



City Assessor's Office Frontline Services



1. Application for Land New Assessment & Transfer

The application for transfer of Ownership is processed if the requester wishes to update or change the existing records for new ownership.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True copy of Title (OCT, TCT & CCT) (1 original certified copy)		Registry of Deeds		
Deed of Conveyance, Deed of Donation, Deed of Sale, Extra-judicial Settlement & etc.) (1 photocopy)		Law Office		
Official Receipt of Transfer Fee (1 photocopy)		City Treasurer's Office		
Tax Clearance (1 photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1.1 Receive and review documentary requirements 1.2 Issue the Order of Payment if all required documents were given 1.3 Direct client to the City Treasurer's Office for payment	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3.1 Receive the Official Receipt</p> <p>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.3 Issue the Claim Stub</p> <p>3.4 Verifies the documentary documents</p> <p>3.5 Conduct Ocular inspection to check improvements of the Property</p> <p>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)</p>	<p>None</p>	<p>4 Days & 3 Hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p>



	<p>3.7 Assign a Property Identification Number to FAAS</p> <p>3.8 Reflect Tax Map for TMCR</p> <p>3.9 Review and recommend for approval</p> <p>3.10 Approve FAAS</p> <p>3.11 Assign ARP No. in the FAAS</p> <p>3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment</p> <p>3.13 Assigned control number in the Notice of Assessment</p> <p>3.14 Seal the Tax Declaration</p> <p>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment</p>			<p><i>Assistant City Assessor</i> CASSO</p> <p><i>City Assessor</i> CASSO</p> <p><i>Records Management Staff</i> CASSO</p> <p><i>City Assessor</i> CASSO</p>
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4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4. Receive / Verify the Claim Stub 4.1 Release and Issue the Tax Declaration with Notice of Assessment	None	30 Minutes	<i>Records Management Staff CASSO</i>
	TOTAL:	PHP 150.00 Tax Declaration / Assessment	5 days	

Application for Land New Assessment & Transfer qualified for multi-stage processing.



2. Application for Building New Assessment & Transfer

The application for new declaration / re-assessment of building and other improvements is processed if the requester wishes to update or change the existing records for new declarations, re-assessment of building and other improvements.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Permit (1 photocopy)		Civil Engineer's Office		
Certificate of Occupancy (if available) / Certificate of Completion(1 photocopy)		Civil Engineer's Office		
Sworn Statement(1 original copy)		City Assessor's Office		
Tax Clearance (for Re-Assessment building and machines)(1 original copy / photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
Situational Requirement:				
In case of Machinery: (a) Acquisition Cost, Installation / Labor & Freight Cost (b) Date of Installation		Machinery Supplier / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1.1 Receive and review documentary requirements 1.2 Issue the Order of Payment if all required documents were given 1.3 Direct client to	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



	the City Treasurer's Office for payment			
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular inspection to check improvements of the Property (if needed)</p>	<p>None</p>	<p>4 Days & 3 Hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p>



	<p>3.5 Prepares Field Appraisal and Assessment Sheet (FAAS)</p> <p>3.6 Assign a Property Identification Number to FAAS</p> <p>3.7 Reflect Tax Map for TMCR</p> <p>3.8 Review and recommend for approval</p> <p>3.9 Approve FAAS</p> <p>3.10 Assign ARP No. in the FAAS</p> <p>3.11 Encode the FAAS and print the Tax Declaration and Notice of Assessment</p> <p>3.12 Assigned control number in the Notice of Assessment</p> <p>3.13 Seal the Tax Declaration</p> <p>3.14 Approve the Owner's Copy of</p>			<p><i>Assistant City Assessor CASSO</i></p> <p><i>City Assessor CASSO</i></p> <p><i>Records Management Staff CASSO</i></p> <p><i>City Assessor CASSO</i></p>
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	the Tax Declaration and Notice of Assessment			
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4. Receive / Verify the Claim Stub 4.1 Release and Issue the Tax Declaration with Notice of Assessment	None	30 Minutes	<i>Records Management Staff CASSO</i>
	TOTAL:	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 days	

Application for Building New Assessment & Transfer qualified for multi-stage processing.



3. Application for the Land Subdivision, Segregation and Consolidation

The application for land subdivision, segregation and consolidation is processed if the requester wishes to update or change the existing records.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified photocopy of the Original Certificate of Title (OCT, TCT & CCT) (1 original certified copy)		Registry of Deeds		
Approved Subdivision Plan (1 photocopy of blue print)		Bureau of Lands		
Deed of Conveyance (Deed of Donation, Deed of Sale, Extra-judicial Settlement & etc.) (1 photocopy)		Law Office		
Official Receipt of Transfer Fee (1 photocopy)		City Treasurer's Office		
Tax Clearance (1 original copy / photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (Window 1) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to the City	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



	Treasurer's Office for payment			
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (Window 1) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular inspection to check improvements of the Property based on the subdivided lot. (scheduled</p>	<p>None</p>	<p>6 Days & 3 Hours or more depend upon the number of lot parcel</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p>



	<p>inspection)</p> <p>3.5 Prepares Field Appraisal and Assessment Sheet (FAAS)</p> <p>3.6 Assign a Property Identification Number to FAAS</p> <p>3.7 Reflect Tax Map for TMCR</p> <p>3.8 Review and recommend for approval</p> <p>3.9 Approve FAAS</p> <p>3.10 Assign ARP No. in the FAAS</p> <p>3.11 Encode the FAAS and print the Tax Declaration and Notice of Assessment</p> <p>3.12 Assigned control number in the Notice of Assessment</p> <p>3.13 Seal the Tax Declaration</p> <p>3.14 Approve the</p>			<p><i>Assistant City Assessor</i> CASSO</p> <p><i>City Assessor</i> CASSO</p> <p><i>Records Management Staff</i> CASSO</p> <p><i>City Assessor</i></p>
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	Owner's Copy of the Tax Declaration and Notice of Assessment			CASSO
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4. Receive / Verify the Claim Stub 4.1 Release and Issue the Tax Declaration with Notice of Assessment	None	30 Minutes	<i>Records Management Staff</i> CASSO
	TOTAL:	PHP 150.00 Tax Declaration Assessment	7 Days	

Application for the Land Subdivision, Segregation and Consolidation qualified for multi-stage processing.



4. Application for Annotation and Cancellation of Mortgaged Property

The application for annotation and cancellation of mortgaged property is processed if the requester wishes to update change or cancel existing mortgage on the existing records.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Requisitioning Office / Party		
Notarized Contract of Mortgage, Lease and etc. (1 photocopy)		Law Office / Registry of Deeds		
Tax Clearance (1 original copy / photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at CASSO Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to the City Treasurer's Office for payment	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p>	<p>3.1 Receive the Official Receipt</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary requirements</p> <p>3.4 Attached completed requirements to its FAAS</p> <p>3.5 Stamp Annotation or Cancel of Annotation</p>	<p>None</p>	<p>2 Hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>City Assessor CASSO</p>
<p>4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with</p>	<p>4. Receive / Verify the Claim Stub</p> <p>4.1 Releases the Tax Declaration with Annotation or Cancellation</p>	<p>None</p>	<p>30 Minutes</p>	<p>Records Management Staff CASSO</p>



Annotation or Cancellation				
	TOTAL:	PHP 150.00 Tax Declaration Assessment	7 Hours	

Application for Annotation and Cancellation of Mortgaged Property qualified for multi-stage processing.



5. Application for Cancellation (Physical Change, Partial Destruction and Demolition)

The application for cancellation of Physical Change, Partial Destruction and Demolition is processed if the requester wishes cancel the assessment of the property due to Physical Change, Partial Destruction and Demolition.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request(1 original copy)		Requisitioning Office / Party		
Demolition certificate, Barangay Certificate (if demolished, destroyed by fire or other form of destruction) (1 original copy or photocopy)		Barangay Hall, City Engineering Office, Bureau of Fire of the Philippines		
Tax Clearance (1 original copy or photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at CASSO Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to the City Treasurer's Office for payment	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Issue the Claim Stub</p> <p>3.2 Verifies the documentary documents</p> <p>3.3 Conduct Ocular Inspection</p> <p>3.4 Prepares Inspection Report and Notice of Cancellation</p> <p>3.5 Reviews the Inspection Report and Notice of Cancellation</p> <p>3.6 Approves Inspection Report and Notice of</p>		<p>4 days & 3 hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Assistant City Assessor CASSO</p> <p>City Assessor CASSO</p>



	<p>Cancelation</p> <p>3.7 Encode and record the FAAS</p> <p>3.8 Approves the Owner's Copy Notice of Cancelation</p>			<p><i>Records Management Staff</i> CASSO</p> <p><i>City Assessor</i> CASSO</p>
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Notice of Cancellation	<p>4. Receive / Verify the Claim Stub</p> <p>4.1 Release and Issue the Notice of Cancellation</p>	None	30 Minutes	<i>Records Management Staff</i> CASSO
	TOTAL:	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Days	

Application for Cancellation (Physical Change, Partial Destruction and Demolition) qualified for multi-stage processing.



6. Application for Re-Assessment: (Re-Classification)

The application for the re-classification of land use is processed if the requester wishes to change the classification of his / her land.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Re-Classification of Land Use (as per zoning):				
Letter Request (1 original copy)		Requisitioning Office / Party		
Zoning Certificate (1 photocopy)		City Planning and Development Office		
Tax Clearance (1 photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
Re-Classification of Land Use (as per actual use):				
Letter Request (1 original copy)		Requisitioning Office / Party		
Tax Clearance (1 photocopy)		City Treasurer's Office		
Assessor's Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



	the City Treasurer's Office for payment			
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular inspection to check improvements of the Property</p>		<p>4 days & 3 hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p>



	Declaration and Notice of Assessment			
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4.1 Receive / Verify the Claim Stub 4.2 Release and Issue the Tax Declaration with Notice of Assessment		30 Minutes	<i>Records Management Staff</i> CASSO
	TOTAL:	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Days	

Application for Re-Assessment: (Re-Classification) qualified for multi-stage processing.



7. Application for Re-Assessment: (Erroneous Assessment & Dispute)

The application for the re-classification of land use is processed if the requester wishes to correct or update the assessment of his / her land.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Requisitioning Office / Party		
Certified true copy of Title (OCT/TCT) (1 certified copy)		Registry of Deeds		
Deed of Conveyance (Deed of Sale, Deed of Donation / Exchange / Partition / Extra Judicial Settlement of Estate / Certificate of Sale, Order of Award and Issuance of Patent, whatever is applicable) (1 photocopy)		Law Office		
Tax Clearance (1 photocopy)		City Treasurer's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



	1.2 Direct client to the City Treasurer's Office for payment			
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular inspection to check improvements of the Property</p>		<p>4 days & 3 hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p> <p>Assistant City Assessor CASSO</p>



	<p>3.5 Prepares Field Appraisal and Assessment Sheet (FAAS)</p> <p>3.6 Assign a Property Identification Number to FAAS</p> <p>3.7 Reflect Tax Map for TMCR</p> <p>3.8 Review and recommend for approval</p> <p>3.9 Approve FAAS</p> <p>3.10 Assign ARP No. in the FAAS</p> <p>3.11 Encode the FAAS and print the Tax Declaration and Notice of Assessment</p> <p>3.12 Assigned control number in the Notice of Assessment</p> <p>3.13 Seal the Tax Declaration</p>			<p><i>City Assessor</i> CASSO</p> <p><i>Records Management Staff</i> CASSO</p> <p><i>City Assessor</i> CASSO</p>
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	3.14 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment			
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4.Receive / Verify the Claim Stub 4.1 Release and Issue the Tax Declaration with Notice of Assessment		30 Minutes	<i>Records Management Staff CASSO</i>
	TOTAL:	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Days	

Application for Re-Assessment: (Erroneous Assessment & Dispute) qualified for multi-stage processing.



8. Issuance of Certified Photocopy of Tax Map (City, Barangay, Section) and Verification of Map, and Property Index Number (PIN)

The certified photocopy of tax map is issued if the requester wishes to have a copy of Tax Map for any legal purpose it may serve.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (please indicate contact number) (1 original copy)		City Assessor's office		
Assessors Fee Receipt(1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Tax-Mapping Section (<i>Window 2</i>) *Make sure to secure Order of Payment that will be issued	1. Assist the Client 1.1 Verify and locate the property 1.2 Issue the Order of Payment 1.3 Direct client to the City Treasurer's Office for payment	None	30 Minutes	<i>Tax-Mapping Staff</i> CASSO
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5	2. Provide priority number from the queuing machine 2.1 Call the priority number 2.2 Accept payment based on	PHP 75.00 *Research Works / Verification Service Fee PHP 225.00 *Certified copy of	5 Minutes 35 Minutes	<i>Clerk</i> CTO <i>Revenue Collection Clerk III</i> CTO



*Make sure to secure Official Receipt that will be issued upon payment	the Order of payment 2.3 Issue the Official Receipt	Barangay Map *Certified True copy of Tax Map *Reproduction of Maps (photocopy, white & blue printing) PHP 1.00 / sq. in *For every square inch in excess of the long bond paper		
3. Return to the CASSO Tax-Mapping Section (<i>Window 2</i>) to give the official receipt issued from the CTO	3. Receive the Official Receipt 3.1 Advice client to wait for the certified copy 3.2 Prepares and seal the requested Tax Map 3.3 Review and approve the certified Tax Map		1 Hour	<i>Tax-Mapping Staff</i> CASSO <i>Assistant City Assessor or</i> <i>City Assessor</i> CASSO
4. Claims the certified Tax Map at Tax-Mapping Section (<i>Window 2</i>)	4. Releases the certified Tax Map		30 Minutes	<i>Tax-Mapping Staff</i> CASSO
	TOTAL:	PHP 300.00 Tax Map & Service Fee	6 hours	

Issuance of Certified Photocopy of Tax Map (City, Barangay, Section) qualified for multi-stage processing.



9. Issuance of Certified True Copies of Tax Declaration and Certification (Land Holdings, With Improvement, No Improvement, etc.)

The Certified True Copies of Tax Declaration and Certification is issued to the requester for BIR, ROD, DAR and whatever legal purpose it may serve.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (please indicate contact number; for Property and Land Holding: indicate Civil Status and if married, always write the maiden name of the wife) (1 original copy)		City Assessor's office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Records Management Section (<i>Window 3 - 5</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to the City Treasurer's Office for payment	None	30 Minutes	Records Management <i>Staff</i> CASSO
2. Go to the City Treasurer's Office and secure priority number at queuing	2. Provide priority number from the queuing machine	PHP 75.00 / Certified true copy of	5 Minutes	<i>Clerk</i> CTO



<p>machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>Landholding *Certificate of Property holding (inclusive of the improvements introduced to the land)</p> <p>* Certified Photocopy of Tax Declaration *Certification of No Improvements *Certification of w/ Improvements * Other Certification</p> <p>PHP 150.00 *For Trace Back</p>	<p>35 Minutes</p>	<p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Records Management Section (<i>Window 3 - 5</i>) to give the official receipt issued from the CTO</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to wait for the certified copy</p> <p>3.2 Prepares the certified true copy</p> <p>3.3 Verified the certified true copy</p> <p>3.4 Sealed the certified true copy</p>		<p>1 Hour</p>	<p>Records Management Staff CASSO</p>



	3.5 Approve the certified Tax Map			Assistant City Assessor or City Assessor CASSO
4.Claims the requested certificate at Records Management Section (<i>Window 3 - 5</i>)	4.Releases the certified Tax Map		30 Minutes	Records Management Staff CASSO
	TOTAL:	PHP 75.00 Certified true copy PHP 150 - if needed for trace back / Assessment	6 hours	

Issuance of Certified True Copies of Tax Declaration and Certification (Land Holdings, With Improvement, No Improvement, etc.) qualified for multi-stage processing.



10. Application for Machinery New Assessment or Transfer

The application for new declaration / re-assessment of building and other improvements is processed if the requester wishes to update or change the existing records for new declarations, re-assessment of building and other improvements.

Office or Division:	City Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Acquisition Cost (1 photocopy)		Civil Engineer's Office		
Date of Installation (1 photocopy)		Civil Engineer's Office		
Sworn Statement(1 original copy)		City Assessor's Office		
Assessors Fee Receipt (1 original copy)		City Treasurer's Office		
Situational Requirement:				
In case of Machinery: (a) Acquisition Cost, Installation / Labor & Freight Cost (b) Date of Installation		Machinery Supplier / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>) *Make sure to secure Order of Payment that will be issued	1. Receive and review documentary requirements 1.1 Issue the Order of Payment if all required documents were given 1.2 Direct client to	None	30 Minutes	<i>Appraisal and Assessment Staff</i> CASSO



	the City Treasurer's Office for payment			
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay assigned fees either in Window 3 - 5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Call the priority number</p> <p>2.2 Accept payment based on the Order of payment</p> <p>2.3 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>5 Minutes</p> <p>35 Minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO</p> <p>*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub</p>	<p>3. Receive the Official Receipt</p> <p>3.1 Advice client to affix their name, signature, address and contact no. in the FAAS</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular inspection to check improvements of the Property</p> <p>3.5 Prepares Field</p>		<p>1 Hour</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p>



	<p>Appraisal and Assessment Sheet (FAAS)</p> <p>3.6 Assign a Property Identification Number to FAAS</p> <p>3.7 Reflect Tax Map for TMCR</p> <p>3.8 Review and recommend for approval</p> <p>3.9 Approve FAAS</p> <p>3.10 Assign ARP No. in the FAAS</p> <p>3.11 Encode the FAAS and print the Tax Declaration and Notice of Assessment</p> <p>3.12 Assigned control number in the Notice of Assessment</p> <p>3.13 Seal the Tax Declaration</p> <p>3.14 Approve the Owner's Copy of the Tax Declaration and</p>			<p><i>Assistant City Assessor</i> CASSO</p> <p><i>City Assessor</i> CASSO</p> <p><i>Records Management Staff</i> CASSO</p> <p><i>City Assessor</i> CASSO</p>
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	Notice of Assessment			
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4 Receive / Verify the Claim Stub 4.1 Release and Issue the Tax Declaration with Notice of Assessment		30 Minutes	Records Management <i>Staff</i> CASSO
	TOTAL:	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 days	

Application for Machinery New Assessment & Transfer qualified for multi-stage processing.