

OFFICE OF THE MUNICIPAL ASSESSOR

CITIZEN'S CHARTER

**TRANSFER OF OWNERSHIP OF REAL PROPERTIES , CANCELLATION/REVISION
and ISSUANCE OF NEW FIELD APPRAISAL & ASSESSMENT SHEET (FAAS) TO CURRENT OWNER**

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
1.Request for the service <i>Fill up request slip for endorsement to Municipal Assessor and wait for the request to be evaluated</i> <i>Ocular Inspection (Optional)</i> <i>- if there is a building/mach. erected on the said lot.</i>	Documents *2 photocopy of title *Deed of Absolute Sale (donation or any documents.) *Transfer tax & transfer fee receipt *Tax Clearance *Approved plan *BIR Certificate Authorizing Registration (CAR) *Residence Certificate of taxpayer/authorized representative *SEC Registration (in case of corporation)	Request Slip	Transfer tax of Real Property- 55% of 1% of Fair Market Value or total consideration which ever is higher. Transfer fee - P140/parcel	15 minutes per parcel	Assessment Aide/Clerk
2. Preparation of FAAS <i>LAOO concerned examines the validity of the documents and prepares FAAS for each RPU/parcel based on Schedule of Fair Market Value (SFMV)</i>		Field Appraisal & Assessment Sheet (FAAS)	Imposition of fee - P200/lot * if subdivided property	45 minutes per Real Property Unit (RPU)	Lorielee Lalongisip Ricardo Maniebo Michael Angelo Paras Constancio Manalo
3. Preparation of action slip <i>FAAS forwarded to the Tax Mapping Division to prepare action slip.</i>	Approved Subdivision Plan Action Slip of Sketch Plan	TMCR Taxmap		Whole parcel - 20 minutes Subdivision - 45 minutes	Constancio Manalo Michael Angelo Paras
4. Approval of Municipal Assessor <i>Municipal Assessor reviews & approved/sign FAAS</i>				15 minutes	Mervin John G. Lalongisip Municipal Assessor
5.Approval of Provincial Assessor <i>FAAS to be forwarded by the owner/ representative to Provincial Assessor's Office for approval.</i>					Onesimo S. Naling Provincial Assessor

<p>6.Updating of all assessments records <i>Previous FAAS should be cancelled by the new FAAS approved by the Provincial Assessor including all the assessment record;</i> <i>- record of assessment, assessment roll, taxmapping control roll and ownership record form.</i></p>		ROA AR TMCR ORF		20 minutes/FAAS	Lorielee C. Lalongisip Ricardo L. Maniebo Michael Angelo Paras Constancio G. Manalo May Ann M. Sandoval Emar C. Axalan
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SECURING ASSESSMENT FOR A NEW BUILDING OR MACHINERY

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
<p>1.Request for the service <i>Fill up request slip for endorsement to Fieldman</i></p>	Copy of Building Permit together with the Building Plan	Request Slip		5 minutes	Assessment Aide/Clerk Ricardo L. Maniebo LAOO I
<p>2.Submit request slip <i>Submit the request slip to Municipal Assessor and waits for the request to evaluate.</i></p>				5 minutes	Mervin John G. Lalongisip Municipal Assessor
<p>3. Site Inspection <i>Conducts an inspection to assess the value of new building or machinery</i></p> <p>4. Preparation of of FAAS/Sketch Plan <i>Prepares the FAAS of Building/Machinery and Sketch Plan of the Building.</i></p> <p><i>Municipal Assessor computes the floor area (for building)</i></p>		Field Appraisal & Assessment Sheet (FAAS) Field Appraisal & Assessment Sheet (FAAS) - Building/Machinery Sketch Plan		2 to 3 hours depending on the location as well as the means of transportation 20 minutes 30 minutes to 1 hour depending on the floor area, corners & no. of storeys of the building	Ricardo Maniebo Constancio Manalo Emar C. Axalan Michael Angelo Paras Ricardo Maniebo Constancio Manalo Michael Angelo Paras Emar C. Axalan Mervin John G. Lalongisip Municipal Assessor
<p>5. Approval/Signature of the Owner/ Authorized Representative <i>Owner/Representative signed the FAAS for Building /Machinery, then concerned LAOO countersign.</i></p>				10 minutes	Ricardo L. Maniebo LAOO I

6. Approval of Municipal Assessor <i>Municipal Assessor reviews & approved/sign FAAS</i>				15 minutes	Mervin John G. Lalongisip Municipal Assessor
7. Approval of Provincial Assessor <i>FAAS to be forwarded to Provincial Assessor's Office for approval.</i>					Onesimo S. Naling Provincial Assessor
8. Updating of all assessments records <i>New FAAS of Building to be entered on the assessment records.</i> <i>- record of assessment, assessment roll, taxmapping control roll and ownership record form.</i> <i>Prepared Notice of Assessment</i>		ROA AR TMCR ORF		20 minutes/FAAS	Lorielee C. Lalongisip Ricardo L. Maniebo May Ann M. Sandoval Michael Angelo J. Paras Constancio G. Manalo Clerk/Job Order
		NA		5 minutes	

**SECURING REAL PROPERTY ASSESSMENT CERTIFICATIONS/
CERTIFIED COPY OF TAX DECLARATION**

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
1. Request for the issuance of certification <i>Taxpayer/authorized representative request for the issuance of certifications & certified copy of tax declarations by filling up the request form.</i>		Request form		5 minutes	Assessment Aide/Clerk
2. Preparation of Certification <i>Any of the staff prepares the certification requested.</i>		Tax Declaration Forms Landholding Forms No Property Forms No Improv't Forms & other certifications form		Landholdings - 20 minutes No property - 5 minutes No improvements - 5 minutes Certified copy - 10 minutes	Lorielee C. Lalongisip Ricardo L. Maniebo Michael Angelo J. Paras Constancio G. Manalo

<p>3. Pay fees at the Treasurer's Office <i>Proceed to the Mun. Treasurer's Office for payment of requisite fees</i></p>			<p>P 70.00 for each copy of certification and certified copy of tax declaration</p>	<p>15 minutes</p>	
<p>4. Review of certifications <i>LAOO checks/verifies all certifications, certified copy of tax declaration, official receipt, then countersigns the documents.</i></p>				<p>5 minutes</p>	<p>Lorielee C. Lalongisip Ricardo L. Maniebo</p>
<p>5. Approval/Signature of the Municipal Assessor <i>Forwarded to the Municipal Assessor for approval/signature, then returned to the staff for dry seal and issuance of copy.</i></p>				<p>5 minutes</p>	<p>Mervin John G. Lalongisip Municipal Assessor Assessment Aide/Clerk Job Order (Casual)</p>