

**FRONT LINE SERVICE: MUNICIPAL ASSESSOR'S OFFICE (MAO)**

**BRIEF DESCRIPTION: MAO A-1 TRANSFER OF OWNERSHIP, UPDATE/RECONCILE TAX DECLARATION BASED ON TITLE**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES AND CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Submits proper documents to transfer declared owner/s of Tax Declaration</p> <p>Signs the Newly typed TD</p> <p>Receives the New TD from MAO</p>	<p>Tax Declaration</p> <ul style="list-style-type: none"> <li>- Title (if applicable)</li> <li>- Latest Realty tax receipt</li> <li>- Sales tax receipt</li> <li>- BIR Cert. Authorizing Registration</li> <li>- Deed of transfer of ownership</li> <li>- Community tax receipt</li> <li>- SPA, if authorized person</li> </ul>	<p>Verifies the validity of documents submitted</p> <p>Retrieves office copy/ies of Tax Declaration for verification and documentation</p> <p>Types pertinent data on the New TD and stamps the TD Number</p> <p>Submits the New TD to the Mun. Assessor for verification and signature</p> <p>Issues the New TD in the name of the declared owner/s.</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON CHARITO H. VALLO LADY DIANNA T. SISON THELMA V. FERNANDEZ</p> <p>LORETA S. APIADO GEMMA M. GABRILLO</p>	<p>15 – 30 minutes</p>	<p>Php 100.00 each</p>

**MAO A-2 Issuance of Real Property Tax Order of Payment (RPTOP)**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES AND CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Requests for issuance of RPTOP (written)</p> <p>Presents previous year/s payment/s and/or copy of Tax Declaration</p> <p>Receives the RPTOP and presents the same to the Treasurer's Office - Land Tax Division for computation/payment</p>	<p>- Letter request (if available)</p> <p>- Tax Declaration</p> <p>- Latest Realty Tax Receipt</p>	<p>Verifies presented document/s</p> <p>Retrieves office copy of TD for confirmation</p> <p>Supplies needed data and issues duly filled RPTOP to client</p> <p>Returns the retrieved TD to its proper location</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON CHARITO H. VALLO LADY DIANNA T. SISON THELMA V. FERNANDEZ</p> <p>LORETA S. APIADO GEMMA M. GABRILLO</p> <p>JUAN E. MACARAEG FERNANDO V. SARMIENTO</p>	<p>5 – 10 minutes</p>	<p>FREE</p>

**MAO A-3 ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES AND CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Requests for issuance of Certified True Copy of TD/s</p> <p>Presents owner's copy or supporting document/s</p> <p>Pays appropriate amount at the Treasurer's Office</p> <p>Receives the document/s</p>	<p>- Tax Declaration</p> <p>- Deed of transfer of ownership</p> <p>- Title</p>	<p>Verifies the document/s and retrieve office copy of TD</p> <p>Types the certified true copy of TD/s based on available file and indicating purpose for the request</p> <p>Signs the certified true copy of TD</p> <p>Submits to Mun. Assessor for verification and signs the document/s</p> <p>Releases the certified true copy of TD to client</p> <p>Returns the retrieved TD to its proper place</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON CHARITO H. VALLO LADY DIANNA T. SISON THELMA V. FERNANDEZ</p> <p>LORETA S. APIADO GEMMA M. GABRILLO</p> <p>JUAN E. MACARAEG FERNANDO V. SARMIENTO</p>	<p>10 – 15 minutes</p>	<p>PHP 100.00 each</p>

**BRIEF DESCRIPTION: MAO A-4 ISSUANCE OF CERTIFICATE OF IMPROVEMENT/NO IMPROVEMENT**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES AND CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Presents owner's copy of TD</p> <p>Pays appropriate amount for the certification at the Treasurer's Office</p> <p>Receives the certificate</p>	<p>Owner's copy of Tax Declaration</p>	<p>Retrieves the Office copy of TD/s and verifies presented TD</p> <p>Types/prints the certificate.</p> <p>Signs the certificate and submit to Mun. Assessor for verification and signature.</p> <p>Releases the certificate to the client.</p> <p>Returns the Office copy of TD to proper place.</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON</p> <p>CHARITO H. VALLO THELMA V. FERNANDEZ LORETA S. APIADO GEMMA M. GABRILLO FERNANDO V. SARMIENTO JUAN E. MACARAEG</p> <p>LADY DIANNA T. SISON</p>	<p>5 – 10 minutes</p>	<p>PHP 100.00 each</p>

**BRIEF DESCRIPTION: MAO A-5 ISSUANCE OF CERTIFICATE OF LANDHOLDINGS/NO LANDHOLDINGS**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES & CHARGERS
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Presents owner's copy of TD</p> <p>Pays appropriate amount for the certification at the Treasurer's Office</p> <p>Receives the certificate</p>	<p>Owner's copy of Tax Declaration/s</p>	<p>Retrieves the Office copy of TD/s and verifies presented TD Types or prints the certificate.</p> <p>Signs the certificate and submit to Mun. Assessor for verification and signature. Releases the certificate to the client.</p> <p>Returns the Office copy of TD to proper place.</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON</p> <p>CHARITO H. VALLO THELMA V. FERNANDEZ LORETA S. APIADO GEMMA M. GABRILLO FERNANDO V. SARMIENTO JUAN E. MACARAEG</p> <p>LADY DIANNA T. SISON</p>	<p>5 – 10 minutes</p>	<p>PHP 100.00 each</p>

**BRIEF DESCRIPTION: MAO A-6 PHOTOCOPYING OF DOCUMENTS (TAX MAPS, TAX DECLARATION, ETC.)**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES AND CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Requests for issuance of Certified True Copy of TD/s</p> <p>Pays appropriate amount at the Treasurer's Office</p> <p>Receives the document/s</p>	<p>Request Letter of Owner</p>	<p>Searches and locates the office document/s requested</p> <p>Photocopy the requested document/s at a nearby photocopy/Xerox shop</p> <p>Stamps Certified True Xerox Copy on the photocopied document/s</p> <p>Submit duly stamped document/s to Mun. Assessor for appropriate signature</p> <p>Release the document/s</p> <p>Returns the retrieved document/s to proper place</p>	<p>FRANCISCO C. PARIS</p> <p>ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON</p> <p>CHARITO H. VALLO</p> <p>THELMA V. FERNANDEZ</p> <p>LORETA S. APIADO</p> <p>GEMMA M. GABRILLO</p> <p>FERNANDO V. SARMIENTO</p> <p>JUAN E. MACARAEG</p> <p>LADY DIANNA T. SISON</p>	<p>10 – 15 minutes</p>	<p>PHP 100.00 each</p>

**FRONT LINE SERVICE: MUNICIPAL ASSESSOR'S OFFICE (MAO)**

**BRIEF DESCRIPTION: MAO A-7 INSPECTION, ASSESSMENT, RE-INSPECTION AND/OR RE-ASSESSMENT OF PROPERTY/IES FOR THE ISSUANCE OF A NEW/REVISED TAX DECLARATION/S**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES & CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Requests for issuance of New/Revised Tax Declaration of a certain property (verbal or written)</p> <p>Accompanies the Municipal Assessor &amp; Assessment Officer to the site of the property/ies</p> <p>Submits supporting documents</p> <p>Signs the documents</p> <p>Receives and submit the documents to the Provincial Assessor</p> <p>(Provincial Assessor will issue owners copy of TD to client)</p> <p>Client pays the corresponding taxes at the Treasurer's Office presenting the Newly Issued/Revised Tax Declaration (if applicable)</p>	<p>- Tax Declaration</p> <p>- Title</p> <p>- Building permit</p> <p>- Community Tax Certificate of Owner/Authorized Representative, Proof of Purchase for machineries etc.</p>	<p>Assessment Officer and Municipal Assessor inspects the site</p> <p>Assessment Officer types the pertinent data on the Tax Declaration and issues New Notice of Assessment to client</p> <p>Submits the documents for signature of the Mun. Assessor</p> <p>Releases the documents to the client for signature and approval of the Provincial Assessor</p>	<p>FRANCISCO C. PARIS</p> <p>ENGR. RIZALINA O. MANONGDO</p>	<p>1 – 2 days</p>	<p>Realty Tax payment dependent on Market Value / Assessed Value</p>

**FRONT LINE SERVICE: MUNICIPAL ASSESSOR'S OFFICE (MAO)**

**BRIEF DESCRIPTION: MAO A-8 ANNOTATION OF REAL ESTATE MORTGAGE, CANCELLATION OF ENCUMBRANCE, ADVERSE CLAIMS, ETC.**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES & CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
<p>Presents the document/s for annotation</p> <p>Client pays required amount due at the Treasurer's Office</p> <p>Receives the Annotated owner's copy of TDs</p>	<p>Affidavits, or</p> <p>Court Orders, or</p> <p>Cancellation/Discharge of Mortgage, or</p> <p>Real Estate Mortgage</p>	<p>Verifies the validity of documents presented</p> <p>Searches the Assessment Roll, if applicable</p> <p>Retrieves office copy of TD/s</p> <p>Stamps the office copy and owner's copy of TDs for verification and signature of the Mun. Assessor</p> <p>Releases the Annotated owner's copy of TD/s to the client</p> <p>Returns the annotated office copy to proper place</p>	<p>FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO</p> <p>RIZZA G. CARON CHARITO H. VALLO LADY DIANNA T. SISON THELMA V. FERNANDEZ</p> <p>LORETA S. APIADO GEMMA M. GABRILLO</p> <p>JUAN E. MACARAEG FERNANDO V. SARMIENTO</p>	<p>10 – 15 minutes</p>	<p>Php 100. 00 each</p>



**FRONT LINE SERVICE: MUNICIPAL ASSESSOR'S OFFICE (MAO)**

**BRIEF DESCRIPTION: MAO A-9 VERIFICATION OF LOCATION OF PROPERTY AND/OR VICINITY MAP**

STEPS / PROCESSES			PERSON RESPONSIBLE	DURATION	FEES & CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED	RESPONSIBLE PERSONNEL			
Presents supporting document and/or writes the necessary data to locate the property/ies	<ul style="list-style-type: none"><li>- Tax Declaration</li><li>- Title</li><li>- Cadastral Lot</li><li>- PIN</li><li>- Transfer of Ownership</li></ul>	Tax Mapper identifies and locates the property based on available Tax Maps and/or related documents	FRANCISCO C. PARIS ENGR. RIZALINA O. MANONGDO JUAN E. MACARAEG	Search time varies depending on presented documents.	Php 100.00 each