

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES





To provide a system generated certified true copies to the transacting clients.

| Office or Division: | or Division: Municipal Assessor's Office | | | |
|--|--|--------------------------------------|--------|--|
| Classification: | Simple | | | |
| | G2C – Government Service to transacting public | | | |
| Type of Transaction: G2B – Government Service to business entity | | | | |
| G2C – Government Service to government | | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | |
| 1. Official receipt for th | e certification fee | Municipal Treasurer's Office | | |
| 2. Real Property tax must be paid until the | | 2. Municipal Treasurer's Office | | |
| current year. | | | | |
| 3. Special Power of A | ttorney is required if the | 3. To be prepared by a Notary Public | | |
| requesting party is not the tax declarant. | | | | |
| | | FEES TO PROCESSING F | PERSON | |

| requesting party is not th | | FEES TO | PROCESSING | PERSON |
|---|--|---------|------------|------------------|
| CLIENTS | AGENCY ACTION | BE PAID | TIME | RESPONSIBLE |
| Request for a certified true copy | Interviews the client the tax declaration number | | 1 minute | Assessor's Staff |
| Wait while the requested documents are being retrieved. | Retrieve the requested TD thru the RPTIS, if not available informed client | | 4 minutes | Assessor's Sta |
| Pay the certification fee to the Municipal Treasurer's Office | Prepared the requested tax declaration | 75.00 | 5 minutes | Assessor's St |
| Present the Official Receipt | Encode the OR on the requested TD | | 1 minute | Assessor's St |
| 5 Wait | Let the Municipal Assessor signed the certified TD | | 1 minute | Assessor's S |
| Receives the certified copy | Release the certified TD | | 1 minute | Assessor's S |
| | TOTAL | 75.00 | 13 minutes | |

Note: 13 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

2. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEV DISCOVERIES OF LAND

The objective for the issuance of tax declaration for the newly discovered are sist to properly account all real properties within the municipality.

| Office or Division: Municipal Assessor's Office Classification: Simple G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to business entity G2C – Government Service to government CHECKLIST OF REQUIREMENTS For Untitled Property 1. Sketch Plan 2. A & D certification from DENR (original copy) 3. Affidavit of ownership 4. Affidavit of Adjoining Owners (all adjoining owners must sign in the affidavit) For Titled Property: 1. Sketch Plan 2. Photo copy of the title authenticated by the Municipal Assessor 3. Document that support the ownership of the title (if in case the document is insufficient additional affidavit is required) For new discoveries of land with erroneous survey claimant (untitled property): 1. Sketch plan 2. Certification from DENR as to A & D 3. Affidavit of Ownership 4. Affidavit of Adjoining owners 5. Affidavit of Adjoining owners 5. Affidavit of ownership 4. Affidavit of waiver from the cadastral survey claimant 6. Certification from the barangay captain New Discoveries of Fishponds with FLA 1. CENRO - DENR 2. CENRO - DENR 3. To be prepared by a Notary Public of DENR 3. From the Owner 4. CENRO - DENR 4. CENRO - DENR 5. From the Owner 5. Affidavit of Ownership 6. Barangay captain where the property is located owner portion of the FAAS and TD that the applicant is only a beneficial user-developer and not the declared owner. New Discoveries of Fishponds without FLA | | | |
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| New Discoveries of Fishponds without FLA | | • | |
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| 1 1 Skotoh Man | | snponas without FLA | |
| 1. Sketch Map | • | sinal Accorder | 1. Goodatic Engineer |
| 2. Findings of the Municipal AssessorNote: It should be indicated in the declared2. Municipal Assessor's Office | = | | <u> </u> |
| owner portion of the FAAS and TD that the | | | 2. Municipai Assessoi s Office |
| applicant is only a beneficial user-developer | • | | |



and not a declared owner.

Note: All the documents submitted must be in

two (2) copies

| | CLIENTS | AGENCY ACTION | | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---------------|---|---|------------------------|
| 1 | Request for the issuance of new tax declaration | | | 3 minutes | Assessor's Staff |
| 2 | Present all the requirements needed | | | 10 minutes | Assessor's Staff |
| 3 | Wait | | | 20 minutes | Assessor's Staff |
| 4 | Wait | | | 1 minute | Municipal Assessor |
| 5 | Wait and needs to follow-up until the TD be approved by the Provincial Assessor | | | 3 to 15 days since submission to the Prov'l. Assessor's Office | Provincial Assessor |
| 6 | Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office | | Realty tax depends on the assessment | 20 min. | Treasure Staff |
| 7 | Received the new tax declaration | | | 1 min. | Assess Stat |
| | | | None | 34 inutes | |

3. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW BUILDING AND MACHINERY

The objective for the issuance of tax declaration for the new building and machinery is to generate more revenues.

| Office or Division: | Municipal Assessor's Office |
|----------------------|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government Service to transacting public G2B – Government Service to business entity |

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| CHECKLIST OF R | G2C – Government Serv | WHERE TO SECUP . | | | |
| For new building: | LQUINLIVILIVIO | WHERE TO SECO | | | |
| 1. Actual measurement print copy of the building For machinery: | 1. Actual Inspection by the Municipal Asses of Staff | | | | |
| l | | 2. From the S | Supplier or Owner | | |
| CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
| Request for the 1 issuance of new tax declaration | Informs the client about the requirements needed | | 3 minutes | Assessor's Staff | |
| Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 10 minutes | Assessor's Sta | |
| 3 Wait | The staff concerned prepares the new tax declaration then initial it | | 20 minutes | Assessor's 5 | |
| 4 Wait | Signs the jurat portion and recommendation for approval | | 1 minute | Municir Assess | |
| Wait and needs to follow-up until the TD | Informs the client that the prepared tax declaration be | | 3 to 15 days since submission to | Provin | |
| be approved by the Provincial Assessor | Signed by the Provincial Assessor for approval | | the Prov'l. Assessor's Office | Asses | |
| Receives the newly 6 declared tax declaration | Once approved, inform the client to pay the realty tax on the succeeding year of the issuance of TD at MTO | Realty tax depends on the assessment | 1 min. | Treasur Staff | |
| | TOTAL | None | 35 minutes | | |



Note: 35 minutes serving time per client and it may be extended if two or more of the serving.

4. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF UNTITLED PROPERTY

The issuance of tax declaration for transfer of ownership of untitled property is the updating of the ownership property index.

| Office or Division: | Municipal Assessor's Of | fice | | | |
|---|---------------------------|--|--|--|--|
| Classification: | sification: Complex | | | | |
| G2C – Government Service to transacting public | | | | | |
| Type of Transaction: | G2B - Government Serv | 0 i | | | |
| 7 1 | G2C - Government Serv | • | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | | |
| A. THRU DEED OF SA | LE | | | | |
| | r current tax receipts (1 | 1. Municipal Treasurer's Office | | | |
| copy) | | | | | |
| | egistered with the Office | 2. From the Owner | | | |
| of the Registry of Deeds | | | | | |
| <u> </u> | by the owner or his/her | 3. Municipal Assessor's Office | | | |
| | dorsed by the Municipal | , , , , , , , , , , , , , , , , , , , | | | |
| Assessor to the Pro | • | | | | |
| approval if signed by a | representative a special | | | | |
| power of attorney is req | • | | | | |
| 4. Original owner's cop | y of the tax declaration | 4. From the Owner | | | |
| 5. Assessor's Fee | | 5. Municipal Treasurer's Office | | | |
| Verification Fee | | 6. Municipal Treasurer's Office | | | |
| B. THRU DEED OF DO | NATION | | | | |
| 1. Tax clearance and | or current tax receipts | Municipal Treasurer's Office | | | |
| (1 copy) | | | | | |
| | duly registered with the | 2. From the Owner | | | |
| Office of the Registry of | ` ' | | | | |
| • | by the owner or his/her | 3. Municipal Assessor's Office | | | |
| | dorsed by the Municipal | | | | |
| Assessor to the Pro | | | | | |
| | representative a special | | | | |
| power of attorney is req | <u>-</u> | 4.5 | | | |
| 4. Original owner's copy | of the tax declaration | 4. From the owner | | | |
| 5. Assessor's Fee | | 5. Municipal Treasurer's Office | | | |
| Verification FeeC. THRU DEED OF EX | CHANGE | 6. Provincial Treasurer's Office | | | |
| | or current tax receipts | Municipal Treasurer's Office | | | |
| | or current tax receipts | 1. Mullicipal Treasurer's Office | | | |
| (1 copy) 2 Deed of Exchange | duly registered with the | 2. From the Owner | | | |
| Office of the Registry of | , , | 2. I form the Owner | | | |
| 0 , | by the owner or his/her | 3. Municipal Assessor's Office | | | |
| | dorsed by the Municipal | o. Mariioipai 710000001 o Office | | | |
| Assessor to the Pro | | | | | |
| | representative a special | | | | |
| power of attorney is req | | | | | |
| | by of the tax declaration | 4. From the owner | | | |
| subject to exchange | , or the tax addianation | 75 1.10 5.77.101 | | | |
| 5. Assessor's Fee | | 5. Municipal Treasurer's Office | | | |



D. THRU EXTRAJUDICIAL SETTLEMENT

- 1. Tax clearance and/or current tax receipts (1 copy)
- 2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) (2 copies)
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Assessor's Fee
- 6. Verification Fee

E. THRU COURT ORDER

- 1. Tax clearance and/or current tax receipts (1 copy)
- 2. Court Decision/Order duly registered with the Office of the Registry of Deeds (2 copies)
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Finality of Judgment duly registered in the Registry of Deeds (ROD) 2 copies
- 6. Writ of Execution duly registered in the Registry of Deeds (ROD) 2 copies
- 7. Assessor's Fee
- 8. Verification Fee

F. THRU BANK FORECLOSURE

- 1. Tax clearance and/or current tax receipts 1 copy
- 2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

- 6. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. Municipal Treasurer's Office
- 6. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. From the owner
- 6. From the owner
- 7. Municipal Treasurer's Office
- 8. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the banking institution
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. From the banking institution
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

FEES TO PROCESSING
BE PAID TIME

BE PAID TIME

4 min.

A essor's

Request for the issuance of TD for transfer of ownership

CLIENTS

Informs the client about the requirements needed

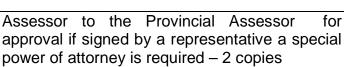
AGENCY ACTION

| 2 | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 10 min. | Assessor's Staff |
|---|--|--|-------------------------------|--|------------------|
| 3 | Pay the assessor's fee at the Municipal Treasurer's Office | While waiting the OR, the staff starts the preparation of the transfer | 75.00 | 5 min. | Assessor's Staff |
| 4 | Present the OR to the staff and after presenting is the waiting time | The staff prepares the TD for transfer of ownership then initials the tax declaration | | 20 min. | Assessor's Staff |
| - | Wait | Signs the jurat portion and | | 4 | Municipal |
| J | | recommendation for approval | | 1 min. | Assessor |
| 6 | Wait and needs to follow-up until the TD | Informs the client that the prepared tax declaration be | 50.00 to be paid at the | 3 to 15 days since submission to | Provincial |
| J | be approved by the Provincial Assessor | Signed by the Provincial Assessor for approval | Prov'l. Treasurer | the Prov'l. Assessor's Office | Assessor |
| | | TOTAL | 125.00 | 40 minutes | |

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared.

5. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF TITLED PROPERTY

| Office or Division: | Office or Division: Municipal Assessor's Office | | | |
|---|---|--------------------------------|--|--|
| Classification: | Simple | | | |
| | G2C – Government Service to transacting public | | | |
| Type of Transaction: | G2B – Government Serv | rice to business entity | | |
| | G2C – Government Serv | vice to government | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | |
| A. THRU DEED OF SA | LE | | | |
| 1. Tax clearance and/o | r current tax receipts - 1 | Municipal Treasurer's Office | | |
| copy | | | | |
| 2. Deed of Sale duly registered with the Office | | 2. From the owner | | |
| of the Registry of Deeds | s (ROD) - 2 copies | | | |
| 3. Request form signed by the owner or his/her | | 3. Municipal Assessor's Office | | |
| representative duly end | dorsed by the Municipal | | | |



- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

B. THRU DEED OF DONATION

- Tax clearance and/or current tax receipts 1 copy
- 2. Deed of Donation duly registered with the Office of the Registry of Deeds (ROD) 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

C. THRU DEED OF EXCHANGE

- 1. Tax clearance and/or current tax receipts 1 copy
- 2. Deed of Exchange duly registered with the Office of the Registry of Deeds (ROD) 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration subject to exchange
- 5. Authenticated copies of the titles subject to exchange 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

D. THRU EXTRAJUDICIAL SETTLEMENT

- 1. Tax clearance and/or current tax receipts (1 copy)
- 2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. Deed of Donation
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

E. THRU COURT ORDER 1. Municipal Treasurer's Office 1. Tax clearance and/or current tax receipts - 1 2. Court Decision/Order duly registered with the 2. From the Owner Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her 3. Municipal Assessor's Office representative duly endorsed by the Municipal Assessor to the Provincial Assessor approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 4. From the owner 5. Finality of Judgment duly registered in the 5. From the owner Registry of Deeds (ROD) - 2 copies 6. Writ of Execution duly registered in the 6. From the owner Registry of Deeds (ROD) – 2 copies 7. Authenticated copy of the title – 2 copies 7. Registry of Deeds Tagbilaran City 8. Assessor's Fee 8. Municipal Treasurer's Office 9. Provincial Treasurer's Office 9. Verification Fee F. THRU BANK FORECLOSURE 1. Tax clearance and/or current tax receipts - 1 1. Municipal Treasurer's Office copy 2. From the banking institution of Foreclosure/Consolidation 2. of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her 3. Municipal Assessor's Office representative duly endorsed by the Municipal Assessor to the Provincial Assessor approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 4. From the owner 5. Final Deed of Sale (if any) duly registered in 5. From the banking institution the Registry of Deeds (ROD) - 2 copies 6. Authenticated copy of the title – 2 copies 6. Registry of Deeds Tagbilaran City 7. Assessor's Fee 7. Municipal Treasurer's Office 8. Provincial Treasurer's Office 8. Verification Fee **PROCESSING PERSO** FEES TO **AGENCY ACTION CLIENTS BE PAID** TIME **RESPONS** Request for the Informs the client 1 issuance of TD for about the 4 min. Assess requirements needed transfer of ownership Examines & verifies all the required Present all the documents. Informs 10 min. requirements needed the client about the lacking documents While waiting the OR, Pay the assessor's the staff starts the 5 min. 3 fee at the Municipal 75.00 Assessor's

preparation of the

transfer

Treasurer's Office

| 4 | Present the OR to the staff and after presenting is the waiting time | The staff prepares the TD for transfer of ownership then initials the tax declaration | | 20 min. | Assessor's Staff |
|-----|---|--|---|--|------------------|
| 5 | Wait | Signs the jurat portion and | | 1 min. | Municipal |
| | vvait | recommendation for approval | | 7 111111. | Assessor |
| 6 b | Wait and needs to follow-up until the TD be approved by the Provincial Assessor | Informs the client that the prepared tax declaration be | 50.00 verification fee to be paid at the Prov'l. Treasurer's Office | 3 to 15 days since submission to | Provincial |
| | | Signed by the Provincial Assessor for approval | | the Prov'l. Assessor's Office | Assessor |
| | | TOTAL | 125.00 | 40 minutes | |

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

6. REQUEST FOR THE REVISION OF OLD TAX DECLARATION

| Office or Division: | Municipal Assessor's Off | fice | | |
|---|---|---------------------------------|--------------------|-----------------------|
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government Serv G2B – Government Serv G2C – Government Serv | vice to busines | s entity | |
| CHECKLIST OF | REQUIREMENTS | | WHERE TO SECI | JRE |
| | r current tax receipts - 1 | | Treasurer's Office | |
| 2. Request form signed representative duly end Assessor to the Proapproval if signed by a power of attorney is request. | 2. Municipal Assessor's Office | | | |
| | copy of the old tax | 3. From the owner | | |
| declaration | 1,7 | | | |
| 4. Assessor's fee | | 4. Municipal Treasurer's Office | | |
| 5. Verification fee | | 5. Provincial | Treasurer's office | |
| CLIENTS | AGENCY ACTION | N FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request for the revis of old tax declaration | | | 20 min. | Assessor's Staff |

| | | | | | OD TOPAC S |
|---|---|--|---|---|------------------------|
| | | verify it to the Provincial Assessor's Office | | | |
| 2 | Wait | Advise the client to pay the verification fee | | 15 min. | Assessor's Staff |
| 2 | Pay the verification fee at the Municipal Treasurer's Office | While waiting the OR, the staff starts the revision of the old tax declaration | 30.00 | 5 min. | Assessor's Staff |
| 3 | Present the OR to the staff and after presenting is the waiting time | Prepares the revised tax declaration and put initial signature | | 20 min. | Assessor's Staff |
| 4 | Wait | Signs the jurat portion and recommendation for approval | | 1 min. | Municipal Assessor |
| 5 | Wait and needs to follow- up until the TD be approved by the Provincial Assessor | Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval | 50.00 to be paid at the Prov'l. Treasurer | 3 to 15 days since submission to the Prov'l. Assessor's Office | Provincial Assessor |
| 6 | Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office | Once approved compute the realty tax up to the current year & inform the client to pay the realty tax at MTO | | 20 min. | Treasurer Staff |
| 7 | Received the revised old tax declaration | Released the revised old tax declaration | | 1 min. | Assessol Staff |
| | | TOTAL | 80.00 | 82 minutes | |

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared. Duration: 40 minutes for the preparation process and a total of 82 minutes until the approved revised tax declaration excluding the Provincial Assessor's Office processing time.

7. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF LANDHOLDING/NO LANDHOLDINGS

These two certifications are needed in the computation of estate tax and to determine the total aggregate landholding of the property owner.

| | Office or Division: Municipal Assessor's Office | | | | | | |
|---|---|-------|---|---------|---------------|--------------------|-----------------------|
| С | Classification: Simple | | | | | | |
| Т | ype of Transaction: | G2B | Government ServGovernment ServGovernment Serv | rice to | busines | s entity | |
| | CHECKLIST OF | | | | | WHERE TO SECU | JRE |
| 1 | . Official receipt for the | asse | ssor's fee | 1. Mu | nicipal 7 | Treasurer's Office | |
| | CLIENTS | | AGENCY ACTION | | ES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Request for a certification of landholding | ation | Interviews the clier re: the name of the declarant | | | 1 minute | Assessor's Staf |
| 2 | Wait while the request documents are being retrieved. | | Retrieve the landholdings thru the RPTIS, if not available informed client | | | 5 minutes | Assessor's St |
| 3 | Pay the Assessor's fe the Municipal Treasu Office | | Prepare the requested cert. of landholding | 7 | 75.00 | 13 minutes | Assessor's |
| 4 | Present the Official Receipt | | Encode the OR on the requested certification | | | 1 minute | Assessor's |
| 5 | Wait | | Let the Municipal Assessor signed the certification | | | 1 minute | Assessor's |
| 6 | Receives the certified copy | t | Release the certification | | | 1 minute | Assessor' |
| | | | TOTA | L 7 | 75.00 | 22 minutes | |

Note: 22 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

8. REQUEST FOR THE ISSUANCE OF SKETCH PLAN PER APPROVED CADASTRAL SURVEY OR VICINITY MAP

| Office or Division: | Municipal Assessor's Office |
|---------------------|-----------------------------|
| Classification: | Simple |

| T | ype of Transaction: CHECKLIST OF | G2C – Government Serv G2B – Government Serv G2C – Government Serv REQUIREMENTS | vice to busines | s entity | URE |
|---|---|---|-------------------------------------|--------------------|-----------------------|
| | Official receipt for | the sketch plan/vicinity | 1. Municipal | Treasurer's Office | |
| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 | Request for a sketch plan | Interviews the client re: the name of the declarant and the lot number. If the client did not know ask the location of the property | | 1 minute | Assessor's Staft |
| 2 | Wait while the requested documents are being verified. | Retrieve the maps thru the Manifold or Autocad system | | 51 minutes | Assessor's Sta |
| 3 | Pay the sketch fee or VM fee to the Municipal Treasurer's Office | Prepared the requested sketch plan or vicinity map | 100.00 for SP 75.00 for VM | 5 minutes | Assessor's § |
| 4 | Present the Official Receipt | Encode the OR on the requested sketch plan or vicinity map | | 1 minute | Assessor's |
| 5 | Wait | Let the Municipal Assessor signed the sketch plan or vicinity map | | 1 minute | Assessor |
| 6 | Receives the sketch plan or vicinity map | Release the sketch plan or vicinity map | | 1 minute | Assessor |
| | | TOTAL | P 100/75 | 60 minutes | |

Note: 1 hour serving time per sketch plan and it may be extended if two or more sketch plans are being prepared

9. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT

| Office or Division: | Municipal Assessor's Office |
|---------------------|-----------------------------|
| Classification: | Simple |

| Type of Transaction: | | Government ServGovernment Serv | | | | |
|--------------------------------------|---------------------------|---|-----------|------------------|--------------------|-------------------|
| Type of Transaction. | | - Government Serv | | | • | |
| CHECKLIST OF | CHECKLIST OF REQUIREMENTS | | | | WHERE TO SEC | URE |
| 1. Official receipt for th | e asse | ssor's fee | 1. | | Freasurer's Office | |
| | | AGENCY ACTION | | FEES TO | PROCESSING | PERSON |
| CLIENTS | | AGENCY ACTIO | V | BE PAID | TIME | RESPONSIBLE |
| Degreest for a contific | 4! | lotomious the elice | -1 | | | |
| Request for a certific | cation | Interviews the clien | | | 4 | Accesses "a Ctaff |
| 1 of improvement/no | | re: the name of the | 9 | | 1 minute | Assessor's Staff |
| improvement | | declarant | | | | |
| AAA-Marii I Marii I aaaaa | -1-1 | Retrieve the data | | | | |
| Wait while the reque | | thru the RPTIS, if | | | 0 | A d- Ot-11 |
| 2 documents are being | not available | | 8 minutes | Assessor's Staff | | |
| retrieved. | | informed client | | | | |
| | | \A/lailaaitia a tha | | | | |
| Dougtha Accessoria | 600 40 | While waiting the | | | | |
| Pay the Assessor's | | OR, prepared the | | 75.00 | 10 minutes | Assessor's Staff |
| 3 the Municipal Treas Office. | urers | requested cert. of improvement/no | | 75.00 | 10 minutes | Assessor s Stair |
| Office. | | improvement | | | | |
| | | improvement | | | | |
| Present the Official | | Encode the OR on | 1 | | | |
| 4 Receipt | | the requested | | | 1 minute | Assessor's Sta |
| | | certification | | | | |
| | | Lat the Municipal | | | | |
| 5 Wait | | Let the Municipal | | | 1 minute | Assessor's S |
| J Wall | | Assessor signed the certification | | | i iiiiiiute | 4996990I & 9 |
| | | the certification | | | | |
| 6 Receives the certific | ation | Release the | | | 1 minute | Assessor's S |
| requested | | certification | | | i minute | ASSESSUI S 3 |
| | | TOTA | ΔĪ | 75.00 | 22 minutes | |
| | | 1017 | \∟ | 13.00 | ZZ IIIIIIUIGS | |

Note: 22 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

10. REQUEST FOR CANCELLATION OF TAX DECLARATION BECAUSE IT IS NO LONGER EXISTING AND DUE TO DESTRUCTION

| Office or Division: | Municipal Assessor's Office | | | | |
|--|---|-----------------------------|--|--|--|
| Classification: | Simple | | | | |
| G2C – Government Service to transacting public | | | | | |
| Type of Transaction: | tion: G2B – Government Service to business entity | | | | |
| | vice to government | | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | | |
| 1. Request form duly | signed by the owner or | Municipal Assessor's Office | | | |
| his/her representative | | | | | |



| Municipal Assessor to the Provincial Assessor | | | | | |
|---|---|--|--|--|--|
| for approval - copies (if signed by | a | | | | |
| representative a special power of attorney i | S | | | | |
| required) | | | | | |

- 2. Tax Declaration subject for cancellation
- 3. Current land tax official receipt p
- 4. Ocular inspection of the property subject for cancellation
- 5. Assessor's fee
- 6. Verification fee

- 2. From the owner
- 3. Municipal Treasurer's Office
- 4. Municipal Assessor's Office Staff
- 5. Municipal Treasurer's Office6. Provincial Treasurer's Office

| L | o. verilication lee | | 6. Floviliciai | Treasurer's Office | |
|---|---|--|--|---|-----------------------|
| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | Request for the 1 cancellation of tax declarations | Informs the client about the requirements needed | | 1 minutes | Assessor's Staff |
| | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 3 minutes | Assessor's Staf |
| | | | 75.00 | | |
| | Pay the realty tax up to the current year and Assessor's fee at MTO | The staff concerned prepares the cancellation then initial it | Realty tax depends upon the amount due | 5 minutes | Assessor's |
| | 4 Wait | Signs the jurat portion and | | 1 minute | Municip |
| 4 | - wan | recommendation for approval | | Timide | Assess |
| | Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor | Informs the client that the prepared cancellation be Signed by the Provincial Assessor | 50.00 to be paid at the Prov'l. Treasurer's Office | 3 to 15 days since submission to the Prov'l. Assessor's Office | Provinc Assess |
| | | for approval | | Onice | |
| | | TOTAL | 125.00 | 10 minutes | |

Note: 10 minutes serving time per client and it may be extended if two or more clients.

11. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO **COURT DECISION**

| Office or Division: | Municipal Assessor's Off | fice | | | |
|-------------------------|---|---------------------------------|--------------------|------------|--|
| Classification: | Simple | | | | |
| | G2C – Government Serv | vice to transacting public | | | |
| Type of Transaction: | G2B – Government Serv | rice to busines | s entity | • | |
| | G2C – Government Serv | vice to governr | ment | | |
| CHECKLIST OF | REQUIREMENTS | | WHERE TO SECU | JRE | |
| | signed by the owner or | 1. Municipal / | Assessor's Office | | |
| | duly endorsed by the | | | | |
| | the Provincial Assessor ies (if signed by a | | | | |
| | ial power of attorney is | | | | |
| required) | al power of attorney is | | | | |
| 2. Tax Declaration subj | ect for cancellation | 2. From the owner | | | |
| 1 | ficial receipt paid at the | 3. Municipal Treasurer's Office | | | |
| Municipal Treasurer's C | | 6. Warnolpai Tradodroi e emec | | | |
| • | uly registered from ROD | 4. From the c | wner | | |
| (2 copies) | , , | | | | |
| | nt duly registered from | 5. From the owner | | | |
| ROD (2 copies) | | | | | |
| 6. Court Decision duly | registered from ROD (2 | 6. From the owner | | | |
| copies) | | | | | |
| 7. Assessor's Fee | 7. Municipal Treasurer's Office | | | | |
| 8. Verification Fee | | | Treasurer's Office | | |
| CLIENTS | AGENCY ACTION | FEES TO | | PERSON | |
| - GEIEITI G | AGENOTAGITON | BE PAID | TIME | RESPONSIBI | |
| Doguest for the | Informatha alicat | | | | |
| Request for the | Informs the client | | | | |

| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBI |
|---|--|--|--|--------------------|-----------------------|
| • | Request for the cancellation of tax declarations due to court decision | Informs the client about the requirements needed | | 1 minutes | Assessor's S |
| | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 3 minutes | Assessor's |
| | | | 75.00 | | |
| | Pay the realty tax up to 3 the current year and Assessor's fee at MTO | The staff concerned prepares the cancellation then initial it | Realty tax depends upon the amount due | 5 minutes | Assessor's |
| | Wait 4 | Signs the jurat portion and | | 1 minute | Municipal Assessor |
| | | recommendation for | | | |



approval

Wait and needs to
follow-up until the
cancellation be
approved by the
Provincial Assessor

Informs the client that the prepared cancellation be
Signed by the Provincial Assessor for approval

50.00 to be paid at the Prov'l. Treasurer's Office 3 to 15 days since submission to the Prov'l. Assessor's Office

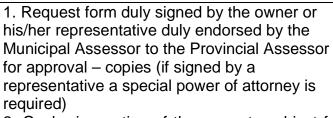
Provincial Assessor

TOTAL 125.00 10 minutes

Note: 10 minutes serving time per client and it may be extended if two or more clients.

12. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO DUPLICATIONS

| Office or Division: | Municipal Assessor's Of | fice | | |
|---|--------------------------|---|--|--|
| Classification: | Simple | | | |
| | G2C – Government Serv | vice to transacting public | | |
| Type of Transaction: | G2B - Government Serv | vice to business entity | | |
| | G2C - Government Serv | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | |
| Same Declared Owner | r | | | |
| 1. Request form duly si | gned by the owner or | 1. Municipal Assessor's Office | | |
| his/her representative of | 0 , | · | | |
| Municipal Assessor to t | he Provincial Assessor | | | |
| for approval - copies (if | f signed by a | | | |
| representative a specia | I power of attorney is | | | |
| required) | • | | | |
| 2. Ocular inspection of | the property subject for | Municipal Assessor's Staff | | |
| cancellation | | | | |
| 3. Tax Declaration subj | | 3. From the owner | | |
| 4. Current land tax offic | ial receipt | Municipal Treasurer's Office Municipal Treasurer's Office | | |
| 5. Assessor's Fee | | | | |
| 6. Verification Fee | | 6. Provincial Treasurer's Office | | |
| Different Owners: | | | | |
| Request form duly sign | 0 , | | | |
| his/her representative of | • | Municipal Assessor's Office | | |
| Municipal Assessor to t | | | | |
| for approval – copies (if | • | | | |
| representative a specia | ii power or attorney is | | | |
| required) | the property subject for | 2 Municipal Assassor's Staff | | |
| 2. Ocular inspection of the property subject for cancellation3. Tax Declaration subject for cancellation | | Municipal Assessor's Staff | | |
| | | 3. From the owner | | |
| 4. Current land tax office | | Municipal Treasurer's Office | | |
| 5. Affidavit of Waiver | idi 1000ipt | 5. To be prepared by a Notary Public | | |
| 6. Assessor's Fee | | 6. Municipal Treasurer's Office | | |
| 7. Verification Fee | | 7. Provincial Treasurer's Office | | |
| Subdivided lot with ta | x declaration but the | | | |
| mother lot is not cano | elled: | | | |



1. Municipal Assessor's Office

- 2. Ocular inspection of the property subject for cancellation
- 3. Tax Declaration subject for cancellation
- 4. Assessor's Fee
- 5. Verification Fee

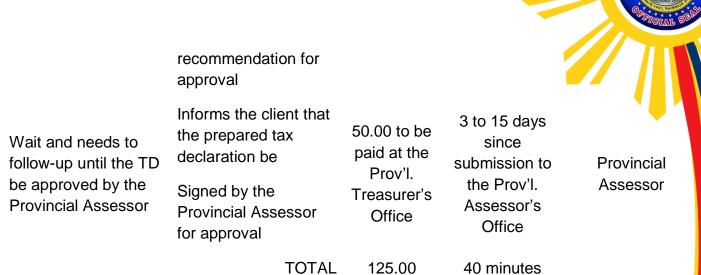
- 2. Municipal Assessor's Staff
- 3. From the owner
- 4. Municipal Treasurer's Office
- 5. Provincial Treasurer's Office

| L | 5. Verification Fee | | 5. Provincial | Treasurer's Office | |
|---|---|--|--|---|-----------------------|
| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| • | Request for the cancellation of tax declarations due to duplications | Informs the client about the requirements needed | | 1 minutes | Assessor's Staf |
| | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 3 minutes | Assessor's St |
| | | | 75.00 | | |
| | Pay the realty tax up to the current year and Assessor's fee at MTO | The staff concerned prepares the cancellation then initial it | Realty tax depends upon the amount due | 5 minutes | Assessor's |
| | 4 Wait | Signs the jurat portion and recommendation for approval | | 1 minute | Munici Asses |
| | Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor | Informs the client that the prepared cancellation be Signed by the Provincial Assessor for approval | 50.00 to be paid at the Prov'l. Treasurer's Office | 3 to 15 days since submission to the Prov'l. Assessor's Office | Provin Asses |
| | | TOTAL | 125.00 | 10 minutes | |

Note: 10 minutes serving time per client and it may be extended if two or more clients.

13. REQUEST FOR SUBDIVISION/CONSOLIDATION OF TITLED PROPERTIES

| | ffice or Division: | Municipal Assessor's Office | | | |
|----------------|--|--|------------------|---------------------------------|---------------|
| С | lassification: | Simple | | | |
| | | G2C – Government Serv | | | |
| T ₂ | ype of Transaction: | G2B – Government Serv | | | |
| | G2C – Government Service to government CHECKLIST OF REQUIREMENTS WHERE TO SECURE | | | | LIDE |
| | | | | HERE TO SEC | URE |
| | | by the owner or his/her | 1. Municipal As | ssessor's Office | |
| | epresentative duly endi ssessor to the Prov | orsed by the Municipal | | | |
| | | vincial Assessor for epresentative a special | | | |
| | ower of attorney is requ | • | | | |
| | Approved subdivision | • | 2. From the ow | ner | |
| | • • | e duly registered at the | 3. From the ow | | |
| | egistry of Deeds (2 cop | | | | |
| | Authenticated copy of | | 4. Registry of D | Deeds Tagbilara | n City |
| | Tax Declaration of the | | 5. From the ow | | |
| | Current land tax receip | pt | • | easurer's Office | |
| | Assessor's Fee | | | easurer's Office | |
| 8. | Verification Fee | | | reasurer's Office PROCESSING | |
| | CLIENTS | AGENCY ACTION | | | PERSON |
| | | | BE PAID | TIME | RESPONSIBLE |
| | Request for the | | _ | | |
| | subdivisions/ | Informs the client | | | |
| 1 | consolidation | about the | | 4 min. | Assessor's St |
| | | requirements needed | | | |
| | of lots | | | | |
| | | Examines & verifies | | | |
| | | | | | |
| 2 | Present all the | all the required documents. Informs | | 10 min. | Assessor's S |
| _ | requirements needed | | | TO IIIIII. | ASSESSUI S 3 |
| | | the client about the | | | |
| | | lacking documents | | | |
| | | While waiting the OR, | | | |
| | Pay the assessor's | the staff starts the | | | |
| 3 | fee at the Municipal | preparation of the | 75.00 | 5 min. | Assessor's |
| | Treasurer's Office | request | | | |
| | | . 544551 | | | |
| | | The staff prepares | | | |
| | Present the OR to | the TD for | | | |
| 4 | the staff and after | subdivision/ | | 20 | A0000001'0 C |
| 4 | presenting is the | consolidation then | | 20 min. | Assessor's S |
| | waiting time | initials the tax | | | |
| | - | declaration | | | |
| | | | | | |
| 5 | Wait | Signs the jurat portion | | 1 min. | Municipal |
| - | - | and | | | Assessor |
| | | | | | |

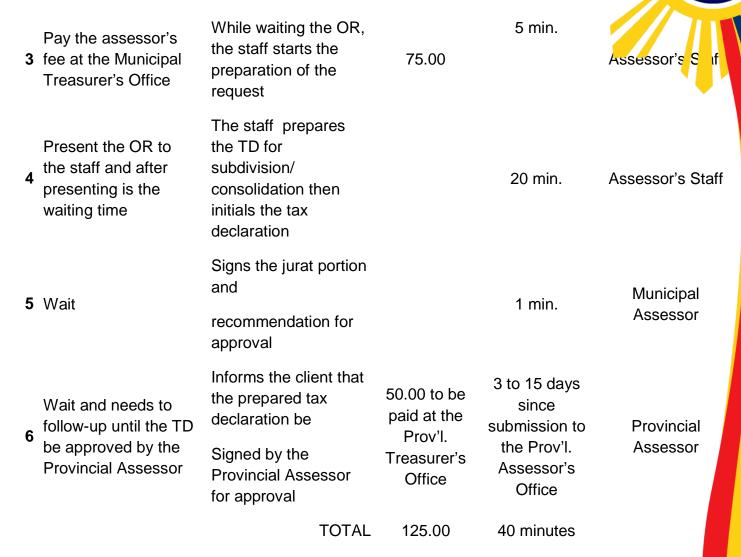


Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

14. REQUEST FOR SUBDIVISION/CONSOLIDATION OF UNTITLED **PROPERTIES**

TOTAL

| Of | fice or Division: | Municipal Assessor's Office | | | |
|---|---|---|--------------------|--------------------|-----------------|
| CI | assification: | Simple | | | |
| Ту | pe of Transaction: | G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government | | | |
| | CHECKLIST OF I | CHECKLIST OF REQUIREMENTS WHERE TO SECURE | | | |
| 1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 2. Approved subdivision plan (2 copies) 3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies) 4. Tax Declaration of the mother lot 5. Current land tax receipt | | Municipal Assessor's Office From the owner From the owner Municipal Treasurer's Office Municipal Treasurer's Office | | | |
| 6. Assessor's Fee 7. Verification Fee | | 7. Provincial Treasurer's Office | | | |
| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERS(RESPON |
| 1 | Request for the subdivisions/ consolidation of lots | Informs the client about the requirements needed | | 4 min. | Assessor's |
| 2 | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 10 min. | Assessor's Si |



Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared.

15. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY UNDER CARP/OLT/CLOA

| Office or Division: Municipal Assessor's Office | | | |
|---|--|--------------------------------------|---|
| Classification: | Simple | | |
| | G2C – Government Service to transacting public | | |
| Type of Transaction: | G2B – Government Serv | | |
| | G2C – Government Serv | vice to government | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | |
| | by the owner or his/her | Municipal Assessor's Office | |
| | dorsed by the Municipal | | ` |
| Assessor to the Pro | | | |
| | representative a special | | |
| power of attorney is rec | • | | |
| 2. Approved subdivision | , | 2. From the owner | |
| | e duly registered at the | 3. From the owner | |
| Registry of Deeds (2 cc | ppies) | | |
| 4. Authenticated copy of | of the title – 2 copies | 4. Registry of Deeds Tagbilaran City | |
| 5. Tax Declaration of th | e mother lot | 5. From the owner | |
| 6. Current land tax rece | eipt | 6. Municipal Treasurer's Office | |

| | Assessor's fee Verification fee | 7. Municipal Treasurer's Office 8. Provincial Treasurer's Office | | | |
|---|---|---|---------------------------------|--|-------------------|
| | CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS BLE |
| 1 | Request for the subdivisions/ consolidation of lots | Informs the client about the requirements needed | | 4 min. | Assessor's Staff |
| 2 | Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 10 min. | Assessor's Staff |
| 3 | Pay the verification fee at the Municipal Treasurer's Office | While waiting the OR, the staff starts the preparation of the request | 30.00 | 5 min. | Assessor's Staf |
| 4 | Present the OR to the staff and after presenting is the waiting time | The staff prepares the TD for subdivision/ consolidation then initials the tax declaration | | 20 min. | Assessor's S |
| 5 | Wait | Signs the jurat portion and recommendation for | | 1 min. | Municip Assess |
| | | approval Informs the client that | | O to 45 days | |
| 6 | Wait and needs to follow-up until the TD be approved by the Provincial Assessor | the prepared tax declaration be | 50.00 to be paid at the Prov'l. | 3 to 15 days since submission to | Provinc |
| • | | the Provincial Signed by the | Provincial Assessor | Treasurer's Office the Prov'l. Assessor's Office | |
| | | TOTAL | 125.00 | 40 minutes | |

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

16. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY WITH P468 (WATERSHED/RESERVE AREA)

| Office or Division: | Municipal Assessor's Off | ice | | | |
|--------------------------|--------------------------|----------------------------------|--|--|--|
| Classification: | Simple | | | | |
| | G2C – Government Serv | rice to transacting public | | | |
| Type of Transaction: | G2B – Government Serv | vice to business entity | | | |
| | G2C – Government Serv | vice to government | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | | |
| 1. Request form signed | by the owner or his/her | Municipal Assessor's Office | | | |
| representative duly end | dorsed by the Municipal | · | | | |
| Assessor to the Pro | ovincial Assessor for | | | | |
| approval if signed by a | representative a special | | | | |
| power of attorney is req | uired – 2 copies | | | | |
| 2. Approved subdivision | n plan (2 copies) | 2. From the owner | | | |
| 3. Deed of Conveyance | e duly registered at the | 3. From the owner | | | |
| Registry of Deeds (2 co | ppies) | | | | |
| 4. Certification from CE | ENRO, DENR as to A & | 4. From the owner | | | |
| D but within the watersh | ned and reserve area | | | | |
| 5. Tax Declaration of th | e mother lot | 5. From the owner | | | |
| 6. Current land tax rece | eipt | 6. Municipal Treasurer's Office | | | |
| 7. Assessor's fee | • | 7. Municipal Treasurer's Office | | | |
| 8. Verification fee | | 8. Provincial Treasurer's Office | | | |
| | | | | | |
| 21 | | FEES TO PROCESSING PERSON | | | |

| CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBL |
|--|---|--------------------|--------------------|-----------------------|
| Request for the subdivisions/ 1 consolidation of lots with P468 | Informs the client about the requirements needed | | 4 min. | Assessor's S |
| 2 Present all the requirements needed | Examines & verifies all the required documents. Informs the client about the lacking documents | | 10 min. | Assessor's |
| Pay the assessor's 3 fee at the Municipal Treasurer's Office | While waiting the OR, the staff starts the preparation of the request | 75.00 | 5 min. | Assessor's |
| Present the OR to the staff and after presenting is the waiting time | The staff prepares the TD for subdivision/ consolidation then initials the tax declaration | | 20 min. | Assessor's |
| 5 Wait | Signs the jurat portion and recommendation for | | 1 min. | Municipal Assessor |

approval

Wait and needs to follow-up until the TD be approved by the Provincial Assessor

Informs the client that the prepared tax declaration be

Signed by the Provincial Assessor for approval 50.00 to be paid at the Prov'l. Treasurer's Office

since submission to the Prov'l. Assessor's Office

3 to 15 days

n to Provincial 'I. Assessor

TOTAL 125.00 40 minutes

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared