

# **PROVINCIAL ASSESSOR'S OFFICE**



## Issuance of Certified Photocopy of Tax Declaration

The Provincial Assessor's Office provides Certified Photocopy of Tax Declaration upon request of the owner or his authorized representative, any government agency or private entities; numerous reasons are: for property transfer-related transactions, as a requirement of BIR, DENR, Register of Deeds, Courts, for mortgage/loan/financial institutions, to sell the property, and many other legal purposes.

<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens; Government to Business: Government to Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Duly accomplished request form containing the following: <ul style="list-style-type: none"> <li>- Tax Declaration number</li> <li>- Property Owner</li> <li>- Location Property</li> </ul>				Land owner/Requestor  Municipal Assessor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for certified Xerox copies of tax declarations	1. Receives and Records request		5 minutes	<b>Jasmin Opido</b> <i>Admin. Aide III</i>
2. Pays corresponding fees to the Provincial Treasurer's Office	2.1 Receives Official Receipt for verification fee	Verification Fee: P50.00 (for tax declaration number or realty tax receipt)	1 minute	<b>Juliet Ilano</b> <i>Admin. Aide III</i>  <b>Jasmin Opido</b> <i>Admin. Aide III</i>
	2.2 Assigns Request to Verifier		2 minutes	<b>Jasmin Opido</b> <i>Admin. Aide III</i>
	2.3 Verify and Prepare Certified Copy	NONE	For simple: 3 minutes /RPU For complex: 10 minutes/ RPU	<b>Juliet Ilano</b> <i>Admin. Aide III</i>  <b>Jasmin Opido</b> <i>Admin. Aide III</i>
3. Pays corresponding fees to the Provincial Treasurer's Office	3.1 Receives Official Receipt for Certified copy	P100.00 (Certified xerox copy of tax declarations)	1 minute	<b>Juliet Ilano</b> <i>Admin. Aide III</i>  <b>Jasmin Opido</b> <i>Admin. Aide III</i>
	3.2 Prepare the certified copy		4 minutes/ RPU	<b>Juliet Ilano</b> <i>Admin. Aide III</i>  <b>Jasmin Opido</b> <i>Admin. Aide III</i>



<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens; Government to Business: Government to Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Duly accomplished request form containing the following: <ul style="list-style-type: none"> <li>- Tax Declaration number</li> <li>- Property Owner</li> <li>- Location Property</li> </ul>				Land owner/Requestor  Municipal Assessor
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.3 Approve Certified Copy		3 minutes/ RPU	<b>Nenita N. Alonzo,</b> <b>REA</b> <i>LAOO-IV</i>
	3.4 Record and Release Request		1 minute/ RPU	<b>Juliet Ilano</b> <i>Admin. Aide III</i>  <b>Jasmin Opido</b> <i>Admin. Aide III</i>
<b>TOTAL</b>			<b>Simple:</b> <b>20</b> <b>minutes/</b> <b>RPU</b>  <b>Complex:</b> <b>27</b> <b>minutes/</b> <b>RPU</b>	



## Issuance of Certification of Real Properties and Aggregate Landholding and other Simple Certifications

Provincial Assessor's Office issues Certification of Real Properties and Aggregate Landholding and other Simple Certifications upon request of the owner or his authorized representative/s, any government agency or private entities. This service allows the taxpayer to obtain a listing of his/her property holdings as reference for payment of taxes, BIR/DAR/DENR requirements and for other legal purposes it may serve.

<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
For Certification for BIR: <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Death Certificate</li> <li>• Tax Declaration/s</li> </ul>			Provincial/Municipal Assessor	
For DAR/ REFERENCE/ SIMPLE CERTIFICATION <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Tax Declaration/s</li> </ul>			PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME/ DURATION</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request with the requirements	1.1 Receives Records and Examines Request		7 minutes	<b>For landholdings:</b> <b>Maria Analyn de Villa</b> <i>Administrative Aide IV</i> <b>Arlene Tolentino</b> <i>Admin Aide III</i> <b>Analyn Bawar</b> <i>Admin. Aide III</i>  <b>For Simple Certification</b> Analyn Bawar <i>Admin. Aide III</i>
	1.2 Process the Request For BIR: <ul style="list-style-type: none"> <li>• Verify records of property holding based on the year of death</li> </ul> For DAR: <ul style="list-style-type: none"> <li>• Verify records of current agricultural property holdings</li> </ul>		For BIR: 53 minutes/ deceased  For DAR/ REFERENCE: 53 minutes/ certification  Other Certification: 10 minutes/RPU	<b>For landholdings:</b> <b>Maria Analyn de Villa</b> <i>Administrative Aide IV</i> <b>Arlene Tolentino</b> <i>Admin. Aide III</i> <b>Analyn Bawar</b> <i>Admin. Aide III</i>  <b>For Simple Certification</b> <b>Analyn Bawar</b> <i>Admin. Aide-III</i>



<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
For Certification for BIR: <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Death Certificate</li> <li>• Tax Declaration/s</li> </ul>			Provincial/Municipal Assessor	
For DAR/ REFERENCE/ SIMPLE CERTIFICATION <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Tax Declaration/s</li> </ul>			PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME/ DURATION</b>	<b>PERSON RESPONSIBLE</b>
	For Reference: <ul style="list-style-type: none"> <li>• Verify current property holdings</li> </ul> For Simple/Other Certifications: <ul style="list-style-type: none"> <li>• Verify tax declaration and FAAS</li> </ul>			
	1.3 Prepares Certification		For BIR: 20 mins./deceased  For DAR/ REFERENCE: 20 minutes/ certification  Other Certification: 20 minutes/RPU	<b>For landholdings:</b> <b>Maria Analy de Villa</b> Administrative Aide IV <b>Arlene Tolentino</b> Admin. Aide III <b>Analy Bawar</b> Admin. Aide III  <b>For Simple Certification:</b> <b>Analy Bawar</b> Admin. Aide-III
	1.4 Review Certification		5 mins./ certification	<b>Nenita A. Alonzo, REA LAOO-IV</b>
	1.5 Approve Certification		5mins./ certification	<b>Nenita A. Alonzo, REA LAOO-IV</b>
	1.6 Release Certification		2 minutes / certification	<b>For landholdings:</b> <b>Maria Analy de Villa</b> Administrative Aide IV <b>Arlene Tolentino</b> Admin Aide III <b>Analy Bawar</b> Admin. Aide III



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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
For Certification for BIR: <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Death Certificate</li> <li>• Tax Declaration/s</li> </ul>			Provincial/Municipal Assessor	
For DAR/ REFERENCE/ SIMPLE CERTIFICATION <ul style="list-style-type: none"> <li>• Duly accomplished request form</li> <li>• Tax Declaration/s</li> </ul>			PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME/ DURATION</b>	<b>PERSON RESPONSIBLE</b>
				For Simple Certification Analyn Bawar <i>Admin. Aide-III</i>
<b>TOTAL</b>			<b>BIR: 90 minutes/ deceased</b>  <b>DAR/Reference : 90 minutes/ Certification</b>  <b>Other Simple Certification: 47 minutes/ Certification</b>	



## Annotation/Cancellation of Encumbrances on Tax Declaration and Field Appraisal and Assessment Sheets (FAAS)

Other Functions of Local Assessors is annotate/cancel in the Field Appraisal and Assessment Sheets (FAAS) and in the Tax Declaration any encumbrance or adverse claim over the subject property for legal purposes and to avoid inadvertent transfer of ownership with encumbrance/s in the Tax Declaration.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>- Original copy of Real Estate Mortgage</li> <li>- Original Copy of Cancellation &amp; Discharge of Mortgage</li> <li>- Special Power of Attorney duly registered in the Office of the Registered of Deeds, Cavite (as case may be)</li> </ul>				Mortgagee/ Mortgagor  Registry of Deeds
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for mortgage annotations/ cancellations adverse claim annotations/ cancellation	1. Receives Request and Examine Documents	NONE	7 minutes	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i>  <b>Nenita N. Alonzo, REA</b> LAOO-IV
2. Pays corresponding fees to the Provincial Treasurer's Office	2.1 Receives Official Receipt for Verification fee	For Annotation: 1/8 of 1% of the amount of mortgage per bond  For Cancellation: P50.00 – verification fee P50. 00 – Cancellation fee	1 minute	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i>  <b>Nenita N. Alonzo, REA</b> LAOO-IV
	2.2 Trace Back of Tax Declaration (for Cancellation only)	NONE	30 mins./ RPU	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i> <b>Nenita N. Alonzo, REA</b> LAOO-IV
	2.3 Annotates / Cancels Annotation/s	NONE	For Cancellation – 13 minutes For Annotation –	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i>  <b>Nenita N. Alonzo, REA</b>



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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>- Original copy of Real Estate Mortgage</li> <li>- Original Copy of Cancellation &amp; Discharge of Mortgage</li> <li>- Special Power of Attorney duly registered in the Office of the Registered of Deeds, Cavite (as case may be)</li> </ul>				Mortgagee/ Mortgagor  Registry of Deeds
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
			17 minutes	LAOO-IV
	2.4 Approves Annotation		3 minutes	<b>Nenita Alonzo, REA</b> LAOO IV
3. Receives Annotated Documents	3.1 Release Documents and Official Receipt		2 minutes	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i>  <b>Nenita N. Alonzo, REA</b> LAOO-IV
	3.2 Encodes Data in RPTS		8 minutes	<b>Jovita Dinglasan</b> <i>Tax Mapper I</i>  <b>Nenita N. Alonzo, REA</b> LAOO-IV
<b>TOTAL</b>			<b>Annotation:</b> <b>37</b> <b>min/request</b> <b>Cancellation</b> <b>: 60</b> <b>min/request</b> <b>Released to client:</b>  <b>Annotation:</b> <b>29</b> <b>min/request</b>  <b>Cancellation:</b> <b>52 min until updated annotation to RPTS</b>	





## Issuance of Faithful Reproduction Copy of Documents

Provincial Assessor's Office issues Faithful Reproduction Copy of Documents upon request of the owner or his authorized representative/s to retrieve or secure copy of the instrument/s used and for any legal purposes.

<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government; Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Duly accomplished Request slip</li> <li>- Letter Request</li> <li>- ID of owner or representative with authorization</li> </ul>			Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request faithful reproduction copy of documents	1.1 Receives request	None	5 minutes/ request	<b>Juliet Ilano</b> <i>Admin.Aide III</i>
	1.2 Approval of Request	None	5 minutes/ request	<b>Nenita A. Alonzo, REA</b> <i>LAOO – IV</i> <b>Elsa R. Ferrer, REA</b> <b>Thelma D.G. De Leon, REA</b> <i>Assistant Provincial Assessors</i> <b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
2. Pays corresponding fees to the Provincial Treasurer's Office:	2.1 Record request & receive official receipt for verification fee	P50.00 verification fee P50.00/ page of reproduction copy	1 minute	<b>Juliet Ilano</b> <i>Admin.Aide III</i>
	2.2 Process the request, verify the document	None	10 minutes/ document	<b>Juliet Ilano</b> <i>Admin.Aide III</i>
	2.3 Receives Official Receipt for Faithful Reproduction Copy	None	1 minute	<b>Juliet Ilano</b> <i>Admin.Aide III</i>
	2.4 Prepares Faithful Reproduction,	None	5 minutes/ document	<b>Juliet Ilano</b> <i>Admin.Aide III</i>



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<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government; Government to Citizens; Government to Business		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>- Duly accomplished Request slip</li> <li>- Letter Request</li> <li>- ID of owner or representative with authorization</li> </ul>				Requestor
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	photocopy the documents			
	2.5 Approves Faithful Reproduction Copy of Documents	None	3minutes/ document	<b>Nenita A. Alonzo, REA LAOO – IV</b>
	2.6 Record and Release Documents	None	1 minute/ document	<b>Juliet Ilano Admin. Aide III</b>
<b>TOTAL</b>			<b>31 minutes/ requested document</b>	



## Issuance of Tax Declaration – Transfer of Ownership

*Notification of Transfer of Real Property Ownership.* - Any person who shall transfer real property ownership to another shall notify the provincial, city or municipal assessor concerned within sixty (60) days from the date of such transfer. The notification shall include the mode of transfer, the description of the property alienated, the name and address of the transferee.” To conform, current copy of Tax Declaration is issued for taxation purposes, upon transfer of ownership of a particular real property from previous owner to a new owner, based on Land Title and other Legal documents submitted, justifying ownership over a property. Transfer of ownership may result to subdivision or consolidation of a property, based correspondingly on legal documents submitted. **(Section 208 R.A. 7160)**

<b>Office or Division:</b>	Provincial Assessor’s Office/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for transfer of ownership	1.1 Receives & Records Documents	NONE	Receive: 3 minutes  Record: 3 minutes	<b>Julita Gaan</b> <i>Assessment Clerk II</i> <b>Thelma A Ferma</b> <i>Admin Aide IV</i>
	1.2 Assign Documents	NONE	5 minutes	<b>Millienette S. Sayat,</b> <b>REA</b> <i>Local Assessment Operations Officer IV</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
2. If the requirements are complete: Pays	2.1 Examines Simple/ Titled Documents	P50.00 / RPU	12 minutes	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i>



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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Corresponding fee to the Provincial Treasurer's Office				<b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
	2.2 Examines Untitled Documents	NONE	25 minutes	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOO II</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>



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<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.3 Examines Complex Titled Document  NOTE: If the property needs an ocular inspection, please see Tax Mapping Operations Division Process Flow	NONE	25 minutes	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOOII</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
	2.4 Prepares FAAS, Tax Declaration and Notice of Assessment  NOTE: Encodes FAAS in the RPTS if not yet encoded; 10 minutes/ RPU to be encoded by the two Admin Aide III	NONE	Target Time: <ul style="list-style-type: none"> <li>• Simple Untitled: 11 minutes/ RPU</li> <li>• Simple Titled: 5 minutes /RPU</li> <li>• Complex Untitled: 11 minutes/ RPU</li> <li>• Complex Titled: 11 minutes/ RPU</li> </ul>	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOOII</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>



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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.5 Reviews Prepared FAAS, Tax Declaration and Notice of Assessment	NONE	Simple Title: 8 minutes/ RPU  Complex Untitled: 10 minutes/ RPU	<b>Apple-Vi C. Talatala</b> <i>LAOO II</i> <b>Emerlinda C. Comia</b> <i>Tax Mapper III</i> <b>Millienette S. Sayat,</b> <b>REA</b> <i>LAOO IV</i> <b>Elsa R. Ferrer, REA</b> <b>Thelma De Guia De Leon, REA</b> <i>Asst. Provincial Assessors</i>
	2.6 Assigns Property Identification Number (PIN)	NONE	3 minutes/ RPU	<b>Ma. Odeth D. Salazar</b> <i>Admin Aide III</i> <b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Lorina G. Marguez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i> <b>Edward R. Cobarrubia</b> <i>Admin. Aide III</i> <b>Princess Joy Hernandez</b> <i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i>



<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.7 Reviews Boundary Property Identification Number (PIN)	NONE	10 minutes/ RPU	<b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i> <b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia,</b> <b>REA</b> <i>Tax Mapper IV</i>
	2.8 Assign Tax Declaration Number	NONE	5 minutes/ RPU	<b>Amelito Romen</b> <i>Admin. Aide III</i> <b>Ralph Anthony Gubio</b> <i>Assessment Clerk I</i>
	2.9 Approve Transaction	NONE	10 minutes/ RPU	<b>Elsa R. Ferrer, REA</b> <b>Thelma DG de Leon,</b> <b>REA</b> <i>Assistant Provincial Assessors</i> <b>Raymundo D. Salazar,</b> <b>REA</b> <i>Provincial Assessor</i>
	2.10 Print Approved Tax Declaration, FAAS & NOA	NONE	10 minutes	<b>Jebyfer F. Polo</b> <i>Assessment Clerk I</i> <b>Milca R. Feranil</b> <i>Admin. Aide III</i> <b>Marinel L. Uy</b> <i>Admin Aide IV</i>



<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.11 Post Approved Tax Declaration, FAAS & NOA	NONE	10 minutes/ RPU	<b>Ma. Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Leonardo Kent L. Dela Peña</b> <i>Admin. Aide III</i> <b>Edward R. Cobarrubia</b> <i>Admin. Aide III</i> <b>Princess Joy T. Hernandez</b> <i>Admin. Aide III</i>
	2.12 Affix initial and fill – up deed	NONE	Simple titled: 5 minutes/ RPU Simple Untitled, Complex Titled and Complex Untitled: 10 minutes/RPU	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Asst. Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOOII</i>





<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				<b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
	2.13 Carding	NONE	3 minutes/ RPU	<b>Analyn A. Bawar</b> <i>Admin. Aide III</i>
	2.14 Final Approval of Printed Tax Declaration (SIGNATURE)	NONE	5 minutes	<b>Elsa R. Ferrer, REA</b> <b>Thelma De Leon, REA</b> <i>Asst. Provincial Assessors</i> <b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
	2.15 Release Approved Tax Declaration	NONE	5 minutes	<b>Thelma A. Ferma</b> <i>Admin. Aide IV</i> <b>Julita M. Gaan</b> <i>Assessment Clerk</i> <b>Jebyfer F. Polo</b> <i>Assessment Clerk I</i>
<b>TOTAL</b>			<u>Simple Titled</u> <b>1-2 resultants: 1 hr and 15 min</b>  <u>Simple Untitled</u> <b>1-2 resultants: 2 hrs and 30 min</b>	



<b>Office or Division:</b>	Provincial Assessor's Office/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Documents (mode of transfer)</li> <li>- TCT (if titled property)</li> <li>- Approved Plan</li> <li>- CAR</li> <li>- Realty Tax Receipt</li> <li>- Transfer Tax Receipt</li> <li>- Processing Fee, etc.</li> <li>- Partition Agreement</li> <li>- Technical Description</li> <li>- Approved Plan/Sketch</li> <li>- Affidavits</li> <li>- SPA (if it is not the owner who transacts)</li> <li>- Cert. of Award (if NHA)</li> <li>- Accomplished and numbered Tax Declaration, FAAS and Notice of Assessment</li> </ul>			Property Owner  Register of Deeds  Provincial/Municipal Assessor  Provincial/Municipal Treasurer  BIR  DENR/ Private Surveyor  NHA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
			<b>3 or more resultants: 15 WD</b>  <u><b>Complex Titled</b></u> <b>1-2 resultants: 2 hrs and 30 min</b> <b>3 or more resultants: 15 WD</b>  <u><b>Complex Untitled</b></u> <b>1-2 resultants: 3 hrs</b> <b>3 or more resultants: 15 WD</b>	



## Issuance of Tax Declaration – Appraisal of Land Declared for the First Time

<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating: <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR   Brgy. Captain   DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for New Declaration	3.1 Receives & Records Documents	NONE	6 minutes	<b>Julita Gaan</b> <i>Assessment Clerk II</i> <b>Thelma A Ferma</b> <i>Admin Aide IV</i>
	3.2 Assign Documents	NONE	5 minutes	<b>Millienette S. Sayat, REA</b> <i>LAOO IV</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
2. If the requirements are complete: Pays Corresponding fee to the Provincial Treasurer's Office	4.1 Examines Documents NOTE 1: Please see Records Division Process Flow for Verification process if the property is not yet declared for taxation purposes.	P50.00/ RPU	12 minutes	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating: <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR   Brgy. Captain   DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	NOTE 2: Please see Tax Mapping Operations Division Process Flow for Ocular Inspection			<i>LAOO II</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>
Pays Corresponding fee (10 years back taxes) to the Provincial Treasurer's Office	4.2 Prepares FAAS, Tax Declaration and Notice of Assessment  NOTE: Encodes FAAS in the RPTS if not yet encoded; Manual Encoding of RPU/s 10 minutes/ RPU to be encoded by the two Admin Aide III	Refer to the Schedule of Market Values	11 min/ RPU	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assmt. Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOO II</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i> <b>Emerlinda M. Comia</b> <i>Tax Mapper III</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating: <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR        Brgy. Captain        DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.3 Reviews Prepared FAAS, Tax Declaration and Notice of Assessment	NONE	Complex Untitled: 10 minutes/ RPU	<b>Millienette S. Sayat, REA LAOO IV</b> <b>Elsa R. Ferrer, REA</b> <b>Thelma De Guia De Leon, REA</b> <i>Assistant Provincial Assessors</i>
	4.4 Assigns Property Identification Number (PIN), if Tax Mapped	NONE	3 minutes/ RPU	<b>Ma. Odeth D. Salazar</b> <i>Admin Aide III</i> <b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Lorina G. Marguez</b> <i>Tax Mapping Aide</i>
	4.5 Reviews Boundary Property Identification Number (PIN), if Tax Mapped	NONE	10 minutes/ RPU	<b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia, REA</b> <i>Tax Mapper IV</i>
	4.6 Assign Tax Declaration Number	NONE	5 minutes/ RPU	<b>Amelito Romen</b> <i>Admin. Aide III</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				<b>Ralph Anthony Gubio</b> <i>Assessment Clerk I</i>
	4.7 Approve Transaction	NONE	10 minutes/ RPU	<b>Elsa R. Ferrer, REA</b> <b>Thelma DG de Leon, REA</b> <i>Assistant Provincial Assessors</i> <b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
	4.8 Print Approved Tax Declaration, FAAS & NOA	NONE	10 minutes	<b>Milca L. Feranil</b> <i>Admin Aide III</i> <b>Jebyfer F. Polo</b> <i>Assessment Clerk I</i> <b>Marinel L. Uy</b> <i>Admin Aide IV</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating:               <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR   Brgy. Captain   DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.9 Post Approved Tax Declaration, FAAS & NOA	NONE	10 minutes/ RPU	<b>Ma. Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Assessment Clerk I</i>
	4.10 Affix initial and fill – up deed	NONE	10 minutes/ RPU	<b>Marinel L. Uy</b> <i>Admin. Aide IV</i> <b>Nanette C. Saranglao</b> <i>Assessment Clerk II</i> <b>Angelina C. Mariano</b> <i>Admin Aide VI</i> <b>Merrie Jill L. Esguerra</b> <i>Statistician I</i> <b>Apple-Vi C. Talatala</b> <i>LAOO II</i> <b>Melvi C. del Rosario</b> <i>LAOO II</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating: <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR     Brgy. Captain     DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				<b>Emerlinda M. Comia</b> <i>LAOO II</i>
	4.11 Carding	NONE	3 minutes/ RPU	<b>Analyn A. Bawar</b> <i>Admin. Aide III</i>
	4.12 Final Approval of Printed Tax Declaration (SIGNATURE)	NONE	5 minutes	<b>Elsa R. Ferrer, REA</b> <b>Thelma De Guia De Leon, REA</b> <i>Asst. Provincial Assessor</i> <b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
	4.13 Release Approved Tax Declaration	NONE	5 minutes	<b>Thelma A. Ferma</b> <i>Admin. Aide IV</i> <b>Julita M. Gaan</b> <i>Assessment Clerk II</i> <b>Jebyfer F. Polo</b> <i>Assessment Clerk I</i>
<b>TOTAL</b>			<b>Non Tax Mapped Titled: 1</b>	





<b>Office or Division:</b>	Office of the Provincial Assessor/ Assessment Standard and Examination Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government; Government to Business; Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified True Copy of Title (Electronically generated), if Titled</li> <li>• Certification from Register of Deeds that the original copy is intact and existing in the said registry, if Titled</li> <li>• Approved Survey Plan &amp; Technical Description</li> <li>• Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>• Affidavit of Ownership stating: <ul style="list-style-type: none"> <li>* how the property was acquired</li> <li>* length of possession</li> <li>* no adverse claim</li> <li>* not declared for taxation purposes</li> <li>* that the applicant is in long continuous and notorious possession of the property</li> </ul> </li> <li>• Certification from the Brgy. Capt. That the declarant is the present possessor and occupant of the land</li> <li>• Joint Affidavit of the adjoining owners</li> <li>• Certification from Bureau of Lands stating the exact location of the property</li> <li>• Ocular Inspection Report</li> <li>• Certification from Municipal Assessor (Subject Property not yet declared for taxation purposes)</li> <li>• Subject to 10 years back taxes</li> </ul>			Registry of Deeds  Registry of Deeds  DENR/Private Surveyor DENR   Brgy. Captain   DENR  Provincial/Municipal Assessor's Office; Municipal Assessor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
			hr and 15 min  <b>Tax Mapped Titled: 2 hrs and 30 min</b>  <b>Untitled: 2 hrs and 30 min</b>  <b>Due Date transactions: 15 Working Days</b>	



## Issuance of Tax Declaration for Newly Discovered Buildings and Machineries and Reassessment of Land Buildings and Machineries through Ocular Inspection

The provincial Assessor's Office as well as the persons acquiring real property or erected improvements thereon have the duty to make declaration of real property as provided by law. This particular service is requested by declarant/owner for the issuance of new tax declaration for his/her newly constructed building and/or newly installed machinery. Reassessment/Reclassification on the other hand are services requested by a property owner for purposes of declaring the predominant use of his/her property.

<b>Office or Division:</b>	Office of the Provincial Assessor/ Property Valuation Examination Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<u><b>Land:</b></u> <ul style="list-style-type: none"> <li>• Letter request</li> <li>• Photocopy of tax declaration</li> <li>• Realty tax receipt</li> <li>• Zoning</li> <li>• Certification</li> <li>• Affidavit of Non-Tenancy</li> <li>• Approved Plan</li> </ul> <u><b>Buildings:</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land</li> <li>• Building Plans, Building Permit</li> <li>• Bill of Materials</li> <li>• Certificate completion</li> <li>• Certificate of Occupancy</li> </ul> <u><b>Machineries</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land and Building</li> <li>• List of Machineries w/ Date of Installation</li> <li>• Date of Operation</li> <li>• Acquisition cost</li> <li>• Invoice</li> </ul>			Provincial/Municipal Assessor's Office  Planning and Development Office  Municipal Engineering Office  Private Engineer  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for issuance of Tax Declaration for newly appraised/ reassessed building/ machineries/ reclassification of Land	1.1 Receives and Records Requests	None	5 minutes	<b>Vemalyn Joy P. Romen</b> <i>Assessment Clerk I</i>  <b>Liomari Jem Cruz</b> <i>Administrative Aide III</i>
	1.2 Schedule the Request for Ocular Inspection	None	5 minutes	<b>Walter H. Herrera</b> <i>LAOO III</i> <b>Hermie C. Baybay, REA</b>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Property Valuation Examination Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<u><b>Land:</b></u> <ul style="list-style-type: none"> <li>• Letter request</li> <li>• Photocopy of tax declaration</li> <li>• Realty tax receipt</li> <li>• Zoning</li> <li>• Certification</li> <li>• Affidavit of Non-Tenancy</li> <li>• Approved Plan</li> </ul> <u><b>Buildings:</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land</li> <li>• Building Plans, Building Permit</li> <li>• Bill of Materials</li> <li>• Certificate completion</li> <li>• Certificate of Occupancy</li> </ul> <u><b>Machineries</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land and Building</li> <li>• List of Machineries w/ Date of Installation</li> <li>• Date of Operation</li> <li>• Acquisition cost</li> <li>• Invoice</li> </ul>			Provincial/Municipal Assessor's Office  Planning and Development Office  Municipal Engineering Office  Private Engineer  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				LAOO IV
	1.3 Conduct Ocular Inspection	None	Within the day as scheduled	<b>Jann Zaide P. Silan</b> <i>Draftsman I</i> <b>Jose N. Guansing</b> <i>LAOO II</i> <b>Myrna May S. Cuadra</b> <i>LAOO III</i> <b>Walter H. Herrera</b> <i>LAOO-III</i> <b>Hermie C, Baybay, REA</b> <i>LAOO-IV</i>
	1.4 Preparation of Ocular Inspection	None	1 1/2 hrs/ report	<b>Jann Zaide P. Silan</b> <i>Draftsman I</i> <b>Jose N. Guansing</b> <i>LAOO II</i> <b>Myrna May S. Cuadra</b> <i>LAOO III</i> <b>Walter H. Herrera</b> <i>LAOO III</i> <b>Hermie C, Baybay, REA</b> <i>LAOO IV</i>
	1.5 Review Ocular Inspection Report	NONE	1 hour	<b>Walter H. Herrera</b> <i>LAOO III</i> <b>Hermie C. Baybay, REA</b>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Property Valuation Examination Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<u><b>Land:</b></u> <ul style="list-style-type: none"> <li>• Letter request</li> <li>• Photocopy of tax declaration</li> <li>• Realty tax receipt</li> <li>• Zoning</li> <li>• Certification</li> <li>• Affidavit of Non-Tenancy</li> <li>• Approved Plan</li> </ul> <u><b>Buildings:</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land</li> <li>• Building Plans, Building Permit</li> <li>• Bill of Materials</li> <li>• Certificate completion</li> <li>• Certificate of Occupancy</li> </ul> <u><b>Machineries</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land and Building</li> <li>• List of Machineries w/ Date of Installation</li> <li>• Date of Operation</li> <li>• Acquisition cost</li> <li>• Invoice</li> </ul>			Provincial/Municipal Assessor's Office  Planning and Development Office  Municipal Engineering Office  Private Engineer  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				<i>LAOO IV</i>
	1.6 Approval of Ocular Inspection Report	NONE	5 minutes	<b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
	1.7 Sketch, compute and preparation of FAAS	If Re-classification: P2.00/ sqm to be settled at the Provincial Treasurer's Office	2 hours / RPU	<b>Jann Zaide P. Silan</b> <i>Draftsman I</i> <b>Jose N. Guansing</b> <i>LAOO II</i> <b>Myrna May S. Cuadra</b> <i>LAOO-III</i> <b>Walter H. Herrera</b> <i>LAOO-III</i> <b>Hermie C, Baybay, REA</b> <i>LAOO-IV</i>
	1.8 Prepare FAAS and Tax Declaration	NONE	2 hours	<b>Jann Zaide P. Silan</b> <i>Draftsman I</i> <b>Myrna May S. Cuadra</b> <i>LAOO-III</i> <b>Walter H. Herrera</b> <i>LAOO-III</i> <b>Hermie C, Baybay, REA</b> <i>LAOO-IV</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Property Valuation Examination Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<u><b>Land:</b></u> <ul style="list-style-type: none"> <li>• Letter request</li> <li>• Photocopy of tax declaration</li> <li>• Realty tax receipt</li> <li>• Zoning</li> <li>• Certification</li> <li>• Affidavit of Non-Tenancy</li> <li>• Approved Plan</li> </ul> <u><b>Buildings:</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land</li> <li>• Building Plans, Building Permit</li> <li>• Bill of Materials</li> <li>• Certificate completion</li> <li>• Certificate of Occupancy</li> </ul> <u><b>Machineries</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land and Building</li> <li>• List of Machineries w/ Date of Installation</li> <li>• Date of Operation</li> <li>• Acquisition cost</li> <li>• Invoice</li> </ul>			Provincial/Municipal Assessor's Office  Planning and Development Office  Municipal Engineering Office  Private Engineer  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.9 Review prepared FAAS & Tax Declaration	NONE	25 minutes/ RPU	<b>Walter H. Herrera</b> <i>LAOO-III</i> <b>Hermie C. Baybay, REA</b> <i>LAOO IV</i>
	1.9 Print approved FAAS and Tax Declaration	NONE	20 minutes/ RPU	<b>Vemalyn Joy P. Romen</b> <i>Assessment Clerk I</i>
	1.10 Affix Initial and Fill – up Deed (Appraiser)	NONE	3 minutes	<b>Jann Zaide P. Silan</b> <i>Draftsman I</i> <b>Jose N. Guansing</b> <i>LAOO II</i> <b>Myrna May S. Cuadra</b> <i>LAOO III</i> <b>Walter H. Herrera</b> <i>LAOO III</i> <b>Hermie C, Baybay, REA</b> <i>LAOO IV</i>
	1.11 Affix Initial (Division Chief)	None	2 minutes	<b>Walter H. Herrera</b> <i>LAOO III</i> <b>Hermie C. Baybay, REA</b> <i>LAOO IV</i>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Property Valuation Examination Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<u><b>Land:</b></u> <ul style="list-style-type: none"> <li>• Letter request</li> <li>• Photocopy of tax declaration</li> <li>• Realty tax receipt</li> <li>• Zoning</li> <li>• Certification</li> <li>• Affidavit of Non-Tenancy</li> <li>• Approved Plan</li> </ul> <u><b>Buildings:</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land</li> <li>• Building Plans, Building Permit</li> <li>• Bill of Materials</li> <li>• Certificate completion</li> <li>• Certificate of Occupancy</li> </ul> <u><b>Machineries</b></u> <ul style="list-style-type: none"> <li>• Tax Declaration of Land and Building</li> <li>• List of Machineries w/ Date of Installation</li> <li>• Date of Operation</li> <li>• Acquisition cost</li> <li>• Invoice</li> </ul>			Provincial/Municipal Assessor's Office  Planning and Development Office  Municipal Engineering Office  Private Engineer  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Receive owner's copy of tax declaration	2.1 Release Approve Tax Declaration	None	5 minutes	<b>Vemalyn Joy P. Romen</b> <i>Assessment Clerk</i> <b>Iomari Jem Cruz</b> <i>Administrative Aide III</i>
<b>TOTAL</b>			<b>2 hours and 50 minutes after completion of requirements and approval of ocular inspection report</b>	



## Ocular Inspection of Real Properties of Tax-Mapped Municipalities and Approved Ocular Inspection Report

“Tax maps are the single most important tool in the real property assessment process. It is not possible to establish an adequate real property tax record and accounting system without tax maps, for they are the basic foundation of the system. They establish a permanent link between the real properties in the field and the property assessment and tax records in the office. They are indispensable in the discovery of property and the identification of property ownership. They simplify the task of property description and tie together all property records, including field appraisal and assessment sheets and assessment and tax rolls. They also provide the public with vital real property information.” Ocular Inspection on Tax-Mapped Municipalities is conducted to validate and correct what was transpired during the Tax Mapping Field Operation.

<b>Office or Division:</b>	Office of the Provincial Assessor/ Tax Mapping Operation Division			
<b>Classification:</b>	Frontline/ Complex			
<b>Type of Transaction:</b>	External; Non-Income Generating			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter containing the following information: <ul style="list-style-type: none"> <li>▪ Purpose of Ocular Inspection</li> <li>▪ Contact number of the requesting party</li> </ul> 2. Location of Property 3. Tax Declaration 4. Logbook 5. Base/tax map/s			Provincial/Municipal Assessor  Requestor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.1 Receives and Records Request	None	3 minutes/ request	<b>Catherine N. Cudia</b> <i>Tax Mapper IV</i> <b>Princess Joy Hernandez</b> <i>Admin. Aide III</i>
	1.2 Schedule the Request for Ocular Inspection	None	3 Minutes / request	<b>Princess Joy Hernandez</b> <i>Admin. Aide III</i> <b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
	1.3 Conduct Ocular Inspection	None	Within the day (within the planned schedule)	<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Edward Cobarrubia</b> <i>Admin. Aide III</i> <b>Maria Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Leonardo Kent R. Dela Peña</b>



<b>Office or Division:</b>	Office of the Provincial Assessor/ Tax Mapping Operation Division			
<b>Classification:</b>	Frontline/ Complex			
<b>Type of Transaction:</b>	External; Non-Income Generating			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter containing the following information: <ul style="list-style-type: none"> <li>▪ Purpose of Ocular Inspection</li> <li>▪ Contact number of the requesting party</li> </ul> 2. Location of Property 3. Tax Declaration 4. Logbook 5. Base/tax map/s			Provincial/Municipal Assessor  Requestor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Admin. Aide III</i>
	1.4. Preparation for Ocular Inspection Report	None	3 working days after ocular inspection	<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Edward R. Cobarrubia</b> <i>Admin. Aide III</i> <b>Maria Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Leonardo Kent R. Dela Peña</b> <i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
	1.5 Review Ocular inspection Report	None	20 minutes / Ocular Inspection Report	<b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
	1.6 Approval of Ocular Inspection Report	None	10 minutes/ Ocular Inspection Report	<b>Raymundo D. Salazar, REA</b> <i>Provincial Assessor</i>
	1.7 Release Approved Ocular Inspection Report	None	5 minutes/ RPU	<b>Princess Joy Hernandez</b> <i>Admin. Aide III</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
<b>TOTAL</b>			<b>Ocular Inspection Report maximum of 3 WD after inspection and after completion of requirements</b>	





## Issuance of Faithful Reproduction Copy of Section Map

Section Map can be requested to identify particular location of a property based on the latest Tax Mapping Record, stating the exact location of property base on records available, however, the certification can only serve as reference, but not to be used as evidence for settling boundary disputes and other legal matters.

<b>Office or Division:</b>	Provincial Assessor's Office/ Tax Mapping Operation Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	Government to Citizens, Government to Government, Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly accomplished request form containing the ff.: <ul style="list-style-type: none"> <li>• Tax Declaration Number</li> <li>• Property Identification Number</li> <li>• Owner's Name</li> <li>• Location of property</li> </ul>			Provincial/City/Municipal Assessors  Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for faithful reproduction copy of section map	1.1. Receive and Record Request Forms	None	3 minutes / request	<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Princess T. Hernandez</b> <b>Leonardo Kent dela Pena</b> <b>Ma. Odeth D. Salazar</b> <b>Edward R. Cobarrubia</b> <i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i>
	1.2 Assign the request form	None	2 minutes / request	<b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
	1.3 Verify the Property	NONE	10 minutes/ property	<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Edward R. Cobarrubia</b> <b>Princess T. Hernandez</b> <b>Leonardo Kent dela Pena</b> <b>Ma. Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i>
2. Pays corresponding fees TO THE Provincial	2.1 Receives Official Receipt for Verification fee	P 50.00 / faithful reproduction copy	1 minute	<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Edward R. Cobarrubia</b> <b>Princess T. Hernandez</b> <b>Leonardo Kent dela Pena</b> <b>Ma. Odeth D. Salazar</b>



<b>Office or Division:</b>	Provincial Assessor's Office/ Tax Mapping Operation Division			
<b>Classification:</b>	Frontline/Complex			
<b>Type of Transaction:</b>	Government to Citizens, Government to Government, Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly accomplished request form containing the ff.: <ul style="list-style-type: none"> <li>• Tax Declaration Number</li> <li>• Property Identification Number</li> <li>• Owner's Name</li> <li>• Location of property</li> </ul>			Provincial/City/Municipal Assessors  Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Treasurer's Office				<i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i>
	2.2. Process the request (photocopy the section map and annotate the OR No. at the back of the photocopied section map)	None	8 minutes/ section map	<b>Edward R. Cobarrubia</b> <b>Princess T. Hernandez</b> <b>Leonardo Kent dela Pena</b> <b>Ma. Odeth D. Salazar</b> <i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i>
	2.3 Review and approved the annotation of OR No. on photocopied section map	None	3 minutes/ section map	<b>Irma P. Dimapilis</b> <i>LAOO II</i> <b>Catherine N. Cudia</b> <i>Tax Mapper IV</i>
	2.4 Release the Faithful Reproduction Copy of Section Map	None		<b>Jan Ray B. Anacay</b> <i>Admin. Aide II</i> <b>Princess T. Hernandez</b> <b>Leonardo Kent dela Pena</b> <b>Ma. Odeth D. Salazar</b> <b>Edward Cobarrubia</b> <i>Admin. Aide III</i> <b>Manuel E. Nostratis</b> <i>Admin. Aide IV</i> <b>Lorina G. Marquez</b> <i>Tax Mapping Aide</i> <b>Jerameel L. Mojica</b> <i>Draftsman I</i>
<b>TOTAL</b>			<b>29 minutes per Faithful Reproduction Copy of Section Map</b>	



## PROOF OF POSTING



## COMMUNICATION PLAN

This Citizen's Charter will be posted on the Bulletin Board or in visual presentation on the Smart TV installed in at the lobby of the Provincial Assessor's Office (PAO) which should be visible to the visiting public or clients. The manual or handbook of the Citizen's Charter shall be displayed at the front table of staff or employees which in order to be readily available for the public or clients to read. The Citizens Charter shall likewise be available at the Official Website or Facebook of the Provincial Government of Cavite.

Once the client/s is accommodated in the Office, according to his/her request or purpose, the attending staff or employee shall promptly provide the client/s with the list of requirements and briefly explain to him/her the procedure on how to comply such requirements. Personal visitations of clients to the Office who would ask for inquiries or requirements for future transaction/s shall also be entertained by any of the staff available and provide the inquiring client with the ready list of requirements written in a slip of paper. The public or client/s may also send or post his/her legitimate inquiries through social media such as email, Facebook, messenger, Twitter and Instagram, provided that the inquiring client/s should use his/her legitimate account/s and disclose his/her real identity. Queries that are nuisances or coming from fake or unidentified account/s or persons shall not be entertained by the Office. Queries or clarifications on the services or related issues or concerns coming from the clients, offices, or other agencies through formal communications or letters shall also be replied in writing in accordance with the period provided in the ARTA and/or the PAO's internal policies. Phone call queries on the programs and services of the Office may also be entertained, provided that the calling client/s should disclose their true and real identify, as well as their address.



The Citizen's Charter may also be presented or explained by the staff or employees of the PAsO during conferences, seminars or trainings, formal or informal public gatherings when participants or audience would inquire regarding the programs and services of the Office.

The Provincial Assessor's Office of Cavite is committed to provide its services to the public or clients anchored with public trust, transparency and accountability.

### CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Assessor's Office (PAsO)	Cavite Provincial Finance Center Building, Provincial Capitol Compound, Trece Martires City, Cavite	<b>Telephone:</b> (046) 483-5700 <b>Email Address:</b> cavite_provincial_assessor@yahoo.com