

Name of Department/Office: MUNICIPAL ASSESSOR'S OFFICE

Vision: All Kinds and class of real properties within our municipality's bound are accounted for – as to land, buildings/structures, plant, machineries and equipment. Appraisal and assessment updated with respect to continuous, revisions of SMV for taxation purposes. This and means to gauge our township's wealth and resources for capability, progress and sustainable development.

Mission: Assist the Municipal Treasurer's Office in its real property tax collection efforts – revenue generation thru local source. As such strive for a complete listing and updation of real properties in the Tax Map Control.

Mandate: Real Property Tax Administration.

NAME OF DEPARTMENT/OFFICE: MUNICIPAL ASSESSOR'S OFFICE						
STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
Transfer of declared ownership and Revision of Tax Declaration as per actual use						
1	Request and Present the Registered documents for transfer of ownership	- Examine and Verify supporting documents presented - Update Tax Map, Encode FAAS and Tax Declaration	30 min.	MASSO STAFF		1. Registered Deed of Sale 2. Registered Extrajudicial Settlement with Sale 3. Registered Extrajudicial Partition 4. CAR 5. Latest Tax Clearance 6. Electronic Copy of Land Title 7. Approved Subdivision Plan 8. Technical Description 9. Certification of MPDC
2	Request for Revision of Tax Declaration and Present Supporting documents	- Examine and Verify supporting documents presented - Update Tax Map, Encode FAAS and Tax Declaration	30 min.	MASSO STAFF		
Issuance of New Tax Declaration of Land						
1	Request for Issuance of Tax Declaration and Present documents	- Examine and Verify supporting documents presented - Update Tax Map, Encode FAAS and Tax Declaration	30 min.	MASSO STAFF		1. Electronic copy of Original Certificate of Title 2. Approved Subdivision Plan 3. Barangay Certification
		- Post Notice of Application for Issuance of Tax Declaration for the first time to concern barangay	10 min. (Excluding Travel Time)	MASSO STAFF		15 days Posting
		- Collect Certifications from concern barangay	10 min. (Excluding Travel Time)			After 15 days posting
Issuance of New Tax Declaration for Buildings, Machineries and other Structures						
1	Request and Present supporting documents	- Conduct ocular and appraise/assess fair market value	40 min. (Excluding Travel Time)	MASSO HEAD		1. Notarized Sworn Statement 2. Approved Building Permit 3. Certificate of Occupancy

NAME OF DEPARTMENT/OFFICE: MUNICIPAL ASSESSOR'S OFFICE

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
Issuance of Certified True Copy of Tax Declaration						
1	Request for Certified True Copy	Verify and Issue Certified True Copy	3 min.	MASSO STAFF	Php 50.00	Required to present authorization letter from the declared owner for representatives
2	Pay Amount Due	Encode O.R. No.	1 min.	MASSO STAFF		
3	Claim Requested Certified True Copy	Release Certified True Copy	1 min	MASSO STAFF		
Issuance of Certifications and Tracer Verification						
1	Request for Certification of no improvement/with improvement and no landholding	Verify, Encode	10 min.	MASSO STAFF	Php 50.00	
2	Request for Certification of Land Holdings and Tracer Verification	Verify, Encode	30 min.	MASSO STAFF	Php 50.00	
3	Pay Amount due	Encode O.R. No.	1 min.	MASSO STAFF		
4	Claim Requested Certification/Tracer	Release Certification/Tracer	1 min.	MASSO STAFF		
Annotation of Real Estate Mortgage and Cancellation of Real Estate Mortgage						
1	Request and present furnish copy of registered documents for annotation	Verify, annotate and file office copy	5 min.	MASSO STAFF		Registered Real Estate Mortgage and Cancellation of Real Estate Mortgage
2	Claim requested annotated documents	Release annotated documents	1 min.	MASSO STAFF		