

## **I. Mandate:**

1. Ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed;
2. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties for taxation purposes;
3. Establish systematic methods of real property assessment;
4. Install and maintain a real property identification and accounting system;
5. Prepare, install and maintain a system of tax mapping, showing graphically all property subject to assessment and gather all data concerning the same;
6. Conduct frequent physical surveys to verify and determine whether all real properties within the municipality are properly listed in the assessment rolls;
7. Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the local government unit concerned;
8. Prepare a schedule of the fair market value for the different classes of real properties, in accordance with law;
9. Issue, upon request of interested party, certified copies of assessment records of real property and all other records relative to its assessment upon payment of the service charge or fee to the treasury;
10. Submit every semester a report of all assessments, as well as cancellations and modifications of assessments to the local chief executive and the sanggunian concerned;
11. Attend, personally or through an authorized representative, all sessions of the local board of assessment appeals whenever his assessment is the subject of the appeal, and present or submit any information or record in his possession as may be required by the board; and
12. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances.

## **II. Vision:**

To provide the Local Government Unit with additional funds for developmental projects through the establishment of reliable and systematic method of real property assessment and ensuring the efficient implementation of assessment laws, rules and regulations.

### **III. Mission:**

Towards the establishment of a reliable and systematic method of real property appraisal and assessment.

### **IV. Service Pledge:**

The Municipal Assessment Staff commit to:

1. Serve clients with outmost courtesy.
2. To ensure the proper implementation of laws and policies governing the appraisal and assessment of real properties for taxation purposes.
3. To make a just and reasonable assessment on real properties within the jurisdiction of Municipality of Kayapa.
4. To respond promptly to queries, comments and suggestions.
5. To ensure public trust and confidence while paying their taxes.

## 1. PROCESSING TRANSFER OF REAL PROPERTY

An updated owner's copy of tax declaration is issued upon transfer of ownership of subject property from the previous to the new owner or as a result of subdivision or consolidation of real property, Sale, Donation, Court Settlement and waiver of rights.

<b>Office or Division:</b>	Municipal Assessment Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B- Government to Business G2G- Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Two (2) photocopies and One (1) Original of Deed of conveyance (Sale, donation, waiver of rights, extrajudicial settlement, etc.)	Law Office, Court	
2. Two (2) Photocopies of Title (if Titled)	Register of Deeds	
3. One (1) Photocopy of Official Receipt of payment of Transfer Tax	Provincial Treasury Office	
4. One (1) Photocopy of Official Receipt of updated payment of Real Property Tax or Original copy of Tax Clearance	Municipal Treasury Office	
5. Two (2) Photocopies of Certificate Authorizing Registration (CAR)	Bureau Internal Revenue	
6. Two (2) photocopies of approved Blue print/whiteprint or subdivision/consolidation Plan (Whichever is applicable) (if Subdivided/Consolidated)	Department of Environment and Natural Resources Private Surveyor (Geodetic Engineer)	
7. One (1) Photocopy of the latest Tax Declaration	Municipal Assessment Office	
8. Order of Payment	Municipal Assessment Office	

9. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. Give the Log Book and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Submit the required documents	2. Receive the required documents and check/evaluate for completeness  2.1. Give Order of Payment	None	5 minutes	<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment	3. Accept the payment based on the order of payment	Cancellation Fee- PHP 50.00	5 minutes	<i>Admin. Aide II</i> Municipal Treasury Office or <i>Revenue Collection Clerk II</i> Municipal Treasury Office or

	3.1. Issue Official Receipts			Revenue Collection Clerk III Municipal Treasury Office or Local Revenue Collection Officer I Municipal Treasury Office or Local Revenue Collection Officer II Municipal Treasury Office
4. Return to the Municipal Assessment Office and submit the Official Receipt	4. Check/Record the Official Receipt  4.1. Explain the process of transfer	None	5 minutes	Tax Mapping Aide I Municipal Assessment Office or Admin. Aide IV Municipal Assessment Office or Admin. Aide II Municipal Assessment Office
5. Wait for Four (4) working days for the processing and approval of transfer of real property	5. Prepare and process the Field Assessment and Appraisal Sheet and Tax Declaration and recommend for approval in the Provincial Assessment Office  5.1. Approved Field Assessment	None	4 days	Municipal Assessor Municipal Assessment Office or LAOO-II Municipal Assessment Office or LAOO-I Municipal Assessment Office or Tax Mapper I Municipal Assessment Office or Assessment Clerk II Municipal Assessment Office or Assessment Clerk I Municipal Assessment Office

	and Appraisal Sheet and Tax Declaration			
6. Return to Municipal Assessment Office to get the copy of the of approved transfer	6. Issue the owners' copy of Tax Declaration	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>4 days &amp; 17 minutes</b>	

## 2. ISSUANCE OF CERTIFIED COPY OF TAX DECLARATION AND OTHER CERTIFICATIONS.

This document is often requested by a tax payer or his authorized representative who wants to secure a certified true copy of Tax Declaration (TD) and other certifications (e.g. landholdings, no improvement, no property, etc.) for personal records or for legal purpose.

<b>Office or Division:</b>	Municipal Assessment Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government
<b>Who may avail?</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Principal</b>	

1. One (1) Photocopy of Government Issued Identification Card		BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC, OSCA		
2. Order of Payment		Municipal Assessment Office		
3. Official Receipt		Municipal Treasury Office		
4. Routine/Request Slip		Municipal Assessment Office		
<b>Representative</b>				
1. One (1) Original copy of Special Power of Attorney/Authorization Letter whichever is available		Person being Represented		
2. One (1) photocopy of Government Issued Identification Card of the person being represented		BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC		
3. One (1) Photocopy Government Issued Identification Card of the representative		BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. Give the Log Book and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Fill up routine/request slip	2. Give the routine/request and assist the client		3 minutes	

<p>3. Submit the required documents</p>	<p>3. Receive the required documents and check for completeness</p> <p>3.1. Verify record in the database/ reference file</p> <p>3.2. Give order of payment</p> <p>3.3. Start processing the request</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office</p>
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p>	<p>4. Accept the payment based on the order of payment</p> <p>4.1. Issue Official Receipts</p>	<p>True Copy/Certification: PHP 50.00 per copy/lot</p>	<p>5 minutes</p>	<p><i>Admin. Aide II</i> Municipal Treasury Office or <i>Revenue Collection Clerk II</i> Municipal Treasury Office or <i>Revenue Collection Clerk III</i> Municipal Treasury Office or <i>Local Revenue Collection Officer I</i> Municipal Treasury Office or <i>Local Revenue Collection Officer II</i> Municipal Treasury Office</p>



5. Return to the Municipal Assessment Office to receive the requested document/s.	5. Check/Record the Official receipt  5.2. Issue the Certified Copy/Certification	None	5 minutes	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
6. Sign the Receiving Log Book	6. Record the issuance and assist client	None	1 minute	
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>18 minutes</b>	

### 3. VERIFICATION & CORRECTION OF ASSESSMENT RECORDS

Reassessment of property valuation or correction of assessment is done when there is a change in physical attributes of a property (e.g. decrease/increase in area if already titled, partial destruction, dilapidated structure, etc.)

<b>Office or Division:</b>	Municipal Assessment Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B- Government to Business G2G- Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original copy of Request Letter signed by Punong Barangay indicating the reason for correction of assessment, address and duly approved by the Local Chief Executive		Office of the Punong Barangay/ Office of the Municipal Mayor
2. One (1) Photocopy of newly issued Title (if		Register of Deeds/ Municipal Assessment Office

Titled), One (1) photocopy of Latest Tax Declaration				
3. One (1) photocopy of Official Receipt of Payment of Real Property Tax Receipt or Tax Clearance		Municipal Treasury Office		
4. Order of Payment		Municipal Assessment Office		
5. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. Give the Log Book and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Submit the required documents	2. Receive the required documents and check for completeness  2.1. Interview the requesting party for the date/scheduled day of verification of property	None	5 minutes	<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office

<p>3. Confirm the date/schedule and accompany the Assessor/Appraiser in the conduct of ground Verification</p>	<p>3. Set the date/schedule of verification</p> <p>3.1. Conduct actual site ground verification</p> <p>3.2. Prepare Field Appraisal and Assessment Sheet and Tax Declaration recommend for approval in the Provincial Assessment office</p> <p>3.3. Approved Field Appraisal and Assessment Sheet and Tax Declaration</p> <p>3.4. Give order of payment</p>	<p>None</p>	<p>6 days</p>	<p><i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office or <i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office</p>
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p>	<p>4. Accept the payment based on the order of payment</p> <p>4.1. Issue Official Receipt</p>	<p>Cancellation Fee: PHP 50.00/copy</p> <p>Inspection Fee: PHP 200.00/Lot</p>	<p>5 minutes</p>	<p><i>Admin. Aide II</i> Municipal Treasury Office or <i>Revenue Collection Clerk II</i> Municipal Treasury Office or <i>Revenue Collection Clerk III</i> Municipal Treasury Office or</p>

				<i>Local Revenue Collection Officer I</i> Municipal Treasury Office or <i>Local Revenue Collection Officer II</i> Municipal Treasury Office
5. Return to the Municipal Assessment Office to receive the updated Tax Declaration	5. Check/Record the Official Receipt  5.1. Issue the newly approved/updated Tax Declaration	None	3 minutes	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
<b>TOTAL:</b>			<b>PHP 250.00</b>	<b>6 days &amp; 14 minutes</b>

#### 4. ISSUANCE OF EXTRACTED MAPS FROM SECTION MAPS

This document is often requested by a tax payer or his authorized representative who wants to secure extracted copy of Maps for personal records or for legal purpose.

<b>Office or Division:</b>	Municipal Assessment Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Principal</b>	
1. One (1) Government Issued Identification	BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC, OSCA
2. Order of Payment	Municipal Assessment Office

3. Official Receipt		Municipal Treasury Office		
4. Routine/Request Slip		Municipal Assessment Office		
<b>Representative</b>				
1. One (1) original copy of Special Power of Attorney/Authorization Letter whichever is available		Person being Represented		
2. One (1) photocopy of Government Issued Identification Card of the person being represented		BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC		
3. One (1) photocopy of Government Issued Identification Card of the representative		BIR, SSS, GSIS, DFA, Post Office, Pag-ibig, Philhealth, COMELEC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in client's Log Book	1. Give the Log Book and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Fill up routine/request slip	2. Give the routine/request and assist the client	None	3 minutes	
3. Submit the required documents	3. Receive the required documents and check for completeness  3.1. Give Order of Payment	None	3 minutes	<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or

				<i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment	4. Accept the payment based on the order of payment  4.1. Issue Official Receipt	Extraction of Maps- PHP 100.00/Lot	5 minutes	<i>Admin. Aide II</i> Municipal Treasury Office or <i>Revenue Collection Clerk II</i> Municipal Treasury Office or <i>Revenue Collection Clerk III</i> Municipal Treasury Office or <i>Local Revenue Collection Officer I</i> Municipal Treasury Office or <i>Local Revenue Collection Officer II</i> Municipal Treasury Office
5. Return to the Municipal Assessment Office and wait while the Tax Mapper identifies property location on the section map	5. Prepare and process the requested document	None	15 minutes	<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office

				or Assessment Clerk I Municipal Assessment Office
6. Receive the Extracted Copy of Map	6. Check/Record the Official Receipt  6.1. Give/Issue the requested extracted copy of Map	None	1 minute	Tax Mapping Aide I Municipal Assessment Office or Admin. Aide IV Municipal Assessment Office or Admin. Aide II Municipal Assessment Office
7. Sign the receiving log book	7. Record the issuance and assist the client	None	1 minute	
<b>TOTAL:</b>		<b>PHP 100.00</b>	<b>28 minutes</b>	

## 5. CONDUCTING FIELD INSPECTION AND ASSESSMENT & APPRAISAL OF NEWLY DISCOVERED PROPERTIES

This service is requested by a tax payer who wants to declare his/her newly constructed building or newly installed machinery, land and be issued an owner's copy of Tax declaration.

<b>Office or Division:</b>	Municipal Assessment Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B- Government to Business G2G- Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

1. One (1) original copy of Request Letter signed by the Punong Barangay, address and approved by the LCE		Office of the Punong Barangay/Office of the Municipal Mayor		
2. One (1) photocopy of Blue print of approved building plan or building sketch plan and building permit		DENR/Private Surveyor		
3. Two (2) original copy of Sworn Statement of		Municipal Assessment Office		
4. Order of Payment		Municipal Assessment Office		
5. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. Give the Logbook and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Submit the required documents	2. Receive the required documents and check for completeness  2.1. Interview the requesting party for the scheduled day of survey	None	5 minutes	<i>Tax Mapper I</i> Municipal Assessment Office or <i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office
3. Confirm the date/schedule and accompany the	3. Set the date/schedule of actual field			<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i>



<p>Assessor/Appraiser to inspect newly declared/discovered properties</p>	<p>inspections</p> <p>3.1 Conduct actual field inspection</p> <p>3.2. Prepare Field Appraisal &amp; Assessment Sheet and Tax Declaration recommended for approval in the Provincial Assessment Office</p> <p>3.3. Approved Field Appraisal &amp; Assessment Sheet and Tax Declaration</p> <p>3.4. Issue Order of Payment</p>	<p>None</p>	<p>6 days</p>	<p>Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office or <i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office</p>
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p>	<p>4. Accept the payment based on the order of payment</p> <p>4.1. Issue Official Receipt</p>	<p>Cancellation Fee- PHP 50.00/copy</p> <p>Inspection Fee – PHP 200.00/Lot</p>	<p>5 minutes</p>	<p><i>Admin. Aide II</i> Municipal Treasury Office or <i>Revenue Collection Clerk II</i> Municipal Treasury Office or <i>Revenue Collection Clerk III</i> Municipal Treasury Office or <i>Local Revenue Collection Officer I</i> Municipal Treasury Office</p>

				or <i>Local Revenue Collection Officer II</i> Municipal Treasury Office
5. Return to the Municipal Assessment Office to receive the owner's copy of Tax Declaration	5. Check/Record the Official Receipt  5.1. Give/Issue the owner's copy of Tax Declaration	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>6 days &amp; 12 minutes</b>	

## 6. ANNOTATION AND/OR CANCELLATION OF ENCUMBRANCES/MORTGAGED REAL PROPERTIES

This service is often requested by a mortgagor or any concerned taxpayer to annotate or cancel annotation of bail bond, encumbrances mortgaged real properties in the books of real properties at the Municipal Assessment Office.

<b>Office or Division:</b>	Municipal Assessment Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B- Government to Business G2G- Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. One (1) original copy of Real Estate Mortgage/Cancellation of Mortgage, Bail bond whichever is available		Lending Company, Court	
2. Routine/Request Slip		Municipal Assessment Office	

3. Order of Payment		Municipal Assessment Office		
4. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. Give the Logbook and assist the client	None	1 minute	<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
2. Submit the required documents	2. Receive the required documents and check for completeness  2.1. Issue Order of Payment	None	5 minutes	<i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office
3. Pay the required fees at the	3. Accept the payment based on the order of	Annotation Fee- PHP	5 minutes	<i>Admin. Aide II</i> Municipal Treasury Office or

<p>Municipal Treasury Office by showing the Order of Payment</p>	<p>payment 3.1. Issue Official Receipt</p>	<p>50.00 per copy</p>		<p><i>Revenue Collection Clerk II</i> Municipal Treasury Office or <i>Revenue Collection Clerk III</i> Municipal Treasury Office or <i>Local Revenue Collection Officer I</i> Municipal Treasury Office or <i>Local Revenue Collection Officer II</i> Municipal Treasury Office</p>
<p>4. Return to the Municipal Assessment Office and Wait while the document is annotated and verified on the file of Real Property Books and Records</p>	<p>4. Annotate the Field Assessment and Appraisal and Tax Declaration</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office</p>
<p>5. Receive the annotated</p>	<p>5. Check/Record the Official receipt</p>		<p>3 minutes</p>	

documents	5.1. Give/Issue the annotated copy to the client	None		<i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office
6. Sign the receiving log book	6. Record the issuance and assist the client	None	1 minute	
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>25 minutes</b>	

## 7. ISSUANCE OF SUBCLASS TAX DECLARATION OF REAL PROPERTY

This service is requested by a tax payer for the purpose of declaring the predominant and actual use of his property.

<b>Office or Division:</b>	Municipal Assessment Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One (1) original copy Request Letter signed by the Punong Barangay address and approved to the LCE		Office of the Punong Barangay/Office of the Municipal Mayor		
2. Order of Payment		Municipal Assessment Office		
3. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. Sign in client's Logbook</p>	<p>1. Give the Logbook and assist the client</p>	<p>None</p>	<p>1 minute</p>	<p><i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office</p>
<p>2. Submit the required documents</p>	<p>2. Receive the required documents and check for completeness</p> <p>2.1. Interview the requesting party for the scheduled day of inspection/verification</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office or <i>Tax Mapper I</i> Municipal Assessment Office or <i>Assessment Clerk II</i> Municipal Assessment Office or <i>Assessment Clerk I</i> Municipal Assessment Office</p>
<p>3. Confirm the date/schedule and accompany the office personnel to inspect the subject property</p>	<p>3. Set the date/schedule of actual field inspection</p> <p>3.1. Conduct actual filed inspection of the property</p>	<p>None</p>	<p>6 days</p>	<p><i>Municipal Assessor</i> Municipal Assessment Office or <i>LAOO-II</i> Municipal Assessment Office or <i>LAOO-I</i> Municipal Assessment Office</p>

	<p>3.2. Prepare the Field Appraisal and Assessment &amp; Tax Declaration for review and recommended for approval Provincial Assessment Office</p> <p>3.3. Approved Field Appraisal and Assessment &amp; Tax Declaration</p> <p>3.4. Give Order of Payment</p>			<p>or  <i>Tax Mapper I</i>  Municipal Assessment Office  or  <i>Assessment Clerk II</i>  Municipal Assessment Office  or  <i>Assessment Clerk I</i>  Municipal Assessment Office  or  <i>Tax Mapping Aide I</i>  Municipal Assessment Office  or  <i>Admin. Aide IV</i>  Municipal Assessment Office</p>
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p>	<p>4. Accept the payment based on the order of payment</p> <p>4.1. Issue Official Receipt</p>	<p>Cancellation Fee: PHP 50.00/copy</p> <p>Inspection Fee: PHP 200.00/Lot</p>	<p>5 minutes</p>	<p><i>Admin. Aide II</i>  Municipal Treasury Office  or  <i>Revenue Collection Clerk II</i>  Municipal Treasury Office  or  <i>Revenue Collection Clerk III</i>  Municipal Treasury Office  or  <i>Local Revenue Collection Officer I</i>  Municipal Treasury Office  or  <i>Local Revenue Collection Officer II</i>  Municipal Treasury Office</p>

<p>5. Receive the updated Owner's Copy of Tax Declaration</p>	<p>5. Give/Issue the Owner's Copy of Tax Declaration</p>	<p>None</p>	<p>1 minute</p>	<p><i>Tax Mapping Aide I</i> Municipal Assessment Office or <i>Admin. Aide IV</i> Municipal Assessment Office or <i>Admin. Aide II</i> Municipal Assessment Office</p>
<p><b>TOTAL: PHP 250.00</b></p>			<p><b>6 days &amp; 12 minutes</b></p>	