

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 Transacti	on:	G2C - Governme	nt to Client		
Who may avail:		All			
CHECKLIST	CHECKLIST OF REQUIREMENTS			HERE TO SEC	URE
Letter of consent of the property owner Special Power of A photocopy)	· (1 origir	nal copy) /	Property Own Law Office	er	
Photocopy of Gove 3 signatures (1 pho		ID of owner with	Property Own	er	
Photocopy of Gove requestor with 3 sig			Requestor		
Certified True copy CCT) (1 original certified		(OCT, TCT &	Registry of Deeds		
Deed of Conveyan Deed of Sale, Extra etc.)(1 photocopy)			Law Office, Registry of Deeds		
Official Receipt of (1photocopy)	Transfer	Fee	City Treasurer's Office, Registry of Deeds		
Tax Clearance (1 p	photocop	y)	City Treasurer's Office		
Assessors Fee Re	ceipt (1 d	original copy)	City Treasurer's Office		
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at	1.1 Red docume require	•		.30 minutes	Appraisal and Assessment Staff CASSO
Appraisal and Assessment Section (<i>Window</i> 1)	Payme	ue the Order of nt if all required ents were given			
*Make sure to secure Order of Payment		ect client to the easurer's Office ment			



that will be issued				
 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 *Make sure to secure Official Receipt that will be issued upon payment 	 2.1Provide priority number from the queuing machine 2.2 Call the priority number 2.3Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 150.00 Tax Declaration / Assessment	4 hours	Clerk CTO Revenue Collection Clerk III CTO
 3. Return to the CASSO Appraisal and Assessment Section to give the official receipt issued from the CTO *Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim 	 3.1 Receive the Official Receipt 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS 3.3 Issue the Claim Stub 3.4 Verifies the documentary documents 3.5 Conduct Ocular inspection to check improvements of the Property 3.6 Prepares Field 		4 Working Days& 3 Hours	Appraisal and Assessment Staff CASSO
Stub	Appraisal and Assessment Sheet (FAAS) 3.7 Assign a Property			Tax-Mapping Staff CASSO



	Identification Number to FAAS 3.8 Reflect Tax Map for TMCR			Assistant City Assessor CASSO
	3.9 Review and recommend for approval			City Assessor CASSO
	3.10 Approve FAAS			Records Management Staff
	3.11 Assign ARP No. in the FAAS			CASSO
	3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment			
	3.13 Assigned control number in the Notice of Assessment			
	3.14 Seal the Tax Declaration			Assistant City Assessor / City Assessor CASSO
	3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment			UNDEC
4. Return to the CASSO Records Management Section (<i>Window</i> 6) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4.1 Receive / Verify the Claim Stub4.2 Release and Issue the Tax Declaration with Notice of Assessment		30 minutes	Records Management Staff CASSO
	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	on:	City Assessor's Office				
Classification:		Complex				
Type of Transa	ction:	G2C - Government to	Client			
Who may avail:		All	All			
CHECKLI	ST OF F	REQUIREMENTS	WI	HERE TO SECU	RE	
	1 origina	orization letter of the al copy) / Special 1 photocopy)	Property Ow Law Office	ner		
Photocopy of Go signatures (1 ph		nt ID of owner with 3)	Property Ow	ner		
Photocopy of Go with 3 signatures		nt ID of the requestor tocopy)	Requestor			
Building Permit ((1 photo	сору)	Civil Engineer's Office			
Certificate of Oc Certificate of Co	•	. ,	Civil Engineer's Office			
Sworn Statemer	nt(1 origi	nal copy)	City Assessor's Office			
,		ssessment building l copy / photocopy)	City Treasurer's Office			
Assessors Fee F	Receipt	(1 original copy)	City Treasurer's Office			
CLIENT STEPS	А	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE	
 Submit complete documentary requirements at Appraisal and Assessment Section(<i>Windo</i> <i>w</i> 1) *Make sure to secure Order 	docum 1.2 Issu Payme docum 1.3 Dire	ceive and review entary requirements ue the Order of nt if all required ents were given ect client to the City rer's Office for nt		30 minutes	Appraisal and Assessment Staff CASSO	



of Payment that will be issued				
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	 2.1 Provide priority number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment	4 hours	Clerk CTO Revenue Collection Clerk III CTO
*Make sure to secure Official Receipt that will be issued upon payment				
3. Return to the CASSO Appraisal and Assessment Section(<i>Windo</i> <i>w</i> 1)to give the official receipt issued from the CTO	 3.1 Receive the Official Receipt 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS 3.3 Issue the Claim Stub 3.4 Verifies the documentary 		4 Working Days & 3 hours	Appraisal and Assessment Staff CASSO
*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub	documents 3.5 Conduct Ocular inspection to check improvements of the Property (if needed) 3.6 Prepares Field Appraisal and Assessment Sheet			



			OEL C
	(FAAS)		
	3.7 Assign a Property Identification Number to FAAS3.8 Reflect Tax Map for TMCR		Tax- Mapping Staff CASSO
	3.9 Review and recommend for approval3.10 Approve FAAS		Assistant City Assessor CASSO
	3.11 Assign ARP No. in the FAAS		City Assessor CASSO
	3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment		Records Manageme nt Staff
	3.13 Assigned control number in the Notice of Assessment		CASSO
	3.14 Seal the Tax Declaration		
	3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment		
			Assistant City Assessor / City Assessor CASSO
4.Return to the CASSO Records Management Section(<i>Windo</i> <i>w</i> 6))and Present the Claim Stub and receive the Tax Declaration with Notice of	4.1 Receive / Verify the Claim Stub4.2 Release and Issue the Tax Declaration with Notice of Assessment	30 minutes	Records Manageme nt <i>Staff</i> CASSO



Assessment				
	TOTAL	PHP 150.00	5 Working	
	IUIAL			
		Тах	Days	
		Declaration		
		PHP 225.00		
		with Ocular		
		Inspection /		
		Assessment		
	11 II A A		1.1 .	

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	n:	City Assessor's Office			
Classification:		Complex			
Type of Transact	tion:	G2C - Government to Client			
Who may avail:		All			
CHECKLI	ST OF R	REQUIREMENTS	W	HERE TO S	ECURE
	original	rization letter of the copy) / Special Power copy)	Property Ow Law Office	ner	
Photocopy of Gov signatures (1 pho		t ID of owner with 3	Property Ow	ner	
Photocopy of Gov with 3 signatures		t ID of the requestor copy)	Requestor		
		Original Certificate of 1 original certified copy)	Registry of Deeds		
		n (1 photocopy of blue	Bureau of Lands		
Deed of Conveya Sale, Extra-judicia photocopy)	•	ed of Donation, Deed of ment & etc.) (1	Law Office, Registry of Deeds		
Official Receipt of	Transfe	er Fee(1 photocopy)	City Treasurer's Office, Registry of Deeds		
Tax Clearance(1	original o	copy / photocopy)	City Treasurer's Office		
Assessors Fee Re	eceipt (1	original copy)	City Treasurer's Office		
CLIENT STEPS	Α	GENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Appraisal and Assessment Section(<i>Window</i>	docum 1.2 Issu Payme	ceive and review entary requirements ue the Order of nt if all required ents were given		30 minutes	Appraisal and Assessment Staff CASSO
1)		ect client to the City rer's Office for payment			



"Make sure to secure Order of Payment that will be issued2.1 Provide priority number from the queuing machinePHP 150.00 Tax Declaration/ Assessment4 hours Tax Declaration/ AssessmentClerk CTO2. Go to the City reasurer's Office and secure priority number at queuing machine and wait for the Ummer to be called to pay assigned fees either in Window 3-52.2 Call the priority number the Order of payment 2.3 Accept payment based on the Order of payment 2.4 Issue the Official ReceiptPHP 150.00 Tax Declaration/ Assessment4 hours Tax Declaration/ Assessment assigned fees either in Undow 3-5Clerk CTO"Make sure to secure Official Receipt that will be issued upon payment 3. Return to the Gasessment Section (Window 1) to give the official receipt issued from the CTO3.1 Receive the Official Receipt Clain Stub 3.3 Issue the Claim Stub6 Working Days & 3 hours or more different depend upon the number of lot parcel"Make sure to dictical receipt issued from the CTO3.4 Verifies the documentary documents6 Working Days & 3 hours or is 3.1 suce the Claim StubAppraisal and Assessment Staf Days & 3 hours or is 5.5 Conduct Coular inspection to check improvements of the Property based on the sheet (FAAS)5.6 Orduct Coular inspection to check improvements of the property based on the sheet (FAAS)4 hours tax"Make sure to claim Stub3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)5.6 Orduct Coular inspection to check improvements of the property based on the sheet (FAAS)6 W					
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 3-5from the queuing machine accept payment based on the Order of payment 2.4 Issue the Official ReceiptTax Declaration/ AssessmentCTO*Make sure to secure Official Receipt that will be issued upon payment2.4 Issue the Official Receipt6 Working Days & 3 hours or moreAppraisal and Assessment S.2 Advice client to affix their name, signature, address and contact no. in the FAAS address and to check improvements6 Working Days & 3 hours or more*Make sure to secure Official Receipt3.1 Receive the Official Receipt6 Working Days & 3 hours or more3. Return to the CASSO3.1 Receive the Official Receipt6 Working Days & 3 hours or more3. Return to the give the official receipt issued from the CTO3.4 Verifies the documentary documents0 for parcel*Make sure to Affix your name, signature, address and to check improvements of the Property based on the subdivided lot. (scheduled inspection)10 parcel*Make sure to Affix your name, signature, address and to check improvements of the Property based on the subdivided lot. (scheduled inspection)3.6 Prepares Field Appraisal	secure Order of Payment that will be				
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 *Make sure to secure Official Receipt that will be issued upon payment 3. Return to the CASSO Appraisal and Assessment Section (Window 1) to give the official receipt issued from the CTO *Make sure to assessment 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS from the CTO *Make sure to Affix your name, signature, address and contact no. in the FAAS and the FAAS and claim Stub *3.6 Prepares Field Appraisal	Treasurer's Office and secure priority number at queuing machine and	from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on	Tax Declaration/	4 110015	CTO Revenue Collection Clerk III
assigned fees either in Window 3-5**Make sure to secure Official Receipt that will be issued upon payment3.1 Receive the Official Receipt6 Working Days & 3 hours or more depend upon the 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS give the official receipt issued from the CTO3.1 Receive the Official Receipt6 Working Days & 3 hours or more depend upon the number of3.3 Issue the Claim Stub from the CTO3.4 Verifies the documentary documentslot parcel*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub3.5 Conduct Ocular inspection to check improvements of the Property based on the subdivided lot. (scheduled inspection) 3.6 Prepares Field Appraisalassessment addressal	number to be				
secure Official Receipt that will be issued upon payment3.1 Receive the Official Receipt6 Working Days & 3 Appraisal and AssessmentAppraisal and Assessment Staf CASSO3.2 Advice client to affix their name, signature, address and (Window 1) to give the official 	assigned fees either in				
3. Return to the CASSO Appraisal and Assessment3.1 Receive the Official 	secure Official Receipt that will be issued upon				
Appraisal and Assessment3.2 Advice client to affix their name, signature, address and contact no. in the FAAShours or moreCASSOWindow 1) to give the official receipt issued 	3. Return to the			•	
receipt issued from the CTO3.3 Issue the Claim StubIot parcel3.4 Verifies the documentary documents3.4 Verifies the documentary documentsIot parcel*Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub3.5 Conduct Ocular inspection to check improvements of the property based on the tinspection)Iot parceladdress and contact no. in the FAAS and receive the Subdivided lot. (scheduled inspection)Iot parceladdress Field Appraisal3.6 Prepares Field AppraisalIot parcel	Appraisal and Assessment Section (Window 1) to	3.2 Advice client to affix their name, signature, address and		hours or more depend upon the	
*Make sure to Affix your name, signature, address and to check improvements of the Property based on the subdivided lot. (scheduled inspection)documents*Make sure to Affix your name, signature, address and to check improvements of the Property based on the subdivided lot. (scheduled inspection)	receipt issued	3.3 Issue the Claim Stub		lot parcel	
signature, address and contact no. in the FAAS and Claim Stub3.5 Conduct Ocular inspection to check improvements of the Property based on the subdivided lot. (scheduled inspection)Claim Stub3.6 Prepares Field Appraisal		-			
3.6 Prepares Field Appraisal	signature, address and contact no. in the FAAS and receive the	to check improvements of the Property based on the subdivided lot. (scheduled			
3.7 Assign a Property Tax-Mapping		· · · · ·			Tax-Mapping



Identification Number to FAAS	0, 11
	Staff CASSO
3.8 Reflect Tax Map for TMCR	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
for approval	istant City ssessor CASSO
	Assessor CASSO
	Records nagement Staff
3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment	CASSO
3.13 Assigned control number in the Notice of Assessment	
3.14 Seal the Tax Declaration	
Copy of the Tax Declaration A. and Notice of Assessment / City	istant City ssessor / Assessor CASSO
CASSO Stub minutes Mar Records	ecords nagement <i>Staff</i> CASSO
Section(Window 6) and Present the Claim Stub and receive the Tax DeclarationDeclaration with Notice of Assessment	
with Notice of Assessment	
TOTALPHP 150.007TaxWorkingDeclarationDays or	
/ more Assessment depend upon the	
Application for the Land Subdivision. Segregation and Consolidation gualified for mu	

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



4. Application for Annotation and Cancellation 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 C	lient		
Who may avail:	All			
CHECKLIST OF	REQUIREMENTS	w	HERE TO SE	ECURE
Letter of consent or auth property owner (1 origina of Attorney SPA (1 photo	al copy) / Special Power	Property Ow Law Office	ner	
Photocopy of Governme signatures (1 photocopy		Property Ow	ner	
Photocopy of Governme with 3 signatures (1 pho		Requestor		
Letter Request(1 origina	I сору)	Requesting Office / Party		
Notarized Contract of Mo (1 photocopy)	ortgage, Lease and etc.	Law Office / Registry of Deeds		
Tax Clearance(1 origina	l copy / photocopy)	City Treasurer's Office		
Assessors Fee Receipt	(1 original copy)	City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING 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	Appraisal and Assessment Staff 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	Clerk CTO Revenue



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	 4.1Receive / Verify the Claim Stub 4.2 Releases the Tax Declaration with Annotation or Cancellation TOTAL 	PHP 150.00	30 minutes	Records Management Staff CASSO
		Tax Declaration / Assessment		

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 C	City Assessor's Office			
Classification:	Complex	Complex			
Type of Transaction:	G2C - Governme	nt to Client			
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO S	ECURE	
Letter of consent or aut the property owner (1 c Special Power of Attorr photocopy)	riginal copy) /	Property Owne Law Office	Pr		
Photocopy of Governm 3 signatures (1 photoco		Property Owne	er		
Photocopy of Governm requestor with 3 signate		Requestor			
Letter Request(1 origin	al copy)	Requesting Office / Party			
(if demolished, destroy	Demolition certificate, Barangay Certificate (if demolished, destroyed by fire or other form of destruction)(1original copy or		Barangay Hall, City Engineering Office, Bureau of Fire of the Philippines		
Tax Clearance (1 origin photocopy)	al copy or	City Treasurer's Office			
Assessors Fee Receipt	(1 original copy)	City Assessor's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE	
 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	Appraisal and Assessment Staff CASSO	



	1.3 Direct client to the City Treasurer's Office for payment			
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 *Make sure to secure Official Receipt that will be issued upon payment	 2.1 Provide priority number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment	4 hours	Clerk CTO Revenue 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 *Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub 	 3.1 Receive the Official Receipt 3.2 Issue the Claim Stub 3.3 Verifies the documentary documents 3.4 Conduct Ocular Inspection 3.5 Prepares Inspection Report and Notice of Cancelation 3.6 Reviews the 		4 Working Days& 3 hours	Appraisal and Assessment Staff CASSO Assistant City Assessor CASSO
	Inspection Report and Notice of Cancelation			City Assessor CASSO Records Management
	3.7 Approves 34			-



	Inspection Report			Staff
	and Notice of			CASSO
	Cancelation			City Assessor
	3.8 Encode and			CASSO
	record the FAAS			
	3.9 Approves the			
	Owner's Copy			
	Notice of			
	Cancelation			-
4. Return to the	4.1 Receive /		30 minutes	Records Management
CASSO Records	Verify the Claim			Staff CASSO
Management Section (<i>Window 6</i>) and	Stub			0/1000
Present the Claim	4.2 Release and			
Stub and receive the	Issue the Notice of			
Notice of Cancellation				
	TOTAL	PHP 150.00	5 Working	
		Тах	Days	
		Declaration		
		PHP 225.00		
		with Ocular		
		Inspection / Assessment		
		ASSESSIIIGUL		

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 - Governm	ent to Client	
Who may avail:	All		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
Re-Classification of Land zoning):	Use (as per		
Letter of consent or authori the property owner (1 origin Special Power of Attorney photocopy)	nal copy) /	Property Owner Law Office	
Photocopy of Government 3 signatures (1 photocopy)	ID of owner with	Property Owner	
Photocopy of Government requestor with 3 signatures		Requestor	
Letter Request(1 original copy)		Requesting Office / Party	
Zoning Certificate(1 photocopy)		City Planning and Development Office	
Tax Clearance(1 photocopy	y)	City Treasurer's Office	
Assessors Fee Receipt(1 c	riginal copy)	City Treasurer's Office	
Re-Classification of Land actual use):	Use (as per		
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 photocop	y)	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	 1.1 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	Appraisal and Assessment Staff 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 *Make sure to secure Official Receipt that will be issued upon payment 	 2.1 Provide priority number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if with Ocular Inspection / Assessment	4 hours	Clerk CTO Revenue Collection Clerk III CTO
3. Return to the CASSO Appraisal and Assessment Section (<i>Window</i> 1) to give the official receipt issued from the CTO *Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub	 3.1 Receive the Official Receipt 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS 3.3 Issue the Claim Stub 3.4 Verifies the documentary documents 3.5 Conduct Ocular 		4 Working Days & 3 hours	Appraisal and Assessment Staff CASSO



			TO DEL NO
	inspection to check improvements of the Property 3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)		Tax-Mapping Staff CASSO
	 3.7 Assign a Property Identification Number to FAAS 3.8 Reflect Tax Map for TMCR 3.9 Review and recommend for approval 		Assistant City Assessor CASSO City Assessor CASSO Records Management Staff CASSO
	 3.10 Approve FAAS 3.11 Assign ARP No. in the FAAS 3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment 3.13 Assigned control number in the Notice of Assessment 3.14 Seal the Tax Declaration 3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment 		Assistant City Assessor / City Assessor CASSO
 4. Return to the CASSO Records Management Section (<i>Window</i> 6) and Present the Claim Stub and receive the Tax Declaration with 	 4.1Receive / Verify the Claim Stub 4.2 Release and Issue the Tax Declaration with Notice of Assessment 	30 minutes	Records Management Staff CASSO



Notice of Assessment				
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00	5 Working Days	
		with Ocular Inspection / Assessment		

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	Complex		
Type of Transaction:	G2C - Governme	nt to Client		
Who may avail:	All			
CHECKLIST OF REQ	UIREMENTS	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 photocop	y)	City Treasurer's Office		



Assessors Fee Receipt (1 original copy)		City Treasur	er'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 		30 minutes	Appraisal and Assessment Staff CASSO
that will be issued	City Treasurer's Office for payment			
 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 *Make sure to secure Official Receipt that will be issued upon payment 	 2.1 Provide priority number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 150.00 Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment		Clerk CTO Revenue 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 *Make sure to Affix your name, signature, address and contact no. in the FAAS and 	 3.1 Receive the Official Receipt 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS 3.3 Issue the Claim Stub 3.4 Verifies the 		4 Working Days& 3 hours	Appraisal and Assessment Staff CASSO



documentary documents		
3.5 Conduct Ocular inspection to check improvements of the Property		Tax-Mapping Staff
3.6 Prepares Field		CASSO
Assessment Sheet (FAAS)		Assistant City Assessor CASSO
3.7 Assign a Property Identification Number to FAAS		City Assessor CASSO
3.8 Reflect Tax Map for TMCR		Records Management Staff CASSO
3.9 Review and recommend for approval		
3.10 Approve FAAS		
3.11 Assign ARP No. in the FAAS		Assistant City Assessor / City Assessor
3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment		CASSO
3.13 Assigned control number in the Notice of Assessment		
3.14 Seal the Tax Declaration		
3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment		
	 documents 3.5 Conduct Ocular inspection to check improvements of the Property 3.6 Prepares Field Appraisal and Assessment Sheet (FAAS) 3.7 Assign a Property Identification Number to FAAS 3.8 Reflect Tax Map for TMCR 3.9 Review and recommend for approval 3.10 Approve FAAS 3.11 Assign ARP No. in the FAAS 3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment 3.13 Assigned control number in the Notice of Assessment 3.14 Seal the Tax Declaration 3.15 Approve the Owner's Copy of the Tax Declaration and 	documents3.5 Conduct Ocular inspection to check improvements of the Property3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)3.7 Assign a Property Identification Number to FAAS3.8 Reflect Tax Map for TMCR3.9 Review and recommend for approval3.10 Approve FAAS3.11 Assign ARP No. in the FAAS3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment3.13 Assigned control number in the Notice of Assessment3.14 Seal the Tax Declaration and Nomer's Copy of the Tax Declaration and



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

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 Assess	or's Office		
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Taxpayers a	Taxpayers and Land Owners		
CHECKLIST OF REQUIR	EMENTS	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		
If the Property Owner was d the requestor must provide 1. Extrajudicial Settlement, No (1 photocopy) 2. Marriage Certificate(if spou requestor & No extrajudicial S (1 photocopy) 3. Birth Certificate (if Daughte the requestor & No extrajudici Settlement) (1 photocopy) 4. Death Certificate (if No extr Settlement) (1 photocopy) 5. Special Power of Attorney S	otarize Will se is the ettlement) r or Son is al ajudicial	PSA / City Civil Registrar Law Office PSA / City Civil Registrar PSA / City Civil Registrar Law Office Requestor		



If Processor, Corpo Interesting Party is 1. Special Power of J photocopy) Letter of consent or the property owner / original copy)	vernment ID of the natures (1 photocopy) oration, Creditor and the Requestor Attorney SPA (1 authorization letter of Court Order (1 vernment ID of owner	Law Office Property Owner Property Owner Requestor Corporation Requestor		
 6. Photocopy of Gov requestor with 3 sign If Processor, Corpo Interesting Party is 1. Special Power of A photocopy) Letter of consent or the property owner / original copy) 2. Photocopy of Gov 	natures (1 photocopy) oration, Creditor and s the Requestor Attorney SPA (1 r authorization letter of court Order (1 vernment ID of owner photocopy)	Property Owner Property Owner Requestor Corporation		
requestor with 3 sign If Processor, Corport Interesting Party is 1. Special Power of <i>J</i> photocopy) Letter of consent or the property owner / original copy) 2. Photocopy of Gov	natures (1 photocopy) oration, Creditor and s the Requestor Attorney SPA (1 r authorization letter of court Order (1 vernment ID of owner photocopy)	Property Owner Property Owner Requestor Corporation		
If Processor, Corpo Interesting Party is 1. Special Power of J photocopy) Letter of consent or the property owner / original copy) 2. Photocopy of Gov	oration, Creditor and the Requestor Attorney SPA (1 authorization letter of Court Order (1 vernment ID of owner photocopy)	Property Owner Requestor Corporation		
Interesting Party is 1. Special Power of , photocopy) Letter of consent or the property owner / original copy) 2. Photocopy of Gov	a the Requestor Attorney SPA (1 authorization letter of Court Order (1 vernment ID of owner photocopy)	Requestor Corporation		
 Special Power of a photocopy) Letter of consent or the property owner / original copy) Photocopy of Gov 	Attorney SPA (1 authorization letter of Court Order (1 vernment ID of owner photocopy)	Corporation		
photocopy) Letter of consent or the property owner / original copy) 2. Photocopy of Gov	authorization letter of Court Order (1 vernment ID of owner photocopy)	Corporation		
Letter of consent or the property owner / original copy) 2. Photocopy of Gov	' Court Order (1 /ernment ID of owner photocopy)			
the property owner / original copy) 2. Photocopy of Gov	' Court Order (1 /ernment ID of owner photocopy)			
original copy) 2. Photocopy of Gov	vernment ID of owner photocopy)	Requestor		
2. Photocopy of Gov	photocopy)	Requestor		
	photocopy)	REQUESION		
	,			
		Law Office		
Requestor / Process				
4. Secretary Certifica				
If Buyer is the Requ		Requestor		
1. Photocopy of Gov		a		
Requestor / Process	0	Association		
2. Deed of Sale / De Contract of Sale(HD				
Conveyance (1 phot	,			
	(000py)			
If Association is the	e Requestor			
1. Photocopy of Gov	ernment ID of the			
Requestor / Process	0			
2. Board Resolution	. 0			
requestor) (1 photod	сору)			
Request Form (please	se indicate contact			
number)		City Assessor's	office	
(1 original copy)		5		
Assessors Fee Rece	eipt(1 original copy)	City Treasurer's Office		
		FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	PAID	TIME	RESPONSIBLE
1. Proceed to	1.1 Assist the Client		30 minutes	Tax-Mapping
Tax-Mapping				Staff
	1.2 Verify and locate			CASSO
2) t	the property			
*Maka aura ta	*Make sure to 1.2 locus the Order of			
5				
3	1.4 Direct client to the			
	Office for payment			
	2.1 Provide priority	PHP 75.00	4 hours	Clerk
*Make sure to secure Order of Payment that will be issued	1.3 Issue the Order of Payment1.4 Direct client to the City Treasurer's			



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

Issuance of Certified Photocopy of Tax Map (City, Barangay, Section) qualified for multistage 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 Lar	nd Owners			
CHECKLIST OF REC		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 requires the property owner (1 orign Special Power of Attorney photocopy) 2. Photocopy of Government with 3 signatures (1 photocopy) 3. Photocopy of Government Spouse with 3 signatures (1 photocopy) 4. Marriage Certificate (1 pithat reflected the spouse rephotocopy) (if no letter of content of the spouse rephotocopy) (if no letter of content of the spouse)	horization letter of inal copy) / SPA (1 ent ID of owner copy) ent ID of the 1 photocopy) photocopy) / Title name (1	Property Owner Law Office Property Owner Spouse PSA / City Civil Registrar,			
authorization) 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 Heirs (if No extrajudicial Settlement) (1 photocopy)		Law Office PSA / City Civil Registrar, Law Office PSA / City Civil Registrar, PSA / City Civil Registrar, Law Office Requestor Law Office Property Owner			



				DEL
6. Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)		Property Owne	r	
If Processor, Corporation, Creditor and		Requestor		
Interesting Party is the Requestor 1. Special Power of Attorney SPA (1		Corporation		
photocopy)		Corporation		
	or authorization letter of / Court Order (1 original	Requestor		
copy) 2. Photocopy of Go	overnment ID of owner	Law Office		
with 3 signatures (
Requestor / Proces	ssor with 3 signatures			
4. Secretary Certifi	cate (if Corporate)	Requestor		
If Buyer is the Red	questor overnment ID of the	Association		
	ssor with 3 signatures			
Contract of Sale(H	DMF) / Deed of			
Conveyance (1 pho				
If Association is t 1. Photocopy of Go	he Requestor overnment ID of the			
Requestor / Proces 2. Board Resolution	ssor with 3 signatures			
requestor) (1 phote	ocopy)			
	ase indicate contact ty and Land Holding:			
indicate Civil Statu	s and if married, always	City Assessor's	soffice	
write the maiden na original copy)	ame of the wife) (1			
Assessors Fee Ree	ceipt (1 original copy)	City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete	1.1 Receive and review documentary		30 minutes	Records Management
documentary	requirements			Staff
requirements at				CASSO
Records				
Management	Payment if all required			
Section (<i>Window</i> 3 - 5)	documents were given			
1.3 Direct client to the				
*Make sure to	City Treasurer's Office			
secure Order of	for payment			
Payment				
that will be issued				
	358			



				ODEL NO
 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 *Make sure to secure Official Receipt that will be issued upon payment 	 2.1 Provide priority number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt 	PHP 75.00 / Certified true copy of Landholding *Certificate of Property holding (inclusive of the improvements introduced to the land) * Certified Photocopy of Tax Declaration *Certification of No Improvements *Certification of w/ Improvements * Other Certification PHP 150.00 *For Trace	4 hours	Clerk CTO Revenue Collection Clerk III CTO
3. Return to the CASSO Records Management Section (<i>Window</i> 3 - 5) to give the official receipt issued from the CTO	 3.1 Receive the Official Receipt 3.2 Advice client to wait for the certified copy 3.3 Prepares the certified true copy 3.4 Verified the certified true copy 3.5 Sealed the certified true copy 3.6 Review and Approve the certified True Copies of Tax Declaration or Certification 	Back	1 hour	Records Management <i>Staff</i> CASSO Assistant City Assessor / City Assessor CASSO
4.Claims the requested certificate at Records	4.1 Releases the certified True Copies of Tax Declaration or Certification		30 minutes	Records Management Staff CASSO



Management Section (<i>Window</i> 3 - 5)				
		PHP 75.00 Certified true		
	TOTAL	copy PHP 150 - if needed for trace back /	6 hours	
		Assessment		

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 Divisio	n:	City Assessor's Office				
Classification:		Complex				
Type of Transaction: G2C - Governme			ent to Client			
Who may avail:		All				
CHECKLIST	OF REQI	JIREMENTS	WHERE TO SECURE			
Letter of consent the property owner Special Power of photocopy)	er (1 origir	nal copy) /	Property Owne Law Office	r		
Photocopy of Gov 3 signatures (1 pt			Property Owne	r		
Photocopy of Gov requestor with 3 s			Requestor			
Acquisition Cost, Freight Cost (1 pt			Machinery Supplier / Client			
Date of Installatio	n(1 photo	осору)	Civil Engineer's	s Office		
Sworn Statement	(1 origina	I сору)	City Assessor's	s Office		
Assessors Fee R	eceipt (1	original copy)	City Treasurer's Office			
CLIENT STEPS	AGEN	ICY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete documentary requirements at Appraisal and Section (Window 1)1.1 Receive and review documentary requirements1.1 Receive and review documentary requirements1.1 Receive and review documentary requirements1.2 Issue the Order of Payment if all required documents were given1.2 Issue the Order of Payment if all required documents were given*Make sure to secure Order of Payment that will be issued1.3 Direct client to the City Treasurer's Office for payment			30 minutes	Appraisal and Assessment Staff CASSO		
2. Go to the City	2.1 Prov	ide priority	PHP 150.00	4 hours	Clerk	



				ODEL NO
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 *Make sure to secure Official Receipt that will be issued upon payment	number from the queuing machine 2.2 Call the priority number 2.3 Accept payment based on the Order of payment 2.4 Issue the Official Receipt	Tax Declaration + PHP 75.00 Service Fee - if need Ocular Inspection / Assessment		CTO Revenue 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 *Make sure to Affix your name, signature, address and contact no. in the FAAS and receive the Claim Stub	 3.1 Receive the Official Receipt 3.2 Advice client to affix their name, signature, address and contact no. in the FAAS 3.3 Issue the Claim Stub 3.4 Verifies the documentary documents 3.5 Conduct Ocular inspection to check improvements of the Property 3.6 Prepares Field 		4 Working Days& 3 hours	Appraisal and Assessment Staff CASSO
	Appraisal and Assessment Sheet (FAAS) 3.7 Assign a Property Identification Number to			Tax-Mapping Staff CASSO Assistant City Assessor
	FAAS 3.8 Reflect Tax Map for TMCR			CASSO City Assessor CASSO
	3.9 Review and			Records



				BEL 1
	recommend for approval			Management Staff CASSO
	3.10 Approve FAAS 3.11 Assign ARP No. in the FAAS			
	3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment			Assistant City Assessor / City Assessor
	3.13 Assigned control number in the Notice of Assessment			CASSO
	3.14 Seal the Tax Declaration			
	3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment			
4. Return to the CASSO Records	4.1 Receive / Verify the Claim Stub		30 minutes	Records Management Staff CASSO
Management Section (<i>Window 6</i>))and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment	4.2 Release and Issue the Tax Declaration with Notice of Assessment			CASSO
	TOTAL	PHP 150.00 Tax Declaration PHP 225.00 with Ocular	5 Working Days	
	achinery New According	Inspection / Assessment	find for multi atom	

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