



City Government of Imus  
**CITY ASSESSOR'S OFFICE**

# CITIZEN'S CHARTER

## CITY ASSESSOR'S OFFICE



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



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[www.imus.gov.ph](http://www.imus.gov.ph)

# CITIZEN'S CHARTER

## CITY ASSESSOR'S OFFICE

The office is in-charged with the real property assessments in the City of Imus.

### FUNCTIONAL STATEMENT

The **City Assessor's Office** shall:

1. Establish a systematic method of assessment in the manner prescribed in the BLGF Manual on Real Property Appraisal and Assessment, and R.A. 7160 rules and regulations;
2. Appraise all real properties in accordance with the approved or duly enacted Schedule of Fair Market Values pursuant to R.A. 7160, and conduct frequent ocular inspections to determine if all properties are properly assessed;
3. Make frequent physical surveys to check and determine whether all real properties within the locality are properly listed on the assessment rolls;
4. Conduct a general revision of real property assessments every three (3) years;
5. Prepare, install and maintain a tax mapping system showing graphically all properties subject to assessment of the city and gather all necessary data such as property owners, lot numbers, classification and all other improvements;
6. Apply the appropriate assessment levels prescribed by the Sanggunian concerned;
7. Cancel assessment in case of duplication of assessment on one property;
8. Eliminate from the assessment roll of taxable properties, such properties which have been destroyed or have suffered permanent loss of value by reason of storm, flood, fire or other calamity; or exempt properties that have been improperly included in the same;
9. Decrease the assessment where the property previously assessed has suffered a substantial loss of value by reason of physical and economic obsolescence;



10. Increase the assessment where improvements and repairs have been made upon the property subsequent to last assessment.

### **FRONTLINE SERVICES OFFERED:**

- Securing Tax Declaration of Land
  - Simple Transfer of Ownership
  - Consolidation or Subdivision of Lot
  - Declaration of Untitled Property
  - Declaration of newly titled properties
  - Issuance of Tax Declaration for Land Awarded to Farmer
    - Beneficiaries of Comprehensive Agrarian Reform Program
  - Reclassification of Land Use
- Securing Tax Declaration for Improvements
- Issuance of Certifications Pertaining to Assessment of Real Properties
  - Certified True Copy of Tax Declaration of Land and Improvement
  - Certificate of No Improvement
  - Reclassification of Land Use
  - Certificate of No Property
  - Certificate of No Agricultural Property
  - Certificate of Aggregate Property Holdings
  - Certificate of Real Property Tax Exemption
- Cancellation of Record of Dual/Multiple Assessment and/or Demolished or No Longer Existing Real Property Units

### **FRONTLINE SERVICES PROCEDURE**

#### **SECURING TAX DECLARATION OF LAND**

##### **WHO MAY AVAIL THE SERVICE:**

- All property owners of the City of Imus

##### **REQUIREMENT(S):**

- See Annex 1 for the list of requirements

##### **FEE(S)/CHARGE(S):**

- Processing Fee

Php 25.00



## HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and issue the Order of Payment	Edwin Camoras; Alexander Luce; Edward de Leon; Edward Sañez	2 minutes
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
		Process the request	Technical Personnel	3 days*
3	Present the O.R.	Release the document	Edwin Camoras; Alexander Luce; Edward de Leon; Edward Sañez	1 minute
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				3 days and 5 minutes
<b>END OF TRANSACTION</b>				

\*Three (3) days per Tax Declaration

## SECURING TAX DECLARATION FOR IMPROVEMENTS

### WHO MAY AVAIL THE SERVICE:

- All property owners of the City of Imus

### REQUIREMENT(S): (photocopy of the following)

\*Bring the original copy of documents for reference

- Appraisal and Assessment of Newly Constructed/ Declared Building
- Owner's copy of Title
- Tax Declaration of Land
- Updated Realty Tax Receipt (Land)
- Accomplished Sworn Statement (form provided by the office)
- TIN Number (or photocopy of any valid I.D.)
- Building Plan, Bill of Materials & Cert. of Occupancy
- Sketch Plan/ Location Plan

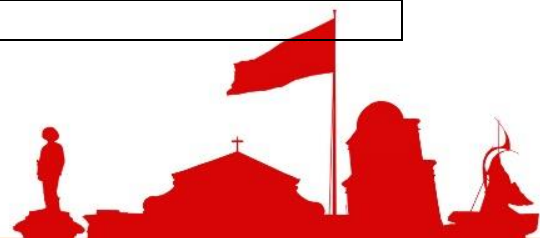


**FEE(S)/CHARGE(S):**

- Php 25.00 per Tax Declaration

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements	Edwin Camoras; Edward de Leon; Edward Sañez Alexander Sapin; Edgardo Bautista; Elmer Camerino; Emily dela Cruz	1 minute
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the O.R.	Schedule Ocular Inspection	Edwin Camoras; Alexander Luce; Edward de Leon; Edward Sañez	1 minute
		Process the request (including ocular inspection)	Technical Personnel	3 days
4	Present the claim stub	Release the Tax Declaration	Edwin Camoras; Alexander Luce; Edward de Leon; Edward Sañez	1 minute
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				3 days and 5 minutes
<b>END OF TRANSACTION</b>				



**ISSUANCE OF CERTIFICATIONS PERTAINING TO ASSESSMENT OF REAL PROPERTIES:**

The client may request the following:

- Certified True Copy/ Photocopy of Tax Declaration
- Certificate of No Improvement
- Certificate of No Agricultural Land

**WHO MAY AVAIL THE SERVICE:**

- All property owners of the City of Imus

**REQUIREMENT(S):**

- See Annex 2 for the list of requirements

**FEE(S)/CHARGE(S):**

- Php 50.00 per certificate

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Edwin Camoras; Alexander Luce; Edward de Leon;	3 minutes*
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the O.R.	Release the certificate/s	Mercedita Camatog; Vivian Obispo; Shirley Amascual; Grace Cocson	2 minutes**
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				7 minutes
<b>END OF TRANSACTION</b>				

\*Three (3) minutes per Tax Declaration

\*\*Two (2) minutes per Tax Declaration



**CANCELLATION OF RECORD OF DUAL/MULTIPLE ASSESSMENT AND DEMOLISHED OR NO LONGER EXISTING REAL PROPERTY UNITS**

**WHO MAY AVAIL THE SERVICE:**

- All taxpayers of the City of Imus

**REQUIREMENT(S):** (photocopy of the following)

- Request Letter (addressed to the City Assessor for cancellation of records of assessment)
- Affidavit of Demolition
- Tax Declaration
- Updated Realty Tax Receipt/Tax Clearance Certificate
- Photographs (for demolished property)

**FEE(S)/CHARGE(S):**

- Php 50.00 per certificate

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Edwin Camoras; Alexander Luce; Edward de Leon; Edward Sañez	2 minutes
		Process the request (including ocular inspection/ field work)	Technical Personnel	3 days
2	Present the receiving copy	Release the document	Ermily dela Cruz	1 minute
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				3 days and 3 minutes
<b>END OF TRANSACTION</b>				

**Note:** Ocular inspection is conducted everyday from 8:30 A.M. to 11:30 A.M



**APPENDIX 1**  
**REQUIREMENTS IN SECURING TAX DECLARATION OF LAND**

**A. Simple Transfer of Ownership:**

- Photocopy of new Title
- Mode of Transfer (Deed of Absolute Sale/ Donation/ Extra Judicial
- Settlement of Estate)
- Tax Declaration of Land and Building
- Certificate Authorizing Registration (CAR) from BIR-Trece Martires City
- Transfer Tax Receipt
- Updated Realty Tax Receipt or Tax Clearance Certificate from the City Treasurer of Imus
  
- For Bank Foreclosed Properties:
  - Certificate of Sale
  - Affidavit of Consolidation

**Note:**

- In case there is no available copy of Deed of Sale or B.I.R. (CAR):
  - Secure a Certified True Copy of cancelled Title from Registry of Deeds at Trece Martires City.
- In case there is no available copy of Transfer Tax Receipt:
  - Proceed first to the Provincial Treasurer's Office at Trece Martires City to secure certification of payment of Transfer Tax (Bring the copy of Deed of Sale used or Certified True Copy of cancelled Title for their reference).

**B. Consolidation or Subdivision of Lot:**

- Owner's Copy – Certificate of Title
- Tax Declaration
- Updated Realty Tax Receipt
- Approved survey plan/technical description
- Development Permit (if applicable)

**C. Declaration of Untitled Property**

**(Transfer of Tax Declaration of Untitled Property):**

- Tax Declaration
- Deed of Conveyance such as Deed of Sale, Donation, Exchange, Extra Judicial Settlement or Deed of Assignment
- Transfer Tax Receipt
- Updated Realty Tax Receipt
- B.I.R CAR (Certificate Authorizing Registration)





## **D. Declaration of Untitled Property**

### **(New Declaration of Untitled Property)**

- Approved Survey Plan/ Technical Description
- Certification from CENRO, stating among others that the land is alienable and disposable.
- Affidavit of ownership stating:
  - How the property was acquired
  - The length of possession
  - No adverse claim
  - It's never been declared for taxation purposes
  - That the applicant is in long, continues and notorious possession of the Property
- Certification from Barangay Captain that the declarant is the present possessor and occupant of the land
- Joint Affidavit of Adjoining Owners
- Certification from Bureau of Lands stating the exact location of the property
- Ocular Inspection Report from this office

**Note:** Subject to 10 years back taxes (pursuant to Sec. 222 RA 7160)

## **E. Declaration of Newly Titled Property**

- Certified True Copy of Title
- Certification from Registry of Deeds that the original copy is intact and existing in the said Registry
- Approved Survey Plan
- Affidavit of ownership stating:
  - The method of property acquisition
  - The length of possession
  - No adverse claim
  - It's not declared for taxation purpose
  - That the applicant is in long, continues and notorious possession of the property

## **F. Issuance of Tax Declaration for Land Awarded to Farmer Beneficiaries of Comprehensive Agrarian Reform Program**

- Certified True Copy of Land Ownership Award (CLOA) / Emancipation Patent (EP)
- Certification from Registry of Deeds that the original copy of the CLOA / EP is intact and existing in the said Registry
- Certified True Copy of cancelled Title
- Certification of Award (DAR)
- Copy of Tax Declaration covering the assessment of mother lot
- Approved Plan
- Ocular Inspection Report from this office



## **G. Reclassification of Land Use**

- Letter request addressed to the City Assessor
- Certified True Copy of Title
- Tax Declaration
- Update Realty Tax
- Affidavit of Non-Tenancy
- Certifications:
  - S.P. Resolution
  - H.L.U.R.B. (Housing and Land Use Regulatory Board)
  - City Planning Dev't. Coordinating Office
  - National Irrigation admin (in case of Irrigated Land)
- Order of conversion from DAR
- Affidavit of Waiver (Tenant, if any)
- Affidavit of Undertaking or Sinumpaang Salaysay (Tenant, if any)
- In case of Subdivision:
  - Development Permit
  - Permit/Authority to Sell
  - Approved Dev't. Subd. Plan
  - Certificate of Registration from H.L.U.R.B.
- Ocular inspection report by Assessor
- Reclassification fee (Php1.00/SQ.M)



**APPENDIX 2**  
**REQUIREMENTS IN THE ISSUANCE OF CERTIFICATIONS PERTAINING TO**  
**ASSESSMENT OF REAL PROPERTIES**

- Certified True Copy of Tax Declaration of Land and Improvement
- Certificate of No Improvement
- Certificate of No Agricultural Property
- Certificate of Real Property Tax Exemption
- Certificate of Aggregate Property Holdings\*
- Certificate of No Property/Other Certifications\*
  
- Please submit any of the following:
  - Title
  - Tax Declaration
  - Realty Tax Receipt
  - Deed of Conveyance
  - Contract to Sell
  
- Additional requirements:
  - **Certificate of Aggregate/Property Holdings**
    - Death Certificate
    - Extra Judicial Settlement of Estate
  
  - **Certificate of No Property/Other Certification**
    - Valid Identification Card
    - Request letter from the agency requiring the certification

**Note:** For all services, other documents may be required if the above-cited documents proved insufficient.



**Location:** The **City Assessor's Office** is located at the 2<sup>nd</sup> level of the New Imus City Hall Building

**Engr. Reynaldo Hapa**  
City Assessor

You can also contact us at:  
**(046) 471-1060**

Or email us at:  
**Imuscao@gmail.com**

