



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES





## 1. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATIONS

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

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for the certification fee 2. Real Property tax must be paid until the current year. 3. Special Power of Attorney is required if the requesting party is not the tax declarant.		1. Municipal Treasurer's Office 2. Municipal Treasurer's Office 3. To be prepared by a Notary Public		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certified true copy	Interviews the client the tax declaration number		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the requested TD thru the RPTIS, if not available informed client		4 minutes	Assessor's Staff
3 Pay the certification fee to the Municipal Treasurer's Office	Prepared the requested tax declaration	75.00	5 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested TD		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certified TD		1 minute	Assessor's Staff
6 Receives the certified copy	Release the certified TD		1 minute	Assessor's Staff
	<b>TOTAL</b>	<b>75.00</b>	<b>13 minutes</b>	

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 NEW DISCOVERIES OF LAND



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

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>For Untitled Property</b></p> <ol style="list-style-type: none"> <li>1. Sketch Plan</li> <li>2. A &amp; D certification from DENR (original copy)</li> <li>3. Affidavit of ownership</li> <li>4. Affidavit of Adjoining Owners (all adjoining owners must sign in the affidavit)</li> </ol> <p><b>For Titled Property:</b></p> <ol style="list-style-type: none"> <li>1. Sketch Plan</li> <li>2. Photo copy of the title authenticated by the Municipal Assessor</li> <li>3. Document that support the ownership of the title (if in case the document is insufficient additional affidavit is required)</li> </ol> <p><b>For new discoveries of land with erroneous survey claimant (untitled property):</b></p> <ol style="list-style-type: none"> <li>1. Sketch plan</li> <li>2. Certification from DENR as to A &amp; D</li> <li>3. Affidavit of Ownership</li> <li>4. Affidavit of Adjoining owners</li> <li>5. Affidavit of waiver from the cadastral survey claimant</li> <li>6. Certification from the barangay captain</li> </ol> <p><b>New Discoveries of Fishponds with FLA</b></p> <ol style="list-style-type: none"> <li>1. Approved Plans FLA/Sketch plan duly signed by Geodetic Engineer with certificate from DENR/DA/BFAR</li> <li>2. Letter request from applicant with proper endorsement from the Municipal Assessor (masso level)</li> </ol> <p>Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer and not the declared owner.</p> <p><b>New Discoveries of Fishponds without FLA</b></p> <ol style="list-style-type: none"> <li>1. Sketch Map</li> <li>2. Findings of the Municipal Assessor</li> </ol> <p>Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer</p>	<ol style="list-style-type: none"> <li>1. CENRO – DENR</li> <li>2. CENRO - DENR</li> <li>3. To be prepared by a Notary Public</li> <li>4. To be prepared by a Notary Public</li> </ol> <ol style="list-style-type: none"> <li>1. Municipal Assessor's</li> <li>2. From the Owner</li>   <li>3. From the Owner</li> </ol> <ol style="list-style-type: none"> <li>1. CENRO - DENR</li> <li>2. CENRO – DENR</li> <li>3. To be prepared by a Notary Public</li> <li>4. To be prepared by a Notary Public</li> <li>5. To be prepared by a Notary Public</li> </ol> <ol style="list-style-type: none"> <li>6. Barangay captain where the property is located</li> </ol> <ol style="list-style-type: none"> <li>1. CENRO – DENR</li>   <li>2. From the applicant</li> </ol> <ol style="list-style-type: none"> <li>1. Geodetic Engineer</li> <li>2. Municipal Assessor's Office</li> </ol>



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.	Treasurer Staff
7	Received the new tax declaration	1 min.	Assessor Staff
		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





		G2C – Government Service to government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>For new building:</b> 1. Actual measurement of the building or blue print copy of the building plan <b>For machinery:</b> 2. Proof of Purchase with Official receipts or sworn statement of the owner as to prices, year acquired, installed and operated. <b>Note:</b> All the documents submitted must be in two (2) copies		1. Actual Inspection by the Municipal Assessor's Staff  2. From the Supplier or Owner		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	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	Receives the newly declared tax declaration	Realty tax depends on the assessment	1 min.	Treasurer Staff
		TOTAL	35 minutes	



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

#### 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 Office
Classification:	Complex
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>A. THRU DEED OF SALE</b>	
1. Tax clearance and/or current tax receipts (1 copy)	1. Municipal Treasurer's Office
2. Deed of Sale duly registered with the Office of the Registry of Deeds (2 copies)	2. From the Owner
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	3. Municipal Assessor's Office
4. Original owner's copy of the tax declaration	4. From the Owner
5. Assessor's Fee	5. Municipal Treasurer's Office
6. Verification Fee	6. Municipal Treasurer's Office
<b>B. THRU DEED OF DONATION</b>	
1. Tax clearance and/or current tax receipts (1 copy)	1. Municipal Treasurer's Office
2. Deed of Donation duly registered with the Office of the Registry of Deeds (2 copies)	2. From the Owner
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	3. Municipal Assessor's Office
4. Original owner's copy of the tax declaration	4. From the owner
5. Assessor's Fee	5. Municipal Treasurer's Office
6. Verification Fee	6. Provincial Treasurer's Office
<b>C. THRU DEED OF EXCHANGE</b>	
1. Tax clearance and/or current tax receipts (1 copy)	1. Municipal Treasurer's Office
2. Deed of Exchange duly registered with the Office of the Registry of Deeds (2 copies)	2. From the Owner
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	3. Municipal Assessor's Office
4. Original owner's copy of the tax declaration subject to exchange	4. From the owner
5. Assessor's Fee	5. Municipal Treasurer's Office



<p>6. Verification Fee</p> <p><b>D. THRU EXTRAJUDICIAL SETTLEMENT</b></p> <p>1. Tax clearance and/or current tax receipts (1 copy)</p> <p>2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) (2 copies)</p> <p>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</p> <p>4. Original owner's copy of the tax declaration</p> <p>5. Assessor's Fee</p> <p>6. Verification Fee</p> <p><b>E. THRU COURT ORDER</b></p> <p>1. Tax clearance and/or current tax receipts (1 copy)</p> <p>2. Court Decision/Order duly registered with the Office of the Registry of Deeds - (2 copies)</p> <p>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</p> <p>4. Original owner's copy of the tax declaration</p> <p>5. Finality of Judgment duly registered in the Registry of Deeds (ROD) – 2 copies</p> <p>6. Writ of Execution duly registered in the Registry of Deeds (ROD) – 2 copies</p> <p>7. Assessor's Fee</p> <p>8. Verification Fee</p> <p><b>F. THRU BANK FORECLOSURE</b></p> <p>1. Tax clearance and/or current tax receipts - 1 copy</p> <p>2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</p> <p>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</p> <p>4. Original owner's copy of the tax declaration</p> <p>5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) – 2 copies</p> <p>6. Assessor's Fee</p> <p>7. Verification Fee</p>	<p>6. Provincial Treasurer's Office</p> <p>1. Municipal Treasurer's Office</p> <p>2. From the owner</p> <p>3. Municipal Assessor's Office</p> <p>4. From the owner</p> <p>5. Municipal Treasurer's Office</p> <p>6. Provincial Treasurer's Office</p> <p>1. Municipal Treasurer's Office</p> <p>2. From the owner</p> <p>3. Municipal Assessor's Office</p> <p>4. From the owner</p> <p>5. From the owner</p> <p>6. From the owner</p> <p>7. Municipal Treasurer's Office</p> <p>8. Provincial Treasurer's Office</p> <p>1. Municipal Treasurer's Office</p> <p>2. From the banking institution</p> <p>3. Municipal Assessor's Office</p> <p>4. From the owner</p> <p>5. From the banking institution</p> <p>6. Municipal Treasurer's Office</p> <p>7. Provincial Treasurer's Office</p>
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CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSE
1. Request for the issuance of TD for transfer of ownership	Informs the client about the requirements needed		4 min.	Assessor's st





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
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	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
		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:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. THRU DEED OF SALE</b>	
1. Tax clearance and/or current tax receipts - 1 copy	1. Municipal Treasurer's Office
2. Deed of Sale duly registered with the Office of the Registry of Deeds (ROD) - 2 copies	2. From the owner
3. Request form signed by the owner or his/her representative duly endorsed by the Municipal	3. Municipal Assessor's Office

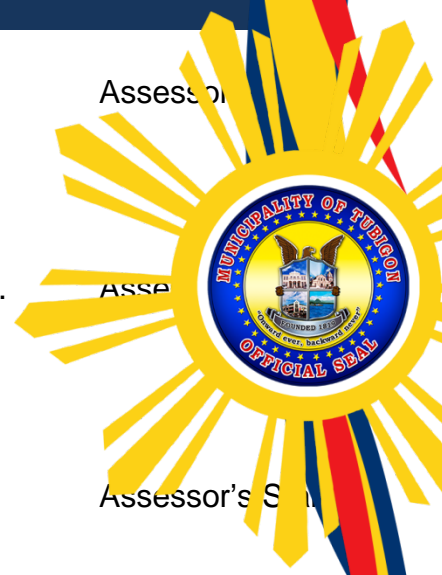


<p>Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies</p> <p>4. Original owner’s copy of the tax declaration</p> <p>5. Authenticated copy of the title – 2 copies</p> <p>6. Assessor’s Fee</p> <p>7. Verification Fee</p> <p><b>B. THRU DEED OF DONATION</b></p> <p>1. Tax clearance and/or current tax receipts - 1 copy</p> <p>2. Deed of Donation duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</p> <p>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</p> <p>4. Original owner’s copy of the tax declaration</p> <p>5. Authenticated copy of the title – 2 copies</p> <p>6. Assessor’s Fee</p> <p>7. Verification Fee</p> <p><b>C. THRU DEED OF EXCHANGE</b></p> <p>1. Tax clearance and/or current tax receipts - 1 copy</p> <p>2. Deed of Exchange duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</p> <p>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</p> <p>4. Original owner’s copy of the tax declaration subject to exchange</p> <p>5. Authenticated copies of the titles subject to exchange – 2 copies</p> <p>6. Assessor’s Fee</p> <p>7. Verification Fee</p> <p><b>D. THRU EXTRAJUDICIAL SETTLEMENT</b></p> <p>1. Tax clearance and/or current tax receipts (1 copy)</p> <p>2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</p> <p>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</p> <p>4. Original owner’s copy of the tax declaration</p> <p>5. Authenticated copy of the title – 2 copies</p> <p>6. Assessor’s Fee</p> <p>7. Verification Fee</p>	<p>4. From the owner</p> <p>5. Registry of Deeds Tagbilaran City</p> <p>6. Municipal Treasurer’s Office</p> <p>7. Provincial Treasurer’s Office</p> <p>1. Municipal Treasurer’s Office</p> <p>2. Deed of Donation</p> <p>3. Municipal Assessor’s Office</p> <p>4. From the owner</p> <p>5. Registry of Deeds Tagbilaran City</p> <p>6. Municipal Treasurer’s Office</p> <p>7. Provincial Treasurer’s Office</p> <p>1. Municipal Treasurer’s Office</p> <p>2. From the owner</p> <p>3. Municipal Assessor’s Office</p> <p>4. From the owner</p> <p>5. Registry of Deeds Tagbilaran City</p> <p>6. Municipal Treasurer’s Office</p> <p>7. Provincial Treasurer’s Office</p> <p>1. Municipal Treasurer’s Office</p> <p>2. From the owner</p> <p>3. Municipal Assessor’s Office</p> <p>4. From the owner</p> <p>5. Registry of Deeds Tagbilaran City</p> <p>6. Municipal Treasurer’s Office</p> <p>7. Provincial Treasurer’s Office</p>
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<p><b>E. THRU COURT ORDER</b></p> <ol style="list-style-type: none"> <li>1. Tax clearance and/or current tax receipts - 1 copy</li> <li>2. Court Decision/Order duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</li> <li>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</li> <li>4. Original owner's copy of the tax declaration</li> <li>5. Finality of Judgment duly registered in the Registry of Deeds (ROD) – 2 copies</li> <li>6. Writ of Execution duly registered in the Registry of Deeds (ROD) – 2 copies</li> <li>7. Authenticated copy of the title – 2 copies</li> <li>8. Assessor's Fee</li> <li>9. Verification Fee</li> </ol> <p><b>F. THRU BANK FORECLOSURE</b></p> <ol style="list-style-type: none"> <li>1. Tax clearance and/or current tax receipts - 1 copy</li> <li>2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies</li> <li>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</li> <li>4. Original owner's copy of the tax declaration</li> <li>5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) – 2 copies</li> <li>6. Authenticated copy of the title – 2 copies</li> <li>7. Assessor's Fee</li> <li>8. Verification Fee</li> </ol>	<ol style="list-style-type: none"> <li>1. Municipal Treasurer's Office</li> <li>2. From the Owner</li> <li>3. Municipal Assessor's Office</li> <li>4. From the owner</li> <li>5. From the owner</li> <li>6. From the owner</li> <li>7. Registry of Deeds Tagbilaran City</li> <li>8. Municipal Treasurer's Office</li> <li>9. Provincial Treasurer's Office</li> </ol> <ol style="list-style-type: none"> <li>1. Municipal Treasurer's Office</li> <li>2. From the banking institution</li> <li>3. Municipal Assessor's Office</li> <li>4. From the owner</li> <li>5. From the banking institution</li> <li>6. Registry of Deeds Tagbilaran City</li> <li>7. Municipal Treasurer's Office</li> <li>8. Provincial Treasurer's Office</li> </ol>
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CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the issuance of TD for transfer of ownership Informs the client about the requirements needed		4 min.	Assessor
2	Present all the requirements needed Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	ASSE
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 S



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 recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	<p>Informs the client that the prepared tax declaration be</p> <p>Signed by the Provincial Assessor for approval</p>	50.00 verification fee 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
<b>TOTAL</b>			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 Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Tax clearance and/or current tax receipts - 1 copy 2. 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 3. Original owner's copy of the old tax declaration 4. Assessor's fee 5. Verification fee		1. Municipal Treasurer's Office 2. Municipal Assessor's Office 3. From the owner 4. Municipal Treasurer's Office 5. Provincial Treasurer's office		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1	Request for the revision of old tax declarations	Verifies the record if it was not being revised. In case there is no record, advise the client to		20 min.	Assessor's Staff
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	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	<p>Informs the client that the prepared tax declaration be</p> <p>Signed by the Provincial Assessor for approval</p>	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.	Assessor 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

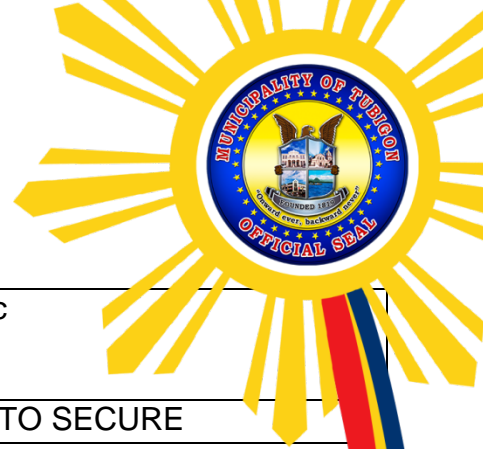
These two certifications are needed in the computation of estate tax and to determine the total aggregate landholding of the property owner.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for the assessor's fee		1. Municipal Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certification of landholding	Interviews the client re: the name of the declarant		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the landholdings thru the RPTIS, if not available inform client		5 minutes	Assessor's Staff
3 Pay the Assessor's fee to the Municipal Treasurer's Office	Prepare the requested cert. of landholding	75.00	13 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested certification		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certification		1 minute	Assessor's Staff
6 Receives the certified copy	Release the certification		1 minute	Assessor's Staff
	TOTAL	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



Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
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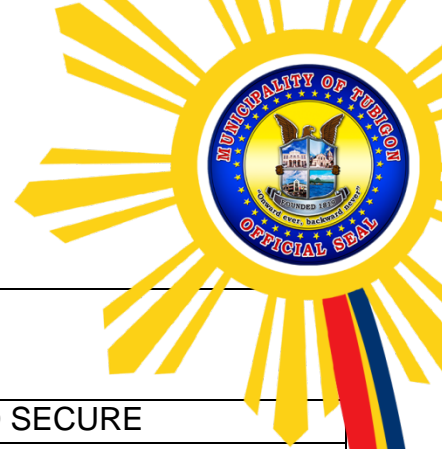
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official receipt for the sketch plan/vicinity map	1. Municipal Treasurer's Office

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 Staff
2 Wait while the requested documents are being verified.	Retrieve the maps thru the Manifold or Autocad system		51 minutes	Assessor's Staff
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 Staff
4 Present the Official Receipt	Encode the OR on the requested sketch plan or vicinity map		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the sketch plan or vicinity map		1 minute	Assessor's Staff
6 Receives the sketch plan or vicinity map	Release the sketch plan or vicinity map		1 minute	Assessor's Staff
<b>TOTAL</b>		<b>P 100/75</b>	<b>60 minutes</b>	

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:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official receipt for the assessor's fee	1. Municipal Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certification of improvement/no improvement	Interviews the client re: the name of the declarant		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the data thru the RPTIS, if not available informed client		8 minutes	Assessor's Staff
3 Pay the Assessor's fee to the Municipal Treasurer's Office.	While waiting the OR, prepared the requested cert. of improvement/no improvement	75.00	10 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested certification		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certification		1 minute	Assessor's Staff
6 Receives the certification requested	Release the certification		1 minute	Assessor's Staff
<b>TOTAL</b>		<b>75.00</b>	<b>22 minutes</b>	

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

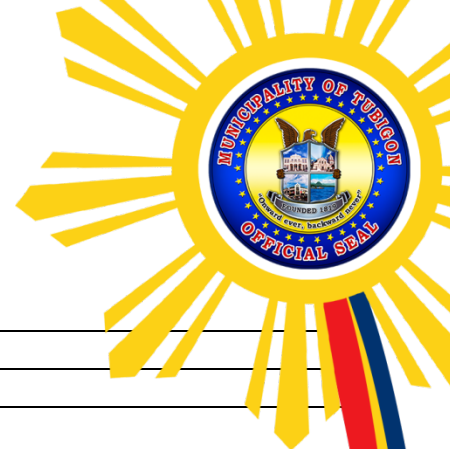
Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form duly signed by the owner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



Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is 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 Office 6. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the cancellation of tax declarations		1 minutes	Assessor's Staff
2	Present all the requirements needed		3 minutes	Assessor's Staff
		75.00		
3	Pay the realty tax up to the current year and Assessor's fee at MTO	Realty tax depends upon the amount due	5 minutes	Assessor's Staff
4	Wait		1 minute	Municipal Assessor
5	Wait and needs to follow-up until the cancellation be approved 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	Provincial Assessor
	<b>TOTAL</b>	<b>125.00</b>	<b>10 minutes</b>	

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 Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required)	1. Municipal Assessor's Office
2. Tax Declaration subject for cancellation	2. From the owner
3. Current land tax official receipt paid at the Municipal Treasurer's Office	3. Municipal Treasurer's Office
4. Writ of execution duly registered from ROD (2 copies)	4. From the owner
5. Finality of Judgment duly registered from ROD (2 copies)	5. From the owner
6. Court Decision duly registered from ROD (2 copies)	6. From the owner
7. Assessor's Fee	7. Municipal Treasurer's Office
8. Verification Fee	8. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Request for the cancellation of tax declarations due to court decision		1 minutes	Assessor's S	
2	Present all the requirements needed		3 minutes	Assessor's S	
		75.00			
3	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	1 minute	Municipal Assessor





	approval			
5	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 Office		
Classification:	Simple		
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>Same Declared Owner</b> 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Assessor's Fee 6. Verification Fee <b>Different Owners:</b> 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Affidavit of Waiver 6. Assessor's Fee 7. Verification Fee <b>Subdivided lot with tax declaration but the mother lot is not cancelled:</b>		1. Municipal Assessor's Office  2. Municipal Assessor's Staff  3. From the owner 4. Municipal Treasurer's Office 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office  1. Municipal Assessor's Office  2. Municipal Assessor's Staff  3. From the owner 4. Municipal Treasurer's Office 5. To be prepared by a Notary Public 6. Municipal Treasurer's Office 7. Provincial Treasurer's Office	



1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Assessor's Fee 5. Verification Fee	1. Municipal Assessor's Office  2. Municipal Assessor's Staff  3. From the owner 4. Municipal Treasurer's Office 5. Provincial Treasurer's Office
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CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the cancellation of tax declarations due to duplications		1 minutes	Assessor's Staff
2	Present all the requirements needed	75.00	3 minutes	Assessor's Staff
3	Pay the realty tax up to the current year and Assessor's fee at MTO	Realty tax depends upon the amount due	5 minutes	Assessor's Staff
4	Wait		1 minute	Municipal Assessor
5	Wait and needs to follow-up until the cancellation be approved 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	Provincial Assessor
<b>TOTAL</b>		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

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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. Authenticated copy of the title – 2 copies 5. Tax Declaration of the mother lot 6. Current land tax receipt 7. Assessor's Fee 8. Verification Fee		1. Municipal Assessor's Office  2. From the owner 3. From the owner  4. Registry of Deeds Tagbilaran City 5. From the owner 7. Municipal Treasurer's Office 8. Municipal Treasurer's Office 9. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 assessor's 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 Staff
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 Staff
5	Wait Signs the jurat portion and		1 min.	Municipal Assessor



	recommendation for approval			
6	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	3 to 15 days since submission to the Prov'l. Assessor's Office
				Provincial Assessor
			<b>TOTAL</b>	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

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

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

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	1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)	2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)	3. From the owner
4. Tax Declaration of the mother lot	4. From the owner
5. Current land tax receipt	5. Municipal Treasurer's Office
6. Assessor's Fee	6. Municipal Treasurer's Office
7. Verification Fee	7. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the subdivisions/ consolidation of lots		4 min.	Assessor's
2	Present all the requirements needed		10 min.	Assessor's St



3	Pay the assessor's 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 Staff
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 Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	<p>Informs the client that the prepared tax declaration be</p> <p>Signed by the Provincial Assessor for approval</p>	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
<b>TOTAL</b>			<b>125.00</b>	<b>40 minutes</b>	

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
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
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	1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)	2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)	3. From the owner
4. Authenticated copy of the title – 2 copies	4. Registry of Deeds Tagbilaran City
5. Tax Declaration of the mother lot	5. From the owner
6. Current land tax receipt	6. Municipal Treasurer's Office

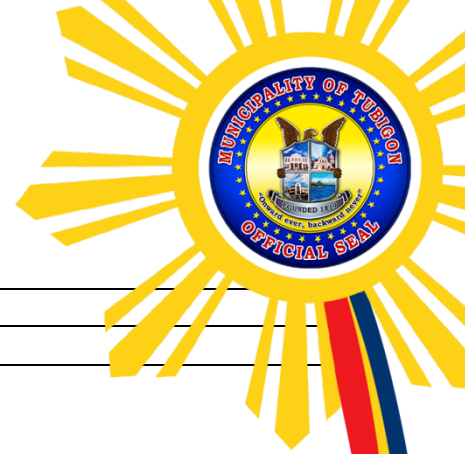




7. Assessor's fee 8. Verification fee		7. Municipal Treasurer's Office 8. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the subdivisions/ consolidation of lots		4 min.	Assessor's Staff
2	Present all the requirements needed		10 min.	Assessor's Staff
3	Pay the verification fee at the Municipal Treasurer's Office	30.00	5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time		20 min.	Assessor's Staff
5	Wait		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved 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	Provincial 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

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



Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
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	1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)	2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)	3. From the owner
4. Certification from CENRO, DENR as to A & D but within the watershed and reserve area	4. From the owner
5. Tax Declaration of the mother lot	5. From the owner
6. Current land tax receipt	6. Municipal Treasurer's Office
7. Assessor's fee	7. Municipal Treasurer's Office
8. Verification fee	8. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the subdivisions/ 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
3 Pay the assessor's 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
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
5 Wait	Signs the jurat portion and recommendation for		1 min.	Municipal Assessor



6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	approval			
		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	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial 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