



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY ASSESSOR'S OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A. ISSUANCE OF TAX DECLARATION					
A.1. DISCOVERY/ NEW ASSESSMENT A.1.a. UNTITLED LAND	<ol style="list-style-type: none"> 1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to appraiser 4. Evaluation of documents and records verification 5. Ocular Inspection 6. FAAS Preparation 	<p>30 mins</p> <p>5 mins</p> <p>10 mins</p> <p>30 mins</p> <p>2 hrs</p> <p>30 mins per FAAS</p> <p>5 mins/FAAS</p>	<p>Engr. A. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/GV. Quejada/E. Jaro</p> <p>F. Betanzor/Dominador Taeza</p> <p>Engr. D. Demillo</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p>	<ol style="list-style-type: none"> 1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Certification that property is alienable and disposable from DENR 4. Approved application from DENR 5. Approved Survey plan from DENR 6. Authorization duly subscribed or SPA, if the requesting party is not the owner. (NOTE: Subject of Ocular Inspection) 	None

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.1.b. TITLED LAND	7. Recommending approval	10mins/Tax	Engr. D. Demillo	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Certified copy of the Free Patent , Homested, Miscellaneous Sales Application or CLOA 4. Certified copy of Title from the Registry of Deeds 5. Approved Survey Plan	None
	8. Printing of Tax Declaration and Notice of Assessment	Dec.& Notice of Assessment 15mins/Tax	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan		
	9. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents	Dec.& Notice of Assessment 5 mins/Tax	Engr. A. Medalla		
	10. Approval of Tax Declaration and Notice of Assessment	Dec.& Notice of Assessment 10 mins/Tax	Engr. D. Demillo		
	11. Release of Tax Declaration and Notice of Assessment	Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza		
	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party	30 mins 5 mins 10 mins	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro		
	2. Record/Receive request	30 mins	F. Betanzor/Dominador Taeza		
	3. Referral to appraiser		Engr. D. Demillo		
	4. Evaluation of documents and records verification	2 hrs	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan		
	5. Ocular Inspection		Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/		

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.1.c. BUILDING	6. FAAS Preparation	30 mins per FAAS	GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan	6. Other documents (Court Decision/ Order, Approved Application etc.)	None
	7. Recommending approval	5 mins/FAAS	Engr. D. Demillo	7. Authorization duly subscribed or SPA, (NOTE: Subject of Ocular Inspection)	
	8. Printing of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan		
	9. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents	15 mins/Tax Dec.& Notice of Assessment	Engr. A. Medalla		
	10. Approval of Tax Declaration and Notice of Assessment	5 mins/Tax Dec.& Notice of Assessment	Engr. D. Demillo		
	11. Release of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza		
	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party	30 mins/request	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro		
	2. Record/Receive request	5 mins	F. Betanzor/Dominador Taeza	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties	
	3. Referral to appraiser	10 mins 2 hrs	Engr. D. Demillo Engr. Demillo/A. Coringcoting/	3. Building Permit 4. Building Plan	

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.1.d. MACHINERY	4. Ocular Inspection of subject property	30 mins	F. Encina Engr. Medalla/ GV Quejada/R. Tan	5. Certificate of Completion or Occupancy	None
	5. FAAS preparation and verification of documents	5 mins/FAAS 10 mins/Tax	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan	6. Affidavit of Ownership (if no Building Permit)	
	6. Recommending approval	Dec.& Notice of Assessment	Engr. D. Demillo	7. Tax Declaration of Lot	
	7. Printing of Tax Declaration and Notice of Assessment	15 mins/Tax Dec.& Notice of Assessment	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan	8. Authorization duly subscribed or SPA, if the requesting party is not the owner. (NOTE: Subject of Ocular Inspection)	
	8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents	5 mins/Tax Dec.& Notice of Assessment	Engr. D. Demillo		
	9. Approval of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza		
	10. Release of Tax Declaration and Notice of Assessment	30 mins/request	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro		
	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party	5 mins 10 mins 2 hrs	F. Betanzor/Dominador Taeza Engr. D. Demillo	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties	
	2. Record/Receive request				

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	3. Referral to appraiser 4. Ocular Inspection of subject property 5. FAAS preparation and verification of documents 6. Recommending approval 7. Printing of Tax Declaration and Notice of Assessment 8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 9. Approval of Tax Declaration and Notice of Assessment 10. Release of Tax Declaration and Notice of Assessment	30 mins 5 mins/FAAS 10 mins/Tax Dec.& Notice of Assessment 15 mins/Tax Dec.& Notice of Assessment 5 mins/Tax Dec.& Notice of Assessment 10 mins/Tax Dec.& Notice of Assessment	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. A. Medalla Engr. D. Demillo F. Betanzor/Dominador Taeza	3. List of machineries and equipment in details with corresponding acquisition cost and estimated economic life. 4. Authorization duly subscribed or SPA, if the requesting party is not the owner. (NOTE: Subject of Ocular Inspection)	
A.2 TRANSFER A.2.a. UNTITLED LAND	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request	30 mins/request 5 mins	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro F. Betanzor/Dominador Taeza	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Certified copy of Deed Conveyance	None unless property is subject of an encumbrance wherein Sec. 92 (B) of Ord. No.

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.2.a. TITLED LAND	3. Referral to appraiser 4. Evaluation of documents and records verification 5. FAAS Preparation and cancellation of previous record 6. Recommending approval 7. Printing of Tax Declaration and Notice of Assessment 8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 9. Approval of Tax Declaration and Notice of Assessment 10. Release of Tax Declaration and Notice of Assessment	10 mins 30 mins/FAAS 30 mins/FAAS 5 mins/FAAS 10 mins/Tax Dec.& Notice of Assessment 15 mins/Tax Dec.& Notice of Assessment 5 mins/Tax Dec.& Notice of Assessment 10 mins/Tax Dec.& Notice of Assessment	Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. A. Medalla Engr. D. Demillo F. Betanzor/Dominador Taeza	4. Certificate Authorizing Registration 5. Tax Clearance for the Current Year 6. Approved plan 7. Official receipt of Transfer/Sales Tax 8. Authorization duly subscribed or SPA, if the requesting party is not the owner.	2005-9-63 shall apply.
	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will returned to the requesting party	30 mins/request	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties	P50.00 fee and P15.00 documentary stamp for annotation of attachment, levy

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	2. Record/Receive request 3. Referral to appraiser 4. Evaluation of documents and records verification 5. FAAS Preparation and cancellation of previous record 6. Recommending approval 7. Printing of Tax Declaration and Notice of Assessment 8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 9. Approval of Tax Declaration and Notice of Assessment 10. Release of Tax Declaration and Notice of Assessment	5 mins 10 mins 30 mins/FAAS 30 mins/FAAS 5 mins/FAAS 10 mins/Tax Dec.& Notice of Assessment 15 mins/Tax Dec.& Notice of Assessment 5 mins/Tax Dec.& Notice of Assessment 10 mins/Tax Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. A. Medalla Engr. D. Demillo Engr. D. Demillo	3. Certified Machine copy of Title from the Registry of Deeds 4. Certified machine copies of Deed of Conveyance (eg. Deed of Sale, Donation, Extra Judicial Settlement) 5. Certificate Authorizing Registration 6. Tax Clearance for the current year 7. Official receipt of Transfer/Sales tax 8. Authorization duly subscribed or SPA, if the requesting party is not the owner.	writ of execution, adverse claim, notice of list dependents or any similar transactions P50.00 fee for annotation of real estate mortgage, property bond or any other similar transactions not exceeding P1,000.00 and additional P1.00 every excess of P1,000.00 or a fraction thereof P50.00 fee and P15.00 documentary stamp for cancellation of real estate mortgage,

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.2.a. BUILDING/ MACHINERY	<ol style="list-style-type: none"> 1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to appraiser 4. Evaluation of documents and records verification 5. FAAS Preparation and cancellation of previous record 6. Recommending approval 7. Printing of Tax Declaration and Notice of Assessment 8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 9. Approval of Tax Declaration and Notice of Assessment 	<p style="text-align: center;">30 mins/request</p> <p style="text-align: center;">5 mins</p> <p style="text-align: center;">10 mins</p> <p style="text-align: center;">30 mins</p> <p style="text-align: center;">30 mins</p> <p style="text-align: center;">5 mins/FAAS</p> <p style="text-align: center;">10 mins/Tax Dec.& Notice of Assessment</p> <p style="text-align: center;">15 mins/Tax Dec.& Notice of Assessment</p> <p style="text-align: center;">5 mins/Tax Dec.& Notice of Assessment</p>	<p>Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro</p> <p>F. Betanzor/Dominador Taeza Engr. D. Demillo</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. D. Demillo</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. A. Medalla</p> <p>Engr. D. Demillo</p>	<ol style="list-style-type: none"> 1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Certified Machine copy of Title from the Registry of Deeds 4. Certified machine copies of Deed of Conveyance (eg. Deed of Sale, Donation, Extra Judicial Settlement) 5. Certificate Authorizing Registration 6. Tax Clearance for the current year 7. Official receipt of Transfer/Sales tax 8. Authorization duly subscribed or SPA, if the requesting party is not the owner. 	<p>property bond or any similar transactions.</p> <p>P50.00 fee and P15.00 documentary stamp for annotation of attachment, levy writ of execution, adverse claim, notice of list dependents or any similar transactions</p> <p>P50.00 fee for annotation of real estate mortgage, property bond or any other similar transactions not exceeding P1,000.00 and additional P1.00 every excess of</p>

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	10. Release of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza		P1,000.00 or a fraction thereof P50.00 fee and P15.00 documentary stamp for cancellation of real estate mortgage, property bond or any similar transactions. (Sec. 92 (B) SP Ordinance
A.3 CONSOLIDATION /SUBDIVISION/ PARTITION A.3.a. LAND	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to appraiser 4. Evaluation of documents and records verification 5. FAAS Preparation and cancellation of previous record	30 mins/request 5 mins 10 mins 30 mins 30 mins	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro F. Betanzor/Dominador Taeza Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Certified Machine copy of Title from the Registry of Deeds 4. Approved Consolidation/ Subdivision plan 5. Tax Clearance for current year 7. Authorization duly subscribed or SPA, if the	None unless property is subject of an encumbrance wherein Sec. 92 (B) of Ord. No. 2005-9-63 shall apply.

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.3.b.BUILDING	6. Recommending approval	5 mins/FAAS	GV Quejada/R. Tan Engr. D. Demillo	requesting party is not the owner.	None unless property is subject of an encumbrance wherein Sec. 92 (B) of Ord. No. 2005-9-63 shall apply.
	7. Printing of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan		
	8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents	15 mins/Tax Dec.& Notice of Assessment	Engr. A. Medalla		
	9. Approval of Tax Declaration and Notice of Assessment	5 mins/Tax Dec.& Notice of Assessment	Engr. D. Demillo		
	10. Release of Tax Declaration and Notice of Assessment	10 mins/Tax Dec.& Notice of Assessment	F. Betanzor/Dominador Taeza		
	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party	30 mins/request	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro		
	2. Record/Receive request	5 mins	F. Betanzor/Dominador Taeza		
	3. Referral to appraiser	10 mins	Engr. D. Demillo		
	4. Evaluation of documents and records verification	30 mins	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan		
	5. Ocular inspection	2 hrs	Engr. Demillo/A. Coringcoting/		

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	6. FAAS Preparation and cancellation of previous record 7. Recommending approval 8. Printing of Tax Declaration and Notice of Assessment 9. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 10. Approval of Tax Declaration and Notice of Assessment 11. Release of Tax Declaration and Notice of Assessment	30 mins/FAAS 5 mins/FAAS 10 mins/Tax Dec.& Notice of Assessment 15 mins/Tax Dec.& Notice of Assessment 5 mins/Tax Dec.& Notice of Assessment 10 mins/Tax Dec.& Notice of Assessment	F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. A. Medalla Engr. D. Demillo F. Betanzor/Dominador Taeza		
A.4 REASSESSMENT	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to appraiser	30 mins/request 5 mins 10 mins	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro F. Betanzor/Dominador Taeza Engr. D. Demillo	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties 3. Letter request 4. Tax Clearance for the current year	None unless property is subject of an encumbrance wherein Sec. 92 (B) of Ord. No. 2005-9-63 shall apply.

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	4. Evaluation of documents and records verification 5. Ocular inspection 6. FAAS Preparation and cancellation of previous record 7. Recommending approval 8. Printing of Tax Declaration and Notice of Assessment 9. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 10. Approval of Tax Declaration and Notice of Assessment 11. Release of Tax Declaration and Notice of Assessment	30 mins 2 hrs 30 mins/FAAS 5 mins/FAAS 10 mins/Tax Dec.& Notice of Assessment 15 mins/Tax Dec.& Notice of Assessment 5 mins/Tax Dec.& Notice of Assessment 10 mins/Tax Dec.& Notice of Assessment	Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. D. Demillo Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan Engr. A. Medalla Engr. D. Demillo F. Betanzor/Dominador Taeza	5. Authorization duly subscribed or SPA, if the requesting party is not the owner.	
A.5 RECLASSIFICATION	1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will	30 mins/request	Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro	1. CASSO Form No. 1 2. Sworn statement of the True and Fair Market Values of the Properties	None unless property is subject of an encumbrance wherein Sec. 92

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	<p>returned to the requesting party</p> <p>2. Record/Receive request</p> <p>3. Referral to appraiser</p> <p>4. Evaluation of documents and records verification</p> <p>5. Ocular inspection</p> <p>6. FAAS Preparation and cancellation of previous record</p> <p>7. Recommending approval</p> <p>8. Printing of Tax Declaration and Notice of Assessment</p> <p>9. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents</p> <p>10. Approval of Tax Declaration and Notice of Assessment</p> <p>11. Release of Tax Declaration and Notice of Assessment</p>	<p>5 mins</p> <p>10 mins</p> <p>30 mins</p> <p>2 hrs</p> <p>30 mins/FAAS</p> <p>5 mins/FAAS</p> <p>10 mins/Tax</p> <p>Dec.& Notice of Assessment</p> <p>15 mins/Tax</p> <p>Dec.& Notice of Assessment</p> <p>5 mins/Tax</p> <p>Dec.& Notice of Assessment</p> <p>10 mins/Tax</p> <p>Dec.& Notice of Assessment</p>	<p>F. Betanzor/Dominador Taeza</p> <p>Engr. D. Demillo</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. D. Demillo</p> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <p>Engr. A. Medalla</p> <p>Engr. D. Demillo</p> <p>F. Betanzor/Dominador Taeza</p>	<p>3. DAR Order of exemption/ Conversion if not applicable, a certification that subject property is not covered by CARP program/OLT; not tenanted; conversion/ exemption approval is no longer necessary.</p> <p>4. Tax Clearance for the current year</p> <p>5. Site Development (field inspection)</p> <p>6. Authorization duly subscribed or SPA, if the requesting party is not the owner. Note: Subject of Ocular Inspection</p>	<p>(B) of Ord. No. 2005-9-63 shall apply.</p>

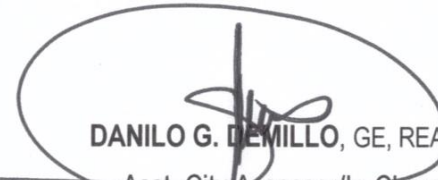
Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
A.6 CORRECTION OF ENTRIES ON TAX DECLARATION	<ol style="list-style-type: none"> 1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to appraiser 4. Evaluation of documents and records verification 5. FAAS Preparation and cancellation of previous record 6. Recommending approval 7. Printing of Tax Declaration and Notice of Assessment 8. Cross-checking of encoded Tax Declaration & Notice of Assessment with attached documents 9. Approval of Tax Declaration and Notice of Assessment 10. Release of Tax Declaration and Notice of Assessment 	<p style="text-align: center;">30 mins/request</p> <hr/> <p style="text-align: center;">5 mins</p> <hr/> <p style="text-align: center;">10 mins</p> <hr/> <p style="text-align: center;">30 mins</p> <hr/> <p style="text-align: center;">30 mins</p> <hr/> <p style="text-align: center;">5 mins/FAAS</p> <hr/> <p style="text-align: center;">10 mins/Tax Dec.& Notice of Assessment</p> <hr/> <p style="text-align: center;">15 mins/Tax Dec.& Notice of Assessment</p> <hr/> <p style="text-align: center;">5 mins/Tax Dec.& Notice of Assessment</p> <hr/> <p style="text-align: center;">10 mins/Tax Dec.& Notice of Assessment</p>	<p>Engr. Medalla/ A. Coringcoting/ F. Encina/ R. Tan/ GV. Quejada/ E. Jaro</p> <hr/> <p>F. Betanzor/Dominador Taeza</p> <hr/> <p>Engr. D. Demillo</p> <hr/> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <hr/> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <hr/> <p>Engr. D. Demillo</p> <hr/> <p>Engr. Demillo/A. Coringcoting/ F. Encina Engr. Medalla/ GV Quejada/R. Tan</p> <hr/> <p>Engr. A. Medalla</p> <hr/> <p>Engr. D. Demillo</p> <hr/> <p>F. Betanzor/Dominador Taeza</p>	<ol style="list-style-type: none"> 1. CASSO Form No. 1 2. Certified Copy of Title, issued by the Registry of Deeds 3. Tax Clearance for the current year 4. Authorization, duly subscribe if the requesting party is not the owner. 	<p>None unless property is subject of an encumbrance wherein Sec. 92 (B) of Ord. No. 2005-9-63 shall apply.</p>

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
B. ANNOTATION/ CANCELLATION OF MORTGAGE/LIEN AND ENCUMBRANCE					
	<ol style="list-style-type: none"> 1. Record/Receive request 2. Referral to appraiser 3. Pull out of FAAS and Tax Declaration of subject property 4. Annotation on FAAS and Tax Declaration 5. Approval of REM 6. Release of Tax Declaration 	<p>5 mins 10 mins 5 mins 15 mins 5 mins/TD 5 mins/Tax Dec</p>	<p>F. Betanzor/Dominador Taeza Engr. D. Demillo C. Yasay, A. Claro Engr. A. Medalla/A. Coringcoting F. Encina/GV Quejada/R. Tan Engr. D. Demillo F. Betanzor/Dominador Taeza</p>	<ol style="list-style-type: none"> 1. CASSO Form No. 1 2. Mortgage Contract/ Cancellation of Mortgage Contract 3. Certified copy of tax declaration/ owner's copy of property subject of mortgage 4. Official receipt of the Real Estate Mortgage 5. Tax Clearance for the current year 6. Authorization duly subscribed or SPA, if the requesting party is not the owner. 	<p>P50.00 fee and P15.00 documentary stamp for annotation of attachment, levy writ of execution, adverse claim, notice of list dependents or any similar transactions</p> <p>P50.00 fee for annotation of real estate mortgage, property bond or any other similar transactions not exceeding</p>
C. ISSUANCE OF CERTIFICATION					

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
C.1. NO PROPERTY/ PROPERTY HOLDINGS	<ol style="list-style-type: none"> 1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to Clerk 4. Property verification on records and RPO cards 5. Preparation of Certification 6. Cross checking with records 7. Approval of Certification 8. Release of certification 	<p>5 mins/request</p> <p>5 mins 3 mins</p> <p>10 mins/person or property 20 mins/ certification 10 mins 2 mins 5 mins</p>	<p>F. Betanzor/Dominador Taeza</p> <p>F. Betanzor/Dominador Taeza Engr. D. Demillo/ E. Abulencia/ F. Maaño M.D. Avila/ A. Claro M.D. Avila F. Maaño Engr. D. Demillo/ E. Abulencia/ F. Maaño F. Betanzor/Dominador Taeza</p>	<ol style="list-style-type: none"> 1. CASSO Form No. 3 2. Official Receipt of Certification fee 3. Authorization if requesting party is not the owner, duly subscribed 	<p>P50.00 certification fee and documentary stamp of P15.00 per Ord. No. 2005-9-63.</p> <p>Research fee of P10.00 per property/ person subject of request</p>
C.2. NON- IMPROVEMENT/ WITH IMPROVEMENT/ WATER CONNECTION OR ELECTRICAL CONNECTION	<ol style="list-style-type: none"> 1. Pre-evaluation of documents submitted. If complete, the request will be received, otherwise, the documents will be returned to the requesting party 2. Record/Receive request 3. Referral to researcher for records verification 4. Records verification 	<p>5 mins 5 mins 5 mins 5 mins</p> <p>5 mins/property 5 mins</p>	<p>F. Betanzor/Dominador Taeza</p> <p>F. Betanzor/Dominador Taeza E. Abulencia/F. Maaño P. Parado/ A. Claro E. Abulencia/F. Maaño</p>	<ol style="list-style-type: none"> 1. CASSO Form No.2 2. Official Receipt of Certification fee 3. Sketch of property subject of inspection 4. Barangay Certification as to owner of land and building 5. Photocopy of tax declaration (land) 	<p>P50.00 certification fee and documentary stamp of P15.00 per Ord. No. 2005-9-63.</p> <p>Research fee of P10.00 per</p>

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	5. Referral to clerk for preparation of certification 7. Preparation of Certification 8. Approval of Certification 9. Release of certification	20 mins/ certification 5 mins 5 mins	W. Cordero Engr. D. Demillo F. Betanzor/Dominador Taeza	6. Authorization if requesting party is not the owner, duly subscribed	property/ person subject of request.
D. ISSUANCE OF CERTIFIED COPY OF TAX DECLARATION					
	1. Record/Receive request 2. Research with records 3. Printing of scanned Tax Declaration/ Photocopy Tax Declaration 4. Signing of CXC of TD 5. Release of CXC	5 mins 5 mins/property 5 mins/Tax Dec. 5 mins/Tax Dec. 5 mins	C. Yasay/A. Claro C. Yasay/A. Claro Engr. D. Demillo/ E. Abulencia/F.Maña C. Yasay/A. Claro	1. CASSO Form No. 4 2. Official Receipt of Certification fee 3. Official receipt evidencing full payment of realty tax for current year, 4. Authorization if requesting party is not the owner, duly subscribed	P50.00 certification fee and documentary stamp of P15.00 per Ord. No. 2005-9-63. Research fee of P10.00 per property/ person subject of request
E. CANCELLATION OF TAX DECLARATION					
	1. Receive request for cancellation 2. Referral by Assessor 3. Field Inspection	5 mins 10 mins 4 hrs from receipt of referral 15 mins	F. Betanzor/Dominador Taeza Engr.D. Demillo Engr. A. Medalla/Engr. JL Ripalda/ R. Tan/GV Quejada Appraiser assigned	1. Letter request for cancellation 2. Demolition permit, if any. 3. Barangay Certification (if needed) 4. Real Property tax payment	None

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
	4.Preparation of endorsement for the Assessor's approval 5. Prepare endorsement from City Assessor to the City Treasurer's Office 6.Approval by the Assessor 7. Endorsement of Notice of Cancellation to the City Treasurer's Office 8 Cancellation of Tax Declaration, FAAS and RPOC	15 mins 5 mins 5 mins 15 mins	Appraiser assigned Engr. D. Demillo A. Sabalberino/C. Yasay/A. Claro E. Abulencia/F. Maaño		



DANILO G. DEMILLO, GE, REA, REB

Asst. City Assessor/In-Charge of Office

