



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:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
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, Registry of Deeds		
Official Receipt of Transfer Fee (1 photocopy)		City Treasurer's Office, Registry of Deeds		
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	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		.30 minutes	<i>Appraisal and Assessment Staff</i> CASSO



that will be issued				
<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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration / Assessment</p>	<p>4 hours</p>	<p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></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 Advise 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>3.7 Assign a Property</p>		<p>4 Working Days & 3 Hours</p>	<p><i>Appraisal and Assessment Staff CASSO</i></p> <p><i>Tax-Mapping Staff CASSO</i></p>



	<p>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>Assistant City Assessor / 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 Tax Declaration with Notice of Assessment	<p>4.1 Receive / Verify the Claim Stub</p> <p>4.2 Release and Issue the Tax Declaration with Notice of Assessment</p>		30 minutes	<p><i>Records Management Staff</i> CASSO</p>
	TOTAL	PHP 150.00 Tax Declaration / Assessment	5 Working 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:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
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		
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	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		30 minutes	<i>Appraisal and Assessment Staff</i> CASSO



of Payment that will be issued				
<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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	<p>4 hours</p>	<p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></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>3.1 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 (if needed)</p> <p>3.6 Prepares Field Appraisal and Assessment Sheet</p>		<p>4 Working Days & 3 hours</p>	<p><i>Appraisal and Assessment Staff CASSO</i></p>



	<p>(FAAS)</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>Tax-Mapping Staff</i> CASSO</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>Assistant City Assessor / City Assessor</i> 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 Notice of</p>	<p>4.1 Receive / Verify the Claim Stub</p> <p>4.2 Release and Issue the Tax Declaration with Notice of Assessment</p>		<p>30 minutes</p>	<p><i>Records Management Staff</i> CASSO</p>



Assessment				
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Working 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:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
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, Registry of Deeds		
Official Receipt of Transfer Fee(1 photocopy)		City Treasurer's 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 Appraisal and Assessment Section(<i>Window 1</i>)	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		30 minutes	<i>Appraisal and Assessment Staff</i> CASSO



<p>*Make sure to secure Order of Payment that will be issued</p>				
<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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration/ Assessment</p>	<p>4 hours</p>	<p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></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>3.1 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 based on the subdivided lot. (scheduled inspection)</p> <p>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)</p> <p>3.7 Assign a Property</p>		<p>6 Working Days & 3 hours or more depend upon the number of lot parcel</p>	<p><i>Appraisal and Assessment Staff CASSO</i></p> <p><i>Tax-Mapping</i></p>



	<p>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>Staff CASSO</p> <p>Assistant City Assessor CASSO</p> <p>City Assessor CASSO</p> <p>Records Management Staff CASSO</p> <p>Assistant City Assessor / City Assessor CASSO</p>
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	<p>4.1 Receive / Verify the Claim Stub</p> <p>4.2 Release and Issue the Tax Declaration with Notice of Assessment</p>		30 minutes	Records Management Staff CASSO
	TOTAL	PHP 150.00 Tax Declaration / Assessment	7 Working Days or more depend upon the number of lot parcel	

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:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
Letter Request(1 original copy)		Requesting 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	1.1 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		30 minutes	<i>Appraisal and Assessment Staff</i> CASSO
2. Go to the City Treasurer's Office and secure priority number at queuing machine	2.1 Provide priority number from the queuing machine	PHP 150.00 Tax Declaration / Assessment	4 hours	<i>Clerk</i> CTO <i>Revenue</i>



and wait for the number to be called to pay assigned fees either in Window 3 - 5 *Make sure to secure Official Receipt that will be issued upon payment	2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt			Collection Clerk III CTO
3. Return to the CASSO Appraisal and Assessment Section (<i>Window 1</i>) to give the official receipt issued from the CTO	3.1 Receive the Official Receipt 3.2 Issue the Claim Stub 3.3 Verifies the documentary requirements 3.4 Attached completed requirements to its FAAS 3.5 Stamp Annotation or Cancel of Annotation		2 hours	Appraisal and Assessment Staff CASSO Records Management Staff CASSO City Assessor CASSO
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Tax Declaration with Annotation or Cancellation	4.1 Receive / Verify the Claim Stub 4.2 Releases the Tax Declaration with Annotation or Cancellation		30 minutes	Records Management Staff CASSO
	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:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
Letter Request(1 original copy)		Requesting Office / Party		
Demolition certificate, Barangay Certificate (if demolished, destroyed by fire or other form of destruction)(1original 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 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		30 minutes	<i>Appraisal and Assessment Staff</i> CASSO



	1.3 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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	4 hours	<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>3.1 Receive the Official Receipt</p> <p>3.2 Issue the Claim Stub</p> <p>3.3 Verifies the documentary documents</p> <p>3.4 Conduct Ocular Inspection</p> <p>3.5 Prepares Inspection Report and Notice of Cancelation</p> <p>3.6 Reviews the Inspection Report and Notice of Cancelation</p> <p>3.7 Approves</p>		4 Working Days & 3 hours	<p>Appraisal and Assessment Staff CASSO</p> <p>Assistant City Assessor CASSO</p> <p>City Assessor CASSO</p> <p>Records Management</p>



	Inspection Report and Notice of Cancellation 3.8 Encode and record the FAAS 3.9 Approves the Owner's Copy Notice of Cancellation			Staff CASSO City Assessor CASSO
4. Return to the CASSO Records Management Section (<i>Window 6</i>) and Present the Claim Stub and receive the Notice of Cancellation	4.1 Receive / Verify the Claim Stub 4.2 Release and Issue the Notice of Cancellation		30 minutes	<i>Records Management Staff CASSO</i>
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Working 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:	G2C - Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Re-Classification of Land Use (as per zoning):	
	Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)	Property Owner Law Office
	Photocopy of Government ID of owner with 3 signatures (1 photocopy)	Property Owner
	Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)	Requestor
	Letter Request(1 original copy)	Requesting 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 of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)	Property Owner Law Office
	Photocopy of Government ID of owner with 3 signatures (1 photocopy)	Property Owner
	Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)	Requestor
	Letter Request(1 original copy)	Requesting 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
<p>1. Submit complete documentary requirements at Appraisal and Assessment Section(<i>Window 1</i>)</p> <p>*Make sure to secure Order of Payment that will be issued</p>	<p>1.1 Receive and review documentary requirements</p> <p>1.2 Issue the Order of Payment if all required documents were given</p> <p>1.3 Direct client to the City Treasurer's Office for payment</p>		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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if with Ocular Inspection / Assessment</p>	4 hours	<i>Clerk</i> CTO <i>Revenue Collection Clerk III</i> CTO
<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>3.1 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</p>		4 Working Days & 3 hours	<i>Appraisal and Assessment Staff</i> CASSO



	<p>inspection to check improvements of the Property</p> <p>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)</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>Tax-Mapping Staff</i> CASSO</p> <p><i>Assistant City Assessor</i> CASSO</p> <p><i>City Assessor</i> CASSO <i>Records Management Staff</i> CASSO</p> <p><i>Assistant City Assessor / City Assessor</i> 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>4.1 Receive / Verify the Claim Stub</p> <p>4.2 Release and Issue the Tax Declaration with Notice of Assessment</p>		<p>30 minutes</p>	<p><i>Records Management Staff</i> CASSO</p>



Notice of Assessment				
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Working 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:	G2C - Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)	Property Owner Law Office
	Photocopy of Government ID of owner with 3 signatures (1 photocopy)	Property Owner
	Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)	Requestor
	Letter Request(1 original copy)	Requesting 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, Registry of Deeds
	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
<p>1. Submit complete documentary requirements at Appraisal and Assessment Section (<i>Window 1</i>)</p> <p>*Make sure to secure Order of Payment that will be issued</p>	<p>1.1 Receive and review documentary requirements</p> <p>1.2 Issue the Order of Payment if all required documents were given</p> <p>1.3 Direct client to the City Treasurer's Office for payment</p>		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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>	4 hours	<p><i>Clerk</i> CTO</p> <p><i>Revenue Collection Clerk III</i> 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</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</p>		4 Working Days & 3 hours	<i>Appraisal and Assessment Staff</i> CASSO



<p>receive the Claim Stub</p>	<p>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>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>Tax-Mapping Staff</i> CASSO</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>Assistant City Assessor / 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	4.1 Receive / Verify the Claim Stub 4.2 Release and Issue the Tax Declaration with Notice of Assessment		30 minutes	Records Management Staff CASSO
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment	5 Working 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:	Simple	
Type of Transaction:	G2C - Government to Client	
Who may avail:	Taxpayers and Land Owners	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
If the Property Owner / Administrator is the requestor 1. Photocopy of Government ID of owner with 3 signatures (1 photocopy) 2. Approval of Application and Issuance of Patent and Certification from PENRO (If CLOA) (1 photocopy) (if needed)	Property Owner	Department of Environment and Natural Resources DENR
If the Spouse is the requestor 1. Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy) 2. Photocopy of Government ID of owner with 3 signatures (1 photocopy) 3. Photocopy of Government ID of the spouse with 3 signatures (1 photocopy) 4. Marriage Certificate (1 photocopy) / Title that reflected the spouse name (1 photocopy) (if no letter of consent or authorization)	Property Owner Law Office Property Owner Spouse	PSA / City Civil Registrar Law Office
If the Property Owner was deceased the requestor must provide 1. Extrajudicial Settlement, Notarize Will (1 photocopy) 2. Marriage Certificate (if spouse is the requestor & No extrajudicial Settlement) (1 photocopy) 3. Birth Certificate (if Daughter or Son is the requestor & No extrajudicial Settlement) (1 photocopy) 4. Death Certificate (if No extrajudicial Settlement) (1 photocopy) 5. Special Power of Attorney SPA of the	PSA / City Civil Registrar Law Office PSA / City Civil Registrar PSA / City Civil Registrar Law Office Requestor	



Heirs (if No extrajudicial Settlement) (1 photocopy) 6. Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Law Office Property Owner		
If Processor, Corporation, Creditor and Interesting Party is the Requestor 1. Special Power of Attorney SPA (1 photocopy) Letter of consent or authorization letter of the property owner / Court Order (1 original copy) 2. Photocopy of Government ID of owner with 3 signatures (1 photocopy) 3. Photocopy of Government ID of the Requestor / Processor with 3 signatures 4. Secretary Certificate (if Corporate)		Property Owner Requestor Corporation Requestor Law Office		
If Buyer is the Requestor 1. Photocopy of Government ID of the Requestor / Processor with 3 signatures 2. Deed of Sale / Deed of Donation / Contract of Sale(HDMF) / Deed of Conveyance (1 photocopy)		Requestor Association		
If Association is the Requestor 1. Photocopy of Government ID of the Requestor / Processor with 3 signatures 2. Board Resolution (authorizing the requestor) (1 photocopy)				
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	1.1 Assist the Client 1.2 Verify and locate the property 1.3 Issue the Order of Payment 1.4 Direct client to the City Treasurer's Office for payment		30 minutes	<i>Tax-Mapping Staff</i> CASSO
2. Go to the City	2.1 Provide priority	PHP 75.00	4 hours	Clerk



<p>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>number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>*Research Works / Verification Service Fee</p> <p>PHP 225.00</p> <p>*Certified copy of Barangay Map</p> <p>*Certified True copy of Tax Map</p> <p>*Reproduction of Maps (photocopy, white & blue printing)</p>		<p>CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to the CASSO Tax-Mapping Section (<i>Window 2</i>) to give the official receipt issued from the CTO</p>	<p>3.1 Receive the Official Receipt</p> <p>3.2 Advice client to wait for the certified copy</p> <p>3.1 Prepares and seal the requested Tax Map</p> <p>3.2 Review and approve the certified Tax Map</p>		<p>1 hour</p>	<p><i>Tax-Mapping Staff</i> CASSO</p> <p><i>Assistant City Assessor / City Assessor</i> CASSO</p>
<p>4. Claims the certified Tax Map at Tax-Mapping Section (<i>Window 2</i>)</p>	<p>4.1 Releases the certified Tax Map</p>		<p>30 minutes</p>	<p><i>Tax-Mapping Staff</i> CASSO</p>
	<p>TOTAL</p>	<p>PHP 300.00 Tax Map & Service Fee</p>	<p>6 hours</p>	

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:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Taxpayers and Land Owners
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>If the Property Owner / Administrator is the requestor</p> <p>1. Photocopy of Government ID of owner with 3 signatures (1 photocopy)</p> <p>2. Approval of Application and Issuance of Patent and Certification from PENRO (If CLOA) (1 photocopy) (if needed)</p>	<p>Property Owner</p> <p>Department of Environment and Natural Resources DENR</p>
<p>If the Spouse is the requestor</p> <p>1. Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)</p> <p>2. Photocopy of Government ID of owner with 3 signatures (1 photocopy)</p> <p>3. Photocopy of Government ID of the spouse with 3 signatures (1 photocopy)</p> <p>4. Marriage Certificate (1 photocopy) / Title that reflected the spouse name (1 photocopy) (if no letter of consent or authorization)</p>	<p>Property Owner</p> <p>Law Office</p> <p>Property Owner</p> <p>Spouse</p> <p>PSA / City Civil Registrar,</p>
<p>If the Property Owner was deceased the requestor must provide</p> <p>1. Extrajudicial Settlement, Notarize Will (1 photocopy)</p> <p>2. Marriage Certificate (if spouse is the requestor & No extrajudicial Settlement) (1 photocopy)</p> <p>3. Birth Certificate (if Daughter or Son is the requestor & No extrajudicial Settlement) (1 photocopy)</p> <p>4. Death Certificate (if No extrajudicial Settlement) (1 photocopy)</p> <p>5. Special Power of Attorney SPA of the Heirs (if No extrajudicial Settlement) (1 photocopy)</p>	<p>Law Office</p> <p>PSA / City Civil Registrar,</p> <p>Law Office</p> <p>PSA / City Civil Registrar,</p> <p>PSA / City Civil Registrar,</p> <p>Law Office</p> <p>Requestor</p> <p>Law Office</p> <p>Property Owner</p>



6. Photocopy of Government ID of the requestor with 3 signatures (1 photocopy) If Processor, Corporation, Creditor and Interesting Party is the Requestor 1. Special Power of Attorney SPA (1 photocopy) Letter of consent or authorization letter of the property owner / Court Order (1 original copy) 2. Photocopy of Government ID of owner with 3 signatures (1 photocopy) 3. Photocopy of Government ID of the Requestor / Processor with 3 signatures 4. Secretary Certificate (if Corporate) If Buyer is the Requestor 1. Photocopy of Government ID of the Requestor / Processor with 3 signatures 2. Deed of Sale / Deed of Donation / Contract of Sale(HDMF) / Deed of Conveyance (1 photocopy) If Association is the Requestor 1. Photocopy of Government ID of the Requestor / Processor with 3 signatures 2. Board Resolution (authorizing the requestor) (1 photocopy)		Property Owner Requestor Corporation Requestor Law Office Requestor Association		
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	1.1 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		30 minutes	Records Management Staff 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>2.1 Provide priority number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>PHP 75.00 / Certified true copy of 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>4 hours</p>	<p>Clerk CTO</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>3.1 Receive the Official Receipt</p> <p>3.2 Advice client to wait for the certified copy</p> <p>3.3 Prepares the certified true copy</p> <p>3.4 Verified the certified true copy</p> <p>3.5 Sealed the certified true copy</p> <p>3.6 Review and Approve the certified True Copies of Tax Declaration or Certification</p>		<p>1 hour</p>	<p>Records Management Staff CASSO</p> <p>Assistant City Assessor / City Assessor CASSO</p>
<p>4. Claims the requested certificate at Records</p>	<p>4.1 Releases the certified True Copies of Tax Declaration or Certification</p>		<p>30 minutes</p>	<p>Records Management Staff CASSO</p>



Management Section (<i>Window 3 - 5</i>)				
	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:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of consent or authorization letter of the property owner (1 original copy) / Special Power of Attorney SPA (1 photocopy)		Property Owner Law Office		
Photocopy of Government ID of owner with 3 signatures (1 photocopy)		Property Owner		
Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Requestor		
Acquisition Cost, Installation / Labor & Freight Cost (1 photocopy)		Machinery Supplier / Client		
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		
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		30 minutes	<i>Appraisal and Assessment Staff</i> CASSO
2. Go to the City	2.1 Provide priority	PHP 150.00	4 hours	<i>Clerk</i>



<p>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>number from the queuing machine</p> <p>2.2 Call the priority number</p> <p>2.3 Accept payment based on the Order of payment</p> <p>2.4 Issue the Official Receipt</p>	<p>Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment</p>		<p>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>3.1 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>3.7 Assign a Property Identification Number to FAAS</p> <p>3.8 Reflect Tax Map for TMCR</p> <p>3.9 Review and</p>		<p>4 Working Days & 3 hours</p>	<p>Appraisal and Assessment Staff CASSO</p> <p>Tax-Mapping Staff CASSO</p> <p>Assistant City Assessor CASSO</p> <p>City Assessor CASSO</p> <p>Records</p>



	<p>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>Management Staff CASSO</p> <p>Assistant City Assessor / 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 Notice of Assessment</p>	<p>4.1 Receive / Verify the Claim Stub</p> <p>4.2 Release and Issue the Tax Declaration with Notice of Assessment</p>		<p>30 minutes</p>	<p>Records Management Staff CASSO</p>
	<p>TOTAL</p>	<p>PHP 150.00 Tax Declaration PHP 225.00 with Ocular Inspection / Assessment</p>	<p>5 Working Days</p>	

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