

OFFICE OF THE MUNICIPAL ASSESSOR

Organizational Chart



MARCELO P. GAYETA
Municipal Mayor



MARIA CHONA D. VENDIOLA
Municipal Assessor

TAX MAPPING DIVISION



GREGORY RUSSELL L. MENDOZA
Tax Mapper II




ALVIN ROSALES
Tax Mapper Aide


APPRAISAL AND RECORD DIVISION



VACANT
LAO 1



VACANT
Clerk IV



RECCA SHIELA O. BALASI
Assessment Clerk II



RYSON M. MONTALBO
Assessment Clerk III



MIGUEL R. CASTRO
Assessment Clerk II



ALDWIN BELTRAN
Clerk I



OFFICE OF THE MUNICIPAL ASSESSOR

VISION: Commits to attain supreme efficiency in the appraisal and assessment of real properties for taxation purposes in its highest standard.

MISSION: To generate sustainable revenues from real property taxes with implementation of innovative changes in policy, procedures and system.

1. ISSUANCE OF OWNER'S COPY OF UPDATED TAX DECLARATION

The owner's copy of updated tax declaration is issued to the current or new owner of a land, building and machinery. The purpose of such issuance is for taxation purposes and for the update of the Office of the Municipal Assessor's records.

Office or Division	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Titled Property				
Two (2) photocopies of Land Title		From the owner		
Two (2) photocopies of Deed of Conveyance (Sale, Inheritance, donation, etc.)		From the owner		
Two(2) photocopies of Clearance from Bureau of Internal Revenue, either payment of Capital Gains Tax, Donor's Tax or Estate Tax		From the owner		
Two(2) Photocopies of Approved Subdivision plan (Segregation, Consolidation)		From the owner		
Latest Real property Tax Payment		Office of the Municipal Treasurer		
Two(2) photocopies Transfer Tax and transfer fee receipt		Office of the Municipal Treasurer		
Untitled Property				
Two(2) photocopies of Barangay Certificate		Office of the <i>Punong Barangay</i>		
Two(2) photocopies of Duly Notarized Sworn Statement		Any duly registered Law Office		
Two (2) Affidavit of Adjacent Owners		From the Owner		
Two(2) photocopies of CENRO Certification		Community Environmental Natural Resources Office (CENRO)		
Two(2) photocopies of Location Map		CENRO		
Two (2) photocopies of Subdivision Plan		Private Surveyor Office		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	Receives and reviews the documents.	N/A	5 minutes	RECCA SHIELA O. BALASI Assessment Clerk II



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2. Pay the re-quired fees at the Office of the Mu-nicipal Treasur-er	2.1 Accepts the payment for the requested service 2.2 Issues the Of-fice Receipt	See table below	5 minutes 1 minute	MARIA BELEN GAA RCC II
3. Return to the Assessor's Office for the release of updated tax dec-laration	3.1 Checks the Of-ficial Receipt 3.2 Prepares the following: A. Field ap-praisal and Assess-ment Sheet (FAAS) B. Tax Declara-tion C. Notice of Assess-ment (NOA) 3.3 Project the map (Segregates Subdivision Plan) 3.4 Review and issues the Tax Dec-laration		2 minutes 25 minutes 30 minutes 15 minutes	RYSON M. MONTALBO Assessment Clerk III GREGORY RUSSELL L. MENDOZA Tax Mapper II RYSON M. MONTALBO Assessment Clerk III GREGORY RUSSELL L. MENDOZA Tax Mapper II MARIA CHONA D. VENDIOLA Municipal Assessor
TOTAL:			1 hour and 23 minutes	



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FEES	
Issuance fee	(P 100.00 to P 550.00 based on Mar-
ISSUANCE FEE TABLE	
P 0.00 – 100,000.00	P 100.00
100,001.00 – 200,000.00	P 150.00
200,001.00 – 300,000.00	P 230.00
300,001.00 – 400,000.00	P 330.00
400,001.00 – 500,000.00	P 430.00
Over 500,000.00	P 550.00



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2. ASSESSMENT OF BUILDING OR MACHINERY

The new Tax Declaration (TD) is prepared for constructed buildings and installed machineries.

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

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

Office or Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 original Blueprint copy of the approved building Plan (for building)			From the owner	
Two(2) Photocopies of Building Permit			From the owner	
Two(2) Photocopies of Occupancy Permit/Certificate of Completion			From the owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSEING TIME	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	1.1 Receives and reviews the document.		3 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
	1.2 Provides a Service Slip for endorsement to the Tax Mapping Division		2 minutes	GREGORY RUSSELL L. MENDOZA Tax Mapper II
	1.3 Reviews and checks the documents.		10 minutes	ALVIN ROSALES Tax Mapping Aide



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2. Accompany the Tax Mapper during the conduct of inspection to assess the value of the new building or machinery	2.1 Inspects the building or machinery		1 day	GREGORY RUSSELL L. MENDOZA Tax Mapper II
	2.2 Prepares Field Appraisal and Assessment Sheet (FAAS) Report.		5 minutes	ALVIN ROSALES Tax Mapping Aide
3. Pay the required fees at the Office of the Municipal Treasurer	3.1 Accepts the payment for the requested service	Issuance fee (see table below)	4 minutes	MARIA BELEN GAA RCC II
	3.2 Issues the Office Receipt		1 minute	GREGORY RUSSELL L. MENDOZA Tax Mapper II
	3.3 Prepares the following: Field appraisal and Assessment Sheet (FAAS) Tax Declaration Notice of Assessment (NOA)		25 minutes	ALVIN ROSALES Tax Mapping Aide
	3.4 Review and issues the Tax Declaration		15 minutes	MARIA CHONA D. VENDIOLA Municipal Assessor
TOTAL:			1 day, 1 hour and 5 minutes	



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FEES	
Issuance fee	(P 100.00 to P 550.00 based on Mar-
ISSUANCE FEE TABLE	
P 0.00 – 100,000.00	P 100.00
100,001.00 – 200,000.00	P 150.00
200,001.00 – 300,000.00	P 230.00
300,001.00 – 400,000.00	P 330.00
400,001.00 – 500,000.00	P 430.00
Over 500,000.00	P 550.00



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3. ISSUANCE OF CERTIFICATION ON TAX DECLARATION, PROPERTY HOLDINGS AND NON-IMPROVEMENT

The Tax Declaration (TD) serves as the municipality's permanent record every real property unit (land or building). A certified true copy of tax declaration or certifications of various property holdings or non-Improvements thereon may be requested from the Municipal Assessor's Office.

Office or Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One(1) Original or Photocopy of owners copy of Tax Declaration			From the owner	
2 pieces of Original Documentary Stamp			Bureau of Internal Revenue	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	1.1 Receives and reviews the document.		3 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
	1.2 Provides a Service Slip for endorsement to the Tax Mapping Division for Certificate of No Improvement and to the Records Division for certified true copy of tax declaration, landholdings and various certification except no improvement		2 minutes	
2. Pay the required fees at the Office of the Municipal Treasurer	2.1 Accepts the payment for the requested service	Cert. True Copy of Tax dec.	4 minutes	MILDRED L. AQUINO LTOA
	2.2 Issues the Office Receipt	Cert. of No Improvement Cert. of Aggregate Landholding Cert. of No Aggregate Landholding Cert. of No Real Property See table below	1 minute	



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3. Return to the Office of the Municipal Assessor for the preparation and release of Certified True Copy (CTC) of the document or certification	3.1 Checks the official receipt		5 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
	3.2 Receives and endorses the Service Slip to the Records Management Division/Tax Mapping Division			
	3.3 Reviews the submitted document and prepare the CTC of the document or certification		15 minutes	RYSON M. MONTALBO Assessment Clerk III
	3.4 Issues a copy of the certification or certified true copy of Tax Declaration		5 minutes	MARIA CHONA D. VENDIOLA Municipal Assessor
TOTAL:			35 minutes	

FEES	
Certified true copy of Tax Declaration	Php 150.00
Certified machine copy of Tax Declaration	Php 85.00
Certificate of Aggregate Landholding	Php 100.00
Certificate of No Improvement	Php 100.00
Certificate of No Aggregate Landholding	Php 100.00
Certificate of No Real Property	Php 100.00



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4. CANCELLATION, REVISION OR CORRECTION OF ASSESSEMENT

Clients who like to adjust, correct or delete assessments of their real property may requests for this service. The Municipal Assessor's records are used by the Land Tax Division of the Municipal Treasurer's office to compute the annual tax to be paid by owners of land and building.

Office or Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three(3) photocopies of Letter of Request for Cancellation, Revision or Correction of Assessment		From the owner		
Three(3) photocopies of Certificate of Real Property Tax Payment		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	1.1 Receive and reviews the document.		3 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
	1.2 Provides a Service Slip for endorsement to the Tax Mapping Division or Records Division		2 minutes	RYSON M. MONTALBO Assessment Clerk III
	1.3 Receives and evaluates the documents.		5 minutes	
2. Accompany the Tax Mapper during the conduct of inspection to assess the value of the new building or machinery	2.1 Inspects the site and determine if there is basis for cancellation, revision or correction of assessment.		1 day	GREGORY RUSSELL L. MENDOZA Tax Mapper II
	2.2 Prepares a Field Appraisal and Assessment Sheet (FAAS)			RECCA SHIELA O. BALASI Assessment Clerk II
	2.3 Prepares an inspection report (if site inspection was conducted).			RYSON M. MONTALBO Assessment Clerk



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3. Pay the required fees at the Office of the Municipal Treasurer	3.1 Accepts the payment for the requested service	Issuance fee (see table below)	4 minutes	MILDRED L. AQUINO LTOA
	3.2 Issues the Office Receipt		1 minute	
	3.4 Issues notice of Cancellation, Revision or Correction		5 minutes	
TOTAL:			1 day and 20	



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5. VERIFICATION OF HISTORY OF REAL PROPERTY TAX ASSESSMENTS OR TAX DECLARATION

This is a type of service extended by the Office of the Municipal Assessor to the clients who wants to know the history of their property. The history that it refers to are those regarding to ownerships, building and machinery assessment etc.

Office or Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One(1) Photocopy of Title			From the Owner	
One(1) Photocopy of Related Reference Document could either be approved plan, sketch plan, real property tax receipt and tax declaration.			From the Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	1.1 Receives and reviews the document.		5 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
	1.2 Provides a Service Slip for endorsement to the Tax Mapping Division			
2. Submit Service Slip to the Records and Management Division (RMD) for the processing of request	2.1 Verifies and researches the history of the real property		10 minutes	RYSON M. MONTALBO Assessment Clerk III
	2.2 Provides history of the real property		5 minutes	
TOTAL:			20 minutes	
FEE				
Research and verification fee - Php 100.00				



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6. VERIFICATION OF PROPERTY LOCATION AND VICINITY

This service enables clients to identify real property ownership and location in the Tax Map at the Municipal Assessor's Office.

Office or Division	OFFICE OF THE MUNICIPAL ASSESSOR			
Classification:	Complex			
Type of Transac-	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One(1) Photocopy of Title or Tax Declaration			From the owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Service Slip and Submit the required documents.	1.1 Receives and reviews the document. 1.2 Provides a Service Slip for endorsement to the Records and Management Division		5 minutes	RECCA SHIELA O. BALASI Assessment Clerk II
2. Submit Service Slip together with the required documents to Tax Mapping Division (TMD) for the identification of property location.	2.1 Receives the documents and verify the location of the real property in the Tax Map.		10 minutes	ALVIN ROSALES Tax Mapping Aide
	2.2 provides information about the vicinity of the property to the client		5 minutes	GREGORY RUSSELL L. MENDOZA Tax Mapper II
TOTAL:			15 minutes	
FEES				
Certified copy of tax map - Php 200.00				
Certified copy of location map - Php 200.00				

