

OFFICE OF THE CITY ASSESSOR

EXTERNAL SERVICES



1. TAX MAPPING SERVICES

1.1 REQUEST FOR LOCATION PLAN, VICINITY MAP, GOOGLE IMAGES

1.2 CADASTRAL MAP, LOT PLAN AND TECHNICAL DESCRIPTION

1.3 GIS BASED TAX MAPPING PLAN

These services are issued to a client who wishes to locate properties or secure location maps of certain properties.

OFFICE OR DIVISION	Office of the City Assessor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Principal Owner				
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO		
For Representative				
Authorization letter from the owner/s (1 original copy)		Person being represented		
Latest Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented		
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall		
Tax Declaration of Land (and improvement (1 photocopy		City Assessor's Office – Windows 1 or 3		
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		City Treasurer's Office – Windows 11-14		
Latest Photograph of the property (printed)		Owner of the subject property		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1. or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Engr. Roy Ebio/ Engr. Mc Lincoln Magsino/
	1.2 Issue order of payment	None	5 minutes	

2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: _____ Certification Fee: _____	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	3 minutes	Engr. Roy Ebio Engr. Mc Lincoln Magsino Engr. Reynaldo Hapa
	3.2 Start processing the request. a. Plotting b. Printing c. Recording d. Final Approval	None	2 days	
4. Present claim stub to Windows 1 or 3	4. Release the document requested	None	2 minutes	Jayson Christian Fule Jerelyn Navarro
Fill-out Client Satisfaction Rating Form				
TOTAL			3 days	

2. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT

This service is issued to a client who wishes to secure document certifying that their lot is vacant has no improvement erected thereon, and usually used as reference for transfer of title or loan application.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased	Principal Owner
	Certified True Copy of Title (1 original copy)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
	Tax Declaration of Land (1 photocopy)	Assessor's Office – Windows 1 or 3
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Latest photograph of the property (printed)	Owner of the subject property
	Notarized Affidavit stating the actual status of the property (1 original copy)	Assessor's Office – Windows 1 or 3
	Actual ocular inspection of the subject property every day from 8:30 AM to 11:30 AM and 1:00 PM to 4:00 PM)	Assessor's Inspectors and Appraisers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 or 3	1. Receive the required documents and check for completeness and accuracy. 1.1 Issue order of payment	None	5 minutes 5 minutes	Engr. Roy Ebio Tax Mapper II
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Certification Fee: Php 50.00 per certificate	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub 3.2 Start processing the request. a. Plotting b. Ocular inspection c. Issue Notice of Disapproval/ Sworn Statement and Affidavit, if found with improvement d. Printing e. Recording f. Final Approval	None None None None None None	2 minutes 6 days	Engr. Roy Ebio Tax Mapper II Secretariat Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 1 or 3	4. Release the document requested	None	2 minutes	Engr. Roy Ebio Tax Mapper II
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 50.00	7 days	

3. APPRAISAL SERVICES

3.1 FIRST TIME DECLARATION OF IMPROVEMENTS (BUILDING, FENCE, PAVEMENTS, STRUCTURES AND MACHINERIES)

3.2 RE-VALUATION (RE-APPRAISAL AND RE-ASSESSMENT) DUE TO SUBSTANTIAL INTRODUCTION OF IMPROVEMENT

This service pertains to the issuance of tax declaration to all real property owners of City of Imus, individual and corporate persons, professionals, government agencies who needs to declare or update the valuation of their properties for taxation purposes.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)	Principal Owner
	Certified True Copy of Title (1 original copy)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall
	Tax Declaration of Land/and improvement	Assessor's Office – Windows 2 or 3
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Latest photograph of the property	Owner of the subject property
	Notarized Affidavit stating the actual status of the property (1 original copy)	Assessor's Office – Windows 2 or 3
	Notarized Affidavit of No Building Permit	Assessor's Office – Windows 2 or 3
	Notarized sworn statement stating true market value of the property (1 original copy)	Assessor's Office – Windows 2 or 3
	Approved building plan/fencing permit; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer	Office of the Building Official – 4 th Floor

Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Liezl D. Genito License Officer Iii
	1.2 Issue order of payment		5 minutes	
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 2 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer Iii
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Appraisal/Preparation of FAAS d. Recording e. Approval of FAAS f. Numbering	None	6 days	Roy Ebio Tax Mapper Ii
		None		Inspectors
		None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO Iiii
		None		Secretariat
		None		Engr. Reynaldo Hapa City Assessor Emily Dela Cruz

	g. Encoding/Printing	None		LAOO IV Encoders/Edgardo Bautista LAOO IV
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor Secretariat
4. Present claim stub to Windows 2 or 3 and claim the requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

4. APPRAISAL SERVICES CORPORATE BUSINESSES OWNERS

4.1 FIRST TIME DECLARATION OF IMPROVEMENTS (BUILDING, FENCE, PAVEMENTS, OTHER STRUCTURES, AMENITIES/FACILITIES, MACHINERIES AND UTILITIES)

4.2 RE-VALUATION (RE-APPRAISAL AND RE-ASSESSMENT) DUE TO SUBSTANTIAL INTRODUCTION OF IMPROVEMENT

This service pertains to the issuance of tax declaration to all corporate real property owners of City of Imus who needs to declare or update the valuation of their properties for taxation purposes

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	Subdivision, Condominium Project Developers/ Telecommunication Companies/Home Development. Mutual Fund/Meralco/Maynilad/MWSS/Hospitals/Supermalls/Supermarkets/Convenience Stores and Industrial Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)		Principal Owner
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks-Robinsons Dasmarias City, Bacoor City Hall
Tax Declaration of Land/and improvement (1 photocopy)		Assessor's Office – Windows 2 or 3
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Latest photograph of the property		Owner of the subject property
Notarized Affidavit stating the actual status of the property (1 original copy)		Assessor's Office – Windows 2 or 3
Notarized sworn statement stating true market value of the property (1 original copy)		Client

Approved building plan/fencing permit; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer; specifications of all housing components (all models), amenities, all facilities within the parks and playgrounds		Office of the Building Official – 4 th Floor		
Approved Site Development Plan (Hard Copy at 20"x30") and Autocad file		City Planning & Dev't. Office and SP		
Approved Alteration Permit and Copy of Resolution/Ordinance (1 photocopy)		Sangguniang Panglungsod and HLURB		
Meralco Energization plan reflecting poles, transformers, transfer station		Developers		
Approved water distribution and drainage system plans (for Maynilad and Private Water Service Provider)		Office of the Building Official – 4 th Floor		
Approved plans, specifications and bill of materials of water tanks and pump houses; and list and acquisition cost of electronic control panels, submersible pumps; and all other accessories.		Office of the Building Official – 4 th floor		
Approved plans, specifications and bill of materials of Cellular Site Towers and other Telecommunication structures with list of all equipment and machineries		Office of the Building Official – 4 th floor		
Sketch map of location of property (1 photocopy)		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	10 minutes	Liezl D. Genito LAOO III
	1.2 Issue order of payment			
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 2 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	12 minutes	Liezl D. Genito LAAO III
	3.2 Start processing the request a. Plotting	None	19 days	Roy Ebio Tax Mapper II
	b. Ocular inspection	None		Inspectors

	c. Appraisal/Preparation of FAAS	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
	d. Recording	None		Secretariat
	e. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor
	f. Numbering	None		Ermyly Dela Cruz LAOO IV
	g. Encoding/Printing	None		Encoders/Edgardo Bautista LAOO IV
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 2 or 3 and claim the requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	20 days	

5. RECLASSIFICATION OF ACTUAL USE OF LAND AND BUILDING FROM RESIDENTIAL TO COMMERCIAL

This service pertains to the issuance of tax declaration to the properties with updated classification and valuation for taxation purposes.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)	Principal Owner
	Letter Request addressed to the City Assessor (1 original copy)	Principal owner
	Certified True Copy of Title (1 original copy)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall
	Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 2 or 3
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Notarized Affidavit stating the actual status of the property (1 original copy)	Assessor's Office – Windows 2 or 3
	Notarized sworn statement stating the true market value of property (1 original copy)	Assessor's Office – Windows 2 or 3
	Approved building plan/fencing permit; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer	Office of the Building Official – 4 th Floor
	Notarized Affidavit of No Building Permit	Assessor's Office – Windows 2 or 3
	Sketch Map of location of property	Client
	Ocular inspection of the subject property (every day from 8:30AM to	Inspectors of Assessor's Office

11:30 AM and 1:00PM to 4:00 PM)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Liezl D. Genito LAOO III	
	1.2 Issue order of payment	None	5 minutes		
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel	
3. Present O.R. to Assessor's office Window 2 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito LAOO III	
	3.2 Start processing the request	a. Plotting	None	6 days	Roy Ebio Tax Mapper II
		b. Ocular inspection	None		Inspectors
		c. Appraisal/Preparation of FAAS	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
					Secretariat
		d. Recording	None		
e. Approval of FAAS	None	Engr. Reynaldo Hapa City Assessor			
f. Numbering	None	Ermily Dela Cruz LAOO IV			

	g. Encoding/Printing	None		Encoders/Edgardo Bautista LAOO IV
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 2 or 3 and claim the requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

6. RECLASSIFICATION OF ACTUAL USE OF LAND AND BUILDING FROM BEING TAXABLE TO EXEMPT (RELIGIOUS, EDUCATIONAL, CHARITABLE AND INSTITUTIONAL PROPERTIES)

This service pertains to the issuance of tax declaration of properties with updated classification and valuation of their properties for being taxable to exempt based on its actual use as provided in Sec. 234 of R.A. 7160 or Local Government Code of 1991.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)		Principal owner
Letter Request addressed to the City Assessor (1 original copy)		Principal owner
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 2 or 3
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Notarized Affidavit stating the actual status of the property (1 original copy)		Assessor's Office – Windows 2 or 3
Notarized Affidavit of No Building Permit		Assessor's Office – Windows 2 or 3
Approved building plan/permit/Site development plan; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer		Office of the Building Official – 4 th Floor
Business Permit, DTI Permit, BIR Certification of Registration, Certificate of		BPLO – Ground Floor, D.T.I.; B.I.R.; DECS, CHED, CBCP

Accreditation/Affiliation, Government Permit (DECS/CHED) and License to Operate (1 photocopy)				
SEC Registration and Updated Articles of Incorporation and By-Laws		S.E.C.		
Notarized sworn statement stating the true market value of the property (1 original copy)		Assessor's Office – Windows 2 or 3		
Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Liezl D. Genito LAOO III
	1.2 Issue order of payment	None	5 minutes	
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito LAOO III
	3.2 Start processing the request		19 days	
	a. Plotting	None		Roy Ebio Tax Mapper II
	b. Ocular inspection	None		Inspectors
c. Appraisal/Preparation of FAAS	None	Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II		
	d. Recording	None		Secretariat

	e. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor
	f. Numbering	None		Ermily Dela Cruz LAOO IV
	g. Encoding/Printing	None		Encoders/Edgardo Bautista
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 2 or 3	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		None	20 days	

7. APPRAISAL OF PROPERTIES FOR THE ESTABLISHMENT OF FAIR MARKET VALUE FOR LGU'S ACQUISITION, LEASING AND OTHER FINANCIAL PURPOSES, AND FOR EXPROPRIATION PROCEEDINGS.

This service is issued to clients whose property will be acquired by the government through sale, lease or expropriation proceedings.

OFFICE OR DIVISION	Office of the City Assessor			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	LGU, Province, National Government and Trial Courts			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Principal Owner				
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO		
For Representative				
Authorization letter from the owner/s (1 original copy)		Person being represented		
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented		
Indorsement letter to conduct property appraisal or Regional Trial Court Order/Subpoena		City Mayor, RTC		
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall		
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 2 or 3		
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14		
Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1. Receive the required documents and check for completeness and accuracy.	None	30 minutes	Liezl D. Genito License Officer III Engr. Reynaldo Hapa City Assessor
	2. Start processing the request	None	10 days	

	a. Plotting			Roy Ebio Tax Mapper II
	b. Ocular inspection			Inspectors
	3. Preparation of Narrative Report	None	5 days	Liezl D. Genito License Officer III
	4. Convenes for determination of appraised valuation of the property	None	1 day	Appraisal Committee
	5. Indorsement of Narrative and Appraisal Report to the Sangguniang Panlungsod for Approval and Resolution	None	30 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		None	20 days	

8. FIRST TIME DECLARATION OF PEZA ACCREDITED PROPERTIES

This service pertains to the issuance of tax declaration to the real properties owned by manufacturing and industrial companies who may avail incentives by Philippine Economic Zone Authority.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2B – Government to Business; G2G - Government to Government	
WHO MAY AVAIL THE SERVICE	YAZAKI	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)		Principal owner
Letter Request addressed to the City Assessor (1 original copy)		Principal owner
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 2 or 3
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Notarized Affidavit stating the actual status of the property (1 original copy)		Assessor's Office – Windows 2 or 3
Notarized sworn statement stating true market values of the property (1 original copy)		Applicant
Approved building plan/permit/Site development plan; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer		Office of the Building Official – 4 th Floor
List of complete machineries including cost and date of acquisition		Applicant
Business Permit, DTI Permit, BIR Certification of Registration with Terms and conditions, and Annual Audited Financial Reports (1 photocopy)		BPLO, D.T.I.; B.I.R.;

SEC Registration and Updated Articles of Incorporation and By-Laws	S.E.C.			
PEZA Reg. Certificate, Anti-Graft Certificate,	PEZA			
PEZA – ERD Form No. 97-01 (PEZA VAT Zero Rating Certificate)	PEZA			
PEZA – ERD Form No. 97-01 (Corporate Income Tax Holiday)	PEZA			
List of Affiliated Companies/tenants registered with PEZA	PEZA			
Latest Photographs of the properties	Client			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspectors of Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Liezl D. Genito License Officer III
	1.2 Issue order of payment	None	5 minutes	
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 2 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Appraisal/Preparation of FAAS	None	19 days	Roy Ebio Tax Mapper II
		None		Inspectors
		None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II

	d. Recording	None		Secretariat
	e. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor
	f. Numbering	None		Ermily Dela Cruz LAOO IV
	g. Encoding/Printing	None		Encoders/Edgardo Bautista
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 2 or 3 and claim the requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	20 days	

9. ASSESSMENT SERVICES

9.1 TRANSFER OF OWNERSHIP OF TAX DECLARATION OF TITLED PROPERTY (VACANT LOT)

9.2 TRANSFER OF OWNERSHIP OF UNREGISTERED VACANT LOT (NEVER BEEN ISSUED A TITLE OR REGISTERED IN THE REGISTRY OF DEEDS (OWNERSHIP OF LAND IS BASED ON TAX DECLARATION ONLY)

This service pertains to the issuance of tax declaration of properties to the newly declared owners.

OFFICE OR DIVISION	ASSESSOR	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Certified True Copy of Title (1 original copy for titled property only)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
	Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 3 or 4
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Notarized Affidavit of No Improvement (1 original copy)	Assessor's Office – Windows 3 or 4
	Notarized Affidavit of Undertaking (if there is an on-going construction)	Assessor's Office – Windows 3 or 4
	Notarized Deed of Conveyance (1 photocopy) such as: a. Deed of Absolute Sale b. Deed of Donation c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication	Principal Owner

For Foreclosed Properties: a. Certificate of Sale b. Original Affidavit of Consolidation		Trial Court		
Certificate Authorizing Registration (CAR) (1 photocopy)		B.I.R. – Trece Martires City		
Transfer tax receipt or certificate of payment (1 photocopy)		Treasurer Imus for Transfer tax Receipt issued from 2012 up to present Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2000 to 2011		
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR		Registry of Deeds – Trece Martires City		
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR		Registry of Deeds – Trece Martires City		
Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Liezl D. Genito License Officer III
	1.2 Issue order of payment	None	5 minutes	
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Preparation of FAAS	None	6 days	Roy Ebio Tax Mapper II
		None		Inspectors
		None		Edgardo Bautista

	d. Recording	None		LAOO IV
	e. Approval of FAAS	None		Secretariat
	f. Numbering	None		Engr. Reynaldo Hapa City Assessor LAOO IV
	g. Encoding/Printing	None		Ermily Dela Cruz LAOO IV
	h. Final Approval	None		Encoders/Edgardo Bautista
4. Present claim stub to Windows 3 or 4 and claim the requested document.	4. Release the document requested.	None	2 minutes	Engr. Reynaldo Hapa City Assessor Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

10. ASSESSMENT SERVICES

10.1 TRANSFER OF OWNERSHIP OF TAX DECLARATION OF TITLED LAND WITH IMPROVEMENT

10.2 TRANSFER OF OWNERSHIP OF UNREGISTERED LAND WITH IMPROVEMENT (NEVER BEEN ISSUED A TITLE OR REGISTERED IN THE REGISTRY OF DEEDS (OWNERSHIP OF LAND IS BASED ON TAX DECLARATION ONLY))

This service pertains to the issuance of tax declaration of properties to the newly declared owners.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Certified True Copy of Title (1 original copy for titled property only)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
	Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 3 or 4
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Notarized Affidavit the actual status of the property (1 original copy)	Assessor's Office – Windows 3 or 4
	Notarized Sworn Statement stating true market value of the property (1 original)	Assessor's Office – Windows 3 or 4
	Approved building/fencing permit/plan/Occupancy Permit	Office of the Building Official
	Bill of materials of actual construction signed and sealed by an Architect or Engineer	Office of the Building Official
	Notarized affidavit of No Building Permit	Assessor's Office – Windows 3 or 4
	Notarized Deed of Conveyance (1 photocopy) such as: a. Deed of Absolute Sale	Principal Owner

b. Deed of Donation c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication For Foreclosed Properties: a. Certificate of Sale b. Original Affidavit of Consolidation	Trial Court			
Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – Trece Martires City			
Transfer tax receipt or certificate of payment (1 photocopy)	Treasurer Imus for Transfer tax Receipt issued from 2012 up to present Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2000 to 2011			
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR)	Registry of Deeds – Trece Martires City			
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR	Registry of Deeds – Trece Martires City			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspectors of Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy.	None	10 minutes	Liezl D. Genito License Officer III
	1.2 Issue order of payment	None		
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting	None	7 days	Roy Ebio Tax Mapper II

	b. Ocular inspection	None		Inspectors
	c. Preparation of FAAS of Land	None		Edgardo Bautista LAOO IV
	d. Preparation of FAAS of improvement	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
	e. Recording	None		Secretariat
	f. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor LAOO IV
	g. Numbering	None		Ermily Dela Cruz LAOO IV
	h. Encoding/Printing	None		Encoders/Edgardo Bautista
	i. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim the requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

11. TRANSFER OF OWNERSHIP OF TAX DECLARATION OF LAND AWARDED TO FARMER BENEFICIARIES OF COMPREHENSIVE AGRARIAN REFORM PROGRAM (CARP)/CERTIFICATE OF LAND OWNERSHIP (CLOA)/EMANCIPATION PATENT TITLE FOR LAND WITHOUT IMPROVEMENT

This service pertains to the issuance of tax declaration of land to the new owners from previous owners who were tenants or beneficiaries of the government program.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmaringas City, Bacoor City Hall
Certified true copy cancelled title of mother lot (1 original copy)		Registry of Deeds
Certification that the original copy of CLOA/EP title is intact and existing in the said registry (1 original copy)		Registry of Deeds
Certificate of Award (1 photocopy)		Department of Agrarian
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 4
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Notarized Affidavit of No Improvement (1 original copy)		Assessor's Office – Windows 3 or 4
Notarized Affidavit of Undertaking (if there is an on-going construction)		Assessor's Office – Windows 3 or 4
Notarized Sworn statement stating true market value of the property (1 original copy)		Assessor's Office – Windows 3 or 4
Notarized Deed of Conveyance (1 photocopy) such as: a. Deed of Absolute Sale b. Deed of Donation		Principal Owner

c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication For Foreclosed Properties: a. Certificate of Sale b. Original Affidavit of Consolidation		Trial Court		
Certificate Authorizing Registration (CAR) (1 photocopy)		B.I.R. – Trece Martires City		
Transfer tax receipt or certificate of payment (1 photocopy)		Treasurer Imus for Transfer tax Receipt issued from 2012 up to present Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2000 to 2011		
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR)		Registry of Deeds – Trece Martires City		
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR		Registry of Deeds – Trece Martires City		
Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy.	None	10 minutes	Liezl D. Genito License Officer III
	1.2 Issue order of payment	None		
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting	None	6 days	Roy Ebio Tax Mapper II

	b. Ocular inspection	None		Inspectors
	c. Preparation of FAAS	None		Edgardo Bautista LAOO IV
	d. Recording	None		Secretariat
	e. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor LAOO IV
	f. Numbering	None		Emily Dela Cruz LAOO IV
	g. Encoding/Printing	None		Encoders/Edgardo Bautista
	h. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim the requested document.	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

12. TRANSFER OF OWNERSHIP OF TAX DECLARATION OF LAND AWARDED TO FARMER BENEFICIARIES OF COMPREHENSIVE AGRARIAN REFORM PROGRAM (CARP)/CERTIFICATE OF LAND OWNERSHIP (CLOA)/EMANCIPATION PATENT TITLE FOR LAND WITH IMPROVEMENT

This service pertains to the issuance of tax declaration of land to the new owners from previous owners who were tenants or beneficiaries of the government program.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoar City Hall
Certified true copy cancelled title of mother lot (1 original copy)		Registry of Deeds
Certification that the original copy of CLOA/EP title is intact and existing in the said registry (1 original copy)		Registry of Deeds
Certificate of Award (1 photocopy)		Department of Agrarian
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 4
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Notarized Deed of Conveyance (1 photocopy) such as: <ul style="list-style-type: none"> a. Deed of Absolute Sale b. Deed of Donation c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication 		

For Foreclosed Properties: a. Certificate of Sale b. Original Affidavit of Consolidation	Trial Court			
Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – Trece Martires City			
Transfer tax receipt or certificate of payment (1 photocopy)	Treasurer Imus for Transfer tax Receipt issued from 2012 up to present; Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2000 to 2011			
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR)	Registry of Deeds – Trece Martires City			
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR	Registry of Deeds – Trece Martires City			
Building Permit/Plan/Occupancy Permit	Office of the Building Official			
Bill of materials of actual construction cost signed and sealed by an Architect or Engineer	Office of the Building Official			
Notarized Sworn statement indicating the true market value of the property	Client			
Notarized Affidavit of No Building Permit	Client			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspectors of Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy.	None	10 minutes	Liezl D. Genito License Officer III
	1.2 Issue order of payment	None		
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 or 3	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting	None	6 days	
				Roy Ebio Tax Mapper II

	b. Ocular inspection	None		Inspectors
	c. Preparation of FAAS of Land	None		Edgardo Bautista LAOO IV
	d. Preparation of FAAS of Improvement	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
	e. Recording	None		Secretariat
	f. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor LAOO IV
	g. Numbering	None		Ermily Dela Cruz LAOO IV
	h. Encoding/Printing	None		Encoders/Edgardo Bautista
	i. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

13. FIRST TIME DECLARATION OF UNTITLED/TITLED LAND WITHOUT IMPROVEMENT

This service pertains to the issuance of tax declaration whose land will be declared/registered at the Office of the City Assessor.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Letter Request addressed to the City Assessor	Person being represented
	Certified True Copy of Title (1 original copy for titled property only)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
	Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 3 or 4
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Notarized Affidavit the actual status of the property (1 original copy)	Assessor's Office – Windows 3 OR 4
	Notarized Deed of Conveyance (1 photocopy) such as: <ul style="list-style-type: none"> a. Deed of Absolute Sale b. Deed of Donation c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication 	Client
	For Foreclosed Properties: <ul style="list-style-type: none"> a. Certificate of Sale b. Original Affidavit of Consolidation 	Trial Court
	Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – Trece Martires City

Transfer tax receipt or certificate of payment (1 photocopy)	Treasurer Imus for Transfer tax Receipt issued from 2012 up to present Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2011 to 2000			
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR)	Registry of Deeds – Trece Martires City			
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR	Registry of Deeds – Trece Martires City			
Approved survey plan, technical description and exact location of property	DENR – LMB, LRA			
Certification stating among others that the land is within alienable and disposable area	PENRO/ CENRO			
Certification/Clearance	DAR			
Affidavit of Ownership stating the following (1 original copy) a. No Adverse Claim b. Length of possession of the property c. The applicant is in long, continuous and notorious possession of the property	Principal Owner			
Certification that the property has never been declared for taxation purposes (1 original copy)	Assessor's Office – Windows 3 or 4			
Notarized Affidavit of Adjoining Owners	Principal owner			
Subject to 10 year back taxes	Assessor's Office			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspectors of Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 or 3 (Priority lane)	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl D. Genito License Officer III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 – 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel

3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Preparation of FAAS d. Recording e. Approval of FAAS f. Numbering g. Encoding/Printing h. Final Approval		7 days	Roy Ebio Tax Mapper II Inspectors Edgardo Bautista LAOO IV Secretariat Engr. Reynaldo Hapa City Assessor LAOO IV Emily Dela Cruz LAOO IV Encoders/Edgardo Bautista Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim requested document.	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

14. FIRST TIME DECLARATION OF UNTITLED/TITLED LAND WITH IMPROVEMENT

This service pertains to the issuance of tax declaration whose land will be declared/registered at the Office of the City Assessor.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Principal Owner	
	Government Issued Identification Card (1 photocopy with 3 original signatures)	BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
	For Representative	
	Authorization letter from the owner/s (1 original copy)	Person being represented
	Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	Person being represented
	Letter Request addressed to the City Assessor (1 original copy)	Person being represented
	Certified True Copy of Title (1 original copy for titled property only)	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
	Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 3 or 4
	Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 11-14
	Approved building plan/permit, Occupancy permit, Bill of materials of actual construction cost approved and signed by an architect or Engineer	Office of the Building Official
	Notarized Affidavit the actual status of the property (1 original copy)	Assessor's Office – Windows 4 or 3
	Notarized Deed of Conveyance (1 photocopy) such as: <ul style="list-style-type: none"> a. Deed of Absolute Sale b. Deed of Donation c. Deed of Exchange d. Deed of Assignment e. Extrajudicial Settlement of Estate f. Self-Adjudication For Foreclosed Properties: <ul style="list-style-type: none"> a. Certificate of Sale b. Original Affidavit of Consolidation 	Trial Court

Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – Trece Martires City			
Transfer tax receipt or certificate of payment (1 photocopy)	Treasurer Imus for Transfer tax Receipt issued from 2012 up to present; Provincial Treasurer (Trece Martires City) for transfer Tax Issued from 2011 to 2000			
Certified true copy of cancelled title (in lieu of the absence of Deed of Conveyance and/or BIR CAR (1 photocopy)	Registry of Deeds – Trece Martires City			
Certificate of No Records in the absence of both Deed of Conveyance and BIR CAR (1 photocopy)	Registry of Deeds – Trece Martires City			
Approved survey plan, technical description and exact location of property	DENR – LMB, LRA			
Certification stating among others that the land is within alienable and disposable area (1 photocopy)	PENRO/ CENRO			
Certification/clearance (1 photocopy)	Department of Agrarian			
Notarized Affidavit of Non-Tenancy (1 original copy)	Principal Owner			
Notarized Affidavit of Ownership stating the following: (1 original copy) a. No Adverse Claim b. Length of possession of the property c. The applicant is in long, continuous and notorious possession of the property	Principal Owner			
Certification that the property has never been declared for taxation purposes. (1 original copy)	Assessor's Office – Windows 3 or 4			
Notarized Affidavit of Adjoining Owners (1 original copy)	Principal owner			
Subject to 10 year back taxes	Assessor's Office			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspectors of Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 or 3 (Priority lane)	1. Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl D. Genito License Officer III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel

3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request		7 days	
	a. Plotting	None		Roy Ebio Tax Mapper II
	b. Ocular inspection	None		Inspectors
	c. Preparation of FAAS of Land	None		Edgardo Bautista LAOO IV
	d. Preparation of FAAS of Building	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
	e. Recording	None		Secretariat
	f. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor LAOO IV
	g. Numbering	None		Ermily Dela Cruz LAOO IV
	h. Encoding/Printing	None		Encoders/Edgardo Bautista
i. Final Approval	None		Engr. Reynaldo Hapa City Assessor	

4. Present claim stub to Windows 3 or 4 and claim the requested document.	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	



15. RECLASSIFICATION OF AGRICULTURAL LAND TO OTHER NON-AGRICULTURAL USAGE

This service pertains to the issuance of tax declaration whose land will be utilized from being agricultural to its Highest and best Use such as residential, commercial or industrial

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Letter Request addressed to the City Assessor		Person being represented
Certified True Copy of Title (1 original copy for titled property only)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 4
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Approved building plan/permit, Occupancy permit, Bill of materials of actual construction cost approved and signed by an architect or Engineer		Office of the Building Official
Affidavit of No Building Permit (1 original copy)		Applicant
Notarized Affidavit the actual status of the property (1 original copy)		Assessor's Office – Windows 3 or 4
Certification/Clearance/Order of Conversion (1 photocopy)		DAR
Notarized Affidavit of Non-tenancy (1 original copy)		Principal Owner
Certification from:(1 photocopy) a. Resolution or Ordinance b. Housing and Land Use Regulatory Board c. Zoning Certificate d. National Irrigation Authority, if irrigated rice land		Sangguniang Panglungsod HLURB City Planning and Development Office NIA

Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl D. Genito License Officer III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration Reclassification fee: Php 1.00 per sq.m.	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Liezl D. Genito License Officer III
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Preparation of FAAS of Land d. Preparation of FAAS of Building		7 days	Roy Ebio Tax Mapper II Inspectors Edgardo Bautista LAOO IV Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II

	e. Recording f. Approval of FAAS g. Numbering h. Encoding/Printing i. Final Approval			Secretariat Engr. Reynaldo Hapa City Assessor LAOO IV Emily Dela Cruz LAOO IV Encoders/Edgardo Bautista Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim requested document	4. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on computation	7 days	

16. CONSOLIDATION/SUBDIVISION OF MOTHER LOTS WITH AND WITHOUT IMPROVEMENT

This service pertains to the issuance of tax declaration to the mother lot/s to be consolidated or subdivided.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Highly Technical	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All including subdivision and condominium developers, public utility companies, supermalls, convenience stores, hospitals and industrial companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Letter Request addressed to the City Assessor		Person being represented
Certified True Copy of Titles (1 original copy for titled property only)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 4
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Approved building plan/permit, Occupancy permit, Bill of materials of actual construction cost approved and signed by an architect or Engineer (IF THERE ARE IMPROVEMENTS ONLY)		Office of the Building Official
Affidavit of No Building Permit, IF THERE ARE IMPROVEMENTS ONLY (1 original copy)		Applicant
Notarized Affidavit the actual status of the property (1 original copy)		Assessor's Office – Windows 3 or 4
Approved subdivision plan, technical description, site development plan – Hard copy (20"x30") and AutoCAD File (For Developers)		DENR – LMB, LRA, CPDO
Approved original subdivision plan, if altered (For Developers)		CPDO, Sangguniang Panglungsod
Approved Alteration Permit (For Developers)		CPDO/Sangguniang Panglungsod, HLURB
License to Sell (1 photocopy) (For Developers)		HLURB

List/tabulation of all original subdivision lots with mother title numbers and tax declaration numbers) (e-file or photocopy)	CPDO, Sangguniang Panglungsod, HLURB			
Sketch Map of location of property	Client			
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00 PM to 4:00 PM	Assessor's Inspectors			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy.	None	10 minutes	Liezl Genito LAOO III
	1.2 Issue order of payment	None		
2.. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue claim stub.	None	5 minutes	Liezl Genito LAOO III
	3.2 Start processing the request a. Plotting b. Ocular inspection c. Preparation of FAAS of Land d. Preparation of FAAS of Improvement	None	19 days	Roy Ebio Tax Mapper III
		None		Inspectors
		None		Edgardo Bautista LAOO IV Mc Lincoln Magsino Tax Mapper I
		None		Mc Lincoln Magsino Tax Mapper I Ken Dacatimbang LAOO II

	e. Recording	None		Secretariat
	f. Approval of FAAS	None		Engr. Reynaldo Hapa City Assessor
	g. Numbering	None		Emily Dela Cruz LAOO IV
	h. Encoding/Printing	None		Encoders/ Edgardo Bautista LAOO IV
	i. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim requested document.	5. Release the document requested	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	20 days	



17. CORRECTION OF DATA/REVISION OF TAX DECLARATION DUE TO TYPOGRAPHICAL ERROR ON ASSESSEMENT RECORDS BASED ON CERTIFIED TRUE COPY OF TITLE

This service pertains to the correction of data on declarant's name, address, title number and other necessary information that are basically typographical only based on titles.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Letter Request addressed to the City Assessor		Person being represented
Certified True Copy of Titles (1 original copy for titled property only)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 4
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Notarized Affidavit the actual status of the property (1 original copy)		Assessor's Office – Windows 3 or 4
Notarized Sworn Statement stating true market value of the property (1 original copy)		Assessor's Office – Windows 3 or 4
Sketch Map of location of property		Client
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00 PM to 4:00 PM.		Assessor's Inspectors

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 4	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl Genito LAOO III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue claim stub	None	5 minutes	Liezl Genito LAOO III
	3.2 Start processing the request	None	6 days	
	a. Plotting	None		Roy Ebio Tax Mapper III
	b. Ocular inspection	None		Inspectors
	c. Preparation of FAAS of Land	None		Edgardo Bautista LAOO IV
	d. Preparation of FAAS of Improvement	None		Alexander Sapin Elmer Camerino Liezl Genito LAOO III Ken Dacatimbang LAOO II
	e. Recording	None		Secretariat
f. Approval of FAAS	None	Engr. Reynaldo Hapa City Assessor		

	g. Numbering	None		Emily Dela Cruz LAOO IV
	h. Encoding/Printing	None		Encoders/ Edgardo Bautista LAOO IV
	i. Final Approval	None		Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 4 and claim requested document.	4. Release the document requested.	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 25.00	7 days	

18. RECORDS OF ASSESSMENT MANAGEMENT SERVICES

18.1 VERIFICATION OF RECORDS OF ASSESSMENT

18.2 ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION OF LAND AND IMPROVEMENT

18.3 ISSUANCE OF CERTIFICATE OF TAX EXEMPT FROM PAYING REALTY TAXES FOR EDUCATIONAL, CHARITABLE, RELIGIOUS AND INSTITUTIONAL PROPERTIES

This service pertains to verification and issuance of assessment records for the following purposes: payment, reference-individual, corporate, government, transfer of title and loans.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Geodetic Engineers Conducting Parcellary Surveys:		LRA, LMB, HLURB
A. Compliance to Sec. 211 Of Ra. 7160: Duty of Geodetic Engineers to Furnish Copy of Plans to Assessor – (copy of each of all approved original or subdivision plans or maps of surveys executed from LMB, LRA and HLURB (white or blue print copy)		
B. Notarized Affidavit stating that the said Geodetic Engineer never conducted any surveys within the jurisdiction of City of Imus.		Geodetic Engineer/Applicant
C. Complete list of surveyed properties conducted within the City of Imus indicating mother and resulting lots, survey numbers and exact location (1 photocopy or Excel Files)		Geodetic Engineer/Applicant

Letter Request addressed to the City Assessor		Principal Owner/applicant		
Certified True Copy of Title (1 original copy for titled property only)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoar City Hall		
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 5		
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 5	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl Genito LAOO III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Certification fee Fee: Php 50.00 per certified true copy of tax dec	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	5 minutes	Liezl Genito LAOO III Emily Dela Cruz LAOO IV Edgardo Bautista LAOO IV Engr. Reynaldo Hapa City Assessor
	3.2 Start processing the request	None	10 minutes	
	a. Verify records	None		
	b. Prepare certificates	None		
	c. Print certificate	None		
	d. Review	None		
e. Recording	None			
f. Final Approval		None		
4. Present claim stub to Windows 3 or 5 and claim requested document.	4. Release the document requested.	None	2 minutes	Secretariat
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 50.00	30 minutes	

19. RECORDS OF ASSESSMENT MANAGEMENT SERVICES

19.1 ISSUANCE OF NO PROPERTY

19.2 ISSUANCE OF AGGREGATE PROPERTY HOLDINGS

This service pertains to verification and issuance of assessment records for the following purposes: payment, reference-individual, corporate, government, transfer of title and loans.

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Marriage certificate and birth certificate of heirs of the deceased declarant (1 photocopy of PSA or CCR certified true copy)		
Certified True Copy of Title (1 original copy for titled property only)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoar City Hall
Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 3 or 5
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Letter request from the concerned agencies, if will be used for medical/educational/financial assistance (1 photocopy)		PAO, School, Hospital, DSWD
Notarized Extrajudicial Settlement of Estate (1 photocopy)		Client
Death Certificate of the deceased declared owners and heirs, if to be used for payment of estate taxes		Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 5	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl Genito LAOO III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Certification fee Fee: Php 50.00 per certified true copy of tax dec	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 4	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	5 minutes	Liezl Genito LAOO III Emily Dela Cruz LAOO IV Edgardo Bautista LAOO IV Engr. Reynaldo Hapa City Assessor
	3.2 Start processing the request	None	2 days	
	a. Verify records	None		
	b. Prepare certificates	None		
	c. Print certificate	None		
	d. Review	None		
e. Recording	None			
f. Final Approval		None		
4. Present claim stub to Windows 3 or 5 and claim requested document.	4. Release the document requested	None	2 minutes	Liezl Genito LAOO III
TOTAL		Php 50.00	3 DAYS	

20. ANNOTATION/CANCELLATION OF MORTGAGE ON TAX DECLARATION

This service pertains to cancellation or annotation of mortgage on tax declaration.

OFFICE OR DIVISION	Office of the City Assessor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Principal Owner				
Government Issued Identification Card (1 photocopy with 3 original signatures)			BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO	
For Representative				
Authorization letter from the owner/s (1 original copy)			Person being represented	
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative			Person being represented	
Certified True Copy of Title (1 original copy for titled property only)			Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall	
Tax Declaration of Land and building (1 photocopy)			Assessor's Office – Windows 3 or 5	
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)			Treasurer's Office – Windows 11-14	
Copy of mortgage/release of mortgage (1 original copy)			Financial Institutions, Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 3 or 5	1. Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl Genito LAOO III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Certification fee Fee: Php 50.00 per certified true copy of tax dec	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None		
	3.2 Start processing the request	None	20 minutes	

	a. Verify records b. Annotate/Cancel mortgage c. Prepare certificates d. Print certificate e. Review f. Recording g. Final Approval	None None None None None None None		Liezl Genito LAOO III Emily Dela Cruz LAOO IV Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 5 and claim requested document	4. Release the document requested	None	2 minutes	Liezl Genito LAOO III
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 50.00	37 minutes	

21. CANCELLATION OF RECORDS WITH DUAL OR ULTIPLE ASSESSMENT AND/OR PROPERTIES THAT ARE ALREADY TOTALLY DEMOLISEHD OR NO LONGER EXISTING

This service pertains to the issuance of Notice of Cancellation of Records of assessment for properties found out to be doubled or totally demolished

OFFICE OR DIVISION	Office of the City Assessor	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Principal Owner		
Government Issued Identification Card (1 photocopy with 3 original signatures)		BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO
For Representative		
Authorization letter from the owner/s (1 original copy)		Person being represented
Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented
Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)		Principal Owner
Certified True Copy of Title (1 original copy)		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks-Robinsons Dasmarias City, Bacoor City Hall
Tax Declaration of Land/and improvement		Assessor's Office – Windows 3 or 5
Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 11-14
Latest photograph of the property		Aapplicant
Notarized Affidavit stating the actual status of the property (1 original copy)		Assessor's Office – Windows 3 or 5
Fire incident report/certificate 1 photocopy)		Bureau of Fire, Barangay Captain
Demolition Permit (1 Photocopy)		Office of the Building Official
Certificate of Business Closure/Retirement		BPLO, City Treasurer, DTI/SEC
Approved building plan/fencing permit; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer, if there were new construction already		Office of the Building Official – 4 th Floor
Business Permit/DTI Permit/SEC Registration, if there were already business		BPLO, DTI, SEC

establishments constructed (1 photocopy)				
Sketch Map of location of property		Client		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 2 or 3	1.1 Receive the required documents and check for completeness and accuracy. 1.2 Issue order of payment	None	10 minutes	Liezl D. Genito License Officer III
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 11 - 14	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	5 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 3 or 5	3.1 Accept photocopy of Official Receipt and issue claim stub 3.2 Start processing the request a. Plotting b. Ocular inspection c. Prepare Notice of Cancellation d. Numbering e. Cancellation of Records f. Final approval	None	2 minutes 6 days	Liezl D. Genito License Officer III Roy Ebio Tax Mapper II Inspectors Ermily Dela Cruz LAOO IV Engr. Reynaldo Hapa City Assessor
4. Present claim stub to Windows 3 or 5 and claim requested document.	4. Release the document requested	None	2 minutes	Secretariat
TOTAL		Php 25.00	7 days	