

# I. OFFICE OF THE MUNICIPAL ASSESSOR

## 1. TRANSFER OF REAL PROPERTY OWNERSHIP

Transfer of Real Property Ownership is	a transaction which involves transfer	of declared owner on Tax Declaration based on required legal documents.		
Office/Division: Office or	n: Office of the Municipal Assessor			
Classification: Comple	·			
Type of Transaction: G2C - G	Sovernment to Citizen			
Who may avail:				
CHECKLIST OF REQUI	IREMENTS	WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
<ol> <li>Letter request signed by property owner</li> </ol>	r or duly authorized representative	Property Owner		
Payment of current year Real Property	Tax/ Tax Clearance	Municipal Treasurer's Office		
<ol><li>Sworn statement of Real Property value of late filing</li></ol>	es with payment of penalties in case	Municipal Assessor's Office		
ADDITIONAL REQUIREMENTS – 2 Copies each	ch			
1. SIMPLE TRANSFER				
1.1. For titled property - Original Certificate     Certificate of Title (TCT)	of Title (OCT) or Transfer	Registry of Deeds		
1.2. For untitled property - Deed of Conveya Donation, etc.)	ance (ex. Deed of Sale, Deed of	Refer to a Legal Counsel		
1.3. Transfer Tax Receipt		Provincial Treasurer's Office		
1.4. Certificate Authorizing Registration (CAI	R)	Bureau of Internal Revenue		
1.5. Payment of Transfer of Ownership (Pres	sent original O.R.)	Municipal Treasurer's Office		
1.6. Payment for Inspection (Present origina	I O.R.)	Municipal Treasurer's Office		
2. SUBDIVISION and/or CONSOLIDATION	ON			
2.1. For titled properties - Approved Subdivis	sion Plan (Blueprint)	Bureau of Lands		
2.2. For untitled properties – Subdivision pla	an signed by a Geodetic Engineer	Bureau of Lands		
with Technical description				
2.3. For titled properties – Certificate of Title	}	Registry of Deeds		
2.4. Transfer Tax Receipt		Provincial Treasurer's Office		
2.5. Certificate Authorizing Registration (CAI	R)	Bureau of Internal Revenue		
2.6. Payment of Transfer of Ownership (Pres	sent original O.R.)	Municipal Treasurer's Office		
2.7. Payment for Inspection (Present origina	Il O.R.)	Municipal Treasurer's Office		





2.8. Payment for Segregation/Cor applicable	solidation of RPU (Present original O.R.) – if	Municipal Treasurer's (	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or
				Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	<ul><li>2.1. Require client to fill up transaction slip</li><li>2.2. Assist client in identifying type of transaction</li></ul>		3 minutes	Leny Mae P. Gardose LAOO I
				Or Evelyn B. Pirote LAOOII
3. Present complete requirements	<ul><li>3.1. Check and Verify documentary requirements</li><li>3.2. Advice client to pay required fees</li></ul>		5 minutes	Leny Mae P. Gardose LAOO I Or
				Evelyn B. Pirote LAOOII
<b>4.</b> Pay the required fees at the Municipal Treasurer Office and	4. Receive payment and issue OR	Transfer Fee – Php 100.00 Inspection Fee – Php 200.00 Segregation/ Consolidation Fee – Php 70.00 (if applicable)	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
<b>5.</b> Present proof of payment at Assessor's Office	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I
				Or





				Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	<ul><li>6.1. Prepare Field Appraisal Assessment</li><li>Sheets</li><li>6.2. Conduct ocular inspection</li></ul>		1 day (Field)	Evelyn B. Pirote LAOOII
	6.2. Conduct ocalai inspection			Or
				Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and Assessed Value 7.2. Prepare Appraisal Report		1 day	Evelyn B. Pirote LAOOII
	7.3. Process and Encode Transaction in Assessment System			Or
	·			Chrizalyn Mae H. Matutina Municipal Assessor
	<b>7.4.</b> Approval of New Tax Declaration			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and Owner's Copy of Tax Declaration		3 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
	TOTAL:	Php 370.00		



2. DEC	CLARATION OF REAL PR	ROPERTY OWNERSHIP (NEW DISC	OVERY)
	A transaction which involves d	eclaring a property for the first time.	
Office/E	Division:	Office of the Municipal Assessor	
Classifi	cation:	Complex	
Type of	Transaction:	G2C - Government to Citizen	
Who ma	ay avail:	All	
	CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE
BASIC	REQUIREMENTS – 2 Copies e	each	
1.	Letter request signed by prope	erty owner or duly authorized representative	Property Owner
2.			Municipal Assessor's Office
ADDITIO	ONAL REQUIREMENTS – 2 Co	opies each	
1.	LAND (Titled Property)		
a.	Certified true copy of free	patent, homestead or miscellaneous sales	Registry of Deeds
	applications		
b.		e issued by the Registry of Deeds, certifying	Registry of Deeds
	0	al copy of which is intact and existing in the	
	said registry		
C.	Approved Survey Plan		Bureau of Lands
2.	LAND (Untitled Property)		
a.		censed Geodetic Engineer duly approved by	Bureau of Lands
		u (LMB) of the Department of Environment	
	and Natural Resources (DENF		
b.		nal Executive Director of the DENR, stating	DENR
	among others, that the land is		
C.		d/or Sworn Statement declaring the Market	Affidavit – Legal Counsel
		nistrator; affidavit that the applicant is in long,	Sworn Statement – Assessor's Office
ام	continuous and notorious poss		Darangay Lall/ Mayor's Office
d.		gay captain that the declarant is the present ne land and the certification of the adjoining	Barangay Hall/ Mayor's Office
		arangay Captain and/or the Municipal Mayor.	
3.	BUILDING	arangay Captain and/or the Municipal Mayor.	
		g permit, building plan, and/or certificate of	Municipal Engineer's Office
a.	copy of the approved building	g permit, building plan, and/or certificate of	Municipal Engineer's Office





completion or certificate of concerned.	occupancy permit from the local officials				
b. Affidavit of ownership in the	<ul> <li>Affidavit of ownership in the absence of a building permit or certificates required under item 3.a.</li> </ul>		Affidavit – Legal Counsel		
4. MACHINERY					
	ry and other supporting documents relative to	Owner			
its purchase	ny and other supporting documents relative to	Owner			
b. Itemized list of machinery and	description	Owner			
5. OFFICIAL RECEIPT OF REC					
a. Payment for Inspection (Prese		Municipal Treasurer's (	Office		
b. Payment for Verification (Pres		Municipal Treasurer's (			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I	
				Or	
				Evelyn B. Pirote LAOOII	
2. Fill up transaction slip and identify transaction	<ul><li>2.1. Require client to fill up transaction slip</li><li>2.2. Assist client in identifying type of transaction</li></ul>		3 minutes	Leny Mae P. Gardose LAOO I	
	transaction			Or	
				Evelyn B. Pirote LAOOII	
3. Present complete requirements	<ul><li>3. 1. Check and Verify documentary requirements</li><li>3.2. Advice client to pay required fees</li></ul>		5 minutes	Leny Mae P. Gardose LAOO I	
	5.2. Advice client to pay required lees			Or	
				Evelyn B. Pirote LAOOII	
Pay the required fees at the Municipal Treasurer's Office	Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee –	6 minutes	Eleazar M. Belloga LRCO 1	
	I.		I.		





	<u> </u>	Php 50.00	- FAIL	OR
		F11p 50.00		* ' '
				Precious Christy Compas
				Cashier- Designate
<b>5.</b> present O.R. at the Municipal	<b>5.</b> Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose
Assessor				LAOO I
				_
				Or
				Evelyn B. Pirote
				LAOOII
6. Be present during ocular inspection	<b>6.1.</b> Prepare Field Appraisal Assessment			Evelyn B. Pirote
•	Sheets		1 day (Field)	LAOOII
	<b>6.2.</b> Conduct ocular inspection			
				Or
				Chrizalyn Mae H. Matutina
				Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and			Evelyn B. Pirote
7. Walt for Approval of Transaction	Assessed Value		1 day	LAOOII
	7.2. Prepare Appraisal Report		1 day	2,10011
	7.3. Process and Encode Transaction in			Or
	Assessment System			-
	,			Chrizalyn Mae H. Matutina
				Municipal Assessor
	7.4. Approval of New Tax Declaration			Chrizalyn Mae H. Matutina
				Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and		3 minutes	Leny Mae P. Gardose
	Owner's Copy of Tax Declaration			LAOO I
				0-
				Or
				Evelyn B. Pirote
				LAOOII
				LAOOII





# 3. RE-ASSESSMENT AND RE-CLASSIFICATION OF REAL PROPERTY

A transaction that involves inspection of present condition and classification of real properties, based on actual use.

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Office/Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
	OF REQUIREMENTS		WHERE TO SEC	URE
BASIC REQUIREMENTS – 2 Copies				
	erty owner or duly authorized representative	Property Owner		
2. Payment of current year Real		Municipal Treasurer's		
•	perty values with payment of penalties in case	Municipal Assessor's C	Office	
of late filing				
ADDITIONAL REQUIREMENTS – 2 C	opies each			
3. LAND				
3.1. Individual TCT		Municipal Treasurer's	Office	
3.2. Approved Plan		Bureau of Lands		
4. BUILDING				
4.1. Building Plan		Municipal Engineer's Office		
5. MACHINERY				
5.1. Itemized list of machinery and		Owner		
6. OFFICIAL RECEIPT OF REQ				
6.1. Payment for Inspection (Prese		Municipal Treasurer's Office		
6.2. Payment for Verification (Pres	,	Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	<ul><li>2.1. Require client to fill up transaction slip</li><li>2.2. Assist client in identifying type of transaction</li></ul>		3 minutes	Leny Mae P. Gardose LAOO I





				Or
				Evelyn B. Pirote
				LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary		5 minutes	Leny Mae P. Gardose
	requirements			LAOO I
	3.2. Advice client to pay required fees			Or
				Oi I
				Evelyn B. Pirote
				LAOOII
4. Pay the required fees at the	Receive Proof of Payment	Inspection Fee – Php	6 minutes	Eleazar M. Belloga
Municipal Treasurer's Office		200.00 Verification Fee –		LRCO 1
		Php 50.00		OR
		1 110 00.00		Precious Christy Compas
5 December O.D. at the Municipal	E Cabadula fan an andarinan artisa		F mains da a	Cashier- Designate
<b>5.</b> Present O.R. at the Municipal Assessor	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I
A3363301				LAGOT
				Or
				First or B. Birete
				Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	<b>6.1.</b> Prepare Field Appraisal Assessment			Evelyn B. Pirote
or he precent during edular interpolation	Sheets		1 day (Field)	LAOOII
	<b>6.2.</b> Conduct ocular inspection			
				Or
				Chrizalyn Mae H. Matutina
				Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and			Evelyn B. Pirote
	Assessed Value		1 day	LAOOII
	<b>7.2.</b> Prepare Appraisal Report <b>7.3.</b> Process and Encode Transaction in			0-
	Assessment System			Or
	/ tooosoment Oystem		]	





				Chrizalyn Mae H. Matutina Municipal Assessor
	7.4. Approval of New Tax Declaration			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and Owner's Copy of Tax Declaration		3 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
	TOTAL:	Php 250.00		

4. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION  Certified true copy of tax declaration is issued to declared owner as proof of authenticity of the original copy.				
Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:				
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies 6	each			
<ol> <li>Letter request signed by properties.</li> </ol>	erty owner or duly authorized representative	Property Owner		
2. Payment of current year Real	Property Tax/ Tax Clearance	Municipal Treasurer's (	Office	
<ol><li>Sworn statement of Real Prop of late filing</li></ol>	erty values with payment of penalties in case	Municipal Assessor's C	Office	
ADDITIONAL REQUIREMENT				
<ol> <li>Payment for Certified True Co</li> </ol>	py (Present original O.R.)	Municipal Treasurer's (	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I
				Or





				Evelyn B. Pirote
				LAOOII
2. Fill up transaction slip and identify	<b>2.1.</b> Require client to fill up transaction slip		3 minutes	Leny Mae P. Gardose
transaction	<b>2.2.</b> Assist client in identifying type of transaction			LAOO I
				Or
				Evelyn B. Pirote
				LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary		5 minutes	Leny Mae P. Gardose
	requirements			LAOO I
	3.2. Advice client to pay required fees			
				Or
				Evelyn B. Pirote
				LAOOII
4. Pay the required fees at the	4. Receive Proof of Payment	Certified True Copy –	6 minutes	Eleazar M. Belloga
Municipal Treasurer's Office		Php 100.00		LRCO 1
				OR
				Precious Christy Compas
				Cashier- Designate
5. Wait for the transaction to be	5. Process transaction and have the		5 minutes	Leny Mae P. Gardose
processed	document signed			LAOO I
				Or
				Evelyn B. Pirote
				LAOOII
				Or
				Chrizalyn Mae H. Matutina
				Municipal Assessor
6. Receive Copy of Certified Tax	6. Log and Release Transaction			Leny Mae P. Gardose
Declaration			2 minutes	LAOO I





		Or Evolva B. Piroto
		Evelyn B. Pirote LAOOII
TOTAL:	Php 100.00	

	IUIAL:	Prip 100.00		
5. ISSUANCE OF REAL PROP	ERTY CERTIFICATIONS			
o REAL PRO	PERTY LANDHOLDINGS			
<ul><li>WITH IMPR</li></ul>	OVEMENT			
<ul><li>WITHOUT I</li></ul>	MPROVEMENT			
<ul> <li>LAND PRO</li> </ul>	PERTY DESCRIPTION			
<ul><li>TOTALLY B</li></ul>	BURNED			
Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared owner or authorized representative			
	OF REQUIREMENTS	WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies	each			
<ol> <li>Letter request signed by properties.</li> </ol>	erty owner or duly authorized representative	Property Owner		
<ol><li>Payment of current year Real</li></ol>	Property Tax/ Tax Clearance	Municipal Treasurer's (	Office	
<ol><li>Sworn statement of Real Prop</li></ol>	erty values with payment of penalties in case	Municipal Assessor's C	Office	
of late filing				
ADDITIONAL REQUIREMENT				
<ol><li>Payment for Certification (Pre</li></ol>	,	Municipal Treasurer's (		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose
office				LAOO I
				Or
				F
				Evelyn B. Pirote
0 50	04.5		0	LAOOII
<b>2.</b> Fill up transaction slip and identify	<b>2.1.</b> Require client to fill up transaction slip		3 minutes	Leny Mae P. Gardose





transaction	<b>2.2.</b> Assist client in identifying type of transaction			LAOO I
				Or
				Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I
	3.2. Advice client to pay required fees			Or
				Evelyn B. Pirote LAOOII
4. Pay the required fees at the	4. Receive Proof of Payment	Certification fee –	6 minutes	Eleazar M. Belloga
Municipal Treasurer's Office		Php 75.00		LRCO 1 OR
				Precious Christy Compas
				Cashier- Designate
5. Wait for the transaction to be processed	Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
				Or
				Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive Copy of Certification	6. Log and Release Transaction		2 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
	TOTA	L: Php 75.00		



Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
	OF REQUIREMENTS		WHERE TO SECU	JRE
Letter request		Property Owner		
Payment for Certification (Pre	sent original O.R.)	Municipal Treasurer's (	Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I
				Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	<ul><li>2.1. Require client to fill up transaction slip</li><li>2.2. Assist client in identifying type of transaction</li></ul>		3 minutes	Leny Mae P. Gardose LAOO I Or
				Evelyn B. Pirote LAOOII
3. Present complete requirements	<ul><li>3. 1. Check and Verify documentary requirements</li><li>3.2. Advice client to pay required fees</li></ul>		5 minutes	Leny Mae P. Gardose LAOO I
				Or Evelyn B. Pirote LAOOII
Pay the required fees at the     Municipal Treasurer's Office	Receive Proof of Payment	Certification fee – Php 75.00		Eleazar M. Belloga LRCO 1





				OR
				Precious Christy Compas
				Cashier- Designate
5. Wait for the transaction to be processed	<b>5.</b> Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
				Or
				Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive Copy of Certification	6. Log and Release Transaction		2 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
	TOTA	.: Php 75.00		





#### 7. CANCELLATION OF REAL PROPERTY TAX DECLARATION DEMOLISHED BUILDING NON-OPERATIONAL MACHINERY Office of the Municipal Assessor Office/Division: Classification: Complex G2C - Government to Citizen Type of Transaction: Declared Owner or Authorized Representative Who may avail: WHERE TO SECURE **CHECKLIST OF REQUIREMENTS** BASIC REQUIREMENTS - 2 Copies each 1. Letter request signed by property owner or duly authorized representative Property Owner 2. Payment of current year Real Property Tax/ Tax Clearance Municipal Treasurer's Office 3. Sworn statement of Real Property values with payment of penalties in case Municipal Assessor's Office of late filing ADDITIONAL REQUIREMENTS - 2 copies 4. Barangay Certification stating that the building is demolished or machine is Barangay Hall non-operational 5. Payment for Inspection (Present original O.R.) Municipal Treasurer's Office 6. Payment for Verification (Present original O.R.) Municipal Treasurer's Office **CLIENT STEPS AGENCY ACTION** FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE 1. Sign in the Client Log Book in the 1. Give the Log Book to the client Leny Mae P. Gardose 1 minute office LAOO I Or Evelyn B. Pirote LAOOII 2. Fill up transaction slip and identify 2.1. Require client to fill up transaction slip Leny Mae P. Gardose 3 minutes transaction **2.2.** Assist client in identifying type of LAOO I transaction Or Evelyn B. Pirote LAOOII 3. 1. Check and Verify documentary 3. Present complete requirements Leny Mae P. Gardose 5 minutes requirements LAOO I





	TOTAL:	Php 250.00		
				Evelyn B. Pirote LAOOII
				LAOO I Or
Receive approved transaction	<ul><li>7.3. Approval of Transaction</li><li>8. Release of Provincial Form 183</li></ul>		3 minutes	Chrizalyn Mae H. Matutina Municipal Assessor Leny Mae P. Gardose
	7.0 Approval of Transaction			Chrizalyn Mae H. Matutina Municipal Assessor
	Assessment System		,	Or
7. Wait for Approval of Transaction	7.1. Prepare Appraisal Report 7.2. Process and Encode Transaction in		1 day	Evelyn B. Pirote LAOOII
				Chrizalyn Mae H. Matutina Municipal Assessor
	<b>6.2.</b> Conduct ocular inspection			Or
<b>6.</b> Be present during ocular inspection	Sheets		1 day (Field)	Evelyn B. Pirote LAOOII
				Evelyn B. Pirote LAOOII
property				Or
5. Set time for ocular inspection of	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I
				Precious Christy Compas  Cashier- Designate
		Verification Fee – Php 50.00		OR OLL LO
Municipal Treasurer's Office	4. Receive Floor of Fayment	200.00	o minutes	LRCO 1
4. Pay the required fees at the	Receive Proof of Payment	Inspection Fee – Php	6 minutes	LAOOII Eleazar M. Belloga
				Evelyn B. Pirote
	3.2. Advice client to pay required fees			Or



## 8. CORRECTION OF ENTRIES IN THE TAX DECLARATION

- NAME OF DECLARED OWNER (SPELLING)ADDRESS

Off: 10: : :					
Office/Division:	Office of the Municipal Assessor				
Classification:	Simple				
Type of Transaction:	G2C - Government to Citizen				
Who may avail:	Declared Owner or Authorized Representative	/e			
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		JRE		
BASIC REQUIREMENTS – 2 Copies					
	erty owner or duly authorized representative	Property Owner			
<ol><li>Payment of current year Real</li></ol>		Municipal Treasurer's			
<ol><li>Sworn statement of Real Prop</li></ol>	perty values with payment of penalties in case	Municipal Assessor's C	Office		
of late filing					
ADDITIONAL REQUIREMENTS – 2 c	opies				
4. Certificate of title Registry of Deeds					
<ol><li>Government issued document</li></ol>	Government issued documents or Valid ID		Owner		
<ol><li>Payment for Verification (Pres</li></ol>	Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
	·				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I	
				Or	
				Evelyn B. Pirote LAOOII	
2. Fill up transaction slip and identify transaction	<ul><li>2.1. Require client to fill up transaction slip</li><li>2.2. Assist client in identifying type of transaction</li></ul>	3 minutes Leny Mae P. Gardose LAOO I			
				Or	
				Evelyn B. Pirote	





5. Log and Release of Provincial Form 183  TOTAL:	Php 50.00	3 minutes	Or  Chrizalyn Mae H. Matutina Municipal Assessor  Leny Mae P. Gardose  LAOO I  Or  Evelyn B. Pirote  LAOOII
i. Log and Release of Provincial Form 183		3 minutes	Or Chrizalyn Mae H. Matutina Municipal Assessor Leny Mae P. Gardose LAOO I
			Or Chrizalyn Mae H. Matutina Municipal Assessor
			LAOOII
			Evelyn B. Pirote LAOOII
			Or
5. Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I
			Cashier- Designate
			Precious Christy Compas
	50.00		LRCO 1 OR
Receive Proof of Payment		6 minutes	Eleazar M. Belloga
			Evelyn B. Pirote LAOOII
3.2. Advice client to pay required fees			Or
equirements			LAOO I
3. 1. Check and Verify documentary		5 minutes	LAOOII Leny Mae P. Gardose
5.	2. Advice client to pay required fees  Receive Proof of Payment  Process transaction and have the	equirements 2. Advice client to pay required fees  Receive Proof of Payment  Verification fee – Php 50.00  Process transaction and have the	equirements 2. Advice client to pay required fees  Neceive Proof of Payment Verification fee – Php 50.00  Process transaction and have the  5 minutes



9. ISSUANCE OF SKETCH PLA				
-	red owner based on technical description or re	eal property tax map.		
Office/Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared Owner or Authorized Representative	/e		
CHECKLIST (	OF REQUIREMENTS	WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies 6	each			
<ol> <li>Letter request signed by property</li> </ol>	erty owner or duly authorized representative	Property Owner		
2. Payment of current year Real	Property Tax/ Tax Clearance	Municipal Treasurer's (	Office	
Sworn statement of Real Prop     of late filing	erty values with payment of penalties in case	Municipal Assessor's C	Office	
ADDITIONAL REQUIREMENTS - 2 co	opies			
Certificate of title with technical	al description	Registry of Deeds		
<ol><li>Payment for Verification (Pres</li></ol>	ent original O.R.)	Municipal Treasurer's Office		
6. Payment for Sketch Plan (Pre-	sent original O.R.)	Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose
office				LAOO I
				Or
				Evelyn B. Pirote
				LAOOII
2. Fill up transaction slip and identify	2.1. Require client to fill up transaction slip		3 minutes	Leny Mae P. Gardose
transaction	<b>2.2.</b> Assist client in identifying type of		J IIIIIIules	LAOO I
ti dii saction	transaction			LAGO I
	tansaction			Or
				Evelyn B. Pirote
				LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary		5 minutes	Leny Mae P. Gardose





			· ***	
	requirements			LAOO I
	3.2. Advice client to pay required fees			
				Or
				Evelyn B. Pirote
				LAOOII
4. Pay the required fees at the	4. Receive Proof of Payment	Verification fee – Php	6 minutes	Eleazar M. Belloga
Municipal Treasurer's Office		50.00		LRCO 1
		Sketch Plan fee –		OR
		Php 75.00		Precious Christy Compas
				Cashier- Designate
5. Wait for the transaction to be	5. Process transaction and have the		1 day	Leny Mae P. Gardose
processed	document signed			LAOO I
	- issuance of Sketch plan requires			Or
	technical skills since it is prepared			Oi
	using a software			Evelyn B. Pirote
	assing a comment			LAOOII
				Or
				Chrisplys Mac II Matertina
				Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive approved transaction	6. Log and Release of Copy of Sketch Plan		3 minutes	Leny Mae P. Gardose
				LAOO I
				Or
				Evolun P. Direte
				Evelyn B. Pirote LAOOII
	TOTAL:	Php 125.00		Ertoon
L	1			