

OFFICE OF THE PROVINCIAL ASSESSOR

ISSUANCE OF COMPUTER-GENERATED COPY OF TAX DECLARATION AND PHOTOCOPY OF PROPERTY RECORD FORMS, FIELD ASSESSMENT APPRAISAL SHEET AND SUPPORTING DOCUMENTS, PHOTOCOPY OF TAX MAP AND TAX MAP CONTROL ROLL, AND CERTIFICATIONS OF TOTAL LANDHOLDINGS, NON-ENCUMBRANCE, NON-IMPROVEMENTS AND NO REAL PROPERTIES

Who may avail the service : Property Owners, Notary Public, Banks, Government and Private Companies/Corporations and all other clients directly/indirectly involved in Real Estate Transactions

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements :

1. Tax Declaration
2. Certification of total landholdings, non-encumbrance, non-improvements and no real properties
3. Tax Map and Tax Map Control Roll issued from Municipal Assessor's Office
4. Affidavit (depending on the transaction)
5. Latest tax receipt
6. Authorization/Special Power of Attorney/Identification card

Fee/s : PhP 100.00 per Tax Declaration/Certification

Service Duration : 25 minutes per copy of Tax Declaration (Maximum of 50 clients/day)

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to the information officer to get number card and present the transaction needed	Interview the client on the transaction needed and provide the request slip for filling up	3 minutes	Administrative Aide VI/ Laborer I		(ISO Form No. ASS-059-O to ASS-066-O)

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
						<ol style="list-style-type: none"> 1. For registry of deeds 2. For certification only (special purpose) 3. For court litigation 4. For DAR/ Scholarship 5. For verification, For reference purposes only 6. For annotation/ cancellation 7. Trace back for reference 8. For BIR
2	Fill up the request slip	Give assistance (if needed) in filling up the request slip	3 minutes	Administrative Aide VI / Laborer I		
3	Submit request slip	Record and indicate control number in the routing slip then return to client for payment of fees to the Provincial Treasurer's Office	1 minute	Administrative Aide VI / Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
4	Proceed to the Provincial Treasurer's Office (Cash Receipt Division) and pay the corresponding fee	Receive payment and issue Official Receipt (OR)	Refer to PTO procedure	Provincial Treasurer's Office	PHP 100.00 per Tax Declaration/Certification	
5	Proceed to Assessors Office and submit request slip together with the OR	Receive OR and record the OR's number and amount then return it to the client Forward request slip to the Assessment Records Management Division/Tax Mapping Division	1 minutes	Administrative Aide VI/ Laborer I		
6	Wait for 16 minutes while the requested transaction is being processed	Review and verify a. Tax Declaration/Documents b. Tax Map/Tax Map Control Roll needed Print/photocopy the needed documents and affix the initial Note: If an encumbrance does not exist in the system trace back	9 minutes	Local Assessment Operations Officer I/ Assessment Clerk II/Laborer I Laborer I/ Assessment Clerk-II		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		series of Tax Declarations (TDs) for verification				
		Review and affix initial on the following: a. Printed/Machine copy of Tax Declaration/Photocopy of documents/certification	2 minutes	Statistician I		
		b. Photocopy of Tax Map and Tax Map Control Roll	2 minutes	Tax Mapper IV/ Local Assessment Operations Officer-III		
		Forward the document/s to the Assistant Provincial Assessor for review and approval	1 minute	Administrative Aide VI/ Laborer I		
		Review and affix signature on the document/s	1 minute	Assistant Provincial Assessor		
		Get the signed document/s and records the transaction	1 minute	Administrative Aide VI/ Laborer I		
7	Receive the requested document/s	Release the document/s	1 minute	Administrative Aide VI/ Laborer I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

ANNOTATION OF MORTGAGES

Who may avail the service : Property Owners, Banks, Government and Private Companies/Corporations and all other clients directly/indirectly involved in Real Estate Transactions

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : 1. Real Estate Mortgage Contract duly registered
2. Certified Printed Copy of Tax Declaration

Fee/s : Annotated Mortgage below PhP 100,000.00 = PhP 100.00
100,000.00 - 500,000.00 = PhP 300.00
Above 500,000.00 = PhP 500.00

Note: An additional fee of PhP100.00 per tax declaration in excess of one Tax Declaration stated in the contract

Service Duration : 18 minutes per copy of Tax Declaration

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEEs	FORM
1	Proceed to the information officer to get number card and present the transaction needed	Interview the client on the transaction needed and provides the request slip for filling up	3 minutes	Administrative Aide VI/Laborer I		For Annotation/cancellation slip (ISO Form No. ASS-064-O)
2	Fill up the request slip	Give assistance (if needed) in filling up the request slip	3 minutes	Administrative Aide VI/Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
3	Submit the request slip	Receive the request slip Record and indicate tracking number, give back the slip for payment of fees to the Provincial Treasurer's Office	1 minute	Administrative Aide VI/ Laborer I		
4	Proceed to the Provincial Treasurer's Office (Cash Receipt Division) and pay the corresponding fee	Receive payment and issue Official Receipt (OR)	Refer to PTO procedure		Refer to table	
5	Proceed to Assessors Office and submit request slip together with the OR	Receive the OR from client and record the OR's number and amount then return it to the client Forward request slip to the Assessment Records Management Division and wait for the document	1 minute	Administrative Aide VI/Laborer I		
6	Wait for 9 minutes while the requested transaction is being processed	Review and verify from the system based on the Property Record Form and annotate mortgage in the Tax Declaration/Field Assessment Appraisal Sheet/Property Record Form/iTAX/eRPT System	5 minutes	Administrative Aide I/ Administrative Assistant II/Statistician I – Records Division Officer-in-Charge		
		Review and affix signature on the Real Estate Mortgage Contract (REMC)	1 minute	Statistician I – Records Division Officer-in-Charge /		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
				Supervising Administrative Officer/Assistant Provincial Assessor		
		Record the transaction in the logbook Scan and file the copy of Real Estate Mortgage Contract (REMC) and forward to Administrative Division for release	3 minutes	Administrative Assistant II/ Administrative Aide I/Local Assessment Operations Officer I /Laborer I		
7	Receive the Tax Declaration with annotation and Real Estate Mortgage Contract copy and sign in the request Slip	Release the Tax Declaration with annotation and Real Estate Mortgage Contract copy to the client/taxpayer	1 minute	Administrative Aide VI/Laborer I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

CANCELLATION OF MORTGAGES

Who may avail the service : Property Owners, Banks, Government and Private Companies/Corporations and all other clients directly/indirectly involved in Real Estate Transactions

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : 1. Cancellation/Discharge of Real Estate Mortgage Contract duly Registered
2. Owner's copy of Tax Declaration
3. Photocopy of Title if needed

Fee/s : PhP 100.00 per Tax Declaration

NOTE: An additional fee of PhP100.00 per tax declaration in excess of one tax declaration stated in the cancellation

Service Duration : 18 minutes per copy of Tax Declaration

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to the information officer to get number card and present the transaction needed	Interview the client on the transaction needed and provides the request slip for filling up	3 minutes	Administrative Aide VI/Laborer I		For Annotation/cancellation slip (ISO Form No. ASS-064-O)
2	Fill up the request slip	Give assistance (if needed) on filling up the request slip	3 minutes	Administrative Aide VI/Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
3	Submit request slip	Receive the request slip and cancellation of mortgage/certification from the bank/private entity Record and indicate tracking number, give back the slip for payment of fees to the Provincial Treasurer's Office	1 minute	Administrative Aide VI/Laborer I		
4	Proceed to the Provincial Treasurer's Office (Cash Receipt Division) and pay the corresponding fee	Receive payment and issue Official Receipt (OR)	Refer to PTO procedure		PhP 100.00 per tax declaration Note: An additional fee of PhP 100.00 per tax declaration in excess of 1 tax declaration stated in the cancellation	
5	Proceed to Assessors Office and submit request slip together with the OR	Receive the OR from client and record the OR's number and amount then return it to the client Forward request slip to the Assessment Records Management Division	1 minute	Administrative Aide VI/Laborer I		
6	Wait for 9 minutes while the	Review, verify and cancel annotation of mortgage in the	5 minutes	Administrative Assistant II/		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
	requested transaction is being processed	tax declaration and eRPT system		Administrative Aide I		
		Scan and file the copy of the cancellation of mortgage Record cancellation of mortgage in the logbook Forward the document to the Administrative Division for release	4 minutes	Local Assessment Operations Officer I / Laborer I		
8	Receive the Tax Declaration with cancelled annotation and copy of cancellation of mortgage	Release the Tax Declaration with cancelled annotation together with the copy of cancellation of mortgage	1 minute	Administrative Aide VI/Laborer I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

ANNOTATION OF ADVERSE CLAIM, LIS PENDENS, AGREEMENT/RIGHT OF WAY, BAILBOND, NOTICE OF LEVY/TAX LIEN, HOLD IN ABEYANCE

Who may avail the service : Property Owners, Banks, Government and Private Companies/Corporations and all other clients directly/indirectly involved in Real Estate Transactions

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements :
 1. Copy of Adverse Claim
 2. Lis Pendens, Bailbond (Registered)
 3. Agreement/Right of Way
 4. Latest copy of Tax Declaration
 5. Photocopy of ID

Fee/s : PhP 100.00 per Tax Declaration

Note: An additional fee of PhP100.00 per tax declaration in excess of one tax declaration stated in the cancellation

Service Duration : 30 minutes per copy of Tax Declaration

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to the information officer to get number card and present the transaction needed	Interview the client on the transaction needed and provide the request slip for filling up	3 minutes	Administrative Aide VI/Laborer I		Request Slip (ISO Form No. ASS-053-O)

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
2	Fill up the request slip	Give assistance (if needed) in filling up the request slip	3 minutes	Administrative Aide VI/Laborer I		
3	Submit the request slip	Receive the request slip and cancellation of mortgage/certification from the bank/private entity Record and indicate tracking number, give back the slip for payment of fees to the Provincial Treasurer's Office	1 minute	Administrative Aide VI/Laborer I		
4	Proceed to the Provincial Treasurer's Office (Cash Receipt Division) and pay the corresponding fee	Receive payment and issue Official Receipt (OR)	Refer to PTO procedure		PhP 100.00 per Tax Declaration Note: An additional fee of PhP 100.00 per tax declaration in excess of 1 tax declaration stated in the cancellation	
5	Proceed to the Assessors Office and	Receive the OR from client and record the OR's number and	1 minute	Administrative Aide VI/Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
	submit request slip together with the OR	amount then return it to the client				
6	Wait for 20 minutes while the requested transaction is being processed	Forward the documents with the request slip to Provincial Assessor for comment and approval	1 minute	Administrative Aide I		Document Monitoring Slip (ISO Form No. ASS-054-O)
		Review and recommend action to be taken on the request Note: If approved request will be forwarded to the Assessment Records Management Division for annotation, if disapproved return to client with corresponding notice for compliance	3 minutes	Provincial Assessor / Assistant Provincial Assessor/ Supervising Administrative Officer		
		Forward to Assessment Records Management Division for Scanning and Annotation	1 minute	Administrative Aide I		
		Review, verify and annotate in the Tax Declaration/Field Assessment Appraisal Sheet/Property Record Form and record in the logbook	10 minutes	Administrative Assistant II		
		Scan and file the copy of the document	5 minutes	Local Assessment Operations Officer I/Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		Note: If application is with complex problem, prepare a letter to concerned client to be approved by the Provincial Assessor				
7	Receive the copy of the Tax Declaration with annotation	Release Tax Declaration with annotation	1 minute	Administrative Aide VI/Laborer I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

CANCELLATION OF ADVERSE CLAIM, LIS PENDENS, BAILBOND, NOTICE OF LEVY/TAX LIEN, HOLD IN ABEYANCE

Who may avail the service : Property Owners, Banks, Government and Private Companies/Corporations and all other clients directly/indirectly involved in Real Estate Transactions

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : 1. Copy of Cancellation of Adverse Claim
 2. Lis Pendens, Bailbond (Registered)
 3. Notice of Levy/Tax Lien
 4. Hold in Abeyance
 5. Latest copy of Tax Declaration
 6. Photocopy of ID

Fee/s : PhP 100.00 per Tax Declaration

Note: An additional fee of PhP100.00 per tax declaration in excess of one tax declaration stated in the cancellation

Service Duration : 28 minutes per copy of Tax Declaration

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to the information officer to get number card and present the transaction needed	Interview the client on the transaction needed and provides the request slip for filling up	3 minutes	Administrative Aide VI/Laborer I		Request Slip (ISO Form No. ASS-053-O)

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
2	Fill up the request slip	Give assistance (if needed) in filling up the request slip	3 minutes	Administrative Aide I		
3	Submit the request slip	Receive the request slip and cancellation of mortgage/certification from the bank/private entity Record and indicate tracking number, give back the slip for payment of fees to the Provincial Treasurer's Office	1 minute	Administrative Aide I		
4	Proceed to the Provincial Treasurer's Office (Cash Receipt Division) and pay the corresponding fee	Receive payment and issue Official Receipt (OR)	Refer to PTO procedure		PhP 100.00 per Tax Declaration Note: An additional fee of PhP 100.00 per tax declaration in excess of 1 tax declaration stated in the cancellation	
5	Proceed to the Assessors Office and submit request slip together with the OR	Receive the OR from client and record the OR's number and amount then return it to the client	1 minute	Administrative Aide I		
6	Wait for 19 minutes while the requested transaction is being processed	Forward documents with the request slip to the Provincial Assessor for review and approval	1 minute	Administrative Aide I		Document Monitoring Slip

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
						(ISO Form No. ASS-054-O)
		<p>Review and recommend action to be taken on the request</p> <p>Note: If approved, request will be forwarded to the Assessment Records Management Division for annotation, if disapproved return to client with corresponding notice for compliance</p>	2 minutes	Provincial Assessor / Assistant Provincial Assessor / Supervising Administrative Officer		
		Forward to Assessment Records Management Division for Scanning and Annotation	1 minute	Administrative Aide I		
		Review, verify and cancel the Tax Declaration/Field Assessment Appraisal Sheet/Property Record Form and Record in the logbook	10 minutes	Administrative Assistant II		
		<p>Scan and file the copy of the document</p> <p>Note: If application is with complex problem, prepare a letter to concerned client for the approval of the Provincial Assessor</p>	5 minutes	Local Assessment Operations Officer I / Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
7	Receive the copy of the Tax Declaration with cancelled annotation	Release Tax Declaration with cancelled annotation	1 minute	Administrative Aide VI/Laborer I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

REVIEW AND APPROVAL OF ASSESSMENT/APPRaisal AND TAX MAPPING OPERATIONS TRANSACTION

Who may avail the service : Municipal Assessors, Property Owners, Banks, Notary Public, Surveyors, etc.

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : None

Fee/s : None

Service Duration : 5 hours per transaction (Minimum duration per transaction)

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Forward the prepared Field Assessment Appraisal Sheet (FAAS) and supporting documents to the Provincial Assessor's Office for processing	<p>Receive and check applicable transactions from the different Municipal Assessors and Walk-in Clients.</p> <p>Record in the Electronic Real Property Taxation (eRPT) system and issue control/tracking number</p> <p>Attach routing slip and endorse to concerned Assessment Record Management Division staff</p>	10 minutes	Draftsman 1		<ol style="list-style-type: none"> 1. Routing Slip Form (ISO Form No. ASS-001A-O) 2. Resubmit (ISO Form No. ASS-001B-O) 3. Routing Slip for Transaction of the following: <ol style="list-style-type: none"> a. Transfer b. Revision c. Reclassification d. New Building

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
						e. Consolidation/ Subdivision f. Declared new (ISO Form No. ASS-046-O to ASS-051-O)
2	Wait for 4 hours and 55 minutes while the requested transaction is being processed	Receive and attach previous Property Record Form (PRF)/FAAS	10 minutes	Laborer I		
		Receive, record, validate and verify records from the system and the previous PRF Note: (1) If an encumbrance does not exist in the system, trace back from the PRF to series of TD's for verification up to series 1948; (2) Attach pending notes if record has annotations or encumbrances	20 minutes	Administrative Assistant II/ Administrative Aide I		
		Review and affix signature in the FAAS	20 minutes	Statistician I/Local Assessment Operations Officer I		
		Record and forward FAAS to Tax Mapping Division	2 minutes	Administrative Aide I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		<p>Receive and verify from the Tax Map Control Roll in the eRPT system, and sketch on the Tax Map as to the correctness of Property Identification Number, boundaries, lot numbers and area</p> <p>Note: In case of inconsistencies in the Tax Map Control Roll and Tax Map, attach pending notes</p>	30 minutes	Local Assessment Operations Officer III/Tax Mapper II/Tax Mapper I/Draftsman I/Assessment Clerk-II/ Laborer I		
		Record and forward assessment transaction to the Assessment Standard Examination Division/Property Valuation Examination Division	2 minutes	Local Assessment Operations Officer III/Tax Mapper II/Tax Mapper I/ Draftsman I/ Assessment Clerk-II/ Laborer I		
		Receive and record assessment transaction, segregate and forward to the assigned examiner	10 minutes	Administrative Aide I/ Administrative Aide III		
		Initial review and evaluate the applicable transaction as to the completeness and validity of the requirements and/or supporting documents and required fees	30 minutes	Local Assessment Operations Officer IV/ Local Assessment Operations Officer III/ Local Assessment Operations Officer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		Note: In case of errors in the market value (MV) computation and inconsistencies in the document, attach pending notes				
		Encode and assign Tax Declaration Number in the Electronic Real Property Taxation (eRPT) System	10 minutes	Assessment Clerk II/ Administrative Aide I		
		<p>Make final review in the eRPT system and determine the accuracy of the computed values based on the 2008 Schedule of Market Values</p> <p>If verified, complete and correct, affix initials on applicable transaction</p>	30 minutes	Local Assessment Operations Officer IV/Local Assessment Operations Officer III/Local Assessment Operations Officer I		
		Record the transaction in the logbook then forward to Tax Mapping Division	2 minutes	Administrative Aide III/ Administrative Aide I		
		Receive and record in the computer (excel file/s)	3 minutes	Tax Mapper-IV/Local Assessment Operations Officer-III		
		Update Tax Map/Tax Map Control Roll	20 minutes	Tax Mapping Aide/Local Assessment		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
				Operations Officer III		
		Upload the sketch on FAAS in the eRPT system	20 minutes	Assessment Clerk II/Tax Mapper I/Draftsman I/Assessment Clerk-II/ Laborer I		
		If the documents and hard copy of FAAS in the eRPT system is verified complete and correct, affix initial on applicable transaction	10 minutes	Tax Mapper IV/Local Assessment Operations Officer III		
		Record and forward documents to the Administrative Division	1 minutes	Tax Mapper IV/ Local Assessment Operations Officer III		
		Receive and record the transaction, and segregate the pending and for approval transactions Note: The segregated pending transaction shall be forwarded to Provincial Assessor (PA) for review/recommendation to be endorsed to the Municipal Assessors/Walk-in clients for compliance	10 minutes	Laborer I		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		<p>Review the hard copy of FAAS and check data in the eRPT system</p> <p>If the documents and hard copy of FAAS in the eRPT system is verified complete and correct, affix initial in the FAAS and forward to Provincial Assessor for approval</p>	20 minutes	Assistant Provincial Assessor		
		Review and approve transaction then affix signature in the FAAS	10 minutes	Provincial Assessor		
		Encode in the eRPT system the date of approval of the Provincial Assessor and forward to the Assessment Records Management Division for printing of New Tax Declaration and issuance of Notice of Assessment	10 minutes	Laborer I		
		Receive and segregate the documents for filing and release to client/Municipal Assessor	10 minutes	Laborer I		
		Print Tax Declaration, Notice of Assessment and transmittal	10 minutes	Laborer I		
		Affix signature in the transmittal and Notice of Assessment, and initial on the printed Tax Declaration	5 minutes	Assistant Provincial Assessor		

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
3	Receive approved Field Assessment Appraisal Sheet, Tax Declarations and other supporting documents	Update new Tax Declaration number in the record book Release approved Field Assessment Appraisal Sheet, Tax Declarations and other supporting documents	5 minutes	Draftsman I		
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 1 hour