# City Assessor's Office
## External Services

## 1. Application for Land New Assessment and Transfer

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

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|---|---|
| **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<br>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)<br>(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 (1photocopy) | 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 (*Window 1*)<br><br>*Make sure to secure Order of Payment<br>that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>CASSO |

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|---|---|---|---|---|
| 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00 Tax Declaration / Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check improvements of the Property<br><br>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)<br><br>3.7 Assign a Property Identification Number to FAAS<br><br>3.8 Reflect Tax Map for TMCR<br><br>3.9 Review and recommend for approval | | 4 Working Days & 6 Hours | *Appraisal and Assessment Staff*<br>CASSO<br><br>*Tax-Mapping Staff*<br>CASSO |

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| | 3.10 Approve FAAS<br><br>3.11 Assign ARP No. in the FAAS<br><br>3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment<br><br>3.13 Assigned control number in the Notice of Assessment<br><br>3.14 Seal the Tax Declaration<br><br>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment | | | *Assistant City Assessor*<br>CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*Assistant City Assessor / City Assessor*<br>CASSO |
| 4. Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment | 4.1 Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Tax Declaration with Notice of Assessment | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 225.00 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.

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|---|---|
| **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<br>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(*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>CASSO |

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|---|---|---|---|---|
| 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00 Tax Declaration & Notice of Assessment / Assessment | 1 hour | *Clerk* CTO<br><br>*Revenue Collection Clerk III* CTO |
| 3. Return to the CASSO Appraisal and Assessment Section(*Window 1*)to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check improvements of the Property (if needed)<br><br>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)<br><br>3.7 Assign a Property Identification Number to FAAS<br><br>3.8 Reflect Tax Map for TMCR | | 4 Working Days & 6 hours | *Appraisal and Assessment Staff* CASSO<br><br>*Tax-Mapping Staff* CASSO<br><br>*Assistant City Assessor* |

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|---|---|---|---|---|
| | 3.9 Review and recommend for approval<br><br>3.10 Approve FAAS<br><br>3.11 Assign ARP No. in the FAAS<br><br>3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment<br><br>3.13 Assigned control number in the Notice of Assessment<br><br>3.14 Seal the Tax Declaration<br><br>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment | | | CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*Assistant City Assessor / City Assessor*<br>CASSO |
| 4.Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment | 4.1 Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Tax Declaration with Notice of Assessment | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 225.00 Tax Declaration & Notice of Assessment / 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.

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|---|---|
| **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<br>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 | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given | | 30 minutes | *Appraisal and Assessment Staff*<br>CASSO |

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| Section(*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 300.00 Tax Declaration/ & Notice of Assessment / Assessment Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section (Window 1) to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check improvements of the Property based on the subdivided lot. (scheduled inspection) | | 6 Working Days & 6 hours or more depending upon the number of lot parcel | *Appraisal and Assessment Staff*<br>CASSO |

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|---|---|---|---|---|
| | 3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)<br><br>3.7 Assign a Property Identification Number to FAAS<br><br>3.8 Reflect Tax Map for TMCR<br><br>3.9 Review and recommend for approval<br><br>3.10 Approve FAAS<br><br>3.11 Assign ARP No. in the FAAS<br><br>3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment<br><br>3.13 Assigned control number in the Notice of Assessment<br><br>3.14 Seal the Tax Declaration<br><br>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment | | | *Tax-Mapping Staff*<br>CASSO<br><br>*Assistant City Assessor*<br>CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*Assistant City Assessor / City Assessor*<br>CASSO |
| 4. Return to the CASSO Records Management Section(*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment | 4.1Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Tax Declaration with Notice of Assessment | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 300.00 Tax Declaration & Notice of Assessment** | **7 Working Days or more dependin g upon** | |

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|---|---|---|---|---|
| | | **/ Assessment** | **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.

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|---|---|
| **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<br>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 (*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>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 225.00 Tax Declaration & Notice of | 1 hour | *Clerk*<br>CTO |

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| and wait for the number to be called to pay assigned fees either in Window 3 - 5<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | Assessment / Assessment | | *Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section (*Window 1*) to give the official receipt issued from the CTO | 3.1 Receive the Official Receipt<br><br>3.2 Issue the Claim Stub<br><br>3.3 Verifies the documentary requirements<br><br>3.4 Attached completed requirements to its FAAS<br><br>3.5 Stamp Annotation or Cancel of Annotation | | 5 hours | *Appraisal and Assessment Staff*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*City Assessor*<br>CASSO |
| 4. Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Annotation or Cancellation | 4.1Receive / Verify the Claim Stub<br><br>4.2 Releases the Tax Declaration with Annotation or Cancellation | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 225.00 Tax Declaration & Notice of Assessment / 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.

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|---|---|
| **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<br>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 (*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00<br>Tax Declaration & Notice of Assessment / Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section (*Window 1*) to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Issue the Claim Stub<br><br>3.3 Verifies the documentary documents<br><br>3.4 Conduct Ocular Inspection<br><br>3.5 Prepares Inspection Report | | 4 Working Days& 6 hours | *Appraisal and Assessment Staff*<br>CASSO<br><br>*Assistant City Assessor* |

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|---|---|---|---|---|
| | and Notice of Cancelation<br><br>3.6 Reviews the Inspection Report and Notice of Cancelation<br><br>3.7 Approves Inspection Report and Notice of Cancelation<br><br>3.8 Encode and record the FAAS<br><br>3.9 Approves the Owner's Copy Notice of Cancelation | | | CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*City Assessor*<br>CASSO |
| 4. Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Notice of Cancellation | 4.1 Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Notice of Cancellation | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 225.00 Notice of Cancelation / 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.

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|---|---|
| **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<br>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<br>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** |
| 1. Submit complete documentary requirements at Appraisal and Assessment Section(*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00 Tax Declaration & Notice of Assessment / Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |

| | | | | |
|---|---|---|---|---|
| 3. Return to the CASSO Appraisal and Assessment Section (*Window 1*) to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check improvements of the Property<br><br>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)<br><br>3.7 Assign a Property Identification Number to FAAS<br><br>3.8 Reflect Tax Map for TMCR<br><br>3.9 Review and recommend for approval<br><br>3.10 Approve FAAS<br><br>3.11 Assign ARP No. in the FAAS<br><br>3.12 Encode the FAAS and print the | | 4 Working Days & 3 hours | *Appraisal and Assessment Staff*<br>CASSO<br><br>*Tax-Mapping Staff*<br>CASSO<br><br>*Assistant City Assessor*<br>CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO |

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|---|---|---|---|---|
| | Tax Declaration and Notice of Assessment<br><br>3.13 Assigned control number in the Notice of Assessment<br><br>3.14 Seal the Tax Declaration<br><br>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment | | | *Assistant City Assessor / City Assessor*<br>CASSO |
| 4. Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment | 4.1Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Tax Declaration with Notice of Assessment | | 30 minutes | *Records Management Staff*<br>CASSO |
| | **TOTAL** | **PHP 225.00 Tax Declaration & Notice of Assessment / Assessment** | **5 Working Days** | |

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

## 7. Application for Re-Assessment: (Erroneous Assessment and 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.

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|---|---|
| **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<br>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 |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit complete documentary requirements at Appraisal and Assessment Section(*Window 1*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given<br><br>1.3 Direct client to the City Treasurer's Office for payment | | 30 minutes | *Appraisal and Assessment Staff*<br>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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00 Tax Declaration & Notice of Assessment / Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section (*Window 1*) to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check | | 4 Working Days& 6 hours | *Appraisal and Assessment Staff*<br>CASSO |

| | | | | |
|---|---|---|---|---|
| | improvements of the Property<br><br>3.6 Prepares Field Appraisal and Assessment Sheet (FAAS)<br><br>3.7 Assign a Property Identification Number to FAAS<br><br>3.8 Reflect Tax Map for TMCR<br><br>3.9 Review and recommend for approval<br><br>3.10 Approve FAAS<br><br>3.11 Assign ARP No. in the FAAS<br><br>3.12 Encode the FAAS and print the Tax Declaration and Notice of Assessment<br><br>3.13 Assigned control number in the Notice of Assessment<br><br>3.14 Seal the Tax Declaration<br><br>3.15 Approve the Owner's Copy of the Tax Declaration and Notice of Assessment | | | *Tax-Mapping Staff*<br>CASSO<br><br>*Assistant City Assessor*<br>CASSO<br><br>*City Assessor*<br>CASSO<br><br>*Records Management Staff*<br>CASSO<br><br>*Assistant City Assessor / City Assessor*<br>CASSO |

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|---|---|---|---|---|
| 4. Return to the CASSO Records Management Section (*Window 6*) and Present the Claim Stub and receive the Tax Declaration with Notice of Assessment | 4.1Receive / Verify the Claim Stub<br><br>4.2 Release and Issue the Tax Declaration with Notice of Assessment | | 30 minutes | *Records Management Staff* CASSO |
| | **TOTAL** | **PHP 225.00 Tax Declaration & Notice of Assessment / 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) | Property Owner |
| 2. Approval of Application and Issuance of Patent and Certification from PENRO (If CLOA) (1 photocopy) (if needed) | 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) | Property Owner<br>Law Office |
| 2. Photocopy of Government ID of owner with 3 signatures (1 photocopy) | Property Owner |
| 3. Photocopy of Government ID of the spouse with 3 signatures (1 photocopy) | Spouse |
| 4. Marriage Certificate (1 photocopy) / Title that reflected the spouse name (1 photocopy) (if no letter of consent or authorization) | PSA / City Civil Registrar |
| **If the Property Owner was deceased the requestor must provide** | |
| 1. Extrajudicial Settlement, Notarize Will (1 photocopy) | Law Office |
| 2. Marriage Certificate(if spouse is the requestor & No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar<br>Law Office |
| 3. Birth Certificate (if Daughter or Son is the requestor & No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar |
| 4. Death Certificate (if No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar |

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|---|---|
| 5. Special Power of Attorney SPA of the Heirs (if No extrajudicial Settlement) (1 photocopy)<br>6. Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)<br><br>**If Processor, Corporation, Creditor and Interesting Party is the Requestor**<br>1. Special Power of Attorney SPA (1 photocopy)<br>Letter of consent or authorization letter of the property owner / Court Order (1 original copy)<br>2. Photocopy of Government ID of owner with 3 signatures (1 photocopy)<br>3. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>4. Secretary Certificate (if Corporate)<br><br>**If Buyer is the Requestor**<br>1. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>2. Deed of Sale / Deed of Donation / Contract of Sale(HDMF) / Deed of Conveyance (1 photocopy)<br><br>**If Association is the Requestor**<br>1. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>2. Board Resolution (authorizing the requestor) (1 photocopy) | Law Office<br><br>Requestor<br><br><br><br>Law Office<br>Property Owner<br><br>Property Owner<br><br>Requestor<br><br>Corporation<br><br><br>Requestor<br><br>Law Office<br><br><br><br>Requestor<br><br>Association |
| 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(*Window 2*)<br><br>*Make sure to secure Order of Payment that will be issued | 1.1 Assist the Client<br><br>1.2 Verify and locate the property<br><br>1.3 Issue the Order of Payment | | 30 minutes | *Tax-Mapping Staff*<br>CASSO |

| | | | | |
|---|---|---|---|---|
| | 1.4 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 300.00<br>*Certified copy of Barangay Map<br>*Certified True copy of Tax Map<br><br>*Reproduction of Maps (photocopy, white & blue printing) | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III* CTO |
| 3. Return to the CASSO Tax-Mapping Section (*Window 2*) to give the official receipt issued from the CTO | 3.1 Receive the Official Receipt<br><br>3.2 Advice client to wait for the certified copy<br><br>3.1Prepares and seal the requested Tax Map<br><br>3.2 Review and approve the certified Tax Map | | 1 hour | *Tax-Mapping Staff*<br>CASSO<br><br>*Assistant City Assessor / City Assessor*<br>CASSO |
| 4.Claims the certified Tax Map at Tax-Mapping Section (*Window 2*) | 4.1 Releases the certified Tax Map | | 30 minutes | *Tax-Mapping Staff*<br>CASSO |
| | **TOTAL** | **PHP 300.00 Tax Map / request** | **3 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:** | 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) | Property Owner |
| 2. Approval of Application and Issuance of Patent and Certification from PENRO (If CLOA) (1 photocopy) (if needed) | 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) | Property Owner<br>Law Office |
| 2. Photocopy of Government ID of owner with 3 signatures (1 photocopy) | Property Owner |
| 3. Photocopy of Government ID of the spouse with 3 signatures (1 photocopy) | Spouse |
| 4. Marriage Certificate (1 photocopy) / Title that reflected the spouse name (1 photocopy) (if no letter of consent or authorization) | PSA / City Civil Registrar, |
| **If the Property Owner was deceased the requestor must provide** | |
| 1. Extrajudicial Settlement, Notarize Will (1 photocopy) | Law Office |
| 2. Marriage Certificate(if spouse is the requestor & No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar,<br>Law Office |
| 3. Birth Certificate (if Daughter or Son is the requestor & No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar, |
| 4. Death Certificate (if No extrajudicial Settlement) (1 photocopy) | PSA / City Civil Registrar, |

| | | | | |
|---|---|---|---|---|
| 5. Special Power of Attorney SPA of the Heirs (if No extrajudicial Settlement) (1 photocopy)<br>6. Photocopy of Government ID of the requestor with 3 signatures (1 photocopy)<br><br>**If Processor, Corporation, Creditor and Interesting Party is the Requestor**<br>1. Special Power of Attorney SPA (1 photocopy)<br>Letter of consent or authorization letter of the property owner / Court Order (1 original copy)<br>2. Photocopy of Government ID of owner with 3 signatures (1 photocopy)<br>3. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>4. Secretary Certificate (if Corporate)<br><br>**If Buyer is the Requestor**<br>1. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>2. Deed of Sale / Deed of Donation / Contract of Sale(HDMF) / Deed of Conveyance (1 photocopy)<br><br>**If Association is the Requestor**<br>1. Photocopy of Government ID of the Requestor / Processor with 3 signatures<br>2. Board Resolution (authorizing the requestor) (1 photocopy) | | Law Office<br><br>Requestor<br><br><br><br>Law Office<br><br>Property Owner<br><br>Property Owner<br><br>Requestor<br><br>Corporation<br><br><br>Requestor<br><br>Law Office<br><br><br><br><br>Requestor<br><br>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 | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given | | 30 minutes | Records Management *Staff*<br>CASSO |

| | | | | |
|---|---|---|---|---|
| Section (*Window 3 - 5*)<br><br>*Make sure to secure Order of Payment that will be issued | 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 75.00 / Certified true copy of Landholding<br>*Certificate of Property holding (inclusive of the improvements introduced to the land)<br><br>* Certified Photocopy of Tax Declaration<br>*Certification of No Improvements<br>*Certification of w/ Improvements<br>* Other Certification<br><br>PHP 150.00<br>*For Trace Back | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Records Management Section (*Window 3 - 5*) to give the official receipt issued from the CTO | 3.1 Receive the Official Receipt<br><br>3.2 Advice client to wait for the certified copy<br><br>3.3 Prepares the certified true copy<br><br>3.4 Verified the certified true copy | | 1 hour | *Records Management Staff*<br>CASSO |

| | | | | |
|---|---|---|---|---|
| | 3.5 Sealed the certified true copy<br><br>3.6 Review and Approve the certified True Copies of Tax Declaration or Certification | | | *Assistant City Assessor / City Assessor* CASSO |
| 4.Claims the requested certificate at Records Management Section (*Window 3 - 5*) | 4.1 Releases the certified True Copies of Tax Declaration or Certification | | 30 minutes | Records Management *Staff* CASSO |
| | **TOTAL** | **PHP 75.00 Certified true copy PHP 150 - if needed for trace back / Assessment** | **3 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<br>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 (*Window 1*) | 1.1 Receive and review documentary requirements<br><br>1.2 Issue the Order of Payment if all required documents were given | | 30 minutes | *Appraisal and Assessment Staff*<br>CASSO |

| | | | | |
|---|---|---|---|---|
| *Make sure to secure Order of Payment that will be issued | 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<br><br>*Make sure to secure Official Receipt that will be issued upon payment | 2.1 Provide priority number from the queuing machine<br><br>2.2 Call the priority number<br><br>2.3 Accept payment based on the Order of payment<br><br>2.4 Issue the Official Receipt | PHP 225.00 Tax Declaration & Notice of Assessment / Assessment | 1 hour | *Clerk*<br>CTO<br><br>*Revenue Collection Clerk III*<br>CTO |
| 3. Return to the CASSO Appraisal and Assessment Section (*Window 1*) to give the official receipt issued from the CTO<br><br>*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<br><br>3.2 Advice client to affix their name, signature, address and contact no. in the FAAS<br><br>3.3 Issue the Claim Stub<br><br>3.4 Verifies the documentary documents<br><br>3.5 Conduct Ocular inspection to check improvements of the Property<br><br>3.6 Prepares Field Appraisal and | | 4 Working Days& 6 hours | *Appraisal and Assessment Staff*<br>CASSO |

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

| | | | | |
|---|---|---|---|---|
| Notice of Assessment | | | | |
| | **TOTAL** | **PHP 225.00 Tax Declaration & Notice of Assessment / Assessment** | **5 Working Days** | |

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