

**CITY ASSESSOR'S OFFICE**  
**External Services**

# 1. Appraisal and Assessment/Reassessment of buildings and other improvements

Ocular inspection and appraisal of a real property to determine its fair market value for taxation purposes.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b> <small>(submit clear photocopy of the following)</small>	<b>WHERE TO SECURE</b>	
Building or Occupancy Permit	City Engineer's Office	
Affidavit of ownership	Law Office	
Letter of Request	Owner or authorized representative	
Residence Certificate	City Treasurer's Office	
Authorization, Special Power of Attorney or Affidavits	Law or Notarial Office	
Government issued I.D.	(To be presented by the requesting party for establishment of identity)	

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for the assessment of property	1. Receiving of complete requirements	None	10 minutes	LAOO III LAOO IV
2. Accompany the appraiser to the real property site for ocular inspection	2. Appraisal and assessment of the requested real property	None	Within 1 day upon submission of complete requirements	LAOO III LAOO IV
3. Return to Assessor's Office	3. Processing and encoding of documents of Appraisal and Assessment Division	None	Within 2 days upon submission of complete requirements	LAOO III LAOO IV Casual Clerk Metro Aide II
4. Claim duly processed owner's Tax Declaration and Notice of Assessment	4. Requested documents will be available at the Releasing Section	None	10 minutes	Utility Foreman Casual Clerk
<b>TOTAL:</b>		<b>None</b>	<b>3 days and 20 minutes</b>	

\* Note: All services offered by the office for both external and internal transactions are initially classified as simple transaction and may change as the need arises as guided by R.A. 11032 or the Ease of Doing Business Act of 2018.

## 2. Transfer of real property ownership and declaration of newly acquired real properties

The process of recording and transferring real property ownership from previous to the current owner and documentation of newly acquired real properties.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Records Division)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)		<b>WHERE TO SECURE</b>
Transfer Certificate of Title	Register of Deeds (Land Registration Authority)	
Deed of Conveyance (Sale, Donation, Extra-Judicial Settlement)	Law Office	
Certification Authorizing Registration (BIR)	Bureau of Internal Revenue	
Tax Clearance	City Treasurer's Office	
Transfer Tax, 1.10% of total consideration, Transfer fee P100.00 (Ord. No. 2014-3404)	-do-	
Authorization, Special Power of Attorney or Affidavits	Law or Notarial Office	
Government issued I.D.	(To be presented by the requesting party for establishment of identity)	

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for the transfer of ownership or declaration of newly acquired properties	1. Receiving of complete requirements	None	10 minutes	LAOO III LAOO IV
2. Return to Assessor's Office	2. Processing and encoding of documents of Appraisal and Assessment Division	None	2 days	Assessment Clerk II Bookbinder IV Metro Aide II LAOO III LAOO IV
3. Present official receipt and claim duly processed owner's Tax Declaration and Notice of Assessment	3. Requested documents will be available at the Releasing Section	None	10 minutes	Utility Foreman Casual Clerk
<b>TOTAL:</b>		<b>None</b>	<b>2 days and 20 minutes</b>	

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### 3. Declaration of subdivided or consolidated lots

Update tax maps and tax mapping control roll out of subdivision or consolidation agreement.

<b>Office or Division:</b>	City Assessor's Office (Tax Mapping Division)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)		<b>WHERE TO SECURE</b>
Photocopy of Transfer Certificate of Title		Register of Deeds (Land Registration Authority)
Photocopy of notarized Agreement (subdivision or consolidation)		Law Office
Approved Lot Plan		Surveyor's Office
Official receipt of the last paid realty tax		City Treasurer's Office
Authorization, Special Power of Attorney or Affidavits		Law or Notarial Office
Government issued I.D.		(To be presented by the requesting party for establishment of identity)

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for the subdivision or consolidation of lot	1. Receiving of complete requirements by the Tax mapping Division	None	10 minutes	Tax Mapper II LAOO III LAOO IV
2. Return to Assessor's Office	2. Processing and encoding of Tax Mapping Division	None	2 days	Assessment Clerk II Bookbinder IV Metro Aide II Tax Mapper II LAOO III LAOO IV
3. Claim duly processed owner's Tax Declaration and Notice of Assessment	3. Available for release at the Releasing Section	None	10 minutes	Utility Foreman Casual Clerk
<b>TOTAL:</b>		<b>None</b>	<b>2 days and 20 minutes</b>	

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#### 4. Issuance of Certified Copy of Tax Declaration and other related certifications and verifications

Certify copies of tax declaration and issue corresponding certifications on real property concerns.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Tax Mapping Division) (Records Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b> <small>(submit clear photocopy of the following)</small>		<b>WHERE TO SECURE</b>		
Authorization  Authorization, Special Power of Attorney or Affidavits  Official receipt of the last paid realty tax  Government issued I.D.		Property owner  Law or Notarial Office  City Treasurer's Office  (To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for Certified Copy of Tax Declaration and other related	1. Receiving of complete requirements by the concerned division <ul style="list-style-type: none"> <li>• Appraisal and Assessment</li> </ul>	None	15 minutes	Casual Clerk  Metro Aide II  Utility Foreman



certifications and verifications	<ul style="list-style-type: none"> <li>• Tax Mapping</li> <li>• Records</li> </ul>			
2. Pay the required fee (per Ordinance No. 2014-3404)	2. Redirect client to City Treasurer's Office for payment	P100.00 + P30.00 (Doc. Stamp)	5 minutes	LRCO I  LRCO II  LRCO III
3. Return to Assessor's Office	3. Processing and encoding by the concerned division <ul style="list-style-type: none"> <li>• Appraisal and Assessment</li> <li>• Tax Mapping</li> <li>• Records</li> </ul>	None	5 minutes	Casual Clerk  Metro Aide II  Utility Foreman
4. Present official receipt and claim duly processed certification	4. Requested certifications will be available for release at the Releasing Section	None	5 minutes	LAOO III  LAOO IV
<b>TOTAL:</b>		<b>₱130.00</b>	<b>30 minutes</b>	

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## 5. Tax Mapping and other land related verifications

Information on land (i.e. area, location, classification) intended for appraisal and surveying purposes.

<b>Office or Division:</b>	City Assessor's Office (Tax Mapping Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Appraisal Request		Registered Appraisal Company; requesting office		
Authorization, Special Power of Attorney or Affidavits		Property owner		
Government issued I.D.		(To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for tax map verification.	1. Receiving of complete requirements by the Tax mapping Division	None	15 minutes	Tax Mapper II
2. Pay the required fee (per	2. Redirect client to City Treasurer's Office for payment	P100.00 +	5 minutes	LRCO I LRCO II

Ordinance No. 2014-3404)		P30.00 (Doc. Stamp)		LRCO III
3. Return to Assessor's Office	3. Processing and encoding by the Tax Mapping Division	None	5 minutes	Tax Mapper II Utility Foreman
4. Present official receipt and claim duly processed tax mapped property	4. Available for release at the Releasing Section	None	5 minutes	Tax Mapper II Utility Foreman
<b>TOTAL:</b>		<b>P130.00</b>	<b>30 minutes</b>	

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## 6. Annotation/Release of Mortgage

A note of encumbrances on the tax declaration such as mortgage, adverse claim, and notice of lis pendens that in turn, can also be lifted or cancelled.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Records Division)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government

<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Deed of Mortgage, Affidavit of Adverse Claim		Law Office, Bank Document		
Notice of Lis Pendens		Department of Justice, Regional Trial Court, Law Office		
Release of Mortgage, Court Order or Resolution		Department of Justice, Regional Trial Court, Law Office, Bank Document		
Authorization, Special Power of Attorney or Affidavits		Law or Notarial Office		
Government issued I.D.		(To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for annotation or release of mortgage	1. Receiving of complete requirements	None	10 minutes	LAOO III LAOO IV
2. Pay the mortgage fee of 1% of the conveyed amount (per Ordinance No. 84-2359)	2. Redirect client to City Treasurer's Office for payment	1% of conveyed amount  (none for release)	10 minutes	LRCO I LRCO II LRCO III

3. Return to Assessor's Office	3. Processing and encoding by the Assessment and Appraisal Division	None	2 days	Assessment Clerk II Bookbinder IV Metro Aide II Tax Mapper II LAOO III LAOO IV
4. Present official receipt and claim duly processed annotated or released owner's Tax Declaration and Notice of Assessment	4. Available for release at the Releasing Section	None	10 minutes	Labor Foreman Metro Aide II
<b>TOTAL:</b>			<b>2 days and 30 minutes</b>	

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