

1. A. Transfer of Ownership of Real Property

1. LAND

1.1. TITLED and UNTITLED

2. BUILDING

2.1. PROCLAIMED AREA

2.2. TOWN PROPER / EXCLUSIVE SUBDIVISION

2.3. CONDOMINIUM

To accommodate request of property owners who shall transfer real property ownership to another individual/entity.

Office or Division	Office of the City Assessor
Classification	1.LAND Simple - 1.1. TITLED Complex - 1.2. UNTITLED 2. BUILDING 2.1. PROCLAIMED AREA 2.2. TOWN PROPER / EXCLUSIVE SUBDIVISION Simple - 2.3. CONDOMINIUM
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1.1 LAND – TITLED and UNTITLED	
1.1:1. BIR CAR (Photocopy)	Bureau of Internal Revenue
1.1:2. Transfer Tax Receipt (Photocopy)	City Treasurer's office
1.1:3. Updated Tax Clearance (Photocopy)	City Treasurer's office
1.1:4. Processing Fee (Photocopy)	City Treasurer's office
1.1:5. Photocopy of Duly notarize proof of disposition of property such as, Deed of Sale, Deed of Donation, deed of conveyance *Extrajudicial Settlement/Self-Adjudication Any other document indicating the disposition of real property.	Notary Public or copy from the file of property owner
FOR ESTATE SETTLEMENT *	
1.1:6. Affidavit of publication (Photocopy)	Property Owner
FOR TITLED PROPERTY **	
*1.1:7. TCT (Photocopy)	Registry of deeds / Owner's copy
FOR UNTITLED PROPERTY **	
*1.1:8. Approved Plan (Photocopy)	DENR
Additional Requirement if transacted by representative:	
8.Special Power of Attorney or Authorization Letter or Secretary Certificate, in case of corporation (signature of the person authorizing must be the same in the ID of person authorizing) (Photocopy)	Property Owner
2.1. PROCLAIMED AREA	
2.1:1. Photocopy of Duly notarize proof of disposition of property such as, waiver of rights *Extrajudicial Settlement/Self-Adjudication Any other document indicating the disposition of real property (Photocopy)	Property Owner
2.1:2. Transfer Tax Receipt (Photocopy)	City Treasurer's office
2.1:3. Processing Fee (Photocopy)	City Treasurer's office
2.1:4. Exterior photo of the house	Property Owner
2.1:5. Sketch of property location	Property Owner
2.1:6. Tax Declaration (Photocopy)	Assessor's office - Record Section

2.2. TOWN PROPER / EXCLUSIVE SUBDIVISION	
2.2:1. Photocopy of Duly notarize proof of disposition of property such as, Deed of Sale, waiver of rights *Extrajudicial Settlement/Self-Adjudication Any other document indicating the disposition of real property (Photocopy)	Notary Public or copy from the file of property owner
FOR ESTATE SETTLEMENT *	
* Affidavit of Publication (Photocopy)	Property Owner
2.2:2. CAR (Photocopy)	Bureau of Internal Revenue
2.2:3. Transfer Tax Receipt (Photocopy)	City Treasurer's office
2.2:4. Updated Tax Clearance (Photocopy)	City Treasurer's office
2.2:5. Processing Fee (Photocopy)	City Treasurer's office
FOR TITLED PROPERTY **	
2.2:6. TCT (Photocopy)	Registry of deeds / Owner's copy
2.3. CONDOMINIUM	
2.3:1. Photocopy of Duly notarize proof of disposition of property such as, waiver of rights *Extrajudicial Settlement/Self-Adjudication Any other document indicating the disposition of real property	Property Owner
2.3:2. Transfer Tax Receipt (Photocopy)	City Treasurer's office
2.3:3. RPT Clearance (Photocopy)	City Treasurer's office
2.3:4. BIR CAR (Photocopy)	Bureau of Internal Revenue
2.3:5. CCT (Photocopy)	Registry of deeds / Owner's copy
2.3:6. Processing Fee (Photocopy)	City Treasurer's office
FOR ESTATE SETTLEMENT *	
2.1.7. Affidavit of publication (Photocopy)	Property Owner
Additional Requirement if transacted by representative:	
1.1: & 2.2: 8. Special Power of Attorney or Authorization Letter or Secretary Certificate, in case of corporation (signature of the person authorizing must be the same in the ID of person authorizing) (Photocopy)	Property Owner

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		15 Mins.	Receiving Section
2. Pay Processing Fee and secure official receipt	Depend on the transaction to avail.		Cashier
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.		10 Mins.	Receiving Section
4. Receiving of claim stub issued by the Assessor's Office- Receiving Section		Half-day per Property	Appraisal Section
		1 day	Inspection Section
		Half-day for simple transaction / 1 day for Untitled Lots.	Tax Mapping Section
		5 mins. per property	Printing Section.
		30 mins. per Property	City Assessor

		2 mins per Tax declaration	Validation Section
5. Receiving of Tax Declaration		2 mins. per property	Releasing Section
	<i>*Processing fee</i> Lot Residential/Agricultural – P100.00 Commercial/Industrial - P200.00 Building (Condominium) Residential/Commercial - P200.00 House -P50.00		
CONDOMINIUM AND TITLED LOTS – SIMPLE TRANSACTIONS			3days
PROCLAIMED AREA, TOWN PROPER / EXCLUSIVE SUBDIVISION AND UNTITLED LOTS – COMPLEX TRANSACTIONS			5 DAYS

Note:

1. The above stated turnaround time is the normal processing period, but would still vary depending upon the volume of transactions received by this office.
2. The periods of January, March, June, September and December are considered peak seasons for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions that causes delay in the transaction.
3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 5 properties be considered as bulk transaction requests that will be scheduled for a specific date for release.
4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.

2. B. New declaration: Lot

- 1.0 AFPOVAI**
- 2.0 PROCLAIMED AREA**
- 3.0 CITY PROPER**

To accommodate request of property owners who intend to register their land.

Office or Division	Office of the City Assessor	
Classification	Simple - 1.0 AFPOVAI & 2.0 PROCLAIMED AREA Highly Technical- 3.0 City Proper and all Untitled Lots	
Internal or External	External	
Who may avail the Service	Property owner or Authorized representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.0 AFPOVAI AREA:		
1.0:1. Order of Award (Photocopy)	Department of Environment and Natural Resources	
1.0:2. Transfer Tax Receipt (Photocopy)	City Treasurer's office	
1.0:3. AFPOVAI Homeowners Assn. Cert. (Photocopy)	AFPOVAI Homeowner's Assn. Office	
1.0:4. Processing Fee (Photocopy)	City Treasurer's office	
2.0 PROCLAIMED AREA:		
2.0:1. TCT (Photocopy)	Register of Deeds	
2.0:2. Transfer Tax Receipt (Photocopy)	City Treasurer's office	
2.0:3 CAR (Photocopy)	Bureau of Internal Revenue	
2.0:4 Deed of Absolute Sale (Photocopy)	Department of Environment and Natural Resources	
2.0:5. Tax Declaration of House (Photocopy)	City Assessor Office (Records section)	

2.0:6. Updated tax clearance House (Photocopy)	City Treasurer's office
2.0:7. Processing Fee (Photocopy)	City Treasurer's office
3.0 CITY PROPER:	
3.0:1. Approved Plan (Photocopy)	Owner/Surveying Office/Bureau of Lands
3.0:2. Notarized Affidavit of Undertaking (Photocopy)	Notary Public
3.0:3. Notarized Affidavit of Adjoining Boundaries (Photocopy)	Adjoining Boundary lot owners
3.0:4. LLDA Certification (lots along Laguna Lake) (Photocopy)	Laguna Lake Development Authority
3.0:5. List of Claimants (Photocopy)	Bureau of Lands
3.0:6. Notarized Affidavit of Ownership (Photocopy)	Lawyer
3.0:7. Barangay Clearance / Certification	Barangay under jurisdiction (Actual Occupancy)
3.0:8. Processing Fee (Photocopy)	City Treasurer's office
* FOR DECEASED CLAIMANT	
* Extra judicial (Photocopy)	Property Owner
* Affidavit of Publication (Photocopy)	Property Owner
Additional Requirement if transacted by representative:	
1.0-2.0-3.0: Special Power of Attorney or Authorization Letter or Secretary Certificate, in case of corporation (signature of the person authorizing must be the same in the ID of person authorizing) (Photocopy)	Property Owner

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		15 Mins.	Receiving Section Personnel
2. Pay Processing Fee and secure official receipt	Depend on the transaction to avail.		Cashier Treasurer's Office
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.		10 Mins.	Receiving Section Personnel
4. Receiving of claim stub issued by the Assessor's Office- Receiving Section		Half-day for Simple transaction and 10 days for Highly Technical Transaction	Appraisal Section Personnel
		Half-day for Simple transaction and 10 days for Highly Technical Transaction.	Tax Mapping Section Personnel
		5 mins.	Printing Section. Personnel
		Half-day	City Assessor

		2 mins per Tax declaration	Validation Section
5. Receiving of Tax Declaration		2 mins. per property	Releasing Section
	*Processing fee Lot Residential/Agricultural – P100.00		
For AFPOVAI AND PROCLAIMED AREA - Simple Transaction total time		3 DAYS	
For CITY PROPER AREA – Highly Technical Transaction total time		15 DAYS	

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3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 5 properties be considered as bulk transaction requests that will be scheduled for a specific date for release.
4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.

3. C. New Assessment/Discovery: Improvements/Machineries

1.0 High Rise/Medium Rise Building (Residential & Commercial) Condominium

2.0 Building and Other Structure

3.0 Leasehold Improvement

To accommodate request for declaration of new discovery improvement/machineries.

Office or Division	Office of the City Assessor
Classification	Highly Technical- 1.0 High Rise/Medium Rise Building (Residential & Commercial) Complex - 2.0 Building and Other Structure & 3.0 Leasehold Improvement
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0. HIGH RISE/MEDIUM RISE BUILDING (RESIDENTIAL & COMMERCIAL) CONDOMINIUM	
1.0:1. Certificate of Occupancy (Photocopy)	Local Building Office
1.0:2. Tabulation of Saleable & Non-Saleable Area (Photocopy)	Project owner/Developer
1.0:3. Soft Copy of Architectural Plan / Autocad Format	Project owner/Developer
1.0:4. As Built Plan (Photocopy)	Project owner/Developer
1.0:5. List of Capital Equipment's w/ acquisition & installation cost /Supply Contract Agreement / P.O. (Photocopy)	Project owner/Developer
1.0:6. Lot Title and tax declaration (Photocopy)	Register of Deeds and City Assessor Records Section
1.0:7. Processing Fee (Photocopy)	City Treasurer's office
1.0:8. Lot - RPT receipt/Tax Clearance (Photocopy)	City Treasurer's office
1.0:9. CCT (Photocopy)	Project owner/Developer
2.0 BUILDING & OTHER STRUCTURE	

2.0:1. Barangay Clearance for House Assessment (Photocopy)	Barangay under Jurisdiction
2.0:2. Affidavit of House Ownership (Photocopy)	Lawyer
2.0:3. Building Permit / Certificate of Occupancy / BIF (Photocopy)	Local Building Office
2.0:4. External Picture of the Structure (Photocopy)	Owner
2.0:5. For those w/ Certificate of Occupancy * <i>As Built Plan</i> (Photocopy)	Owner
2.0:6. Title (Optional) (Photocopy)	Register of Deeds/Owner
2.0:7. Tax Declaration of Lot (Photocopy)	City Assessor's Office Records Section/ Owner
2.0:8. Technical Description/Lot Data Computation (Photocopy)	DENR/Surveyor
2.0:9. Location of Property sketch	Owner
2.0:10. Processing Fee (Photocopy)	City Treasurer's office
2.0:11. For Improvement under the Land of Association. * Certification from HOA (Photocopy)	Home Owner Association
3.0 LEASEHOLD IMPROVEMENT	
3.0:1. Sworn Statement (Photocopy)	Form provided by City Assessor's Office
3.0:2. Certificate of Occupancy (Photocopy)	Local Building Office
3.0:3. Contract of Lease (Photocopy)	Lessor
3.0:4. List of Capital Equipment's w/ Acquisition cost (Photocopy)	Lessee
Additional Requirement if transacted by representative:	
1.0-2.0-3.0: Special Power of Attorney or Authorization Letter or Secretary Certificate, in case of corporation (signature of the person authorizing must be the same in the ID of person authorizing)	Property Owner

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		15 Mins.	Receiving Section
2. Pay Processing Fee and secure official receipt	Depend on the transaction to avail.		Cashier Treasurer's Office
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.	None	10 Mins.	Receiving Section
4. Receiving of claim stub issued by the Assessor's Office-Receiving Section	None	30 mins. Per Property	Appraisal Section
		1 day	Inspection Section
		2 hrs.	Tax Mapping Section
		5 mins.	Printing Section.
			City Assessor
5. Receiving of Tax Declaration	None	2 mins. per property	Releasing Section
	<i>*Processing fee</i> Building & other Structure Residential/Commercial		

	- P200.00 House -P50.00		
For HIGH RISE/MEDIUM RISE BUILDING (RESIDENTIAL & COMMERCIAL)- Highly Technical Transaction total time.			15 DAYS
For BUILDING & OTHER STRUCTURE and LEASEHOLD IMPROVEMENT – Complex Transaction Total Time.			7 DAYS

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3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than properties be considered as bulk transaction requests that will be scheduled for a specific date for release.
4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.

4. D. Segregation/Consolidation of Lot (For Titled and Untitled Property)

1.0 Consolidation/Subdivision under the same name

2.0 Consolidation/Subdivision with transfer of ownership

To accommodate request of property owners who intend to update their real property by virtue of subdivision of real property.

Office or Division	Office of the City Assessor
Classification	Highly Technical- 1.0 Consolidation/Subdivision under the same name - 2.0 Consolidation/Subdivision with transfer of ownership
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0. CONSOLIDATION/SUBDIVISION UNDER THE SAME NAME	
1.0:1. Consolidation/Subdivision plan (for Lot)	Surveyor / Bureau of Land
1.0:2. Updated Tax Clearance	City Treasurer's office
1.0:3. Copy of tax declaration	Project owner/Developer
1.0:4. Processing Fee	Project owner/Developer
1.0:5. For consolidation * <i>Approved Plan</i>	Surveyor / Bureau of Land
**Additional document if transferred to another person	
2.0 CONSOLIDATION/SUBDIVISION WITH TRANSFER OF OWNERSHIP	
1.0:6. Photocopy of document of disposition of property like deed of sale /donation/exchange/Contract to Manage / Assignment / extrajudicial settlement or any other document that were used to dispose the property.	Register of Deeds/Project Owner
1.0:7. BIR CAR	Register of Deeds and City Assessor Records Section
1.0:8. Transfer Tax Receipt	Owner
1.0:9. Affidavit of Publication (for extrajudicial settlement/Self-adjudication)	Owner
*1.0 & 2.0 for titled property (TCT is required)	

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		15 Mins.	Receiving Section
2. Pay Processing Fee and secure official receipt	Depend on the transaction to avail.		Cashier Treasurer's Office
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.	None	10 Mins.	Receiving Section
4. Receiving of claim stub issued by the Assessor's Office-Receiving Section	None	3 hrs. per Property	Appraisal Section
		1-2 days	Tax Mapping Section
		2 mins. Per property	Printing Section.
			City Assessor
	None	2 mins. per property	Releasing Section
5. Receiving of Tax Declaration			
	<i>*Processing fee</i> Lot Residential/Agricultural – P100.00 Commercial/Industrial - P200.00		
*HIGHLY TECHNICAL 1.0 Consolidation/Subdivision under the same name 2.0 Consolidation/Subdivision with transfer of ownership			15 DAYS

Note:

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3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 10 properties be considered as bulk transaction requests that will be scheduled for a specific date for release.
4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.
5. If transfer is included in the transaction, please add the processing time for transfer
6. In case of subdivision of land, please follow process of Appraisal and Assessment of Real Property.

5. E. Reclassification/Reassessment (Land)

To accommodate request of property owners who intend to update the classification/use of their property.

Office or Division	Office of the City Assessor
Classification	Highly Technical- Reclassification/Reassessment (Land)
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transfer Certificate Title (TCT) (Photocopy)	Registry of Deeds
2. Inspection Report	City Assessor (Inspection Team)
3. Updated Tax Clearance (Photocopy)	City Treasurer's Office
4. Tax declaration (Photocopy)	City Assessor Records section/Owner
5. Processing Fee (Photocopy)	City Treasurer's Office
6. Approved Lot Plan (As needed) (Photocopy)	Surveyor

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		15 mins.	Receiving Section personnel
2. Pay Processing Fee and secure official receipt			Cashier Treasurer's Office
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.		10 mins.	Receiving Section personnel
		3 hrs.	Appraisal Section
		2 hrs.	Tax Mapping Section
		2 mins. per property	Releasing Section
	<i>*Processing Fee</i> Lot Residential/Agricultural – P100.00		
5. Receiving of Tax Declaration			
*HIGHLY TECHNICAL Reclassification/Reassessment (Land)		15 DAYS	

Note:

- 1. The above stated turnaround time is the normal processing period, but would still vary depending upon the volume of transactions received by this office.*
- 2. The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction.*
- 3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 5 properties be considered as bulk transaction requests that will be scheduled for a specific date for release.*
- 4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Officer will return the original copy upon release of the request/s.*

5. If transfer is included in the transaction, please add the processing time for transfer

6. In case of subdivision of building, please follow process of Appraisal and Assessment of Real Property.

6. F. Reassessment (Building)

To accommodate request of property owners who intend to update the appraisal/assessment of their Building.

Office or Division	Office of the City Assessor		
Classification	Simple - Reassessment (Building)		
Internal or External	External		
Who may avail the Service	Property owner or Authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Updated Tax Clearance (Photocopy)		City Treasurer's office	
2. Tax Declaration (Photocopy)		City Assessor records section/owner	
3. Location sketch with contact no.		Property Owner	
4. Exterior picture of the house		Property Owner	
5. Processing Fee (Photocopy)		City Treasurer's office	
CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section		15 Mins.	Receiving Section

for your desired transaction with the office and present their documents			
2. Pay Processing Fee and secure official receipt	Depend on the transaction to avail.		Cashier Treasurer's Office
3. Submit all the requirements to any receiving section staff together with the processing fee receipt.		10 Mins.	Receiving Section
4. Receiving of claim stub issued by the Assessor's Office-Receiving Section			
		1 day	Inspection Section personnel
		2 hrs.	Tax Mapping Section
		2 mins. Per property	Printing Section.
			City Assessor
5. Receiving of Tax Declaration		2 mins. per property	Releasing Section
	<i>*Processing fee</i> Building (Condominium) Residential/Commercial - P200.00		

Note:

1. *The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction.*
2. *If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.*
3. *Rest assured, considering this is a simple transaction, a maximum period of three (3) business days will still be observed*

7. G. Correction/Updating of Entry/Annotation (Adverse claims & other annotations)

To accommodate request for correction or revision of entry in the Tax Declaration.

Office or Division	Office of the City Assessor		
Classification	Complex – Correction / Updating of Entry / Annotation (Adverse claims & other annotations)		
Internal or External	External		
Who may avail the Service	Property owner or Authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Properly Filled up <i>Request Form</i>		Assessor's Office receiving section	
2. Document to support request for edit such as TCT/CCT for correction of name, proof of billing for change of mailing address, etc. (Photocopy)		Registry of Deed/Owner	
3. Tax Clearance (Photocopy)		City Treasurer's office	
4. Letter request of the owner for the desired change/correction		Property Owner	
*Additional requirements for Annotation (Adverse claims & other annotations) only			
2. Document to support the request for annotation such as deed of absolute sale for annotation of sale etc. (Photocopy)		Requestor	
CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		3 Mins.	Receiving Section Personnel
		3-5 working days	Validation Personnel
			Appraisal Personnel
			Inspection Section Personnel
			Validation Personnel
	City Assessor		
2. Return to the Office of the City Assessor 5 working days after submission of request			Releasing Section Personnel
3. Receiving of Owners copy of Tax Declaration			
	<i>*Processing fee</i> Lot Residential/Agricultural – P100.00 Building Commercial/Industrial - P200.00		
* COMPLEX Correction/Updating of Entry/Annotation (Adverse claims & other annotations)		5 DAYS	

Note:

1. The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction.

2. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Officer will return the original copy upon release of the request/s.

3. Only annotations duly registered and received by the Registry of Deeds are subject of application in the office. In case of Affidavit of Discrepancy, the same shall be annotated in the title first before submitting a request for correction in the Tax Declaration. Furthermore, for annotation of untitled property, the document to be submitted to the office must be duly registered with the Registry of Deeds. The office will not process the annotation if the owner or authorized representative will not provide proof of annotation accepted, received and applied by the Registry of Deeds.

4. Rest assured, considering this is a simple transaction, a maximum period of three (3) business days will still be observed.

8. H. Cancellation of Assessment (Demolished Property/Retirement of Machinery Operation)

To accommodate request for cancellation of assessment of Tax Declaration.

Office or Division	Office of the City Assessor
Classification	Simple - Cancellation of Assessment (Demolished Property/Retirement of Machinery Operation)
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request from the requesting party	Owner
2. Picture of Demolished Property	Owner
3. Updated Tax Clearance (Photocopy)	City Treasurer's office
4. Barangay Certification (Photocopy)	Barangay under jurisdiction

CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the receiving section for your desired transaction with the office and present their documents		5 mins.	Receiving Section Personnel
		2 days	Inspection Section Personnel
			City Assessor
2. Payment	*Processing Fee P 100.00		Treasurer's Office cashier
3.. Receiving the Copy of Tax Declaration with Cancellation.			Record Section Personnel.
*SIMPLE Cancellation of Assessment (Demolished Property/Retirement of Machinery Operation)		3 DAYS	

Note:

1. The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction.

2. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Officer will return the original copy upon release of the request/s.

3. Only annotations duly registered and received by the Registry of Deeds are subject of application in the office. In case of Affidavit of Discrepancy, the same shall be annotated in the title first before submitting a request for correction in the Tax Declaration. Furthermore, for annotation of untitled property, the document to be submitted to the office must be duly registered with the Registry of Deeds. The office will not process the annotation if the owner

or authorized representative will not provide proof of annotation accepted, received and applied by the Registry of Deeds.

4. Rest assured, considering this is a simple transaction, a maximum period of three (3) business days will still be observed.

Office or Division	Office of the City Assessor -Tax Mapping Division	
Classification	Simple – Vicinity Map	
Internal or External	External	
Who may avail the Service	Property owner or Authorized representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Tax declaration (Photocopy)	City Assessor' Office records section	
2. Title / Technical description or Approved plan (Photocopy)	Register of Deeds/ Surveyor/ Bureau of Land	
3. Deed of Sale (if requesting party is buyer) (Photocopy)	Owner/Buyer	
4. Valid Id of owner & representative (Photocopy)	Owner	
5. S.P.A/Authorization letter from registered owner (Photocopy)	Owner	
6. Death Certificate (deceased Owner) (Photocopy)	Owner	

9. I. Vicinity Map

To accommodate request for Vicinity map to identify the location of a property based on the tax mapping records and Assessor’s Geographical Information System (AGIS) and for other purposes it may serve.

CLIENT STEPS	FEE’S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit documentary requirements		3 mins.	Receiving Section Personnel
		30 to 45 minutes per property	Tax Mapping Section Personnel
		1-2 days	
		2 mins. per property	
2. Receiving of Vicinity Map		2 mins per property	
	*Processing Fee -none		
*SIMPLE VICINITY MAP		1 DAY	

Note:

1. Considering the turnaround time, the office can process around 40 transactions per day and without other issue, for request of vicinity map, this is for transactions that does not require any research or ocular inspection.
2. The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction.
3. To process ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 10 properties be considered as bulk transaction requests that will be scheduled for a specific date for release.
4. If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Personnel will return the original copy upon release of the request/s.

5. If the requested property has problem in the technical description, such as, but not limited to, incomplete technical description or the points did not produce a parcel, the fronliners will notify the requestor, and this may require additional documentary requirements so that the property will be plotted correctly. This will be considered return of request due to incomplete documentary requirement because of the issue in technical description.
6. Rest assured, considering this is a simple transaction, a maximum period of three (3) business days will still be observed

11. J. Issuance of Certified True Copies of Tax Declaration/Certification

- 1.0 Certified True Copy of tax declaration / Other documents**
- 2.0 Certificate of Property Holding/No Property holdings**
- 3.0 Certificate of No Improvement**
- 4.0 Certificate of No title**
- 5.0 Certificate of registered Owner**
- 6.0 Certificate of no tax declaration**

To accommodate the request of property owners to obtain a certified true copy of Tax Declaration, Certification of properties listed under the name of a particular person, Certification of No improvement / with improvement of a parcel of land.

Office or Division	Office of the City Assessor
Classification	Simple - 1.0 Certified True Copy of tax declaration / other Documents 2.0 Certificate of Property Holding/No Property holdings 3.0 Certificate of No Improvement 4.0 Certificate of No title 5.0 Certificate of registered Owner 6.0 Certificate of no tax declaration
Internal or External	External
Who may avail the Service	Property owner or Authorized representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0 CERTIFIED TRUE COPY OF TAX DECLARATION / OTHER DOCUMENTS	
1.0:1. Certified True copy of Tax Declaration	City Assessor's Office Records Section
1.0:2. Updated tax clearance/receipt (Photocopy)	City Treasurer's Office
2.0 CERTIFICATE OF PROPERTY HOLDING/NO PROPERTY HOLDINGS	
2.0:1. Name and address with valid ID of the person requesting (Photocopy)	Property Owner
2.0:2. In case of request for deceased person spa or authorization of the heirs (extrajudicial to prove that the authorizing person is an heir)	Property Owner/ Heir/s
3.0 CERTIFICATE OF NO IMPROVEMENT	
3.0:1. Tax declaration (Photocopy)	City Assessor's Office Records Section/owner
3.0:2. Sketch of the property location	Property Owner
3.0:3. Contact number of the owner/representative	Property Owner
4.0 CERTIFICATE OF NO TITLE	
4.0:1. Updated tax clearance/receipt (Photocopy)	City Treasurer's Office
5.0 CERTIFICATE OF REGISTERED OWNER	
5.0:1. Updated tax receipt (Photocopy)	City Treasurer's Office
5.0:2. Valid ID of the registered owner (Photocopy)	Property Owner
6.0 CERTIFICATE OF NO TAX DECLARATION	
6.0:1. Tabulation of Units (Photocopy)	Project Developer/Owner

6.0:2. Letter Request from the Project owner	Project Developer/Owner
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CLIENT STEPS	FEE'S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements		3 minutes per property	Receiving Section Personnel
		1- 2 working days	Records Section Personnel
2. Return to the Office of the City Assessor 2 working days after submission of request, if request requires trace back and receiving of the Order of Payment		5 mins.	Records Section Personnel
3. Payment	<i>Certification Fee</i> P50.00 <i>*Processing fee</i> Lot Residential/Agricultural – P100.00 Building Commercial/Industrial - P200.00	5 mins.	Treasurer's Office Cashier
4. Receiving of Certified True Copy		2 Mins.	Records Section Personnel
*SIMPLE		1 day	
1.0 Certified True Copy of tax declaration			
2.0 Certificate of Property Holding/No Property holdings			
3.0 Certificate of No Improvement		3 days	
4.0 Certificate of No title		1 day	
5.0 Certificate of registered Owner			
6.0 Certificate of no tax declaration			

Note:

Considering the turnaround time, the office can accommodate around 40 transactions per day, for request of certified true copy and property or no property holdings, this is for transactions that does not require any research. The periods of January, March, June, September and December are considered peak season for processing of Business Permits and License and payment of Real Property Tax. During this period the office usually experience surge of inquiries and transactions. This may cause possible delay in the transaction. To accommodate ordinary requests and to minimize possibility of long queue, the office recommend that transactions involving more than 10 properties be considered as bulk transaction requests that will be scheduled for a specific date for release If requestor wants to keep the original copy of certified true copy, please submit a clear and readable photocopy together with the Certified True Copy of the document/s and the Receiving Officer will return the original copy upon release of the request/s. Rest assured, considering this is a simple transaction, a maximum period of three (3) business days will still be observed.