

REAL PROPERTY AND ASSESSMENT SERVICES

Securing assessment for new building or machinery

NEW TAX DECLARATION (TD) has to be prepared for newly constructed building and newly installed machinery.

The Municipal Assessor's Office conducts field inspection to assess the value of the real property.

The new TD serves as the municipal government's permanent record on the real property unit. It is also used for real property tax purposes.

Requirements:

- **Service Slip**
- **Letter Request**
- **Blueprint of the approved Building Plan**
- **Photocopy of Occupancy Permit**

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS

IT WILL TAKE YOU

PLEASE APPROACH

<p>1. Request for the service</p> <ul style="list-style-type: none"> • Get priority number and inform Officer-of-the-Day regarding the request. OD, in turn, provides a Service Slip for endorsement to the Tax Assessment Division (TAD) Chief. 	<p>5 minutes</p>	<p>ELIAS B. PELIGRO Assessment Clerk</p> <p>MAE ANGELEE B. GALES Encoder</p>
<p>2. Submit Service Slip</p> <ul style="list-style-type: none"> • Submit the Service Slip together with the required documents to the TMAS Chief, and waits for the request to be evaluated. • TMAS Chief assigns task to Assessment Clerk 1. 	<p>5 minutes</p>	<p>EPIFANIO C. BAGHUCAN LAOO-1</p> <p>ELIAS B. PELIGRO Assessment Clerk</p>
<p>3. Site Inspection & Preparation of Tax Declaration</p> <ul style="list-style-type: none"> • The Assessment Clerk along with the client, conduct an inspection to assess the value of the new building or machinery. • The following, are the prepared: <ul style="list-style-type: none"> a. Field Appraisal & Assessment Sheet (FAAS) 	<p>May vary depending on the property's size, location as well as the means of transportation.</p>	<p>EPIFANIO C. BAGHUCAN LAOO-1</p> <p>AVELINA S. GUMATAY Mun. Assessor</p>

<p>b. Tax Declaration (TD) for recommendation for approval to Provincial Assessor, Tagbilaran City Property Record Form (PRF)</p> <ul style="list-style-type: none"> • Assessment Clerk computes and determines market and assessed valuation of the new building or machineries. • Submit Real Property Documents to Provincial Assessor's Office. • Provincial Assessor approves and signs the Tax Declaration <p>4. Processing and Recording of Tax Declaration</p> <ul style="list-style-type: none"> • Provincial Assessor's Office evaluates, sign and record the transaction in the Tax Mapping Control Roll (TMCR) & Assessment Roll (AR) the updated and numbered Tax 	<p>May vary depending on the property's size, location as well as the means of transportation.</p>	<p>EDGARDO P. ORIG Provincial Assessor</p>
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<p>Declaration.</p> <ul style="list-style-type: none">• Assistant Provincial Assessor reviews the updated Tax Declaration.• Provincial Assessor approves and signs the Tax Declaration		
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SECURING OWNER'S COPY OF UPDATED TAX DECLARATION

☑ ABOUT THE SERVICE

THE OWNER'S copy of updated tax declaration is secured upon transfer of ownership of real property from the previous to the new owner.

This is done to update the records of the Municipal Government and to transfer real property taxation to the new owner.

Requirements:

- **Service Slip**
- **Deed of Conveyance (sale, inheritance, donation, etc.)**
- **Transfer Tax Receipt**
- **Clearance from the Bureau of Internal Revenue, especially regarding payment of Capital Gains Tax**
- **Photocopy of Title (if titled)**
- **Clearance from the Department of Agrarian Reform (if agricultural)**
- **Copy of approved subdivision plan (segregation, consolidation)**

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for the Service <ul style="list-style-type: none">• Get priority number and inform Officer-of-the-Day regarding the request. OD, in turn, provides a Service Slip for endorsement to	5 minutes	ELIAS B. PELIGRO Assessment Clerk MAE ANGELEE B. GALES Encoder

the Tax Mapping & Assessment (TMAS) Chief.		
2. Submit Service Slip <ul style="list-style-type: none">• Submit the Service Slip together with the required documents to the TMAS Chief, and waits for the request to be evaluated.• TMAS Chief assigns task to Assessment Clerk	5 minutes	EPIFANIO C. BAGHUCAN LAOO-1 ELIAS B. PELIGRO Assessment Clerk

3. Site Inspection & Preparation of Tax Declaration

- Conduct Real Property Ocular Inspection.
- An Assessment Clerk prepares the following:
 - a. Field Appraisal Assessment Sheet (FAAS)
 - b. Property Record Form (PRF)
 - c. Tax Declaration (TD)
 - d. The Assessment Clerk computes & determines the market and assess valuation of real property.
 - e. Submit Real Property Documents to Provincial Assessor's Office
 - f. The client will visit back after upon approval from the Prov'l. Assessor's Office.

May vary depending on the property's size, location as well as the means of transportation.

May vary depending on the property's size, location as well as the means of transportation.

EPIFANIO C. BAGHUCAN
LAOO-I

AVELINA S. GUMATAY
Municipal Assessor

EDGARDO P. ORIG
Provincial Assessor

4. Processing and Recording of Tax Declaration

<p>Provincial Assessor's Office evaluates, sign and record the transaction in the Tax Mapping Control Roll (TMCR) & Assessment Roll (AR) the updated and numbered Tax Declaration.</p> <p>Assistant Provincial Assessor reviews the updated Tax Declaration.</p> <p>Provincial Assessor approves and signs the Tax Declaration.</p>		
<p>5. Issuance of Owner's Copy</p> <ul style="list-style-type: none"> • Tax Declaration is issued to the client. • The Service Slip, containing the client's comments, if any, is retrieved. 	<p>5 minutes</p>	<p>MAE ANGELLE B. GALES Encoder or Casual Clerk</p>

Cancelling, Revising or Correcting Assessments

ABOUT THE SERVICE

Clients who would like to delete, adjust or correct assessments on their real property will request this service.

The Municipal Assessor's assessment records are used by the Land Tax division of the Municipal Treasure's Office in computing the annual tax to be paid by owners of land and buildings.

Requirements:

- **Service Slip**
- **Letter of Request for Cancellation, Revision or Correction of Assessment**
- **Certificate of Real Property Tax Payment**
- **Barangay certification (cancellation of building)**

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE You	PLEASE APPROACH
1. Request for the Service <ul style="list-style-type: none">• Get priority number and inform officer-of-the-day regarding the request. OD, in turn provides a Service Slip for endorsement to the Tax Assessment Division (TAD) Chief.	5 minutes	JOSEPHINE L. BERNIL Clerk
2. Submit Service Slip <ul style="list-style-type: none">• Submit the Service Slip together with the required documents to the TMAS Chief, and waits for the request to be evaluated.• TMAS Chief assigns the task to Assessment Clerk.		EPIFANIO C. BAGHUCAN LAOO I ELIAS B. PELIGRO Assessment Clerk
3. Site Inspection (Optional) <ul style="list-style-type: none">• An Assessment Clerk along with the clients conduct an inspection of the property to check whether there is a basis for cancellation,	May vary depending on the property's size, location, as well as the	ELIAS B. PELIGRO Assessment Clerk

<p>revision or correction of assessment.</p> <ul style="list-style-type: none"> • A Field Appraisal Assessment Sheet (FAAS) is prepared 	<p>means of transportation</p>	<p>MAE ANGELEE B. GALES Encoder</p>
<p>4.Preparation of Notice</p> <ul style="list-style-type: none"> • Assessment Clerk prepares an inspection report (if site inspection was conducted) • The Assessment Clerk then prepares a notice of Cancellation, Revision or Correction. • Submit cancellation, revision or correction of assessment to Provincial Assessor’s Office. • The client will visit back after 1 month upon approval from the Provincial Assessor’s Office. 	<p>40 minutes</p> <p>1 month for approval at PASSO</p>	<p>ELIAS B. PELIGRO Assessment Clerk</p> <p>AVELINA S. GUMATAY Municipal Assessor</p>
<p>5.Processing of Notice</p> <p>a.Provincial Assessor’s Office evaluates and signs the Notice of Cancellation, Revision or Correction of Assessment and records the transaction in the Tax Mapping Control Roll (TMCR) & Assessment Roll (AR).</p> <p>b.Assistant Provincial Assessor reviews the</p>	<p>May vary depending on the time it takes other government</p>	<p>PROVINCIAL ASSESSOR’S STAFF</p>

<p>Notice. c. Provincial Assessor approves and signs the notice.</p>	<p>agencies to process the documents</p>	<p>EDGARDO P. ORIG Provincial Assessor</p>
<p>6. Issuance of Notice</p> <p>a. The Notice of Cancellation, Revision or Correction is recorded and a copy is issued to the client.</p> <p>b. The Service Slip containing the client's comments, if any is retrieved.</p>	<p>5 minutes</p>	<p>AVELINA S. GUMATAY Municipal Assessor</p>

Securing Certifications on Tax Declaration, Property Holdings or Non-Improvement

ABOUT THE SERVICE

THE TAX DECLARATION (TD) serves as the Municipal permanent record for every real property unit (land or building).

A certified true copy or certifications of various property holdings or non-improvements thereon may be requested from the Municipal Assessor's Office. No issuance of tax declaration if you are not the legal heirs of the declarant or the declarant owner.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE You	PLEASE APPROACH
<p>1. Request for the Service</p> <ul style="list-style-type: none"> • Get priority number and inform officer-of-the-day regarding the request. OD, in turn provides a Service Slip for endorsement to the Tax Assessment Division (TAD) Chief. 	5 minutes	<p>JOSEPHINE L. BERNIL Clerk</p>
<p>2. Submit Service Slip</p> <ul style="list-style-type: none"> • Submit the Service Slip together with the required documents to the Record Management Section (RMS) Chief, and waits for the request to be evaluated. 	5 Minutes	<p>EPIFANIO C. BAGHUCAN LAOO I</p> <p>AVELINA S. GUMATAY Municipal Assessor</p>

<ul style="list-style-type: none"> • RMS Chief assigns the task to Assessment Clerk for verification and assigns to Computer Encoder. 		
<p>3. Preparation of Certified True Copy or Certification</p>	30 minutes	<p>MAE ANGELEE B. GALES</p>
<ul style="list-style-type: none"> • Computer Encoder prepares & encodes the certified true copy/certification for checking/initial of the RMS Chief. • Municipal Assessor signs the document 		<p>EPIFANIO C. BAGHUCAN LAOO I</p> <p>AVELINA S. GUMATAY Municipal Assessor</p>
<p>4. Issuance of Certified True Copy or Certification</p> <ul style="list-style-type: none"> • Client is given a copy of the certification or certified true copy of Tax Declaration (TD) • The Service Slip, containing the client's comments, if any is retrieved. 	40 minutes	<p>AVELINA S. GUMATAY Municipal Assessor</p>

Preparing Sketch Plan and Property Location Vicinity Plan

ABOUT THE SERVICE

THIS SERVICE enable clients to identify real property, its ownership and location in the tax map at the Municipal Assessor's Office. No issuance of sketch plan if you are not the declared owner or the legal heirs of the declarant.

Requirements:

- **Service Slip**
- **Photocopy of the Title or Tax Declaration**
- **Certification Fee**

Fees:

Payment of Fees will be at the Municipal Treasurer's Office

- **Sketch Plan Bondpaper – P 40.00**
- **Sketch Plan Tracing Paper – P 80.00**
- **Vicinity Map – P 100.00**

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Request for the Service</p> <ul style="list-style-type: none"> • Get priority number and inform officer-of-the-day regarding the request. OD, in turn provides a Service Slip for endorsement to the Tax Mapping & Appraisal Section (TMAS) Chief. 	5 minutes	<p>MAE ANGELEE B. GALES Encoder JOSEPHINE L. BERNIL Clerk</p>
<p>2. Submit Service Slip</p> <ul style="list-style-type: none"> • Submit the Service Slip together with the required documents to the TMAS Chief, and awaits for the request to be evaluated. • TMAS Chief assigns the task to a Tax mapper or Tax mapping aide.. 	5 minutes	<p>EPIFANIO C. BAGHUCAN LAOO I ELIAS B. PELIGRO Assessment Clerk</p> <p>MAE ANGELEE B. GALES Encoder</p>

<p>3. Research Verification and Identification of Property Location</p> <ul style="list-style-type: none"> • Tax mapper or Tax mapping Aide verifies and researches the location of the real property in the tax map. • Assessment Clerk or Assessment Aide confirms the vicinity of the property to the client. 	<p>15 minutes</p>	<p>ELIAS B. PELIGRO Assessment Clerk</p> <p>AVELINA S. GUMATAY Municipal Assessor</p> <p>MAE ANGELEE B. GALES Encoder</p>
<p>1. Preparation of Property Sketch or Property Location Plan</p> <ul style="list-style-type: none"> • Assessment Clerk or Assessment Aide prepares sketch plan/location plan of a real property. • Municipal Assessor approves and signs the sketch plan. 	<p>30 minutes</p>	<p>ELIAS B. PELIGRO Assessment Clerk</p> <p>AVELINA S. GUMATAY Municipal Assessor</p>
<p>4. Issuance of Sketch Plan/Vicinity Plan</p> <ul style="list-style-type: none"> • Sketch plan/location plan is issued to the client. 		<p>AVELINA S. GUMATAY</p>

<ul style="list-style-type: none">• The Service Slip containing the client's comments, if any is retrieved.	5 minutes	Municipal Assessor
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