



City Assessor's Office

External



I. Assessment or Re-assessment of Real Properties

This office is tasked to conduct ocular inspection in relation to the discovery, classification, assessment and valuation of all real properties which shall be used as basis for taxation.

Office or Division:	Assessment Records Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Inspection (from real property owners)		To be provided by the Real Property Owner		
Building Plans with corresponding Building Permits and Certificate of Occupancy (for buildings)		Client's file copy		
Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's should follow measures to contain the spread of COVID 19 as to wearing of mask, washing of hands with alcohol or alcohol-based hand rub, observe social distancing and provide information for contact tracing.	1. Assist clients	None	None	Assessment Clerk
2. Submit requirements to the receiving clerk (Real property subject for Assessment / Re-Assessment should be clearly stated in the letter request)	2. Evaluate submitted documents and arrange schedule for ocular inspection	Residential P100.00 Commercial P500.00 Agricultural P250.00 Industrial P500.00	4 minutes/ transaction	Assessment Clerk
3. Requesting Party should be present on the date of inspection	3. Conduct ocular inspection	None	Time depends on the distance where the real property subject for inspection is located Urban Areas 3 hours Rural Areas 1 day	Local Assessment Operation Officer



4. None	4. Prepare Real Property Field Appraisal & Assessment Sheet (FAAS); encode approved assessment; generate owner's copy of Tax Declaration and Notice of Assessment		2 days/ transaction	<i>Operation Officer Asst. City Assessor City Assessor</i>
5. Claim owner's copy of Tax Declaration and Notice of Assessment after completion of transaction	5. Release owner's copy of Tax Declaration and Notice of Assessment	None	1 minute	<i>Assessment Clerk</i>
	Total	Residential P100.00 Commercial P500.00 Agricultural P250.00 Industrial P500.00	2 days, 3 hrs & 5mins./ Transaction (urban areas) 3days & 5 mins./ Transaction (rural areas)	

Certifications

This office issues the following certifications:

1. Certificate of Total Property Holdings
2. Certificate of No Improvement
3. Certificate with Improvement
4. Certificate of No Real Property
5. Other Assessor's Certification

Office or Division:	Assessment Records Management Division
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Real Property Owners
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Land Tax Clearance (for Certificate of Total Property Holdings, Certificate With or Without Improvements) – 1 original copy	City Treasurer's Office
Affidavit of No Improvement (for Certificate of No Improvement)	Office of the Notary Public
Official Receipt for the required fee	City Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's should follow measures to contain the spread of COVID 19 as to wearing of mask, washing of hands with alcohol or alcohol-based hand rub, observe social distancing and provide information for contact tracing.	1. Assist Clients	None	None	Assessment Clerk
2. Present all requirements to the receiving clerk	2.1 Evaluate the documents	P20.00	2 minutes	Assessment Clerk
	2.2 Prepare/Generate certification	P10.00 (Certificate of No Real Property)	6 minutes	Assessment Clerk Asst. City Assessor City Assessor
3. Receive requested assessor's certification	3. Release requested assessor's certification	None	1 minute	Assessment Clerk
	Total	P20.00 P10.00 (Certificate of No Real Property)	9 minutes/ Certification	

Certified True Copy of Tax Declaration

Tax Declaration of real property is for taxation purposes only and the valuation indicated therein are based on the approved Schedule of Market Values.

Office or Division:	Assessment Records Management Division
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Real Property Owners
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Land Tax Clearance- 1 original copy	City Treasurer's Office
Letter Request (for Historical Records)	To be provided by Real Property Owner



SPA in cases where the requesting party is not the declared/registered property owner		Office of the Notary Public		
Official Receipt for the required fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's should follow measures to contain the spread of COVID 19 as to wearing of mask, washing of hands wih alcohol or alcohol-based hand rub, observe social distancing and provide information for contact tracing.	1. Assist clients	None	None	Assessment Clerk
2. Present the required documents to the receiving clerk	2.1 Evaluate the documents	P20.00 OR for Certified True Copy of Tax Declaration	1 minute/ Tax Declaration	Assessment Clerk
	2.2 Generate copy of Tax Declaration		4 minutes/ Tax Declaration	Assessment Clerk Asst. City Assessor City Assessor
3. Receive copy of the requested document	3. Release copy of the requested document	None	1 minute	Assessment Clerk
	Total	P20.00	6 minutes/Tax Declaration	

Declaration of Subdivision, Consolation or Consolidation - Subdivision

This office of the City Assessor takes charge of the declaration of real properties resulting from subdivision, consolidation, or consolidation-subdivision of lots.

Office or Division:	Assessment Records Management Division
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Real Property Owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Land Tax Clearance of Properties subject for subdivision, consolidation or consolidation-subdivision – 1 original copy	City Treasurer's Office
Duly approved subdivision, consolidation or consolidation – subdivision plans – 1 Blue Print	Client's file copy



Original and photocopy of titles of lots resulting from subdivision, consolidation or consolidation-subdivision		Client's file copy		
Affidavit of subdivision, consolidation or consolidation-subdivision Official Receipt for the required fee		Client's file copy		
Official Receipt for the Required Fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's should follow measures to contain the spread of COVID 19 as to wearing of mask, washing of hands with alcohol or alcohol-based hand rub, observe social distancing and provide information for contact tracing.	1. Assist Clients	None	None.	<i>Assessment Clerk.</i>
2. Submit all the required documents	2. Evaluate submitted documents, arrange schedule of inspection	P50.00 for the first 2 lots P5.00 / lot for each succeeding lots OR for Subd., Consolidation/ Subd.	4 minutes	<i>Tax Mapper Assessment Clerk</i>
3. Requesting party should be present on the date of inspection	3. Conduct ocular inspection.	Residential P100.00 Commercial P500.00 Agricultural P250.00 Industrial P500.00 OR/Inspection Fee for Assessment Of Real Properties	Time depends on the distance where the real property subject for inspection is located 3 hours (urban areas) 1 day (rural areas)	<i>Tax Mapper Local Assessment Operation Officer</i>



4. None	4. Prepare Tax Maps with corresponding PIN for each lot; Prepare Real Property Filed Appraisal and Assessment Sheet (FAAS); Encode approved assessment; Generate owner's copy of Tax Declarations and Notice of Assessment		<p>Time depends on the number of lots being subdivided, consolidated or consolidation-subdivision, and the number of structures constructed on the subject lots.</p> <p>2 working days 2-4 sub lots :</p> <p>4 working days 5-10 sub lots</p> <p>7 working days 11-30 sub lots</p> <p>15 working days 31-50 sub lots</p> <p>20 working days 51-100 sub lots</p> <p>25 working days 101-200 lots</p> <p>30 working days 201-300 sub lots</p> <p>35 working days 301 sub lots or more</p>	<p><i>Assessment Clerk</i> <i>Tax Mapper</i> <i>Local Assessment Operations Officer</i> <i>Asst. City Assessor</i> <i>City Assessor</i></p>
5. Claim owner's copy of Tax Declaration and Notice of Assessment	5. Release owner's copy of Tax Declaration of Assessment	None	1 minute	<i>Assessment Clerk</i>
	Total	Residential P100.00	2-4 sub lots	



		Commercial P500.00	2 working days, 3 hrs. & 5 mins. (urban areas)	
		Agricultural P250.00	3 working days & 4 mins. (rural areas)	
		Industrial P500.00	5-10 sub lots	
			4 working days 3 hrs. & 4mins. (urban areas)	
			5 working days & 4 mins. (rural areas)	
			11-30 sub lots	
			7 working days 3 hrs. & 4mins. (urban areas)	
			8 working days & 4 mins. (rural areas)	
			31-50 sub lots	
			15 working days 3 hrs. & 4mins. (urban areas)	
			16 working days & 4 mins. (rural areas)	
			51-100 sub lots	
			20 working days 3 hrs. & 4mins. (urban areas)	
			21 working days & 4 mins. (rural areas)	



			<p>101-200 sub lots</p> <p>25 working days 3 hrs. & 4mins. (urban areas)</p> <p>31 working days & 4 mins. (rural areas)</p> <p>201-300 sub lots</p> <p>30 working days 3 hrs. & 4mins. (urban areas)</p> <p>36 working days & 4 mins. (rural areas)</p> <p>301 sub lots or more</p> <p>35 working days 3 hrs. & 4mins. (urban areas)</p> <p>46 working days & 4 mins. (rural areas)</p>	
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Simple Transfer of Ownership of Real Property on Tax Declaration

Any person who shall transfer real property ownership to another shall notify the office of the City Assessor who shall take charge of its declaration.

Office or Division:	Assessment Records Management Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Tax Clearance – 1 original copy		City Treasurer's Office		
Transfer Tax Receipt – 1 original copy		City Treasurer's Office		
Original and Photocopy of Certificate Authorizing Registration (CAR)		Client's file copy		
Original and Photocopy of Land Title		Client's file copy		
Original and Photocopy of Deed of Sale or Similar documents causing the transfer		Client's file copy		
Sworn Statement of True Current and Fair Market Value of Real Properties subscribed by a notary public		City Assessor's Office		
Official Receipt for the required fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's should follow measures to contain the spread of COVID 19 as to wearing of mask, washing of hands with alcohol or alcohol-based hand rub, observe social distancing and provide information for contact tracing.	1. Assist clients	None	None	<i>Assessment Clerk</i>
2. Submit the required documents to the receiving clerk	2. Evaluate the documents	P50.00 OR for Simple Transfer of Ownership of Real Property on Tax Declaration	8 minutes	<i>Assessment Clerk</i>



3. None	3. Prepare Real Property Field Appraisal and Assessment Sheet (FAAS); Encode approved assessment, Generate owner's copy of Tax Declaration and Notice of Assessment	None	1 day for 1 to 5 transactions 2 days for more than 5 transactions	<i>Assessment Clerk Asst. City Assessor City Assessor</i>
4. Receive owner's copy of Tax Declaration and Notice of Assessment after transfer / transaction is completed	4. Release owner's copy of Tax Declaration and Notice of Assessment	None	1 minute	<i>Assessment Clerk</i>
	Total	P50.00	1 day & 9 mins. For single to 5 transactions 2 days & 9 mins. For more than 5 transactions	