

**OFFICE OF THE
CITY ASSESSOR**
External Services

1. Appraisal and Assessment/Reassessment of buildings and other improvements

Ocular inspection and appraisal of a real property to determine its fair market value for taxation purposes.

Office or Division:	Office of the City Assessor (Appraisal and Assessment Division)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS (submit clear photocopy of the following)	WHERE TO SECURE
Building or Occupancy Permit	Office of the City Engineer
Affidavit of ownership	Law Office
Letter of Request	Owner or authorized representative
Residence Certificate	Office of the City Treasurer
Authorization, Special Power of Attorney or Affidavits	Law or Notarial Office
Government issued I.D.	(To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the assessment of property	1. Receiving of complete requirements	None	10 minutes	Zarah Hester Matias Louie Jay Domingo
2. Accompany the appraiser to the real property site for ocular inspection	2. Appraisal and assessment of the requested real property	None	Within 1 day upon submission of complete requirements	Zarah Hester Matias Louie Jay Domingo
3. Return to Assessor's Office	3. Processing and encoding of documents of Appraisal and Assessment Division	None	Within 3 days upon submission of complete requirements	Zarah Hester Matias Louie Jay Domingo Cherry Garlitos Cecille Castaño
4. Claim duly processed owner's Tax Declaration and Notice of Assessment	4. Requested documents will be available at the Releasing Section	None	10 minutes	Cherry Garlitos Ma. Jucel dela Rosa
TOTAL:		None	3 Days and 20 minutes	

*Note: All services offered by the office for both external and internal transactions are initially classified as simple transaction and may change as the need arises as guided by R.A. 11032 or the Ease of Doing Business Act of 2018.

2. Transfer of real property ownership and declaration of newly acquired real properties.

The process of recording and transferring real property ownership from previous to the current owner and documentation of newly acquired real properties.

Office or Division:	Office of the City Assessor (Appraisal and Assessment Division) (Records Division)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS (submit clear photocopy of the following)		WHERE TO SECURE
Transfer Certificate of Title		Register of Deeds (Land Registration Authority)
Deed of Conveyance(Sale, Donation, Extra-Judicial Settlement)		Law Office
Certification Authorizing Registration (BIR)		Bureau of Internal Revenue
Tax Clearance		Office of the City Treasurer
Transfer Tax, 1.10% of total consideration, Transfer fee P100.00 (Ord. No. 2014-3404)		-do-
Authorization, Special Power of Attorney or Affidavits		Law or Notarial Office
Government issued I.D.		(To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the transfer of ownership or declaration of newly acquired properties	1 Receiving of complete requirements	None	10 minutes	Louie Jay Domingo
2. Return to Assessor's Office	2. Processing and encoding of documents of Appraisal and Assessment Division	None	3 Days	Cherry Garlitos Cecille Castaño Ma. Jucel dela Rosa Louie Jay Domingo
3. Present official receipt and claim duly processed owner's Tax Declaration and Notice of Assessment	3. Requested documents will be available at the Releasing Section	None	10 minutes	Cherry Garlitos Ma. Jucel dela Rosa
TOTAL:		None	3 Days and 20 minutes	

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3. Declaration of subdivided or consolidated lots

Update tax maps and tax mapping control roll out of subdivision or consolidation agreement.

Office or Division:	Office of the City Assessor (Tax Mapping Division)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS (submit clear photocopy of the following)	WHERE TO SECURE
Photocopy of Transfer Certificate of Title	Register of Deeds (Land Registration Authority)
Photocopy of notarized Agreement (subdivision or consolidation)	Law Office
Approved Lot Plan	Surveyor's Office
Official receipt of the last paid realty tax	Office of the City Treasurer
Authorization, Special Power of Attorney or Affidavits	Law or Notarial Office
Government issued I.D.	(To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the subdivision or consolidation of lot.	1. Receiving of complete requirements by the Tax mapping Division	None	10 minutes	Manny Jose Louie Jay Domingo
2. Return to Assessor's Office	2. Processing and encoding of Tax Mapping Division	None	3 Days	Cherry Garlitos Manny Jose Ma. Jucel dela Rosa Cecille Castaño Louie Jay Domingo
3. Claim duly processed owner's Tax Declaration and Notice of Assessment	3. Available for release at the Releasing Section	None	10 minutes	Cherry Garlitos Ma. Jucel dela Rosa
TOTAL:		None	3 days and 20 minutes	

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4. Issuance of Certified Copy of Tax Declaration and other related certifications and verifications

Certify copies of tax declaration and issue corresponding certifications on real property concerns.

Office or Division:	Office of the City Assessor (Appraisal and Assessment Division) (Tax Mapping Division)(Records Division)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS (submit clear photocopy of the following)		WHERE TO SECURE
Authorization Authorization, Special Power of Attorney or Affidavits Official receipt of the last paid realty tax Government issued I.D.		Property owner Law or Notarial Office Office of the City Treasurer (To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for Certified Copy of Tax Declaration and other related certifications and verifications	Receiving of complete requirements by the concerned division • Appraisal and Assessment • Tax Mapping • Records	None	15 minutes	Cherry Garlitos Cecille Castaño Ma. Jucel dela Rosa
2. Pay the required fee (per Ordinance No. 2014-3404)	Redirect client to City Treasurer's Office for payment	P100.00 + P30.00 (Doc. Stamp)	5 minutes	Vhym Salud
3. Return to Assessor's Office	Processing and encoding by the concerned division • Appraisal and Assessment • Tax Mapping • Records	None	5 minutes	Cherry Garlitos Cecille Castaño Ma. Jucel dela Rosa Louie Jay Domingo Manny Jose Filipina Magararo

4. Present official receipt and claim duly processed certification	Requested certifications will be available for release at the Releasing Section	None	5 minutes	Cherry Garlitos Cecille Castaño Ma. Jucel dela Rosa
TOTAL:		₱130.00	30 minutes	

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5. Tax Mapping and other land related verifications

Information on land (i.e. area, location, classification) intended for appraisal and surveying purposes.

Office or Division:	Office of the City Assessor (Tax Mapping Division)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Appraisal Request		Registered Appraisal Company; requesting office
Authorization, Special Power of Attorney or Affidavits		Property owner
Government issued I.D.		(To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for tax map verification.	1. Receiving of complete requirements by the Tax mapping Division	none	15 minutes	Manny Jose
2. Pay the required fee (per Ordinance No. 2014-3404)	2. Redirect client to City Treasurer's Office for payment	P100.00 + P30.00 (Doc. Stamp)	5 minutes	Vym Salud
3. Return to Assessor's Office	3. Processing and encoding by the Tax Mapping Division	None	5 minutes	Manny Jose Ma. Jucel dela Rosa
4. Present official receipt and claim duly processed tax mapped property	4. Available for release at the Releasing Section	None	5 minutes	Manny Jose Ma. Jucel dela Rosa
TOTAL:		₱130.00	30 minutes	

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6. Annotation/Release of Mortgage

A note of encumbrances on the tax declaration such as mortgage, adverse claim, and notice of lis pendens that in turn, can also be lifted or cancelled.

Office or Division:	Office of the City Assessor (Appraisal and Assessment Division) (Records Division)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Deed of Mortgage, Affidavit of Adverse Claim		Law Office, Bank Document
Notice of Lis Pendens		Department of Justice, Regional Trial Court, Law Office
Release of Mortgage, Court Order or Resolution		Department of Justice, Regional Trial Court, Law Office, Bank Document
Authorization, Special Power of Attorney or Affidavits		Law or Notarial Office
Government issued I.D.		(To be presented by the requesting party for establishment of identity)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for annotation or release of mortgage.	1. Receiving of complete requirements	none	10 minutes	Cherry Garlitos Ma. Jucel dela Rosa Cecille Castaño Louie Jay Domingo
2. Pay the mortgage fee of 1% of the conveyed amount (per Ordinance No. 84-2359)	2. Redirect client to City Treasurer's Office for payment	1% Of conveyed amount (none for release)	10 minutes	Vym Salud
3. Return to Assessor's Office	Processing and encoding by the Assessment and Appraisal Division	None	3 days	Cherry Garlitos Cecille Castaño Ma. Jucel dela Rosa Louie Jay Domingo
4. Present official receipt and claim duly processed annotated or released owner's Tax Declaration and Notice of Assessment	Available for release at the Releasing Section	None	10 minutes	Cherry Garlitos Ma. Jucel dela Rosa
TOTAL:			3 Days and 30 minutes	

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