



Republic of the Philippines  
 Province of Oriental Mindoro  
 Municipality of Puerto Galera  
**OFFICE OF THE MUNICIPAL ASSESSOR**

**TRANSFER OF OWNERSHIP OF REAL PROPERTIES , CANCELLATION/REVISION  
and ISSUANCE Of NEW TAX DECLARATIONS TO CURRENT OWNER**

**CITIZEN'S CHARTER**

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
<b>1. Request for the service</b> <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 (If subdivided lot) *BIR Certificate Authorizing Registration (CAR) *Residence Certificate of taxpayer/authorized representative *SEC Registration (in case of corporation)	Request Slip	Transfer tax of Real Property- 1% of 55% of Fair Market Value or total consideration which ever is higher.  Transfer fee - P140/parcel (municipal) - P100/parcel (provincial)	15 minutes per parcel	Assessment Aide/Clerk
<b>2. Preparation of FAAS &amp; Tax Declarations</b> <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) Tax Declarations	Imposition of fee - P200/lot * if subdivided property	45 minutes per Real Property Unit (RPU)	Lorielee Lalongisip Michael Angelo J. Paras
<b>3. Preparation of action slip</b> <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
<b>4. Approval of Municipal Assessor</b>				15 minutes	Mervin John G. Lalongisip

<p><i>Municipal Assessor reviews &amp; approved/sign FAAS</i></p>					<p>Municipal Assessor</p>
<p><b>5.Approval of Provincial Assessor</b>  <i>FAAS to be forwarded by the owner/ representative to Proivcial Assessor's Office for approval.</i></p>					<p>Caesar A. Pangilinan Jr,  Provincial Assessor</p>
<p><b>6.Updating of all assessments records</b>  <i>Previous FAAS should be cancelled by the new FAAS approved by the Provincial Assessor including all the assessment record;</i>  - record of assessment, assessment roll, taxmapping control roll and ownership record form.</p>		<p>ROA  AR  TMCR  ORF</p>		<p>20 minutes/FAAS</p>	<p>Lorielee C. Lalongisip  Jenalyn C. Macatangay  Michael Angelo Paras  Constancio G. Manalo  May Ann M. Sandoval  Andrie Alexie Ilagan</p>



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**SECURING ASSESSMENT FOR A NEW BUILDING OR MACHINERY**

**CITIZEN'S CHARTER**

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
<p><b>1. Request for the service</b>  <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 Michael Angelo J. Paras LAOO I
<p><b>2. Submit request slip</b>  <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><b>3. Site Inspection</b>  <i>Conducts an inspection to assess the value of new building or machinery</i></p>		Field Appraisal & Assessment Sheet (FAAS)		2 to 3 hours depending on the location as well as the means of transportation	Michael Angelo Paras Constancio Manalo Andrei Alexie Ilagan Louie Cataquis
<p><b>4. Preparation of of FAAS/Sketch Plan</b>  <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) - Building/Machinery Sketch Plan		20 minutes  30 minutes to 1 hour depending on the floor area, corners & no. of storeys of the building	Constancio Manalo Michael Angelo Paras  Mervin John G. Lalongisip Municipal Assessor

<p><b>5. Approval/Signature of the Owner/ Authorized Representative</b>  <i>Owner/Representative signed the FAAS for Building /Machinery, then concerned LAOO countersign.</i></p>				10 minutes	Michael Angelo Paras LAOO I
<p><b>6. Approval of Municipal Assessor</b>  <i>Municipal Assessor reviews &amp; approved/sign FAAS</i></p>				15 minutes	Mervin John G. Lalongisip Municipal Assessor
<p><b>7.Approval of Provincial Assessor</b>  <i>FAAS to be forwarded to Provincial Assessor's Office for approval.</i></p> <p><b>8.Updating of all assessments records</b>  <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></p>		<p>ROA AR TMCR ORF</p> <p>NA</p>		<p>20 minutes/FAAS</p> <p>5 minutes</p>	<p>Caesar A. Pangilinan, Jr. Provincial Assessor</p> <p>Lorielee C. Lalongisip Jenalyn C. Macatangay May Ann M. Sandoval Michael Angelo J. Paras Constancio G. Manalo Andrie Alexie Ilagan</p>



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

**CITIZEN'S CHARTER**

STEPS	REQUIREMENTS	FORMS USED	FEES/CHARGES	RESPONSE TIME	SERVICE PROVIDER
<p><b>1. Request for the issuance of Tax Declaration/ Assessment Certifications</b>  <i>Taxpayer/authorized representative request for the issuance of certifications &amp; certified copy of tax declarations by filling up the request form.</i></p>		Request form		5 minutes	Assessment Aide/Clerk Andrie Alexie Ilagan Louie Cataquis
<p><b>2. Preparation of Tax Declaration/ Assessment Certifications</b>  <i>Any of the staff prepares the certification requested.</i></p>		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 Jenalyn C. Macatangay May Ann Sandoval Andrie Alexie Ilagan Louie Cataquis
<p><b>3. Pay fees at the Treasurer's Office</b>  <i>Proceed to the Mun. Treasurer's Office for payment of requisite fees</i></p>			P 70.00 for each copy of certification and certified copy of tax declaration with add'l P30.00 for Doc. Stamp	15 minutes	

<p><b>4. Review of certifications</b>  <i>LAOO checks/verifies all certifications, certified copy of tax declaration, official receipt, then countersigns the documents.</i></p>				5 minutes	Lorielee C. Lalongisip
<p><b>5. Approval/Signature of the Municipal Assessor</b>  <i>Forwarded to the Municipal Assessor for approval/signature, then returned to the staff for dry seal and issuance of copy.</i></p>				5 minutes	Mervin John G. Lalongisip Municipal Assessor  Assessment Aide/Clerk Job Order (Casual)

