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 Off	ice			
Classification:	Complex				
Type of Transaction:	G2C – Government to	Citizen			
	G2B – Government to Business entity				
	G2G – Government to	Government			
Who may avail:	All				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 or	ginal copy)	Applicant/Format avai	ilable in the receiving are	ea	
2. Certified copy of No		Notary Public/Lot Own			
Land Ownership & Pos		, .			
3. Certification from DI		CENRO, Real, Quezon			
Claimants/as per Cadas	stro) (1 certified copy,				
1 photocopy)	, ,				
	ffidavit of Adjoining Lot	Notary Public/Adjoinin	ng lot owners		
Owners (2 photocopy)					
5. Barangay Certificate	of Land Ownership	Barangay Hall where th	he property is located		
(Certification from the	·	0 /	, ,		
the declarant is the pre					
occupant of the land) (·				
photocopy)	÷ .				
6. Cadastral Plan or Ap	proved/Sketch Plan	CENRO, Real, Quezon			
duly signed by Geodeti	•				
Certification from DEN	_				
(Alienable and Disposa	•				
photocopy)	, ,				
<u> </u>	ixes (10 years + current	Municipal Assessor's C	Office/Treasurer's Office		
year) upon issuance of		'	•		
' ' '	payment of back taxes				
(2 photocopy)	. ,				
8. Photocopy of officia	receipt for the	Municipal Treasurer's Office			
issuance of Tax Declara	ation (2 photocopy)	·			
9. Certified copy of cou	irt decisions, finalities,	Court where the decisi	Court where the decision is made		
adjudication, etc., if tra					
express land ownership					
photocopy)					
10. Photocopy of any v	alid Identification Card	BIR, Post Office, DFA, S	SSS, GSIS, Pag-Ibig, Come	lec, School, Company	
(ID) of applicant (2 pho	tocopy)	employed			
11. Special Power of At	torney/Authorization	Real property owner/Person represented			
Letter (if applicant is no	ot the owner)				
(2photocopy)					
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON	
				RESPONSIBLE	
1. Log-in to Client Log	1.1Give log book to	None	5 minutes	SHERRYL M.	
Book in the office's	the client			RODRIGUEZ	
receiving desk				Admin. Aide III	
2. Fill-up and submit	2.1 Give the request	None	5 minutes		
the request form to	form to the client			VENUS V. BAYA	
the assisting clerk	2.2 Accept/receive	None	5 minutes	Assessment Clerk I	
	the request form				
	from the client			JOSELITO L.	
	2.3 Interview client	None		JUNTEREAL	
	regarding his request			Assessment Clerk II	
3.Submit the	3.1 Receive the	None	5 minutes		
required documents	required documents				
for initial verification	and check				
and assessment	completeness				
(*Make sure to	3.2 Verify existing	None			
receive a return slip	assessment records				
	in file				
1 D 2 G 0		•	•		

for the schedule of	2.2 Issue a return clin	None		
ocular inspection)	3.3 Issue a return slip indicating schedule	None		
ocular inspection;	to conduct ocular			
	inspection of the real			
	property applied for			
	Tax Declaration			
4.Return to	4.1 Conduct ocular	None	1 day	SHERRYL M.
Assessor's Office on	inspection of the real		,	RODRIGUEZ
the scheduled date	property applied for			Admin. Aide III
for ocular inspection	Tax Declaration to			
to assist and	determine location			VENUS V. BAYA
accompany the	and actual use of the			Assessment Clerk I
Assessor on the	property.			
actual site	4.2 Prepare ocular	None	3 hours	JOSELITO L.
visit/inspection	inspection report.			JUNTEREAL
(Make sure to receive	4.3 Prepare the real	None	10 minutes	Assessment Clerk II
the computation of	property's			CHRISTIALYN JOYCE
real property tax of	assessment			D. SANDOVAL
the real property subject to back taxes)	computation of Market Value and			Municipal Assessor
Subject to buck tuxesy	Assessed Value for			Widilicipal Assessor
	Real Property Tax (10			
	years back taxes +			
	current year			
	computation)			
5. Pay the required	5.1 Accept the	RPT = AV x 1% x 11	5 minutes	Revenue Collection
fees at the Municipal	payment based on	years (10 years back		Clerk
Treasurer's office	the Order of	+ current year) (Basic		(Treasurer's Office)
stated in the order of	Payment	Tax) + 1% of AV x 11		
payment (RPT and		years (SEF)		
Issuance Fee)		Issuance Fee –		
(Secure the official		P70.00		
receipt to be issued	5.2 Issue the Official	None	5 minutes	
upon payment)	Receipt (Real			
	Property Tax Receipt			
6.Return to the	and Issuance Fee)	Nana	F main.uton	CHEDDAL VA
Assessor's Office for	6.1 Check the Official Receipt	None	5 minutes	SHERRYL M. RODRIGUEZ
the processing and	6.2 Prepare FAAS,	None	2 hours	Admin. Aide III
release of Tax	Tax Declaration of	None	2 110013	Aumin. Alue iii
Declaration	Real Property and			VENUS V. BAYA
	Notice of Assessment			Assessment Clerk I
	6.3 Review and	None	10 minutes	
	approve Tax			CHRISTIALYN JOYCE
	Declaration			D. SANDOVAL
	6.4 Issue the Tax	None	5 minutes	Municipal Assessor
	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) TOTAL:	P 70.00 + RPT = AV x	1 day 5 hours 9 50	
	IUIAL:	1% x 11 years (10	1 day, 5 hours & 50 minutes	
		years back + current	iiiiiutes	
		year) (Basic Tax) +		
		1% of AV x 11 years		
		(SEF)		
L		_ · · ·	I.	

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			
	REQUIREMENTS		WHERE TO SECURE	
1. Request Letter (1 or	iginal copy)	Applicant/Format avai	ilable in the receiving are	а
2. Certified True Copy			Quezon located in Barang	
Registry of Deeds (1 or	iginal, 1 photocopy)	Quezon		
3. Cadastral Plan or Ap	proved/Sketch Plan	CENRO, Brgy. Ungos, F	Real, Quezon	
duly signed by Geodet	ic Engineer (2			
photocopy)				
4. Collection of Back T	axes (10 years +	Assessor's Office/Trea	surer's Office	
current year) upon issu				
Declaration/ Real prop				
payment of back taxes				
5. Photocopy of officia	-	Municipal Treasurer's	Office Treasurer's Office	
issuance of Tax Declar				
1	urt decisions, finalities,	Court where the decis	ion is made	
adjudication, etc., are	•			
transaction clearly exp				
ownership/registry dis	pute (1 certified copy,			
1 photocopy)	lid Idoutification Cond	CCC Commonwormalow	ad TIN Dog Ibig Compole	DEA Davancas
7. Photocopy of any va	illa identification Card	DSWD,	ed, TIN, Pag-Ibig, Comele	ec, DFA, Barangay,
(ID) (2 photocopies) 8. Special Power of Att	ornov	Person Represented		
1	etter (if applicant is not	reison kepiesented		
the owner) (2 photoco				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
				RESPONSIBLE
1. Log-in to Client Log	1.1 Give log book to	None	5 minutes	SHERRYL M.
		110116	3 minates	SHERRIE IVI.
Book in the office's	the client	, itolic	3 minates	RODRIGUEZ
receiving desk	the client			_
receiving desk 2. Fill-up and submit	the client 2.1 Give the request	None	5 minutes	RODRIGUEZ Admin. Aide III
receiving desk 2. Fill-up and submit the request form to	the client 2.1 Give the request form to the client	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA
receiving desk 2. Fill-up and submit	2.1 Give the request form to the client 2.2 Accept/receive			RODRIGUEZ Admin. Aide III
receiving desk 2. Fill-up and submit the request form to	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I
receiving desk 2. Fill-up and submit the request form to	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client	None None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L.
receiving desk 2. Fill-up and submit the request form to	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L.
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the	None None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness	None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing	None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file	None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection) 4. Return to Assessor's Office on	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration 4.1 Conduct ocular inspection of the real	None None None None None None	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection) 4. Return to	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration 4.1 Conduct ocular inspection of the real property applied for	None None None None None None	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II SHERRYL M.
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection) 4. Return to Assessor's Office on the scheduled date for ocular inspection	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration 4.1 Conduct ocular inspection of the real property applied for Tax Declaration to	None None None None None None	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II SHERRYL M. RODRIGUEZ Admin. Aide III
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection) 4. Return to Assessor's Office on the scheduled date for ocular inspection to assist and	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration 4.1 Conduct ocular inspection of the real property applied for Tax Declaration to determine location	None None None None None None	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II SHERRYL M. RODRIGUEZ Admin. Aide III VENUS V. BAYA
2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive a return slip for the schedule of ocular inspection) 4. Return to Assessor's Office on the scheduled date for ocular inspection	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check completeness 3.2 Verify existing assessment records in file 3.3 Issue a return slip indicating schedule to conduct ocular inspection of the real property applied for Tax Declaration 4.1 Conduct ocular inspection of the real property applied for Tax Declaration to	None None None None None None	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II SHERRYL M. RODRIGUEZ Admin. Aide III

actual site visit/inspection	4.2 Prepare ocular inspection report.	None	3 hours	JOSELITO L. JUNTEREAL
(Make sure to receive	4.3 Prepare the real	None	10 minutes	Assessment Clerk II
the computation of	property's			
real property tax of	assessment			CHRISTIALYN JOYCE
the real property	computation of			D. SANDOVAL
subject to back taxes)	Market Value and			Municipal Assessor
	Assessed Value for			
	Real Property Tax (10			
	years back taxes +			
	current year			
C. Davitha nagovinad	computation)	DDT AV	F minutes	Davis and Callestins
5. Pay the required	5.1 Accept the	RPT = AV x 1% x 11	5 minutes	Revenue Collection
fees at the Municipal Treasurer's office	payment based on the Order of	years (10 years back		Clerk
stated in the order of		+ current year) (Basic Tax) + 1% of AV x 11		(Treasurer's Office)
	Payment	,		
payment (RPT and Issuance Fee)		years (SEF) Issuance Fee –		
(Make sure to secure		P70.00		
the official receipt to	5.2 Issue the Official	170.00	5 minutes	
be issued upon	Receipt (Real		3 minutes	
payment)	Property Tax Receipt			
paymenty	and Issuance Fee)			
6. Return to the	6.1 Check the Official	None	5 minutes	SHERRYL M.
Assessor's Office for	Receipt		J	RODRIGUEZ
the processing and	6.2 Prepare FAAS,	None	3 hours	Admin. Aide III
release of Tax	Tax Declaration of			
Declaration	Real Property and			VENUS V. BAYA
	Notice of Assessment			Assessment Clerk I
	6.3 Review and	None	10 minutes	
	approve Tax			CHRISTIALYN JOYCE
	Declaration			D. SANDOVAL
	6.4 Issue the Tax	None	5 minutes	Municipal Assessor
	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)	D 70 00 + DDT = 41/	1 day 5 have 9 55	
	TOTAL:	P 70.00 + RPT = AV x 1% x 11 years (10	1 day, 5 hours & 55 mins.	
		years back + current	1111113.	
		year) (Basic Tax) +		
		1% of AV x 11 years		
		(SEF) + Issuance Fee		

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 Off	ice
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 F	REQUIREMENTS	WHERE TO SECURE
1. Request Letter (1 or	1. Request Letter (1 original copy) Applicant/Format available in the receiving area	
2. Copy of Approved B	2. Copy of Approved Building Floor Plan (if Licensed Engineer/Municipal Engineer's Office/Office of the Buildin	
available) (2 photocopy	y)	Official

3. Photocopy of Building Permit, Certificate of Occupancy & Certificate of Compeletion (if available) (2 photocopy) 4. Duly Notaried Swoom Statement of the true and fair current market value of the property (1 pringina, 1 photocopy) 5. Photocopy of Official Receipt of updated payment of Real Property Tax, (Land where building is exerted) (2 photocopy) 6. Photos of building/improvement/structure showing different sides of the building (front, both sides, and back) (2 copies) 7. Photocopy of efficial receipt of payment for the issuance fee 8. Photocopy of any valid Identification Card (10) (12) (2 photocopy) 9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner! of photocopy) (1 original, 1 photocopy) (1 original, 1 photocopy) (2 original, 1 photocopy) (2 original, 1 photocopy) (3 original, 1 photocopy) (4 original, 1 photocop	2.51	- · · · · · · · · · · · · · · · · · · ·	I		
Applicant/Building owner/Notary Public (Form Available in the property (1 original, 1 photocopy) Applicant/Building owner/Notary Public (Form Available in the property (1 original, 1 photocopy) Applicant/Building owner/Notary Public (Form Available in the property (1 original, 1 photocopy) Applicant/Building owner/Notary Public (Form Available in the property (1 original, 1 photocopy) Applicant/Building owner/Notary Public (Form Available in the Assessor's Office) Applicant/Building owner/Notary Public (Form Available in the property Tax (Land where building is erected) (2 photocopy) Applicant/Owner of building Applicant is not the owner of the building is not the owner of the land recorded in the tax declaration, proof of occupancy/let 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/fort-our be declared owner is required, (documents such as Deed of Absolute Sale, Authorization/Permit from the owner to construct a building/fort-our be declared owner is required (documents for intial verification and severant to the client severant of the client severant property applied for Tax Declaration to the client severant of	Occupancy & Certificate of Completion (if		Office of the Municipa	l Engineer/Building Offic	ial
Applicant/Building owner/Notary Public (Form Available in the Property EL (riginal, 1 photocopy) 5. Photocopy of Official Receipt of updated payment of Real Property Tax (Land where building is erected) (2 photocopy) 6. Photos of building/Improvement/structure showing different sides of the building (front, both sides, and back) (2 copies) 7. Photocopy of Official receipt of payment for the issuance fee 8. Photocopy of ordical receipt of payment for the issuance fee 8. Photocopy of any valial identification Card (ID) (2 photocopy) 9. Special Power of Attorney (SPA)/Authorization Letter (if applicant is not the owner) (2 photocopy) (1 original, 1 photoco				office of the Municipal Engineer/ Building official	
5. Photocopy of Official Receipt of updated payment of Real Property Tax (Land where building is erected) (2 photocopy) 6. Photos of building/improvement/structures showing different sides of the building from, both sides, and back) (2 copies) 7. Photocopy of official receipt of payment for the issuance fee 8. Photocopy of any valid identification Card (ID) (2 photocopy) 8. Photocopy of any valid identification Card (ID) (2 photocopy) 9. Special Power of Attorney (SPA)Authorization Letter (if applicant is not 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/structive) CLENTS STEPS AGENCY ACTION FEES TO BE PAID PROCESSING TIME PRISON RESPONSIBLE 1. Liga- in to Client Log 1.1 Give log book to the client construction and submit the request form to the client construction and sessment ("Make sure to "Crevity applied for Tox Cuclar inspection of the real property applied for Tax Declaration to deck completeness" ("Make sure to "Conduct ocular inspection of the real property applied for Tax Declaration to deck computation of the real property applied for Tax Declaration to deck and accompany the Assessment Clerk in property applied for Tax Declaration to declar inspection of the real property applied for Tax Declaration to declar inspection of the real property applied for Tax Declaration to declar inspection of the real property applied for Tax Declaration to declar inspection of the real property tox of billiding sketch for building sketch for	true and fair current m	· .		Applicant/Building owner/Notary Public (Form Available in the	
Dayment of Real Property Tax (Land where building is erected) (2 photocopy)			Assessor's Office)		
Daulding is erected) (2 photocopy) Treasurer's Office/Lot Owner					
S. Photos of building/improvement/structure showing different sides of the building (front, both sides, and back) (2 copies) 7. Photocopy of official receipt of payment for the isuance fee 8. Photocopy of any valid identification Card (ID) (2 photocopy) 9. Special Power of Attorney (SPA)/Authorization letter) 10. In case that the owner of the building is not the owner) (2 photocopy) (1 original, 1 photocopy) (1 authorization letter) 10. In case that the owner of the building is not the declared owner is required, (documents such as Deed of Absolute Sale, bermit from the declared owner is required, (documents such as Deed of Absolute Sale, authorization) (Permit from the owner of the client constituted abuilding/structure) 1. Log-in to Client Log		•	Tues /1 - +	0	
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real property tax of building without CHRISTIALYN JOYCE	'	1 7			
building plans as to D. SANDOVAL		building sketch for			
	real property tax of	<u> </u>			CHRISTIALYN JOYCE

the real property	actual area per			Municipal Assessor
subject to back taxes)	ocular inspection)			
	4.3 Issue Order of	None	5 minutes	
	Payment			_
	4.4 Start preparing	None	2 hours	
	FAAS, Tax			
	Declaration and			
	Notice of Assessment			
5. Pay the required	5.1 Accept the	Issuance Fee –	10 minutes	Revenue Collection
fees at the Municipal	payment based on	P70.00		Clerk
Treasurer's office	the Order of			(Treasurer's Office)
stated in the order of	Payment			
payment (Secure the	5.2 Issue the Official	None		
official receipt to be	Receipt			
issued upon				
payment)				
6.Return to the	6.1 Check the Official	None	5 minutes	SHERRYL M.
Assessor's Office for	Receipt			RODRIGUEZ
the processing and	6.2 Review and	None	15 minutes	Admin. Aide III
release of Tax	approve Tax			
Declaration	Declaration			VENUS V. BAYA
	6.4 Issue the Tax	None	5 minutes	Assessment Clerk I
	Declaration and			
	Notice of Assessment			CHRISTIALYN JOYCE
	for newly discovered			D. SANDOVAL
	property.			Municipal Assessor
	(Number of days for			
	the issuance of Tax			
	Declaration may vary			
	depending on the			
	availability of the			
	Municipal Assessor			
	who approves Tax			
	Declaration)			
	(Dani Duanant, with			
	(Real Property with			
	Market Value of 2			
	million and above will			
	be subject to			
	approval of the			
	Provincial Assessor)	D =0 00	41.05	
	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 Off	ice	
Classification:	Complex		
Type of Transaction:	G2C – Government to 0	Citizen	
	G2B – Government to I	Business entity	
	G2G – Government to	Government	
Who may avail:	All real property owner	·	
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE		
1. Request Letter (1 ori	ginal copy)	Applicant/Format available in the receiving area	
2. Detailed listing of Ma	achineries;	Licensed Engineer/Municipal Engineer's Office/Office of the Building	
(Description of Machineries, Original		Official	
Acquisition Cost (includes cost of freight,			
installation etc.), Original Date of			
Acquisition/Operation (2 photocopy)			
3. Notarized Sworn Statement of the true		Office of the Municipal Engineer/Building Official	
value of Machineries ([Ouly signed by		
Accountable Officer) (2	photocopy)		

4. Photocopy of Official Receipt of updated	Applicant/Building owner/Notary Public (Form Available in the
payment of Real Property Tax (Land/Building	Assessor's Office)
where machinery is attached) (2 photocopy)	
5. Photocopy of official receipt of payment	Treasurer's Office/Lot Owner
for the issuance fee (2 photocopy)	
6. Photocopy of any valid Identification Card	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay,
(ID) (2 photocopy)	DSWD
7. Special Power of Attorney	Applicant/Person represented
(SPA)/Authorization Letter (if applicant is not	
the owner) (2 photocopy) (1 original, 1	
photocopy if authorization letter)	
8. In case that the owner of the building is not	Seller/Notary Public
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)	
1	I

Please present the original copy of all the required documents.

required documents.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
				RESPONSIBLE
1. Log-in to Client Log	1.1Give log book to	None	5 minutes	SHERRYL M.
Book in the office's	the client			RODRIGUEZ
receiving desk				Admin. Aide III
2. Fill-up and submit	2.1 Give the request	None	5 minutes	
the request form to	form to the client			VENUS V. BAYA
the assisting clerk	2.2 Accept/receive	None	5 minutes	Assessment Clerk I
	the request form			
	from the client			JOSELITO L.
	2.3 Interview client	None		JUNTEREAL
	regarding his request			Assessment Clerk II
3. Submit the	3.1 Receive the	None	5 minutes	
required documents	required documents			
for initial verification	and check			
and assessment	completeness			
(*Make sure to	3.2 Verify existing	None	5 minutes	
receive a return slip	assessment records			
for the schedule of	in file			
ocular inspection)	3.3 Issue a return slip	None	5 minutes	
	indicating schedule			
	to conduct ocular			
	inspection of the real			
	property applied for			
	Tax Declaration			
4. Return to	4.1 Conduct ocular	None	1 day	SHERRYL M.
Assessor's Office on	inspection of the real			RODRIGUEZ
the scheduled date	property applied for			Admin. Aide III
for ocular inspection	Tax Declaration to			
to assist and	determine location			VENUS V. BAYA
accompany the	and actual use of the			Assessment Clerk I
Assessor on the	property.			
actual site	4.2 Prepare ocular	None	3 hours	JOSELITO L.
visit/inspection	inspection report.			JUNTEREAL
(Make sure to receive	(Preparation of			Assessment Clerk II
the computation of	building sketch for			
real property tax of	building without			CHRISTIALYN JOYCE
the real property	building plans)			D. SANDOVAL
subject to back taxes)	4.3 Issue Order of	None	5 minutes	Municipal Assessor
	Payment			
	4.4 Start preparing	None	2 hours]
	FAAS, Tax			
	Declaration and			
	Notice of Assessment			

fees at the Municipal Treasurer's office stated in the order of payment (Secure the official receipt to be issued upon payment) 6. Return to the Assessor's Office for the processing and release of Tax Declaration 6.4 Issue the Tax Declaration Anotice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration) (Real Property with a Market Value of 2	5. Pay the required	5.1 Accept the	Issuance Fee –	10 minutes	Revenue Collection
stated in the order of payment (Secure the official receipt to be issued upon payment) 6. Return to the Assessor's Office for the processing and release of Tax Declaration Elease of Tax Declaration and Notice of Assessment for newly discovered property. Elease of Tax Declaration and Notice of Assessment for newly discovered property. Elease of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) Elease of Tax Declaration Elease of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) Elease of Tax Declaration Elease of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) Elease of Tax Declaration Elease of Tax Dec	fees at the Municipal	payment based on	P70.00		Clerk
payment (Secure the official receipt to be issued upon payment) 6. Return to the Assessor's Office for the processing and release of Tax Declaration Declaration 5.2 Issue the Official Receipt 6.1 Check the Official Receipt 6.2 Review and Receipt 6.2 Review and Receipt 6.3 Issue the Tax Declaration Declaration None 5 minutes Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor Who approves Tax Declaration (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a					(Treasurer's Office)
official receipt to be issued upon payment) 6. Return to the Assessor's Office for the processing and release of Tax Declaration 6.4 Issue the Tax Declaration Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) Receipt None 5 minutes Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor who approves Tax Declaration) (Real Property with a		•			
issued upon payment) 6. Return to the Assessor's Office for the processing and release of Tax Declaration Declaration 6.1 Check the Official Receipt 6.2 Review and approve Tax Declaration Declaration None 10 minutes Assessment Clerk I VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor Who approves Tax Declaration (Real Property with a		5.2 Issue the Official			
Dayment Color Co	official receipt to be	Receipt			
6. Return to the Assessor's Office for the processing and release of Tax Declaration 6. A I Check the Official Receipt 6. Review and approve Tax Declaration 6. A Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a	issued upon				
Assessor's Office for the processing and release of Tax Declaration Receipt 6.2 Review and approve Tax Declaration 6.4 Issue the Tax Declaration And Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a Receipt 8. Receipt 8. Admin. Aide III VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL Municipal Assessor Who approves Tax Declaration) (Real Property with a	payment)				
the processing and release of Tax Declaration 6.2 Review and approve Tax Declaration 6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a	6. Return to the	6.1 Check the Official	None	5 minutes	SHERRYL M.
release of Tax Declaration approve Tax Declaration 6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a	Assessor's Office for	Receipt			RODRIGUEZ
Declaration Declaration Declaration 6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		6.2 Review and	None	10 minutes	Admin. Aide III
6.4 Issue the Tax Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a	release of Tax	approve Tax			
Declaration and Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a	Declaration	Declaration			VENUS V. BAYA
Notice of Assessment for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		6.4 Issue the Tax	None	5 minutes	Assessment Clerk I
for newly discovered property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		Declaration and			
property. (Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		Notice of Assessment			CHRISTIALYN JOYCE
(Number of days for the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		for newly discovered			D. SANDOVAL
the issuance of Tax Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		property.			Municipal Assessor
Declaration may vary depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		(Number of days for			
depending on the availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		the issuance of Tax			
availability of the Municipal Assessor who approves Tax Declaration) (Real Property with a		Declaration may vary			
Municipal Assessor who approves Tax Declaration) (Real Property with a		depending on the			
who approves Tax Declaration) (Real Property with a		availability of the			
who approves Tax Declaration) (Real Property with a		Municipal Assessor			
Declaration) (Real Property with a					
(Real Property with a					
		,			
		(Real Property with a			
million and above will		, ,			
be subject to					
approval of the		,			
Provincial Assessor)					
TOTAL: P70.00 1 day 5 hours & 45			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	Simple		
Type of Transaction:	G2C – Government to	Citizen		
	G2B – Government to I	Business entity		
	G2G – Government to	Government		
Who may avail:	All real property owner	r		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
1. Request Letter (1 or	ginal copy)	Applicant/Format available in the receiving area		
2. Photocopy of the lat	est OCT/TCT (valid in	Registry of Deeds for Quezon, Brgy. Comon, Infanta, Quezon		
three months upon RD	release) Certified True			
Copy of title from the F	Registry of Deeds (four			
months and above) (m	ust be in the name of			
the new owner) (2 pho	tocopy)			
3. Copy of any Notarized conveyance: Duly		Previous real property owner/Notary Public/Registry of Deeds for		
registered Deed of Sale, Deed of Donation,		Quezon – Infanta, Quezon		
Extra-Judicial Settlement of Estate with				
Quitclaim,				
Partition/Subdivision/Adjudication/Waiver,				
Deed of Assignment, etc. (2 photocopy)				
4. Copy of duly Approv	ed	DENR Region IV-A located in Brgy. Mayapa, Calamba, Laguna		
Subdivision/Consolidat	ion Plan (if the applied	Geodetic Engineer-Private Practice		
property involves subd	ivision, consolidation,			

segregation, Extra-Jud					
partition) (2 photocopy) 5. Copy of BIR Certificate Authorizing		Bureau of Internal Reve	enue – RDO 060 - Lucena	a City	
Registration (CAR) (2 p	Registration (CAR) (2 photocopy) (not		,		
required if title is issue	d by DAR under				
6 Copy of Official Rece	eint for Transfer Tax	Municinal Treasurer's (Office, Ground Floor Mu	nicinal Hall	
6. Copy of Official Receipt for Transfer Tax, Transfer Fee, and Issuance Fee from the		ividilicipal freasurer 3 C	office, Ground Floor Wid	meiparrian	
Provincial/Municipal T					
photocopy)					
7. Original Copy of Tax Municipal Treasurer's		Municipal Treasurer's C	Office, Ground Floor Mu	nicipal Hall	
photocopy) or Photoco					
of updated payment o	• •				
(2photocopy)					
8. Photocopy of Tax De	_	Previous owner/Assess	or's Office		
real property subject f copy) (2 photocopy)	or transfer (Owner's				
9. Photocopy of any va	lid Identification Card	SSS, Company employe	ed, TIN, Pag-Ibig, Comele	c, DFA, Barangay,	
(ID) (2 photocopy)		DSWD,			
10. Special Power of A	-	Applicant/Person repre	esented		
(SPA)/Authorization Let the owner) (2 photoco	etter (if applicant is not				
photocopy if authoriza					
	ourt decisions, finalities,	Person Represented			
adjudication, etc., are					
transaction clearly exp					
ownership/registry dis					
required documents.	mareopy of an ene				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1 Log in to Client Log	1.1 Give log book to	None	5 minutes	SHERRYL M.	
_	1.1 GIVE TOB BOOK TO	110110	5 111114165	STILITUTE IVII	
Book in the office's	the client	None	3 minutes	RODRIGUEZ	
Book in the office's receiving desk	the client			01121111121111	
Book in the office's	_	None	5 minutes	RODRIGUEZ	
Book in the office's receiving desk 2. Fill-up and submit	2.1 Give the request form to the client 2.2 Accept/receive			RODRIGUEZ Admin. Aide III	
Book in the office's receiving desk 2. Fill-up and submit the request form to	2.1 Give the request form to the client 2.2 Accept/receive the request form	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I	
Book in the office's receiving desk 2. Fill-up and submit the request form to	2.1 Give the request form to the client 2.2 Accept/receive	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L.	
Book in the office's receiving desk 2. Fill-up and submit the request form to	2.1 Give the request form to the client 2.2 Accept/receive the request form	None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request	None None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the	None None	5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing	None None None	5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records	None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file	None None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records	None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing	None None None None None	5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of	the client 2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax	None None None None None	5 minutes 5 minutes 5 minutes 5 minutes	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment) 5. Pay the required fees at the Municipal	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment 5.1 Accept the payment based on	None None None None None None Transfer Tax – 50% of 1% of Market Value	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 2 hours	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II Revenue Collection Clerk	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment) 5. Pay the required fees at the Municipal Treasurer's office	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment 5.1 Accept the payment based on the Order of	None None None None None None None Transfer Tax – 50% of 1% of Market Value from Deed of Sale or	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 2 hours	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment) 5. Pay the required fees at the Municipal Treasurer's office stated in the order of	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment 5.1 Accept the payment based on the Order of Payment (Transfer	None None None None None None None Transfer Tax – 50% of 1% of Market Value from Deed of Sale or Assessor's Market	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 2 hours	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II Revenue Collection Clerk	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment) 5. Pay the required fees at the Municipal Treasurer's office	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment 5.1 Accept the payment based on the Order of	None None None None None None None Transfer Tax – 50% of 1% of Market Value from Deed of Sale or	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 2 hours	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II Revenue Collection Clerk	
Book in the office's receiving desk 2. Fill-up and submit the request form to the assisting clerk 3. Submit the required documents for initial verification and assessment (*Make sure to receive order of payment) 5. Pay the required fees at the Municipal Treasurer's office stated in the order of payment (Secure the	2.1 Give the request form to the client 2.2 Accept/receive the request form from the client 2.3 Interview client regarding his request 3.1 Receive the required documents and check for completeness 3.2 Verify existing assessment records in file 4.1 Issue Order of Payment 4.2 Start preparing FAAS, Tax Declaration and Notice of Assessment 5.1 Accept the payment based on the Order of Payment (Transfer Tax, Transfer Fee &	None None None None None None None Transfer Tax – 50% of 1% of Market Value from Deed of Sale or Assessor's Market Value (whichever is	5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 2 hours	RODRIGUEZ Admin. Aide III VENUS V. BAYA Assessment Clerk I JOSELITO L. JUNTEREAL Assessment Clerk II Revenue Collection Clerk	

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

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 I	Business entity			
	G2G – Government to	Government			
Who may avail:	All real property owner	r			
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE			
1. Request Letter (1 ori	ginal copy)	Applicant/Format available in the receiving area			
2. Copy of any Notarize	ed conveyance: Duly	Previous real property owner/Notary Public/Registry of Deeds for			
registered Deed of Sale	e, Deed of Donation,	Quezon – Infanta, Quezon			
Extra-Judicial Settleme	nt of Estate with				
Quitclaim,	Quitclaim,				
Partition/Subdivision/Adjudication/Waiver,					
Deed of Assignment, e	Deed of Assignment, etc. (2 photocopy)				
3. Copy of duly Approv	3. Copy of duly Approved DENR Region IV-A located in Brgy. Mayapa, Calamba, Laguna				
Subdivision/Consolidation Plan (if the applied		Geodetic Engineer-Private Practice			
property involves subd	ivision, consolidation,				
segregation, Extra-Judi	cial settlement and				
partition) (2 photocopy	/)				

4. Copy of BIR Certifica Registration (CAR) (2 p		Bureau of Internal Revenue – RDO 060 - Lucena City		
5. Copy of Official Rece		Municipal Treasurer's Office, Ground Floor Municipal Hall		
Transfer Fee, and Issua				
Provincial/Municipal Treasurer's Office (2 photocopy)				
6. Original Copy of Tax	Clearance from the	Municipal Treasurer's (Office, Ground Floor Mu	nicipal Hall
Municipal Treasurer's	· •			•
photocopy) or Photoco	• •			
(2photocopy)	r Near Property Tax			
7. Photocopy of Tax De	~	Previous owner/Assess	or's Office	
real property subject for	or transfer (Owner's			
copy) (2 photocopy) 8. Photocopy of any va	lid Identification Card	SSS. Company employe	ed, TIN, Pag-Ibig, Comele	c. DFA. Barangay.
(ID) (2 photocopy)		DSWD,		
9. Special Power of Att	•	Applicant/Person repre	esented	
the owner) (2 photoco	tter (if applicant is not pv) (1 original, 1			
photocopy if authoriza				
	urt decisions, finalities,	Person Represented		
adjudication, etc., are transaction clearly exp	•			
· ·	oute (1 certified copy, 1			
original)				
Please present the orig required documents.	inal copy of all the			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
4 Leading Charles	4.4.6'	None	5 min to	RESPONSIBLE
1. Log-in to Client Log Book in the office's	1.1 Give log book to the client	None	5 minutes	SHERRYL M. RODRIGUEZ
receiving desk				Admin. Aide III
2. Fill-up and submit	2.1 Give the request	None	5 minutes	VENUE V. DAVA
the request form to the assisting clerk	form to the client 2.2 Accept/receive	None	5 minutes	VENUS V. BAYA Assessment Clerk I
the assisting elerk	the request form	None	5 minutes	, issessificate cierra
	from the client			JOSELITO L.
	2.3 Interview client	None		JUNTEREAL Assessment Clerk II
	regarding his request	None		
3. Submit the	3.1 Receive the	None	5 minutes	
required documents for initial verification	required documents and check for			
and assessment	completeness			
(*Make sure to				
receive order of payment)	3.2 Verify existing assessment records	None	10 minutes	
payment	in file			
	4.1 Issue Order of	None	5 minutes	
	Payment 4.2 Start preparing	None	2 hours	
	FAAS, Tax	None	2 Hours	
	Declaration and			
5. Pay the required	Notice of Assessment 5.1 Accept the	Transfer Tax – 50% of	10 minutes	Revenue Collection
fees at the Municipal	payment based on	1% of Market Value	10 11111141113	Clerk
Treasurer's office	the Order of	from Deed of Sale or		(Treasurer's Office)
stated in the order of payment (Secure the	Payment (Transfer Tax, Transfer Fee &	Assessor's Market Value (whichever is		
official receipt to be	Issuance Fee)	higher)		
issued upon		Transfer Tax –		
payment)		P100.00 Issuance Fee –		
		P70.00		
	5.2 Issue the Official	None		
İ	Receipt			

6. Return to the	6.1 Check the Official	None	5 minutes	SHERRYL M.
Assessor's Office for	Receipt			RODRIGUEZ
the processing and	6.2 Review and	None	10 minutes	Admin. Aide III
release of Tax	approve Tax			
Declaration	Declaration			VENUS V. BAYA
	6.3 Issue the Tax	None	5 minutes	Assessment Clerk I
	Declaration and			
	Notice of Assessment			CHRISTIALYN JOYCE
	for newly discovered			D. SANDOVAL
	property.			Municipal Assessor
	(Number of days for			
	the issuance of Tax			
	Declaration may vary			
	depending on the			
	availability of the			
	Municipal Assessor			
	who approves Tax			
	Declaration)			
	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 I	REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip	(1 original copy) Please	Applicant/Format avail	able in the receiving area	l	
provide correct inform	ation needed in the				
verification of records					
2. Official Receipt of pa		Municipal Treasurer's (Office		
Certification Fee issued					
Treasurer (2 photocop	• •				
3. Official Receipt of pa	•	Municipal Treasurer's (Office/Real Property Own	er	
Property Tax (2 photoc					
4. Photocopy of any va	lid Identification Card		ed, TIN, Pag-Ibig, Comelec	c, DFA, Barangay,	
(ID) (2 photocopy)		DSWD,			
5. Special Power of Att	-	Person Represented			
(SPA)/Authorization Le					
the owner) (2 photoco					
	onveyance executed by	Previous Real Property	Owner/New Owner/Not	ary Public	
the owners in favor of					
applicable) (2 photoco					
7. Certified copy of cou		Court where the decision	on is made		
adjudication, etc., are					
transaction clearly exp					
ownership/registry dis					
Please present the orig	inal copy of all the				
required documents.					
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON	
4 1 2 1 01 11	440	A.	<u> </u>	RESPONSIBLE	
1. Log-in to Client Log	1.1 Give log book to	None	5 minutes	SHERRYL M.	
Book in the office's	the client			RODRIGUEZ	
receiving desk				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.
2. Submit the required documents for initial verification and assessment	2.1 Receive the required documents and check for completeness	None	5 minutes	JUNTEREAL Assessment Clerk II
(*Make sure to receive order of payment)	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	3.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Treasurer's Office)
payment (Secure the official receipt to be issued upon payment)	3.2 Issue the Official Receipt	None	5 minutes	
4. Return to the Assessor's Office for	4.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ
the release of Certification	4.2 Review and approve Certification	None	5 minutes	Admin. Aide III
	4.3 Issue Certification (Certified copy of Tax Declaration/ Certificate of No Real Property) to the	None	3 minutes	VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE D. SANDOVAL
	client.	P 70.00	55 minutes	Municipal Assessor

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 Citiz	zen	
	G2B – Government to Bus	iness entity	
	G2G – Government to Gov	vernment	
Who may avail:	All		
CHECKLIST OI	F REQUIREMENTS	WHERE TO SECURE	
1. Request Letter/Slip	(1 original copy) Please	Applicant/Format available in the receiving area	
provide correct inform			
verification of records			
	ayment for Certification	Municipal Treasurer's Office	
Fee issued by the Mur	nicipal Treasurer (2		
photocopy)			
	ayment for Real Property	Municipal Treasurer's Office/Real Property Owner	
Tax (2 photocopy)			
4. Photocopy of any valid Identification Card (ID)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay,	
(2 photocopy)		DSWD,	
5. Special Power of At	-	Person Represented	
(SPA)/Authorization Letter (if applicant is not			
the owner) (2 photoco			
	conveyance executed by	Previous Real Property Owner/New Owner/Notary Public	
the owners in favor of			
applicable) (2 photoco	рру)		

7. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute (2 photocopy) Please present the original copy of all the		Court where the deci	ision is made	
required documents.	ginai copy of an the			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Client Log Book in the office's receiving	1.1 Give log book and request form/slip to the client	None	5 minutes	SHERRYL M. RODRIGUEZ Admin. Aide III
desk	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.
2. Submit the required documents for initial verification	2.1 Receive the required documents and check for completeness	None	5 minutes	JUNTEREAL Assessment Clerk II
and assessment (*Make sure to receive order of	2.2 Verify existing assessment records in file	None	5 minutes	
payment)	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	3.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	10 minutes	Revenue Collection Clerk (Treasurer's Office)
Treasurer's office stated in the order of payment (Secure the official receipt to be issued upon payment)	3.2 Issue the Official Receipt	None		
4. Return to the Assessor's Office for	4.1 Check the Official	None	2 minutes	SHERRYL M. RODRIGUEZ
the release of	Receipt 4.2 Review and approve	None	5 minutes	Admin. Aide III
Certification	Certification 4.3 Issued Certificate of No Improvement/Certificate of Landholding to the	None	3 minutes	VENUS V. BAYA Assessment Clerk I CHRISTIALYN JOYCE
	client.			D. SANDOVAL Municipal Assessor
	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 O	REQUIREMENTS WHERE TO SECURE		

Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (1		Applicant/Format available in the receiving area Municipal Treasurer's Office		
photocopy) 3. Official Receipt of p Tax (2 photocopy)	ayment for Real Property	Municipal Treasurer's	o Office/Real Property O	wner
4. Photo of the subject	t lot requested for			
issuance of no improv	ement (1 copy) alid Identification Card (ID)	SSS Company employ	yed, TIN, Pag-Ibig, Come	olec DEA Barangay
(1 photocopy)	and identification card (10)	DSWD	yea, mv, rag ibig, come	nee, Dr A, Barangay,
6. Special Power of At (SPA)/Authorization Let the owner) (1 photoco	etter (if applicant is not	Person Represented		
7. Notarized Deed of of the owners in favor of applicable) (1 photoco	• • • • • • • • • • • • • • • • • • • •	Previous Real Propert	ty Owner/New Owner/N	lotary Public
8. Certified copy of col adjudication, etc., are	urt decisions, finalities, required if a transaction wnership/registry dispute	Court where the deci	sion is made	
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	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.
2. Submit the required documents for initial verification	2.1 Receive the required documents and check for completeness	None	5 minutes	JUNTEREAL Assessment Clerk II
and assessment (*Make sure to receive order of	2.2 Verify existing assessment records in file	None	5 minutes	
payment)	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	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)
accompany the assessing officer.	3.2 Issue Order of Payment to the client for the Issuance of No Improvement Certificate	None		
	(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			

	newly discovered building/improvement)			
4. Pay the required fees at the Municipal	4.1 Accept the payment based on the Order of Payment	Issuance Fee – P70.00	5 minutes	Revenue Collection Clerk (Treasurer's Office)
Treasurer's office stated in the order of payment (Secure the official receipt to be issued upon payment)	4.2 Issue the Official Receipt	None	5 minutes	
5.Return to the Assessor's Office for	5.1 Check the Official Receipt	None	2 minutes	SHERRYL M. RODRIGUEZ
the release of Certification	5.2 Review and approve Certification		5 minutes	Admin. Aide III
	5.3 Issued Certificate of No Improvement/Certificate		3 minutes	VENUS V. BAYA Assessment Clerk I
	of Landholding to the clients			CHRISTIALYN JOYCE D. SANDOVAL
	Cheffts			Municipal Assessor
	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, destructed 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 Bus	iness entity			
	G2G – Government to Government				
Who may avail:	All real property owners w	vith TD duplication			
	F REQUIREMENTS		WHERE TO SECURE		
	(1 original copy) Please	Applicant/Format ava	ilable in the receiving ar	ea	
provide correct inform					
verification of records					
	requesting cancellation of	Real Property owner/	representative		
Tax Declaration (2 pho					
· ·	ayment for Real Property	Municipal Treasurer's	Office/Real Property Ov	wner	
Tax (2 photocopy)	1:111 0 1/10/				
	alid Identification Card (ID)	D)			
(2 photocopy)	.	CCC Commons and allow	and TIN Dog this Compa	los DEA Dorongou	
5. Special Power of At	-	DSWD	ed, TIN, Pag-Ibig, Comel	iec, DFA, Barangay,	
the owner) (2 photoco	etter (if applicant is not	מאאמ			
	ed of conveyance or any	Provious Peal Propert	y Owner/New Owner/N	otany Bublic	
-	may be used as basis for	rievious Real Floper	y Owner/New Owner/N	otary rubiic	
1 '	cated Tax Declaration (if				
applicable) (2 photoco					
	urt decisions, finalities,	Court where the decis	sion is made		
	required if a transaction				
_	vnership/registry dispute				
(if applicable) (2 photo					
Please present the orig					
required documents.					
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON	
		RESPONSIBLE			
1. Log-in to Client	1.1 Give log book and	None	5 minutes	SHERRYL M.	
Log Book and fill-up	request form/slip to the			RODRIGUEZ	
the request	client			Admin. Aide III	

form/slip in the	1.2 Accept/Receive the	None		
office's receiving	request form/slip from	None		VENUS V. BAYA
desk	the client			Assessment Clerk I
desk	1.3 Interview client	None	5 minutes	7.05055IIICITE CICIKT
	regarding his request	None	3 minutes	JOSELITO L.
	regarding marequest			JUNTEREAL
				Assessment Clerk II
2. Submit the	2.1 Receive the required	None	5 minutes	JOSELITO L.
required documents	documents and check	None	J illillutes	JUNTEREAL
for initial verification	for completeness			Assessment Clerk I
and assessment		None	5 minutes	Assessment cierk i
(*Make sure to	2.2 Verify existing assessment records in	None	5 illillutes	SHERRYL M.
receive order of	file			RODRIGUEZ
ļ		NI	4.1	Admin. Aide III
payment)	2.3 Trace history of both tax declarations with	None	4 hours	Aumin. Alue in
				VENUS V. BAYA
	reported duplication			
				Assessment Clerk I
	(If one property has			CUDICTIALVALIOVCE
	multiple tax declaration			CHRISTIALYN JOYCE
	under different names,			D. SANDOVAL
	declared owners will be			Municipal Assessor
	notified of the			LAAO Deste L
	duplication to get their			LAAO, Provincial
	consent to cancel. If			Assessor
	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)			
	2.4 Prepare Notice of		1 hour	
	Cancellation of			
	Assessment			
	2.5 Review and sign		10 minutes	
	Notice of Cancellation of			
	Assessment for approval			
	of the Provincial			
	Assessor			
	2.6 Submit Notice of		3 days after	
	Cancellation of		preparation or on	
	Assessment to the		the	
	Provincial Assessor's			
	Office for approval.		(2-3 days review and	
			approval of the	
			Provincial Assessor	
			depending on the	
			availability of	
			reviewer and	
			approver)	
3. Return to the	3.1 Issue notice of	None	5 minutes	SHERRYL M.
Assessor's Office for	Cancellation of	NOTIC	Jimilates	RODRIGUEZ
the release Notice of	Assessment to client		(Release of Notice of	Admin. Aide III
Cancellation of	ASSESSINGILLO CHETIL		Cancellation of	Admini. Alde III
Assessment/ Notice			Assessment will	VENUS V. BAYA
of Cancellation may			depend on the	Assessment Clerk I
be delivered or			'	Assessment Clerk I
served at			approval of the	JOSELITO L.
			Provincial Assessor)	
client's/owner's last				JUNTEREAL
known address				Assessment Clerk II
(Leave your current				
address)		••		
	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	Complex				
Type of Transaction:	G2C – Government to Citizen					
	G2B – Government to Bus	iness entity				
	G2G – Government to Gov	vernment				
Who may avail:	All real property owners w	ith TD duplication				
CHECKLIST O	F REQUIREMENTS		WHERE TO SECURE			
1. Request Letter/Slip	(1 original copy) Please	Applicant/Format ava	ilable in the receiving a	rea		
provide correct inform	ation needed in the					
verification of records						
2. Notarized Affidavit	requesting cancellation of	Owner/Authorized Re	presentative/Notary Pu	ıblic		
Tax Declaration (1 orig	ginal, 1 photocopy)					
3. Latest Real Property	/ Tax Receipt/Real	Municipal Treasurer's	Office/Real Property O	wner		
	e (2 photocopy for RPT					
receipt) (1 original, 1 p	photocopy for Tax					
Clearance)						
4. Barangay Certificate	· ·	Barangay Hall where t	the property is located			
	on of building) (1 original,					
1 photocopy)						
	rom Office of the Building	_	Official/Home Owners A	Association (Municipal		
Official or Subdivision		Hall)				
Association (if applica						
6. Certification from the		Bureau of Fire Protect	tion (BFP) – Polillo, Que	zon		
	operty has been razed by					
fire) (2 photocopy)						
	ng/structure subject for	Owner/Authorized Re	presentative			
cancellation (2 copies)		SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay,				
	alid Identification Card (ID)	DSWD, LTO (Driver's I		elec, DFA, Barangay,		
(2 photocopy) 9. Special Power of At	tornov	Person Represented	icense)			
· ·	etter (if applicant is not	1 crson represented				
the owner) (2 photoco						
	conveyance executed by	Previous Real Property Owner/New Owner/Notary Public				
the owners in favor of		The mode mean modernty of miles, mean of miles, means and				
applicable) (2 photoco						
	ourt decisions, finalities,	Court where the decis	sion is made			
	required if a transaction					
	vnership/registry dispute					
(2 photocopy)						
Please present the orig	ginal copy of all the					
required documents.						
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON		
				RESPONSIBLE		
1. Log-in to Client	1.1 Give log book and	None	5 minutes	SHERRYL M.		
Log Book and fill-up	request form/slip to the			RODRIGUEZ		
the request	client			Admin. Aide III		
form/slip in the	1.2 Accept/Receive the	None	5 minutes			
office's receiving request form/slip from				VENUS V. BAYA		
desk	the client		_	Assessment Clerk I		
	1.3 Interview client	None	5 minutes	10051150		
	regarding his request			JOSELITO L.		
2. Submit the	2.1 Receive the required	None	5 minutes	JUNTEREAL		
required documents	documents and check			Assessment Clerk II		
	for completeness					

for initial verification	2.2 Verify existing	None	5 minutes	
and assessment (*Make sure to	assessment records in file			
receive order of	2.3 Issue a return slip for	None	5 minutes	-
payment)	the schedule of ocular	None	5 illillutes	
payment	inspection of subject			
	property			
3. Return to the	3.1 Conduct ocular	None	1 day	SHERRYL M.
Assessor's Office on	inspection of the	110110	2 00,	RODRIGUEZ
the scheduled date	declared property			Admin. Aide III
of ocular inspection	applied for cancellation			
of the property to	to verify and assess			JOSELITO L.
assist and	actual condition of the			JUNTEREAL
accompany the	structure/improvement			Assessment Clerk II
assessing officer.	3.2 Prepare ocular	None	3 hours	
	inspection report			VENUS V. BAYA
	3.3 Prepare Notice of	None	2 hours	Assessment Clerk I
	Cancellation of			
	Assessment based on			CHRISTIALYN JOYCE
	the ocular inspection			D. SANDOVAL
	report and the			Municipal Assessor
	submitted documents			
	3.4 Review and	None	3 days after	
	recommend approval of		preparation of	
	Notice of Cancellation of		notice of	
	Assessment		cancellation of	
			assessment	
			(3 days review and	
			approval of the	
			Provincial Assessor,	
			depending on the	
			availability of	
			reviewer and	
	2.5 Cubusit Nation of	NI	approver)	-
	3.5 Submit Notice of Cancellation of	None		
	Assessment to the			
	Provincial Assessor's			
	Office for her approval			
4.Return to the	4.1 Issue Notice of	None	5 minutes	SHERRYL M.
Assessor's Office for	Cancellation of	INOTIC	Jillilates	RODRIGUEZ
the release of	Assessment to			Admin. Aide III
Certification / Notice	client/real property			/ tarriii. / tide iii
of Cancellation may	owner.			VENUS V. BAYA
be delivered or				Assessment Clerk I
served at				
client's/owner's last				
known address				
(Leave your current				
address)				
	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 O	F REQUIREMENTS	WHERE TO SECURE		
	(1 original copy) Please	Applicant/Format available in the receiving area		
provide correct inform				
verification of records		Owner/Authorized Representative/Notary Public		
2. Notarized Affidavit		Owner/Authorized Re	epresentative/Notary	PUDIIC
copy, 1 photocopy)	f Assessment (1 original			
3. Latest Real Property	v Tax Receint/Real	Municipal Treasurer's	Office	
Property Tax Clearance	•	ividilicipal freasurer s	Office	
photocopies; if Tax Cle	• •			
photocopy)	, 0 ,			
4. Photocopy of Official	al Receipt for payment of	Municipal Treasurer's	Office	
	copy) original copy for			
presentation	C=11.1 C : -			
1	of Title from the Registry	Registry of Deeds for	Quezon, Infanta, Que	zon
of Deeds (1 original, 1				
name)	ation, boundaries and			
	Plan/Cadastral Plan (for	DENR Region IV-A, Ge	odetic Engineer	
	undaries) (2 photocopy)	2 Nopion 17 7, de	- 2000 Engineer	
	e as to actual location of	Barangay Hall of both	affected barangays w	here property is
	ection/change of actual	declared and where t		
location) (1 original, 1				
8. Barangay Certificate		Barangay Hall where t	the property is located	d
	on/change of actual use)			
(1 original, 1 photocop		Own on / A with onit od Da		
	ing/structure subject for	Owner/Authorized Re	epresentative	
cancellation (front, sides and back portion) 2 copies				
<u> </u>	valid Identification Card	SSS, Company employed, TIN, Pag-Ibig, Comelec, DFA, Barangay,		
(ID) (2 photocopy)		DSWD, LTO (Driver's License)		
11. Special Power of A	Attorney	Person Represented		
' "	etter (if applicant is not			
the owner) (2 photoco				
	conveyance executed by	Previous Real Property Owner/New Owner/Notary Public		
the owners in favor of	the applicant <i>(if</i>			
applicable)	ourt decisions, finalities,	Court where the decis	sion is made	
	required if a transaction	Court where the decis	Sion is made	
_	wnership/registry dispute			
Please present the orig	, , , , , , , , , , , , , , , , , , ,			
required documents.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	
4.1	110: 1: :			RESPONSIBLE
1. Log-in to Client	1.1 Give log book and	None	5 minutes	SHERRYL M.
Log Book and fill-up	request form/slip to the			RODRIGUEZ
the request form/slip in the	client 1.2 Accept/Receive the	None	5 minutes	Admin. Aide III
office's receiving	request form/slip from	INUITE	3 minutes	VENUS V. BAYA
desk	the client			Assessment Clerk I
	1.3 Interview client	None	5 minutes	
	regarding his request			JOSELITO L.
2. Submit the	2.1 Receive the required	None	5 minutes	JUNTEREAL
required documents	documents and check			Assessment Clerk II
for initial verification	for completeness			_
and assessment	2.2 Verify existing	None	5 minutes	
(*Make sure to receive order of	assessment records in file			
payment)	2.3 Issue a return slip for	None	5 minutes	
μωγισιτή	the schedule of ocular	INOTIC	J minutes	
	inspection of subject			
	property			
	2.4 Issue Order of			
	payment			

3. Pay the required	3.1 Accept/Receive	Issuance Fee –	5 minutes	Revenue Collection
fees at the	payment from the client	P70.00		Clerk
Municipal	based on the order of			(Municipal
Treasurer's office	payment			Treasurer's Office)
stated in the order	3.2. Issue Official	None	5 minutes	
of payment (Secure	Receipt			
the official receipt to				
be issued upon				
payment)				
4. Return to the	4.1 Conduct ocular	None	1 day	JOSELITO
Assessor's Office on	inspection of the			JUNTEREAL
the scheduled date	declared property			Assessment Clerk II
of ocular inspection	applied for revision and			
of the property to	correction of			SHERRYL M.
assist and	assessment			RODRIGUEZ
accompany the	4.2 Prepare ocular		3 hours	Admin. Aide III
assessing officer.	inspection report			
	4.3 Prepare the revised		2 hours	VENUS V. BAYA
	FAAS, Tax Declaration			Assessment Clerk I
	and Notice of			
	Assessment			CHRISTIALYN JOYCE
	4.4 Cancellation of		5 minutes	D. SANDOVAL
	previous assessment			Municipal Assessor
	4.5 Review and approval		10 minutes	
	of newly revised Tax			LAAO, Provincial
	Declaration			Assessor
	4.6 Submit revised Tax		3 days after	
	Declaration for approval		preparation Tax	
	of Provincial Assessor		Declaration	
	(For major corrections			
	and revisions like change		(3 days approval of	
	in classification and		the Provincial	
	actual use that has great		Assessor depending	
	impact to value of the		on the availability of	
	property approval of the		reviewer and	
	Provincial Assessor is		approver)	
5. Return to the	required) 5.1 Issue Tax Declaration	None	E minutes	SHERRYL M.
Assessor's Office for	and Notice of	None	5 minutes	RODRIGUEZ
the release of	Assessment to the			Admin. Aide III
Certification / Notice	client.			Aumin. Aide iii
of Cancellation may	CHEIIL.			VENUS V. BAYA
be delivered or				Assessment Clerk I
served at				, 133C33HICHE CICIK I
client's/owner's last				
known address				
(Leave your current				
address)				
	TOTAL:	P70.00	6 days 6 hours	
<u> </u>				

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 Gove	ernment	
Who may avail:	All		
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE	

Request Letter/Slip (1 original copy) Please provide correct information needed in the verification of records		Applicant/Format available in the receiving area				
Official Receipt of payment for Certification Fee issued by the Municipal Treasurer (1 original)		Municipal Treasurer's Office				
	ayment for Real Property	Municipal Treasurer's Office/Real Property Owner				
Municipal Assessor fo cancellation of bail (po	urt Order addressed to the r posting/ annotation and osting of Bail) (1 original, 1	Court where order for posting of bail is issued				
photocopy) 5 Certified copy of tit	le with encumbrance of	Registry of Deeds for	Quezon, Brgy. Comon,	Infanta Quezon		
	tization (for mortgaged	negistry or becas for	Quezon, Bigy. Comon,	manta, Quezon		
property) (2 photocop		5 1/5:				
mortgaged (2 photoco	ating that the property is opy)	Bank/Financial institu	ition mortgagee			
7. Certified copy of co annotation of adverse (2 photocopy)	urt order for the claim (for adverse claim)	Court where order is	made			
8. Photocopy of any va	alid Identification Card (ID)		yed, TIN, Pag-Ibig, Come	elec, DFA, Barangay,		
(2 photocopy)	tornov	DSWD, LTO (Driver's I	License)			
9. Special Power of At (SPA)/Authorization Lo	torney etter (if applicant is not	Person Represented				
the owner) (2 photoco	рру)					
10. Notarized Deed of the owners in favor of applicable) (2 photoco		Previous Real Property Owner/New Owner/Notary Public				
adjudication, etc., are	11. Certified copy of court decisions, finalities, adjudication, etc., are required if a transaction clearly express land ownership/registry dispute		sion is made			
Please present the orig						
required documents. CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON		
CLIENTS STEPS	AGENCI ACTION	TEES TO BE FAID	PROCESSING TIME	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	5 minutes	VENUS V. BAYA Assessment Clerk I		
	1.3 Interview client	None	5 minutes	IOSELITO I		
2. Submit the required documents for initial verification	regarding his request 2.1 Receive the required documents and check for completeness	None	5 minutes	JOSELITO L. JUNTEREAL Assessment Clerk II		
and assessment (*Make sure to receive order of	2.2 Verify existing assessment records in file	None	5 minutes			
payment)	2.3 Issue Order of	None	5 minutes			
	Payment 2.4 Start processing request for annotation/cancellation		15 minutes			
3. Pay the required fees at the Municipal Treasurer's office	to issue certification 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)		
stated in the order of payment (Secure the official receipt to be issued upon payment)	3.2. Issue Official Receipt	None				

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

14. Historical Research/Trace of Tax Declaration

Office or Division: Municipal Assessor

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 of Division.	iviuilicipai Assessoi				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
	G2B – Government to Business entity				
	G2G – Government to Gov	vernment			
Who may avail:	All				
CHECKLIST O	F REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Slip	(1 original copy) Please	Applicant/Format ava	ailable in the receiving a	rea	
provide correct inform	ation needed to properly				
verify records					
1	ayment for Research Fee	Municipal Treasurer's	s Office		
(1 original)					
	alid Identification Card (ID)	SSS, Company emplo	yed, TIN, Pag-Ibig, Come	elec, DFA, Barangay,	
(1 photocopy)		DSWD			
4. Special Power of At	-	Person Represented			
	etter (if applicant is not				
the owner) (1 photoco					
Please present the orig	ginal copy of all the				
required documents.					
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON	
		••		RESPONSIBLE	
1. Log-in to Client	1.1 Give log book and	None	5 minutes	SHERRYL M.	
Log Book and fill-up	request form/slip to the			RODRIGUEZ	
the request	client			Admin. Aide III	
form/slip in the	1.2 Accept/Receive the	None	5 minutes	VENUE V DAVA	
office's receiving desk	request form/slip from			VENUS V. BAYA	
uesk	the client	None	F	Assessment Clerk I	
	1.3 Interview client	None	5 minutes	JOSELITO L.	
2. Culturait this	regarding his request	None	F main stan	JUNTEREAL	
2. Submit the	2.1 Receive the required	None	5 minutes	Assessment Clerk II	
required documents for initial verification	documents and check for completeness			Assessment Clerk II	
and assessment	2.2 Verify existing	None	5 minutes	-	
(*Make sure to	assessment records in	None	5 minutes		
receive order of	file				
payment)	2.3 Issue Order of	None	5 minutes	-	
payment	Payment	NOTIC	Jiiiiiutes		
	2.4 Start processing		1 - 3 hours	-	
	request (trace back		(Number of hours		
	history of tax		depend on		
	declaration in the		complexity of		
	previous record)		historical		
	,		background of the		
			property)		
3. Pay the required	3.1 Accept/Receive	Issuance Fee –	10 minutes	Revenue Collection	
fees at the	payment from the client	P70.00		Clerk	
. 555 45 616	payment from the chefft	1,0.00		L CICIR	

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