	
	2.5 Review and sign Notice of Cancellation of Assessment for approval of the Provincial Assessor		10 minutes	
	2.6 Submit Notice of Cancellation of Assessment to the Provincial Assessor's Office for approval.		3 days after preparation or on the <i>(2-3 days review and approval of the Provincial Assessor depending on the availability of reviewer and approver)</i>	
3. Return to the Assessor's Office for the release Notice of Cancellation of Assessment/ Notice of Cancellation may be delivered or served at client's/owner's last known address <i>(Leave your current address)</i>	3.1 Issue notice of Cancellation of Assessment to client	None	5 minutes <i>(Release of Notice of Cancellation of Assessment will depend on the approval of the Provincial Assessor)</i>	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
TOTAL:		None	6 days 5 hours & 35 minutes	

11. Cancellation of Assessment (Building)

Cancellation of Assessment is made when a declared property is already transferred to its new owner, duplication of assessment is made on the same lot and under the same name, existing assessment on a property (structures, buildings and other improvements) that has already been demolished, destructed by either natural or man-made calamity, fully depreciated (old and non-liveable structure) and non-functional/unutilized structure based on its purpose.

Office or Division:	Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All real property owners with TD duplication			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip (1 original copy) <i>Please provide correct information needed in the verification of records</i>		Applicant/Format available in the receiving area		
2. Notarized Affidavit requesting cancellation of Tax Declaration (1 original, 1 photocopy)		Owner/Authorized Representative/Notary Public		
3. Latest Real Property Tax Receipt/Real Property Tax Clearance (2 photocopy for RPT receipt) (1 original, 1 photocopy for Tax Clearance)		Municipal Treasurer's Office/Real Property Owner		
4. Barangay Certificate/Clearance (for cancellation/demolition of building) (1 original, 1 photocopy)		Barangay Hall where the property is located		
5. Demolition Permit from Office of the Building Official or Subdivision Home Owners Association (if applicable) (2 photocopy)		Office of the Building Official/ <i>Home Owners Association (Municipal Hall)</i>		
6. Certification from the Bureau of Fire Protection (BFP) (if property has been razed by fire) (2 photocopy)		Bureau of Fire Protection (BFP) – Polillo, Quezon		
7. Photos of the building/structure subject for cancellation (2 copies)		Owner/Authorized Representative		
8. Photocopy of any valid Identification Card (ID) (2 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD, LTO (Driver's License)		
9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)		Person Represented		
10. Notarized Deed of conveyance executed by the owners in favor of the applicant (<i>if applicable</i>) (2 photocopy)		Previous Real Property Owner/New Owner/Notary Public		
11. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (2 photocopy)</i>		Court where the decision is made		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request form/slip in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	1.3 Interview client regarding his request	None	5 minutes	JOSELITO L. JUNTREAL Assessment Clerk II
2. Submit the required documents	2.1 Receive the required documents and check for completeness	None	5 minutes	

for initial verification and assessment (*Make sure to receive order of payment)	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue a return slip for the schedule of ocular inspection of subject property	None	5 minutes	
3. Return to the Assessor's Office on the scheduled date of ocular inspection of the property to assist and accompany the assessing officer.	3.1 Conduct ocular inspection of the declared property applied for cancellation to verify and assess actual condition of the structure/improvement	None	1 day	SHERRYL M. RODRIGUEZ Admin. Aide III JOSELITO L. JUNTREAL Assessment Clerk II VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	3.2 Prepare ocular inspection report	None	3 hours	
	3.3 Prepare Notice of Cancellation of Assessment based on the ocular inspection report and the submitted documents	None	2 hours	
	3.4 Review and recommend approval of Notice of Cancellation of Assessment	None	3 days after preparation of notice of cancellation of assessment <i>(3 days review and approval of the Provincial Assessor, depending on the availability of reviewer and approver)</i>	
	3.5 Submit Notice of Cancellation of Assessment to the Provincial Assessor's Office for her approval	None		
4. Return to the Assessor's Office for the release of Certification / Notice of Cancellation may be delivered or served at client's/owner's last known address <i>(Leave your current address)</i>	4.1 Issue Notice of Cancellation of Assessment to client/real property owner.	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I
TOTAL:		None	6 days 6 hours & 5 minutes	

12. Revision and Correction of Assessments

Revision and correction of assessment is made when it is requested by the real property owner to correct erroneous assessment such as changes in area, actual use, classification, misspelled names, location of property and any other clerical or assessment errors made on the real property tax declaration.

Office or Division:	Municipal Assessor
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government

Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip (1 original copy) <i>Please provide correct information needed in the verification of records</i>		Applicant/Format available in the receiving area		
2. Notarized Affidavit requesting Revision/Correction of Assessment (1 original copy, 1 photocopy)		Owner/Authorized Representative/Notary Public		
3. Latest Real Property Tax Receipt/Real Property Tax Clearance (if RPT receipt, 2 photocopies; if Tax Clearance, 1 original, 1 photocopy)		Municipal Treasurer's Office		
4. Photocopy of Official Receipt for payment of Issuance Fee (2 photocopy) <i>original copy for presentation</i>		Municipal Treasurer's Office		
5. Certified True Copy of Title from the Registry of Deeds (1 original, 1 photocopy) <i>(for correction of area, location, boundaries and name)</i>		Registry of Deeds for Quezon, Infanta, Quezon		
6. Copy of Approved Plan/Cadastral Plan <i>(for correction of area, boundaries) (2 photocopy)</i>		DENR Region IV-A, Geodetic Engineer		
7. Barangay Certificate as to actual location of the property (for correction/change of actual location) (1 original, 1 photocopy)		Barangay Hall of both affected barangays where property is declared and where the property is actually located		
8. Barangay Certificate as to actual use of property (for correction/change of actual use) (1 original, 1 photocopy)		Barangay Hall where the property is located		
9. Photos of the building/structure subject for cancellation (front, sides and back portion) 2 copies		Owner/Authorized Representative		
10. Photocopy of any valid Identification Card (ID) (2 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD, LTO (Driver's License)		
11. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)		Person Represented		
12. Notarized Deed of conveyance executed by the owners in favor of the applicant <i>(if applicable)</i>		Previous Real Property Owner/New Owner/Notary Public		
13. <i>Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute</i>		Court where the decision is made		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request form/slip in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue a return slip for the schedule of ocular inspection of subject property	None	5 minutes	
	2.4 Issue Order of payment			

3. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	3.1 Accept/Receive payment from the client based on the order of payment	Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Municipal Treasurer's Office)
	3.2. Issue Official Receipt	None	5 minutes	
4. Return to the Assessor's Office on the scheduled date of ocular inspection of the property to assist and accompany the assessing officer.	4.1 Conduct ocular inspection of the declared property applied for revision and correction of assessment	None	1 day	JOSELITO JUNTREAL Assessment Clerk II SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor LAAO, Provincial Assessor
	4.2 Prepare ocular inspection report		3 hours	
	4.3 Prepare the revised FAAS, Tax Declaration and Notice of Assessment		2 hours	
	4.4 Cancellation of previous assessment		5 minutes	
	4.5 Review and approval of newly revised Tax Declaration		10 minutes	
	4.6 Submit revised Tax Declaration for approval of Provincial Assessor (<i>For major corrections and revisions like change in classification and actual use that has great impact to value of the property approval of the Provincial Assessor is required</i>)		3 days after preparation Tax Declaration (3 days approval of the Provincial Assessor depending on the availability of reviewer and approver)	
5. Return to the Assessor's Office for the release of Certification / Notice of Cancellation may be delivered or served at client's/owner's last known address (<i>Leave your current address</i>)	5.1 Issue Tax Declaration and Notice of Assessment to the client.	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I
TOTAL:		P70.00	6 days 6 hours	

13. Annotation and Cancellation of Encumbrances (Bail Bond, Loan Mortgages, Adverse Claims and Other Encumbrances)

This kind of service is made to notify the owner or whoever may have interest on the property of the encumbrance or obligations of the property.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records	Applicant/Format available in the receiving area
2. Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (1 original)	Municipal Treasurer's Office
3. Official Receipt of payment for Real Property Tax (1 photocopy)	Municipal Treasurer's Office/Real Property Owner
4. Original Copy of Court Order addressed to the Municipal Assessor for posting/ annotation and cancellation of bail (posting of Bail) (1 original, 1 photocopy)	Court where order for posting of bail is issued
5. Certified copy of title with encumbrance of loan mortgages/amortization (for mortgaged property) (2 photocopy)	Registry of Deeds for Quezon, Brgy. Comon, Infanta, Quezon
6. Order or Notification from Bank or any Financial Institution stating that the property is mortgaged (2 photocopy)	Bank/Financial institution mortgagee
7. Certified copy of court order for the annotation of adverse claim (for adverse claim) (2 photocopy)	Court where order is made
8. Photocopy of any valid Identification Card (ID) (2 photocopy)	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD, LTO (Driver's License)
9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy)	Person Represented
10. Notarized Deed of conveyance executed by the owners in favor of the applicant (if applicable) (2 photocopy)	Previous Real Property Owner/New Owner/Notary Public
11. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (if applicable) (2 photocopy)	Court where the decision is made

Please present the original copy of all the required documents.

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request form/slip in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	VENUS V. BAYA Assessment Clerk I
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue Order of Payment	None	5 minutes	
	2.4 Start processing request for annotation/cancellation to issue certification		15 minutes	
3. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	3.1 Accept/Receive payment from the client based on the order of payment	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk (Municipal Treasurer's Office)
	3.2. Issue Official Receipt	None		

4. Return to the Assessor's Office for the release of Certification	4.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	4.2 Review and approve certification of TD with annotation	None	5 minutes	
	4.3 Issue Certification (Certified copy of Tax Declaration with annotation) to the client.	None	3 minutes	
TOTAL:		P70.00	1 hour & 5 minutes	

14. Historical Research/Trace of Tax Declaration

Historical research is availed by real property owners who are seeking to trace back history of the property declared under their name. This may be used for transfer, resolving disputes, and any other legal purposes.

Office or Division:	Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip (1 original copy) <i>Please provide correct information needed to properly verify records</i>		Applicant/Format available in the receiving area		
2. Official Receipt of payment for Research Fee (1 original)		Municipal Treasurer's Office		
3. Photocopy of any valid Identification Card (ID) (1 photocopy)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay, DSWD		
4. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (1 photocopy)		Person Represented		
<i>Please present the original copy of all the required documents.</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book and fill-up the request form/slip in the office's receiving desk	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTREAL Assessment Clerk II
	1.2 Accept/Receive the request form/slip from the client	None	5 minutes	
	1.3 Interview client regarding his request	None	5 minutes	
2. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment)	2.1 Receive the required documents and check for completeness	None	5 minutes	
	2.2 Verify existing assessment records in file	None	5 minutes	
	2.3 Issue Order of Payment	None	5 minutes	
	2.4 Start processing request (trace back history of tax declaration in the previous record)		1 - 3 hours <i>(Number of hours depend on complexity of historical background of the property)</i>	
3. Pay the required fees at the	3.1 Accept/Receive payment from the client	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk

Municipal Treasurer's office stated in the order of payment (<i>Secure the official receipt to be issued upon payment</i>)	based on the order of payment			(Municipal Treasurer's Office)
	3.2. Issue Official Receipt	None		
4. Return to the Assessor's Office for the release of Certification	4.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor
	4.2 Review and approve certification/history of Tax Declaration	None	5 minutes	
	4.3 Issued Certificate of No Improvement/Certificate of Landholding to the client.	None	3 minutes	
TOTAL:		P70.00	3 hours & 50 minutes	