



## 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.

<b>Office/Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>BASIC REQUIREMENTS – 2 Copies each</b>	
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 of late filing	Municipal Assessor's Office
<b>ADDITIONAL REQUIREMENTS – 2 Copies each</b>	
<b>1. SIMPLE TRANSFER</b>	
1.1. For titled property - Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT)	Registry of Deeds
1.2. For untitled property - Deed of Conveyance (ex. Deed of Sale, Deed of Donation, etc.)	Refer to a Legal Counsel
1.3. Transfer Tax Receipt	Provincial Treasurer's Office
1.4. Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue
1.5. Payment of Transfer of Ownership (Present original O.R.)	Municipal Treasurer's Office
1.6. Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office
<b>2. SUBDIVISION and/or CONSOLIDATION</b>	
2.1. For titled properties - Approved Subdivision Plan (Blueprint)	Bureau of Lands
2.2. For untitled properties – Subdivision plan signed by a Geodetic Engineer with Technical description	Bureau of Lands
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 (CAR)	Bureau of Internal Revenue
2.6. Payment of Transfer of Ownership (Present original O.R.)	Municipal Treasurer's Office
2.7. Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office
<b>WHERE TO SECURE</b>	



2.8. Payment for Segregation/Consolidation of RPU (Present original O.R.) – if applicable		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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose 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  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer Office and	<b>4. Receive payment and issue OR</b>	Transfer Fee – Php 100.00 Inspection Fee – Php 200.00 Segregation/ Consolidation Fee – Php 70.00 (if applicable)	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
5. 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	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII  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 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII  Or 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
	<b>TOTAL:</b>		Php 370.00	



<b>2. DECLARATION OF REAL PROPERTY OWNERSHIP (NEW DISCOVERY)</b>	
A transaction which involves declaring a property for the first time.	
<b>Office/Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>BASIC REQUIREMENTS – 2 Copies each</b>	
1. Letter request signed by property owner or duly authorized representative	Property Owner
2. Sworn statement of Real Property values	Municipal Assessor's Office
<b>ADDITIONAL REQUIREMENTS – 2 Copies each</b>	
<b>1. LAND (Titled Property)</b>	
a. Certified true copy of free patent, homestead or miscellaneous sales applications	Registry of Deeds
b. Certified true copy of the Title issued by the Registry of Deeds, certifying among others that the original copy of which is intact and existing in the said registry	Registry of Deeds
c. Approved Survey Plan	Bureau of Lands
<b>2. LAND (Untitled Property)</b>	
a. A survey plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources (DENR)	Bureau of Lands
b. A certification from the Regional Executive Director of the DENR, stating among others, that the land is alienable and disposable	DENR
c. An affidavit of ownership and/or Sworn Statement declaring the Market Value filed by the owner/administrator; affidavit that the applicant is in long, continuous and notorious possession of the property.	Affidavit – Legal Counsel Sworn Statement – Assessor's Office
d. A certification from the Barangay captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the Barangay Captain and/or the Municipal Mayor.	Barangay Hall/ Mayor's Office
<b>3. BUILDING</b>	
a. Copy of the approved building permit, building plan, and/or certificate of	Municipal Engineer's Office



completion or certificate of occupancy permit from the local officials concerned.				
b. Affidavit of ownership in the absence of a building permit or certificates required under item 3.a.		Affidavit – Legal Counsel		
<b>4. MACHINERY</b>				
a. Purchase receipts of machinery and other supporting documents relative to its purchase		Owner		
b. Itemized list of machinery and description		Owner		
<b>5. OFFICIAL RECEIPT OF REQUIRED FEES</b>				
a. Payment for Inspection (Present original O.R.)		Municipal Treasurer's Office		
b. Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose 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  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee –	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1



		Php 50.00		OR Precious Christy Compas <i>Cashier- Designate</i>
5. present O.R. at the Municipal Assessor	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	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII  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 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII  Or 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
	<b>TOTAL:</b>	Php 250.00		



### 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.

<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>BASIC REQUIREMENTS – 2 Copies each</b>				
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 of late filing	Municipal Assessor's Office			
<b>ADDITIONAL REQUIREMENTS – 2 Copies each</b>				
<b>3. LAND</b>				
3.1. Individual TCT	Municipal Treasurer's Office			
3.2. Approved Plan	Bureau of Lands			
<b>4. BUILDING</b>				
4.1. Building Plan	Municipal Engineer's Office			
<b>5. MACHINERY</b>				
5.1. Itemized list of machinery and description	Owner			
<b>6. OFFICIAL RECEIPT OF REQUIRED FEES</b>				
6.1. Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office			
6.2. 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 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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose 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  Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee – Php 50.00	6 minutes	<i>Eleazar M. Belloza</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Present O.R. at the Municipal Assessor	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	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII  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 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII  Or





				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
		<b>TOTAL:</b>	Php 250.00	

<b>4. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION</b>				
Certified true copy of tax declaration is issued to declared owner as proof of authenticity of the original copy.				
<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Declared owner or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>BASIC REQUIREMENTS – 2 Copies each</b>				
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 of late filing			Municipal Assessor's Office	
<b>ADDITIONAL REQUIREMENT</b>				
1. Payment for Certified True Copy (Present original O.R.)			Municipal Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>2.</b> Fill up transaction slip and identify transaction	<b>2.1.</b> Require client to fill up transaction slip <b>2.2.</b> Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I  Or  Evelyn B. Pirote LAOOII
<b>3.</b> Present complete requirements	<b>3. 1.</b> Check and Verify documentary requirements <b>3.2.</b> Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I  Or  Evelyn B. Pirote LAOOII
<b>4.</b> Pay the required fees at the Municipal Treasurer's Office	<b>4.</b> Receive Proof of Payment	Certified True Copy – Php 100.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
<b>5.</b> 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
<b>6.</b> Receive Copy of Certified Tax Declaration	<b>6.</b> Log and Release Transaction		2 minutes	Leny Mae P. Gardose LAOO I



				Or Evelyn B. Pirote LAOOII
		<b>TOTAL:</b>	Php 100.00	

<b>5. ISSUANCE OF REAL PROPERTY CERTIFICATIONS</b>				
<ul style="list-style-type: none"> <li>○ REAL PROPERTY LANDHOLDINGS</li> <li>○ WITH IMPROVEMENT</li> <li>○ WITHOUT IMPROVEMENT</li> <li>○ LAND PROPERTY DESCRIPTION</li> <li>○ TOTALLY BURNED</li> </ul>				
<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Declared owner or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>BASIC REQUIREMENTS – 2 Copies each</b>				
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 of late filing			Municipal Assessor's Office	
<b>ADDITIONAL REQUIREMENT</b>				
4. Payment for Certification (Present original O.R.)			Municipal Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1. Require client to fill up transaction slip		3 minutes	Leny Mae P. Gardose



transaction	2.2. 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  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Certification fee – Php 75.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. 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
	<b>TOTAL:</b>	Php 75.00		



<b>6. ISSUANCE OF REAL PROPERTY CERTIFICATIONS (NO REAL PROPERTY)</b>				
<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request			Property Owner	
2. Payment for Certification (Present original O.R.)			Municipal Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose 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  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Certification fee – Php 75.00		<i>Eleazar M. Belloga</i> LRCO 1



				OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. 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
		<b>TOTAL:</b>	Php 75.00	



**7. CANCELLATION OF REAL PROPERTY TAX DECLARATION**

- DEMOLISHED BUILDING
- NON-OPERATIONAL MACHINERY

<b>Office/Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Declared Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>BASIC REQUIREMENTS – 2 Copies each</b>	
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 of late filing	Municipal Assessor's Office
<b>ADDITIONAL REQUIREMENTS – 2 copies</b>	
4. Barangay Certification stating that the building is demolished or machine is non-operational	Barangay Hall
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 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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I  Or  Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements		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 Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee – Php 50.00	6 minutes	<i>Eleazar M. Belloza</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Set time for ocular inspection of property	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	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Prepare Appraisal Report 7.2. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
	7.3. Approval of Transaction			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Provincial Form 183		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
	<b>TOTAL:</b>	Php 250.00		





<b>8. CORRECTION OF ENTRIES IN THE TAX DECLARATION</b>				
<ul style="list-style-type: none"> <li>○ NAME OF DECLARED OWNER (SPELLING)</li> <li>○ ADDRESS</li> </ul>				
<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Declared Owner or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>BASIC REQUIREMENTS – 2 Copies each</b>				
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 of late filing		Municipal Assessor's Office		
<b>ADDITIONAL REQUIREMENTS – 2 copies</b>				
4. Certificate of title		Registry of Deeds		
5. Government issued documents or Valid ID		Owner		
6. Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose 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  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Verification fee – Php 50.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. 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 approved transaction	6. Log and Release of Provincial Form 183		3 minutes	Leny Mae P. Gardose LAOO I  Or  Evelyn B. Pirote LAOOII
	<b>TOTAL:</b>	Php 50.00		



<b>9. ISSUANCE OF SKETCH PLAN</b>				
Sketch plan is issued to a declared owner based on technical description or real property tax map.				
<b>Office/Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Declared Owner or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>BASIC REQUIREMENTS – 2 Copies each</b>				
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 of late filing	Municipal Assessor's Office			
<b>ADDITIONAL REQUIREMENTS – 2 copies</b>				
4. Certificate of title with technical description	Registry of Deeds			
5. Payment for Verification (Present original O.R.)	Municipal Treasurer's Office			
6. Payment for Sketch Plan (Present original O.R.)	Municipal Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		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 3.2. Advice client to pay required fees			LAOO I  Or  Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Verification fee – Php 50.00 Sketch Plan fee – Php 75.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. Process transaction and have the document signed  - issuance of Sketch plan requires technical skills since it is prepared using a software		1 day	Leny Mae P. Gardose LAOO I  Or  Evelyn B. Pirote LAOOII  Or  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  Evelyn B. Pirote LAOOII
	<b>TOTAL:</b>	Php 125.00		