CITY ASSESSOR'S OFFICE EXTERNAL SERVICES





www.cityofimus.gov.ph

A. APPRAISAL SERVICES

1. FIRST TIME DECLARATION OF IMPROVEMENT (HOUSE, BUILDING, FENCE, PAVEMENT AND MACHINERY)

2. RE-ASSESSMENT DUE TO SUBSTANTIAL INTRODUCTION OF ADDITION IMPROVEMENT

Persons who are acquiring real property or making improvements thereon as well as the Office of the city Assessor have the duty to make declaration of real property as provided by law. This service requested by declarant/owners is for the issuance of tax declaration for his newly constructed/reconstructed building and or/newly installed machinery.

OFFICE OR DIVISION	City Assessor's Office		
CLASSIFICATION	Highly Technical		
TYPE OF TRANSACTION	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business		
WHO MAY AVAIL THE SERVICE	All Imus City real property owners/tax pay	/ers, buyers, realtors/developers and other parties concerned.	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
FOR DECLARED PROPERTY OWN	IER		
Signed photocopy of owner's one (1) valid I.D. from the list below:		
	assport, Senior Citizen ID, SSS ID, tration Form, Integrated Bar of the se, AFPSLAI ID, PVAO ID, AFP g ID, Person With Disability (PWD) ID, lipino Program (4Ps) ID, Barangay ID,	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth.	
stating the specific purpose for security with attached signed photocopy of varepresentative. **Apostilled or Consularized Special is abroad. *** Notarized Deed of Sale/Deed of var	Pecial Power of Attorney from the owner ring documents and property description alid I.D. of owner and authorized Power of Attorney if the property owner Assignment/Memorandum or Contract of age if the title is not yet transferred to the	Person being represented	







FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with		Person being represer	nted	
Attached signed photocopy of valid I.D. of Corporate Secretary and				
authorized Representative.				
2. Processing fee of Php. 25.00 per t	ax declaration applied	Treasurer's Office, Wir	ndow 8 or 9	
3 .Processing time: 7 working days		Assessor's Office		
4. Ocular inspection of the subject pr	operty (every day from 8:30AM to 11:30	Assessor's Office		
AM and 1:00PM to 4:00 PM)				
BASIC REQUIREMENTS (Clear Ph	otocopy of the Following)			
1. Electronic Copy of the latest Trans	sfer Certificate of Title	Registry of Deeds-Tre	ce Martires, Reg. of Dee	ds Kiosks- Robinsons
		Dasmarinas City, Baco	-	
2. Tax Declaration of Land		Assessor's Office	•	
3. Latest/Current Real Property Tax	Receipt/ Tax Clearance Certificate	Treasurer's Office, win	ndows 17 to 19 & 15 & 23	3
4. Approved Building Plan		Office of the Building Official – 2nd Floor		
5. Bill of Materials of actual construct	ion signed and sealed by Architect or	Office of the Building Official – 2nd Floor		
Engineer				
6. Building Permit and/or Occupancy Permit		Office of the Building C	Official – 2nd Floor	
7. Printed colored photographs of lat	est and actual condition of the property	Principal Owner/Applicant		
(Exterior and interior portion of the bu	uilding)			
8. Sworn statement stating the true n	narket value of the property- Notarized,	Assessor's Office		
signed by owner or Authorized Repre	esentative ONLY.			
9. Sketch of exact location or Vicinity		Applicant		
Note: Subject to Back Taxes of 10 ye	ears (Sec. 222 of RA 7160) for first time			
declaration of property without sufficient proof of date of latest construction.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to	•	None	5 minutes	Assessor's assigned personnel
any of Window 1 to 5	check for completeness and accuracy.			
	1.2 Issue order of payment			







2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 8 or 9	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office any from Windows 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assessor's Office assigned personnel
	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy Ebio Tax Mapper II and tax mapping personnel
	B. Ocular inspection			Appraisers: Engr. Ken Dacatimbang LAOO II
	C. Appraisal/Preparation of FAAS			Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Ramon Crisostomo Jr.
	D. Approval of FAAS			Elmer Camerino Acting City Assessor
	E. Numbering			Records personnel
	F. Encoding/Reviewing/Printing			Assessment & Records Personnel
	G. Final Approval			Elmer Camerino







	H. Recording/Filing			Acting City Assessor Secretariat
4. Present claim stub and valid I.D. of the presenter to Window 1 to 5	4. Release the document requested	None	2 minutes	Secretariat
	TOTAL	Php 25.00 per tax	7 days	
		declaration	,	

3. RECLASSIFICATION/RE-ASSESSMENT OF ACTUAL USE OF LAND AND BUILDING BASED ON TIS PREDOMINANT USE

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

OFFICE OR DIVISION	City Assessor's Office			
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 DECLARED PROPERTY OWN	IER			
Signed photocopy of owner's one (1)	valid I.D. from the list below:			
E-Card/Umid, Employee's ID/ Office ID, Driver's License, Professional Regulation Commission (PRC) ID, Passport, Senior Citizen ID, SSS ID, Comelec/Voter's ID/ Comelec Registration Form, Integrated Bar of the Philippines (IBP) ID, Firearms License, AFPSLAI ID, PVAO ID, AFP Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, Person With Disability (PWD) ID, Solo Parent ID, PantawidPamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,				
FOR AUTHORIZED REPRESENTA		Person being represented		
 * Authorization letter from the owner/s (1 original copy) ** 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 		Person being represented		







/Real Person being represented /ith Person /company being represented Treasurer's Office,
Treasurer's Office,
Treasurer's Office,
Treasurer's Office,
30 AM Assessor's Office
30 AM Assessor's Office
Principal owner
Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarinas City, Bacoor City Hall
Assessor's Office – Windows 1 to 5
Assessor's Office – Windows 1 to 5
als of Office of the Building Official – 2nd Floor
y Applicant
Applicant
FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE
ts and None 5 minutes Assessor's assigned personnel
1





2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 8 or 9	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office to any from Windows 2 to 7	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assessor's Office assigned personnel
	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II and tax mapping personnel
	B. Ocular inspection			Appraisers: Engr. Ken Dacatimbang
	C. Appraisal/Preparation of FAAS			LAOO II Engr. Joycell Bawalan LAOO I
				Marina Gonzales LAOO III Ramon Crisostomo Jr. LAOO I
	D. Approval of FAAS			Elmer L. Camerino Acting City Assessor
	E. Numbering			Records Personnel Assessment Personnel
	F. Encoding/Printing			ASSESSMENT FEISONNEI
	G. Final Approval			Elmer L. Camerino Acting City Assessor







	H. Recording/Filing			Records Personnel
4. Present claim stub to Window 1	4. Release the document requested	None	2 minutes	Secretariat
to 5				
	TOTAL	Php 25.00 per tax	7 days	
		declaration		

4. 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	City Assessor's Office	City Assessor's Office			
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			
1. FOR DECLARED PROPERTY O	WNER				
*Authorization letter from the owner/s	s (1 original copy)	Person being represented			
**Notarized/Consularized Special Po	ower of Attorney (1 photocopy) or	Person being represented			
Secretary's Certificate with attached	signed photocopy of Gov't. issued I.D. of				
Corporate Secretary and Authorized	Representative				
**Notarized Deed of Sale/Memorand	lum or Contract of Agreement/Lease/Real	Principal owner			
Estate Mortgage if the title is not yet	transferred to the				
new owner of being leased (1 photoc	сору)				
FOR CORPORATE OWNED PROP	ERTY: Latest Secretary's Certificate with	Person /company being represented			
Attached signed photocopy of valid I.D. of Corporate Secretary and					
authorized Representative.					
2.Processing fee of Php 25.00 per ta	ax declaration	Treasurer's Office, Window 8 or 9			
3.Processing time: 7 days					







and 1:00PM to 4:00 PM)			
otocopy of the following)			
ity Assessor (1 original copy)	Principal owner		
riginal copy)	Registry of Deeds-Tree	eMartires, Reg. of Deed	ds Kiosks- Robinsons
	Dasmarinas City, Baco	or City Hall	
ng(I photocopy)	Assessor's Office - Wi	ndows 1 to 5	
Clearance Certificate (1 photocopy)	Treasurer's Office – W	indows 17 to 19 & 15& 2	23
development plan; Occupancy Permit; bill	Office of the Building C	Official – 2nd Floor	
ned by Architect or Engineer			
Certification of Registration, Certificate of	BPLO – Ground Floor,	D.T.I.; B.I.R.; DECS, CH	HED, CBCP
Permit (DECS/CHED) and License to			
cles of Incorporation and By-Laws	S.E.C.		
8.Notarized sworn statement stating the true market value of the property (1		Assessor's Office – Windows 1 to 5	
ý	Applicant		
itest and actual condition of the property	Applicant		
AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Receive the required documents and	None	5 minutes	Assigned personnel
check for completeness and accuracy.			
1.1 Issue order of payment			
2.Receive the payment and issue the	Processing Fee: Php	2 minutes	City Treasurer's assigned
Official Receipt	25.00 per tax		personnel
	declaration		
3.1 Accept photocopy of Official Receipt	None	2 minutes	Assessor's Office assigned
and issue Claim stub			personnel
3.2 Start processing the request	None	6 days	
	otocopy of the following) ity Assessor (1 original copy) original copy) mg(I photocopy) c Clearance Certificate (1 photocopy) development plan; Occupancy Permit; bill gned by Architect or Engineer Certification of Registration, Certificate of Permit (DECS/CHED) and License to cles of Incorporation and By-Laws the true market value of the property (1 y ttest and actual condition of the property AGENCY ACTION 1 Receive the required documents and check for completeness and accuracy. 1.1 Issue order of payment 2.Receive the payment and issue the Official Receipt 3.1 Accept photocopy of Official Receipt and issue Claim stub	otocopy of the following)ity Assessor (1 original copy)priginal copy)riginal copy)riginal copy)Assessor's Office – WiAssessor's Office – WiClearance Certificate (1 photocopy)Assessor's Office – WiClearance Certificate (1 photocopy)Treasurer's Office – WiGevelopment plan; Occupancy Permit; billgned by Architect or EngineerCertification of Registration, Certificate ofPermit (DECS/CHED) and License tocles of Incorporation and By-Lawsthe true market value of the property (1Assessor's Office – WiyApplicantAgency ActionFEES TO BE PAID1 Receive the required documents and check for completeness and accuracy.1.1 Issue order of payment2.Receive the payment and issue the Official ReceiptNone3.1 Accept photocopy of Official Receipt and issue Claim stub	otocopy of the following) Principal owner ity Assessor (1 original copy) Principal owner riginal copy) Registry of Deeds-TreceMartires, Reg. of Deed ng(l photocopy) Assessor's Office – Windows 1 to 5 cClearance Certificate (1 photocopy) Treasurer's Office – Windows 17 to 19 & 15& 2 development plan; Occupancy Permit; bill Treasurer's Office – Windows 17 to 19 & 15& 2 office of the Building Official – 2nd Floor Office of the Building Official – 2nd Floor permit (DECS/CHED) and License to BPLO – Ground Floor, D.T.I.; B.I.R.; DECS, CH cles of Incorporation and By-Laws S.E.C. the true market value of the property (1 Assessor's Office – Windows 1 to 5 y Applicant test and actual condition of the property Applicant 1 Receive the required documents and check for completeness and accuracy. I.1 Issue order of payment 2.Receive the payment and issue the Official Receipt Processing Fee: Php 25.00 per tax declaration 3.1 Accept photocopy of Official Receipt and issue Claim stub None 2 minutes





	TOTAL	Php 25.00 per tax declaration	7 days	
to 5	4. Release the document requested	NONE	2 minutes	Georeianai
4. Present claim stub to Windows 1	H. Recording/Filing 4. Release the document requested	None	2 minutes	Records Personnel Secretariat
				City Assessor
	G. Final Approval			Elmer L. Camerino Acting
	F. Encoding/Printing			Assessment Personnel
	E. Numbering			Records Personnel
	D. Approval of FAAS			Elmer L. Camerino Acting City Assessor
				Ramon Crisostomo Jr. LAOO I
				Marina Gonzales LAOO I
				Engr. Joycell Bawalan LAOO I
	C. Appraisal/Preparation of FAAS			Engr. Ken Dacatimbang LAOO II
	B. Ocular inspection			Appraisers:
				personnel
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II and tax mapping







5. 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	City Assessor's Office		
CLASSIFICATION	Highly Technical		
TYPE OF TRANSACTION	G2G - Government to Government		
WHO MAY AVAIL THE SERVICE	LGU, Province, National Government and T	rial Courts	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. FOR DECLARED PROPERTY O	WNER		
Signed photocopy of owner's one (1) valid I.D. from the list below: E-Card/Umid, Employee's ID/ Office ID, Driver's License, Professional		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
Regulation Commission (PRC) ID, Passport, Senior Citizen ID, SSS ID, Comelec/Voter's ID/ Comelec Registration Form, Integrated Bar of the Philippines (IBP) ID, Firearms License, AFPSLAI ID, PVAO ID, AFP Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, Person With Disability (PWD) ID, Solo Parent ID, PantawidPamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,			
FOR AUTHORIZED REPRESENTA	TIVE:		
*Authorization letter from the owner/s **Notarized/Consularized Special Po Secretary's Certificate with attached issued I.D. of Corporate Secretary at ***Notarized Deed of Sale/Deed of A Agreement/Lease/Real Estate Mortg yet transferred to the new owner of b	wer of Attorney (1 photocopy) or signed photocopy of Gov't. Ind Authorized Representative ssignment/Memorandum or Contract of age if the title is not	Person being represented	
 2 .Processing time: 7 to 20 days 3. Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM) 		Assessor's Office	
BASIC REQUIREMENTS: clear Pho	procopy of the following):		



1. Indorsement letter to conduct property appraisal or Regional Trial Court		City Mayor, RTC		
Order/Subpoena				
2. Electronic Copy of Title (1 original copy)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons		
		Dasmarinas City, Ba		
3. Tax Declaration of Land and build	ing(Iphotocopy)	Assessor's Office – V	Vindows 1 to 5	
4. Updated Realty Tax Receipt or Ta	x Clearance Certificate (1 photocopy)	Treasurer's Office –	Windows 17 to 19 & 15 &	23
5. Sketch Map of location of property		Applicant		
6. Printed colored photographs of lat	est and actual condition of the property.	Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to any from Windows 1 to 5	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Elmer L. Camerino Acting City Assessor; Assigned personnel
	1.2 Start processing the requesta. Plottingb. Ocular inspection	None	2 days	Engr. Roy Ebio Tax Mapper II and tax mapping personnel Assigned Appraiser and inspectors
	1.3 Preparation of Narrative Report	None	2 days	Elmer Camerino, Acting City Assessor; Assigned Appraiser
	1.4 Convenes for determination of appraised valuation of the property	None	1 day	Appraisal Committee
2. Get Indorsement and Narrative	2. Indorsement of Narrative and Appraisal		30 minutes	Secretariat
and Appraisal Report.	Report to the Sangguniang Panglungsod			
	for Approval and Resolution			
	TOTAL	None	6 days	







6. 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	City Assessor's Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G - Government to Government; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	PEZA Registered Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.FOR DECLARED PROPERTY OV	VNER			
Signed photocopy of owner's one (1)) valid I.D. from the list below:	Government Agencies assigned such as:		
		GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,		
E-Card/Umid, Employee's ID/ Office		COMELEC, IBP, BIR, Post Office, HDMF, Philhealth		
Regulation Commission (PRC) ID, P	assport, Senior Citizen ID, SSS ID,			
Comelec/Voter's ID/ Comelec Regist				
	se, AFPSLAI ID, PVAO ID, AFP Beneficiary			
	With Disability (PWD) ID, Solo Parent ID,			
	4Ps) ID, Barangay ID, Philippine Postal ID,			
Phil-health ID, School ID				
FOR AUTHORIZED REPRESENTA				
*Authorization letter from the owner/s		Person being represented		
**Notarized/Consularized Special Po	• • • • • • •			
•	signed photocopy of Gov't. issued I.D. of			
Corporate Secretary and Authorized				
***Notarized Deed of Sale/Memoran				
•	age if the title is not yet transferred to the			
new owner of being leased (1 photod				
	ERTY: Latest Secretary's Certificate with	Person /company being represented		
• • • • • •	.D. of Corporate Secretary and authorized			
Representative.				
2. Processing fee: Php 25.00 per tax	declaration	Treasurer's Office, Window 8 or 9		
3. Processing time: 7 to 20 days				







4. Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		City Assessor's Office		
BASIC REQUIREMENTS (Clear ph	otocopy of the following):			
1. Letter Request addressed to the C	City Assessor (1 original copy)	Principal owner		
2. Electronic Copy of Title of land (1	original copy)	Registry of Deeds-Tree	ceMartires, Reg. of Deec	ls Kiosks- Robinsons
		Dasmarinas City, Baco	oor City Hall	
3. Tax Declaration of Land and build	ing (1 photocopy)	Assessor's Office – Wi	indows 1 to 5	
4. Updated Realty Tax Receipt or Ta	x Clearance Certificate (1 photocopy)	Treasurer's Office – W	/indows 17 to 19 & 15 & 2	23
5. Notarized sworn statement stating	true market values of the property (1	Assessor's Office		
original copy)				
6. Approved building plan/permit/Site	e development plan; Occupancy Permit; bill	Office of the Building C	Official – 2nd Floor	
of materials of actual construction sig	gned by Architect or Engineer			
7. List of complete machineries inclu		Applicant		
8. Business Permit, DTI Permit, BIR	Certification of Registration with Terms and	BPLO, Ground Floor, D.T.I.; B.I.R.;		
conditions, and Annual Audited Final	ncial Reports(1 photocopy)			
9.SEC Registration and Updated Art	icles of Incorporation and By-Laws	S.E.C.		
10.PEZA Reg. Certificate, Anti-Graft	Certificate,	PEZA OFFICE		
11.PEZA – ERD Form No. 97-01 (PE	ZA VAT Zero Rating Certificate)			
12.PEZA – ERD Form No. 97-01 (Co	prporate Income Tax Holiday)			
13.List of Affiliated Companies/tenar	ts registered with PEZA			
14. Printed colored photographs of la	test and current condition of the properties	Applicant		
15.Notarized sworn statement stating	g the true market value of the property	City Assessor's Office		
16.Sketch Map of location of propert	у	Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to	1. Receive the required documents and	None	5 minutes	Assigned Personnel
any from Windows 1 to 5	check for completeness and accuracy.			
	1.1 Issue order of payment			
2. Pay the required fees showing	2.Receive the payment and issue the	_	2 minutes	City Treasurer's assigned
the Order of Payment at Treasurer	Official Receipt.	Php 25.00 per tax		personnel
Office, Window 8 or 9		declaration		





3. Present O.R. to Assessor's office from Window 1 - 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assessor's Office assigned personnel
	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II and tax mapping personnel
	B. Ocular inspection			Appraisers:
	C. Appraisal/Preparation of FAAS			Engr. Ken Dacatimbang LAOO II Engr. Joycell Bawalan LAOO I
				Marina Gonzales LAOO III Ramon Crisostomo Jr. LAOO I
	D. Approval of FAAS			Elmer L. Camerino Acting City Assessor
	E. Numbering			Records Personnel Assessment Personnel
	F. Encoding/Printing			Assessment Personner
	G. Final Approval			Elmer L. Camerino Acting City Assessor
	H. Recording/Filing			Records Personnel





4. Present claim stub to Windows 2	4. Release the document requested	None	2 minutes	Secretariat
or 3				
	TOTAL	Php 25.00 per tax	7 days	
		declaration		







www.cityofimus.gov.ph

B. ASSESSMENT SERVICES

7. TRANSFER OF OWNERSHIP OF TAX DECLARATION OF TITLED PROPERTY

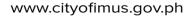
8. TRANSFER OF OWNERSHIP OF UNREGISTERED (NEVER BEEN ISSUED A TITLE OR REGISTERED IN THE REGISTRY OF DEEDS (OWNERSHIP OF LAND IS BASED ON TAX DECLARATION ONLY)

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

OFFICE OR DIVISION	City Assessor's Office				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business				
WHO MAY AVAIL THE SERVICE	All				
CHECKLIST	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1.FOR DECLARED PROPERTY OV	VNER				
Signed photocopy of owner's one (1) valid I.D. from the list below:		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,			
E-Card/Umid, Employee's ID/ Office	ID, Driver's License, Professional	COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
Regulation Commission (PRC) ID, P	assport, Senior Citizen ID, SSS ID,				
Comelec/Voter's ID/ Comelec Regist	ration Form, Integrated Bar of the				
Philippines (IBP) ID, Firearms Licens	se, AFPSLAI ID, PVAO ID, AFP Beneficiary				
ID, BIR (TIN) ID, Pag-ibig ID, Person	With Disability (PWD) ID, Solo Parent ID,				
PantawidPamilya Pilipino Program (4	1Ps) ID, Barangay ID, Philippine Postal ID,				
Phil-health ID, School ID,					
FOR AUTHORIZED REPRESENTA	TIVE:				
*Authorization letter from the owner/s	s (1 original copy)				
**Notarized/Consularized Special Po	, , , , , , , , , , , , , , , , , , ,				
Secretary's Certificate with attached					
issued I.D. of Corporate Secretary an	nd Authorized Representative	Person being represented			
***Notarized Deed of Sale/Memorane	dum or Contract of Agreement/Lease/Real				
Estate Mortgage if the title is not yet					
transferred to the new owner of being	g leased (1 photocopy)				
FOR CORPORATE OWNED PROP	ERTY: Latest Secretary's Certificate with				
Attached signed photocopy of valid I	.D. of Corporate Secretary and authorized	Person /company being represented			
Representative.					







2. Processing fee of Php. 25.00 per tax declaration applied	Treasurer's Office – Windows 8 or 9		
3. Processing time: working days	Assessor's Office – Windows 1 to 5		
4. Ocular Inspection will be conducted with proper coordination with contact	Inspector Assessor's Office		
person one (1) day prior to actual inspection			
BASIC REQUIREMENTS (Clear photocopy of the following):			
1. Electronic copy of the latest Transfer Certificate of Title	Registry of Deeds – TreceMartires City		
2. Electronic copy of cancelled/previous Transfer of Title.	Registry of Deeds – TreceMartires City		
3. Latest/Current Real Property Tax Receipt/ Tax Clearance cert.	Treasurer's Office – Window's17 to 19 & 15 & 23		
4. Mode of Transfer/ Acquisition:			
Deed of Absolute Sale			
Deed of Donation			
Deed of Exchange			
Deed of Assignment			
Extrajudicial Settlement of Estate			
Self-Adjudication	Trial Court		
For Foreclosed Properties:			
Certificate of Sale			
Original Affidavit of Consolidation			
For unregistered lot:			
a. LRA Certification (1 copy)			
5. Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – TreceMartires City		
6. Transfer tax receipt or certificate of payment (1 photocopy)	Treasurer Imus for Transfer Tax Receipt issued from 2012 up to present		
	Provincial Treasurer (TreceMartires City) for transfer Tax Issued from 2000		
	to 2011		
7. Notarized Sworn Statement stating current and true market value of	City Assessor's Office		
the property.			
8. Printed colored photographs of latest and actual condition of the property	Applicant		
(interior and exterior portion of the house)			
9.Sketch Map of location of property	Applicant		







CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 to 5	1.1 Receive the required documents and check for completeness and accuracy.1.1 Issue order of payment	None	5 minutes	Assigned personnel
2. Pay the required fees showing the Order of Payment at Treasurer Office Window 8 or 9	2. Receive the payment and issue the Official Receipt	Processing Fee: Php 25.00 per tax declaration	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 2 to 7	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel
	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy A. Ebio Tax Mapper III and tax mapping personnel
	B. Ocular inspection			Appraisers: Engr. Ken Dacatimbang
	C. Preparation of FAAS			LAOO II Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Ramon Crisostomo Jr. LAOO I
				Elmer I. Camerino
	D. Approval of FAAS			Acting City Assessor
	E. Numbering			Records Personnel





	F. Encoding/Printing			Assessment Personnel
	G. Final Approval			Elmer Camerino Acting City Assessor
	H. Recording			Secretariat
4. Present claim stub to Window1	4. Release the document requested	None	2 minutes	Secretariat
	TOTAL	Php 25.00 per tax	7 days	
		declaration		

9. 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

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

City Assessor's Office – Assessment				
Complex				
G2G - Government to Government; G2C – G	overnment to Citizen; G2B – Government to Business			
All				
OF REQUIREMENTS	WHERE TO SECURE			
VNER				
valid I.D. from the list below:	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,			
ID, Driver's License, Professional Regulation	COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
ted Bar of the Philippines (IBP) ID, Firearms				
lo Parent ID, PantawidPamilya Pilipino				
Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,				
TIVE:				
s (1 original copy)	Person being represented			
	G2G - Government to Government; G2C – G All OF REQUIREMENTS /NER valid I.D. from the list below: ID, Driver's License, Professional Regulation nior Citizen ID, SSS ID, Comelec/Voter's ID/ ted Bar of the Philippines (IBP) ID, Firearms P Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, o Parent ID, PantawidPamilya Pilipino ippine Postal ID, Phil-health ID, School ID, TIVE:			





**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	
***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)	
FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with	Person /company being represented
Attached	
signed photocopy of valid I.D. of Corporate Secretary and authorized	
Representative.	
2.Processing fee of Php. 25.00 per tax declaration applied	Treasurer's Office – Windows 8 or 9
3.Processing time: working days	Assessor's Office – Windows 1 to 5
4.Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM	Inspector Assessor's Office
and 1:00PM to 4:00 PM)	
BASIC REQUIREMENTS (Clear Photocopy of the following):	
1. Electronic Copy of Title (1 original copy)	Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons
	Dasmarinas City, Bacoor City Hall
2. Electronic copy cancelled title of mother lot (1 original copy)	Registry of Deeds
3. Certification that the original copy of CLOA/EP title is intact and existing in the	Registry of Deeds
said registry (1 original copy)	
4. Certificate of Award (1 photocopy)	Department of Agrarian
5.Tax Declaration of Land and building (1 photocopy)	Assessor's Office – Windows 1 to 5
6.Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 17 to 19 & 15 or 23
7.Notarized Sworn statement stating true market value of the property (1 original	Assessor's Office – Windows 1 to 5
сору)	
8. Notarized Deed of Conveyance (1 photocopy) such as:	Principal Owner
Deed of Absolute Sale	
Deed of Donation	
Deed of Exchange	
Deed of Assignment	
Extrajudicial Settlement of Estate	







Self-Adjudication					
		Trial Court			
Certificate of Sale					
Original Affidavit of Consolidation			01		
9. Certificate Authorizing Registration	· · · · · · · · · · · · · · · · · · ·	B.I.R. – TreceMartires			
10. Transfer tax receipt or certificate	of payment (1 photocopy)			from 2012 up to present	
		Provincial Treasurer (to 2011	I recemartires City) for th	ansfer Tax Issued from 2000	
Sketch Map of location of property		Applicant			
	erty (every day from 8:30AM to 11:30 AM	Inspectors of Assesso	r's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements to	1.1 Receive the required documents and	None	2 minutes	Assigned Personnel	
Window 1 to 5	check for completeness and accuracy. 1.2 Issue order of payment				
2. Pay the required fees showing	2.Receive the payment and issue the Official	Processing Fee:	2 minutes	City Treasurer's assigned	
the Order of Payment at Treasurer	Receipt	Php 25.00 per tax		personnel	
Office, Window 8 or 9		declaration			
3. Present O.R. to Assessor's office Windows 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel	
	3.2 Start processing the request	None	6 days		
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II	
				And tax mapping personnel	
	B. Ocular inspection			Assigned appraisers and inspectors:	







	TOTAL	Php 25.00 per tax	7 days	
4. Present claim stub to Window 1 to 5	4. Release the document requested	None	2 minutes	Secretariat
	H. Recording/Filing			Records Personnel
	G. Final Approval			Elmer Camerino Acting City Assessor
	F. Encoding/Printing			Assessment Personnel
	E. Numbering			Records Personnel
	D. Approval of FAAS			Elmer Camerino Acting City Assessor
	C. Preparation of FAAS			Appraisers: Engr. Ken Dacatimbang LAOO II Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Engr. Ramon Crisostomo Jr. LAOO I





10. FIRST TIME DECLARATION OF UNTITLED/TITLED PROPERTY

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	City Assessor's Office				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business				
WHO MAY AVAIL THE SERVICE	All				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
1.FOR DECLARED PROPERTY OW	/NER				
Signed photocopy of owner's one (1) valid I.D. from the list below:		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
E-Card/Umid, Employee's ID/ Office ID, Driver's License, Professional Regulation Commission (PRC) ID, Passport, Senior Citizen ID, SSS ID, Comelec/Voter's ID/ Comelec Registration Form, Integrated Bar of the					
Philippines (IBP) ID, Firearms License, AFPSLAI ID, PVAO ID, AFP Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, Person With Disability (PWD) ID,					
Solo Parent ID, PantawidPamilya Pili Philippine Postal ID, Phil-health ID, S	pino Program (4Ps) ID, Barangay ID, School ID.				
FOR AUTHORIZED REPRESENTAT					
*Authorization letter from the owner/s	s (1 original copy)	Person being represented			
**Notarized/Consularized Special Po Secretary's Certificate with attached Corporate Secretary and Authorized	signed photocopy of Gov't. issued I.D. of				
***Notarized Deed of Sale/Memorand	dum or Contract of Agreement/Lease/Real transferred to the new owner of being				
leased (1 photocopy)					
	ERTY: Latest Secretary's Certificate with D. of Corporate Secretary and authorized	Person /company being represented			
2. Processing fee of Php. 25.00 per t	ax declaration applied	Treasurer's Office – Windows 8 or 9			
3. Processing time: working days	· ·	Assessor's Office – Windows 1 to 5			





4. Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	Inspector Assessor's Office
BASIC REQUIREMENTS (Clear Photocopy of the following):	
1. Letter request addressed to the City Assessor	Applicant
2. Electronic Copy of Title (1 original copy for titled property only)	Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons
	Dasmarinas City, Bacoor City Hall
3. Electronic copy of cancelled title of mother lot (1 original copy for titled	Registry of Deeds
property only)	
4. Tax Declaration of Land and building(I photocopy)	Assessor's Office – Windows 1 to 5
5. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 17 to 19 7 15 OR 23
6. Notarized Affidavit the actual status of the property (1 original copy)	Assessor's Office – Windows 1 to 5
7. Notarized Deed of Conveyance (1 photocopy) such as:	Applicant
Deed of Absolute Sale	
Deed of Donation	
Deed of Exchange	
Deed of Assignment	
Extrajudicial Settlement of Estate	Trial Court
Self-Adjudication	
For Foreclosed Properties:	
Certificate of Sale	
Original Affidavit of Consolidation	
8.Certificate Authorizing Registration (CAR) (1 photocopy)	B.I.R. – TreceMartires City
9. 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
10.Certification from DENR stating that the subject property is registered in the	DENR/PENRO/CENRO
name of applicant/claimant	
11.Certification from LRA stating that the untitled property was registered in the	Registry of Deeds – Trece Martires City
Ref. of Deeds' List of Untitled Property	
12. Approved survey plan, technical description and exact location of property	DENR – LMB, LRA





13.Certification stating among others that the land is within alienable and		PENRO/ CENRO			
disposable area					
14. Certification/Clearance	14. Certification/Clearance				
15. Affidavit of Ownership stating the	e following (1 original copy)	Principal Owner			
No Adverse Claim					
Length of possession of the property					
· · · · · · · · · · · · · · · · · · ·	and notorious possession of the property				
16. Certification that the property has	s never been declared for taxation	Assessor's Office – Wir	ndows 1 to 5		
purposes (1 original copy)					
17. Notarized Affidavit of Adjoining C	Owners	Principal owner			
18. Subject to 10 year back taxes					
	tual and current condition of the property	Applicant			
20. Sketch Map of location of proper		Applicant	1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
2. Pay the required fees showing		Processing Fee: Php	2 minutes	City Treasurer's assigned	
the Order of Payment at Treasurer	Official Receipt	25.00 per tax		personnel	
Office, Window 8		declaration			
or 9					
3. Present O.R. to Assessor's office Windows 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel	
	3.2 Start processing the request	None	6 days		
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II	
				And tax mapping personnel	
	B. Ocular inspection			Assigned appraisers and inspectors:	
	C. Preparation of FAAS			Appraisers:	





	TOTAL	Php 25.00 per tax declaration	7 days	
4. Present claim stub to Window 1 to 5	4. Release the document requested	None	2 minutes	Secretariat
	H. Recording/Filing			Records Personnel
	G. Final Approval			Elmer Camerino Acting City Assessor
	E. Numbering F. Encoding/Printing			Records Personnel Assessment Personnel
	D. Approval of FAAS			Elmer Camerino Acting City Assessor
				Engr. Ken Dacatimbang LAOO II Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Engr. Ramon Crisostomo Jr. LAOO I





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

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

OFFICE OR DIVISION	City Assessor's Office				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2G - Government to Government; G2C - G	Government to Citizen; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
1. FOR DECLARED PROPERTY O	WNER				
Signed photocopy of owner's one (1)) valid I.D. from the list below:	Government Agencies assigned such as:			
		GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,			
E-Card/Umid, Employee's ID/ Office	ID, Driver's License, Professional	COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
Regulation Commission (PRC) ID, P	assport, Senior Citizen ID, SSS ID,				
Comelec/Voter's ID/ Comelec Regist	tration Form, Integrated Bar of the				
Philippines (IBP) ID, Firearms Licens	se, AFPSLAI ID, PVAO ID, AFP Beneficiary				
ID, BIR (TIN) ID, Pag-ibig ID, Person	With Disability (PWD) ID, Solo Parent ID,				
, , , , , , , , , , , , , , , , , , , ,	4Ps) ID, Barangay ID, Philippine Postal ID,				
Phil-health ID, School ID,					
FOR AUTHORIZED REPRESENTA	TIVE:				
*Authorization letter from the owner/s		Person being represented			
**Notarized/Consularized Special Po					
•	ed signed photocopy of Gov't. issued I.D. of				
Corporate Secretary and Authorized	•				
	dum or Contract of Agreement/Lease/Real				
	transferred to the new owner of being				
leased (1 photocopy)					
	ERTY: Latest Secretary's Certificate with	Person /company being represented			
Attached signed photocopy of valid I	•				
Secretary and authorized Represent					
2. Processing fee of Php. 25.00 per t	tax declaration applied	Treasurer's Office – Windows 8 OR 9			
3.Processing time: working days		Assessor's Office – Windows 1 to 5			





4. Ocular inspection of the subject pl and 1:00PM to 4:00 PM)	Inspector Assessor's Office			
BASIC REQUIREMENTS (Clear Ph	otocopy of the following):			
1. Electronic Copy of Title (1 original copy)		Registry of Deeds-Tre	ceMartires, Reg. of Deed	ls Kiosks- Robinsons
		Dasmarinas City, Bac	oor City Hall	
2. Letter Request addressed to the C	City Assessor	Person being represer	nted	
3. Tax Declaration of Land and build	ing(Iphotocopy)	Assessor's Office – W	indows 1 to 5	
4. Updated Realty Tax Receipt or Ta	x Clearance Certificate (1 photocopy)	Treasurer's Office – W	/indows 17 to 19 & 15 or	23
5. Approved building plan/permit, Oc	cupancy permit, Bill of materials of actual	Office of the Building	Official – 2nd Floor	
construction cost approved and sign	ed by an architect or Engineer			
6. Certification/Clearance/Order of C	onversion (I photocopy)	DAR		
7. Notarized Affidavit of Non-tenancy	/ (I original copy)	Principal Owner		
Certification from:(1 photocopy)				
Resolution or Ordinance		Sangguniang Panglungsod HLURB		
Housing and Land Use Regulatory B	Board	City Planning and Development Office NIA		
Zoning Certificate				
National Irrigation Authority, if irrigate	ed rice land			
In case of subdivision:				
Development permit				
License to Sell and Certificate of Reg	gistration (CR)			
Approved Site Development Plan		Applicant		
Approved alteration permit, in case t	here were changes made in the			
development plan				
	ith Lot data computation of all resulting			
subdivision lots				
8. Sketch Map of location of property		Applicant		
9. Printed colored photographs of the				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to	1.1 Receive the required documents and	None	5 minutes	Assigned personnel
Window 1 to 5	check for completeness and accuracy.			
	1.2 Issue order of payment			





2. Pay the required fees showing	2.Receive the payment and issue the	Processing Fee:	2 minutes	City Treasurer's assigned
the Order of Payment at Treasurer	Official Receipt	Php 25.00 per tax		personnel
Office, Window 8 or 9		declaration		
		Reclassification fee:		
		Php 1.00 per sq.m.		
3. Present O.R. to Assessor's office	3.2 Accept photocopy of Official Receipt	None	2 minutes	Assigned personnel
Window 1 to 5	and issue Claim stub			
	3.1 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy A. Ebio Tax
				Mapper II
				And tax mapping personnel
				Assigned appraisers and
	B. Ocular inspection			inspectors:
	C. Preparation of FAAS			Appraisers:
				Engr. Ken Dacatimbang
				LAOO II
				Engr. Joycell Bawalan
				LAOO I
				Marina Gonzales
				LAOO III
				Engr. Ramon Crisostomo Jr.
				LAOO I
				Elmer Camerino
	D. Approval of FAAS			Acting City Assessor
				Records Personnel







	E. Numbering F. Encoding/Printing G. Final Approval			Assessment Personnel Elmer Camerino Acting City Assessor
4. Present claim stub to Windows 3 or 4	H. Recording/Filing	None	2 minutes	Records Personnel Secretariat
	TOTAL	Processing Fee: Php 25.00 per tax declaration Reclassification fee: Php 1.00 per sq.m.	7 days	





12. CONSOLIDATION/SUBDIVISION OF MOTHER LOT/AND IMPROVEMENT

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

OFFICE OR DIVISION	City Assessor's Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Go	vernment to Citizen; G2B – Government to Business		
WHO MAY AVAIL THE SERVICE	All including subdivision and condominium de	velopers, public utility companies, supermalls, convenience stores,		
	hospitals and industrial companies			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
1. FOR DECLARED PROPERTY O	WNER			
Signed photocopy of owner's one (1)	valid I.D. from the list below:	Government Agencies assigned such as:		
E-Card/Umid, Employee's ID/ Office	ID, Driver's License, Professional Regulation	GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,		
· · · ·	nior Citizen ID, SSS ID, Comelec/Voter's ID/	COMELEC, IBP, BIR, Post Office, HDMF, Philhealth		
Comelec Registration Form, Integra				
	e, AFPSLAI ID, PVAO ID, AFP Beneficiary ID,			
	th Disability (PWD) ID, Solo Parent ID,			
	Ps) ID, Barangay ID, Philippine Postal ID,			
Phil-health ID, School ID,				
FOR AUTHORIZED REPRESENTA				
*Authorization letter from the owner/s	s (1 original copy)			
**Notarized/Consularized Special Po	wer of Attorney (1 photocopy) or	Person being represented		
Secretary's Certificate with attached	signed photocopy of Gov't. issued I.D. of			
Corporate Secretary and Authorized	•			
***Notarized Deed of Sale/Memorane	dum or Contract of			
	age if the title is not yet transferred to the new			
owner of being leased (1 photocopy)				
FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with		Person /company being represented		
÷ · · · ·	D. of Corporate Secretary and authorized			
Representative.				
2.Processing fee of Php. 25.00 per ta	ax declaration applied	Treasurer's Office – Windows 8 or 9		
3. Processing time: working days		Assessor's Office – Windows 1 to 5		







and 1:00PM to 4:00 PM)		Inspector Assessor's (Office	
BASIC REQUIREMENTS (Clear Phe	otocopy of the following):			
1. Letter request addressed to the Ci	ty Assessor	Applicant		
2. Electronic Copy of Title (1 original	copy)	Registry of Deeds-Tre	ceMartires, Reg. of D	eeds Kiosks- Robinsons
		Dasmarinas City, Bac	oor City Hall	
3. Tax declaration of land (and impro	vement)	Applicant		
4. Updated Realty Tax Receipt or Ta	x Clearance Certificate (1 photocopy)	Treasurer's Office – W	/indows 17 to 19 & 15	5 OR 23
5. Approved building plan/permit, Oc	cupancy permit, Bill of materials of actual	Office of the Building	Official, 2nd floor	
construction cost approved and signed	ed by an architect or Engineer			
(IF THERE ARE IMPROVEMENTS O	ONLY)			
6. Approved subdivision plan, technic	cal description, site development plan	DENR – LMB, LRA, C	PDO	
7. Approved original subdivision plan	, if altered (FOR DEVELOPERS)	CPDO, SangguniangPanglungsod		
8. Approved Alteration Permit (FOR	DEVELOPERS)	CPDO/SangguniangPanglungsod, HLURB		
9. License to Sell (1 photocopy) (FOR DEVELOPERS)		HLURB		
10. List/tabulation of all original subd	ivision lots with mother title numbers and tax			
declaration numbers) (e-file or photo	сору)	CPDO, SangguniangPanglungsod, HLURB		
11. Printed colored photographs of th	ne actual condition of the property.			
12. Sketch Map of location of propert	iy			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to	1.1 Receive the required documents and	None	2 minutes	Assigned personnel
Window 1 to 5	check for completeness and accuracy.			
	1.2 Issue order of payment			
2. Pay the required fees showing	2.Receive the payment and issue the Official	Processing Fee:	2 minutes	City Treasurer's assigned
the Order of Payment at Treasurer	Receipt	Php 25.00 per tax		personnel
Office, Window 8 or 9		declaration		
3. Present O.R. to Assessor's office	3.1 Accept photocopy of Official Receipt and	None	2 minutes	Assigned personnel
Window 1 to 5	issue Claim stub			





	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy A. Ebio Tax Mapper II
				And tax mapping personnel
	B. Ocular inspection			Assigned appraisers and
				inspectors:
	C. Preparation of FAAS			Appraisers: Engr. Ken Dacatimbang
				LAOO II
				Engr. Joycell Bawalan
				LAOO I
				Marina Gonzales
				LAOO III Engr. Ramon Crisostomo Jr.
				LAOO I
	D. Approval of FAAS			Elmer Camerino
				Acting City Assessor
	E. Numbering			Records Personnel
	F. Encoding/Printing			Assessment Personnel
	G. Final Approval			Elmer Camerino
				Acting City Assessor
	H. Recording/Filing			Records Personnel
4. Present claim stub to Window 1 to 5	4. Release the document requested			Secretariat





TOTAL	Processing Fee:	20 days	
	Php 25.00 per tax		
	declaration		

13. CORRECION 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	City Assessor's Office				
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			
1.FOR DECLARED PROPERTY OW	/NER				
Commission (PRC) ID, Passport, Ser Comelec Registration Form, Integrat License, AFPSLAI ID, PVAO ID, AFF	ID, Driver's License, Professional Regulation nior Citizen ID, SSS ID, Comelec/Voter's ID/ ted Bar of the Philippines (IBP) ID, Firearms P Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, lo Parent ID, Pantawid Pamilya Pilipino School ID,	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
*Authorization letter from the owner/s		Person being represented			
**Notarized/Consularized Special Po	wer of Attorney (1 photocopy) or Secretary's ocopy of Gov't. issued I.D. of Corporate				







***Notarized Deed of Sale/Memorand	dum or Contract of Agreement/Lease/Real			
	transferred to the new owner of being leased			
(1 photocopy)				
2. Processing fee of Php 25.00 per ta	Treasurer's Office			
3. Certification fee of PHP80.00 per of				
4. Processing time: 10 to 15 minutes				
BASIC REQUIREMENTS (Clear Phe	otocopy of the following):			
1. Letter Request addressed to the C	Applicant			
2. Electronic copy of Title	Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmarinas City			
3.Real Property tax receipt/Tax Clea	rance	Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certified true copy of Title	1.1 Receive Certified true copy of Title check	None	2 minutes	Assigned personnel
to window 1 to 5	for completeness and accuracy.			
	1.2 Issue order of payment			
2.Pay the required fees showing the	2.Receive the payment and issue the Official	Processing Fee:	3 minutes	City Treasurer's assigned
Order of Payment at Treasurer Office, Window 8 or 9	Receipt	Php 80.00 per tax declaration		personnel
3. Present O.R. to Assessor's office Window 1 or 5	3.1 Accept photocopy of Official Receipt		5 minutes	Assigned personnel
	3.2Start processing			
				Records Personnel
	3.3 Prepared certified true copy of Corrected			Elmer Camerino
	Tax Declaration			Acting City Assessor
5. Get the document.	4. Release the document requested			
	TOTAL	Php 80.00 per tax declaration	15 minutes	







B. RECORDS OF ASSESSMENT MANAGEMENT SERVICES

14. VERIFICATION OF RECORDS OF ASSESSMENT

15. ISSUANCE OF CERTIFIED TRUE COPY OF LAND, BUILDING AND MACHINERY

16. ISSUANCE OF CERTIFICATE OF BEING TAX EXEMPT (FOR EDUCATIONAL, CHARITABLE, RELIGIOUS AND INSTITUTIONAL PROPERTIES)

This service pertains to verification and issuance of assessment records for the following purposes: reference for tax payment, for mortgage/loan/financial institutions, courts and many other legal purposes.

institutions, courts and many other leg					
OFFICE OR DIVISION	City Assessor's Office				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Go	overnment to Citizen; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
1. FOR DECLARED PROPERTY OV	WNER				
Signed photocopy of owner's one (1)	valid I.D. from the list below:	Government Agencies assigned such as:			
E-Card/Umid, Employee's ID/ Office	ID, Driver's License, Professional Regulation	GSIS/SSS, Employer's Company, Land Transportation Office, PRC,			
Commission (PRC) ID, Passport, Se	nior Citizen ID, SSS ID, Comelec/Voter's ID/	DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
Comelec Registration Form, Integra	ted Bar of the Philippines (IBP) ID, Firearms				
License, AFPSLAI ID, PVAO ID, AFF	P Beneficiary ID, BIR (TIN) ID, Pag-ibig ID,				
Person With Disability (PWD) ID, Sol	lo Parent ID, PantawidPamilya Pilipino				
Program (4Ps) ID, Barangay ID,					
Philippine Postal ID, Phil-health ID, S					
FOR AUTHORIZED REPRESENTA	TIVE:				
*Authorization letter from the owner/s	s (1 original copy)				
	wer of Attorney (1 photocopy) or Secretary's				
÷ .	ocopy of Gov't. issued I.D. of Corporate				
Secretary and Authorized Represent					
	dum or Contract of Agreement/Lease/Real	Person being represented			
	transferred to the new owner of being leased				
(1 photocopy					
2. Certification fee of PHP80.00 per of	certificate				
3. Processing time: 3 to 5 minutes pe	er certificate	Assessor's Office			







BASIC REQUIREMENTS (Clear Ph 1. Updated real Property tax receipt/		Tressurer's Office 17 t	to 10 & 15 or 23	
2. Electronic Copy of title		Treasurer's Office 17 to 19 & 15 or 23		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 to 5	1.1 Receive the required documents and check for completeness and accuracy.1.2 Issue order of payment	None	5 minutes	Assigned personnel
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 8 or 9.	2. Receive the payment and issue the Official Receipt	Certification fee Fee: Php 50.00 per certified true copy of tax dec; Doc Stamp: Php 30.00 per certifcate	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub3.2 Start processing the request	None None	2 minutes 8 minutes	Assigned personnel
	A. Verify recordsB. Prepare certificatesC. Print certificateD. ReviewE. Recording			Records personnel
	F. Final Approval			Elmer Camerino Acting City Assessor Ermily dela Cruz LAOO IV Edgardo I. Bautista; LAOO IV





4. Release the document requested			Assigned personnel
TOTAL	Php 80.00 per certified true copy of tax dec	14 minutes	

17. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT

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

OFFICE OR DIVISION	City Assessor's Office					
CLASSIFICATION	Simple					
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Go	vernment to Citizen; G2B – Government to Business				
WHO MAY AVAIL THE SERVICE	All					
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE				
1. FOR DECLARED PROPERTY ON	WNER					
Signed photocopy of owner's one (1)) valid I.D. from the list below:	Government Agencies assigned such as:				
E-Card/UMID, Employee's ID/ Office	ID, Driver's License, Professional	GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA,				
Regulation Commission (PRC) ID, P	assport, Senior Citizen ID, SSS ID,	COMELEC, IBP, BIR, Post Office, HDMF, Philhealth				
Comelec/Voter's ID/ Comelec Regist	ration Form, Integrated Bar of the					
Philippines (IBP) ID, Firearms Licens	se, AFPSLAI ID, PVAO ID, AFP Beneficiary					
ID, BIR (TIN) ID, Pag-ibig ID, Person	With Disability (PWD) ID, Solo Parent ID,					
PantawidPamilya Pilipino						
Program (4Ps) ID, Barangay ID, Phil	ippine Postal ID, Phil-health ID, School ID,					
FOR AUTHORIZED REPRESENTA	TIVE:					
*Authorization letter from the owner/s	s (1 original copy)					
**Notarized/Consularized Special Power of Attorney (1 photocopy) or		Person being represented				
Secretary's Certificate with attached						
photocopy of Gov't. issued I.D. of Co	prporate Secretary and Authorized					
Representative						







***Notarized Deed of Sale/Memoran	dum or Contract of Agreement/Lease/Real				
	transferred to the new owner of being				
leased (1 photocopy)					
FOR CORPORATE OWNED PROP	-	Person /company being	g represented		
with Attached signed photocopy of va	alid I.D. of Corporate Secretary and				
authorized Representative.					
2. Certification Fee of Php. 80.00 pe	r certification applied	Treasurer's Office – W			
3. Processing time: working days		Assessor's Office – Wi	ndows 1 to 5		
4. Ocular inspection of the subject pr and 1:00PM to 4:00 PM)	roperty (every day from 8:30AM to 11:30 AM	Inspector Assessor's C	office		
BASIC REQUIREMENTS (Clear ph	otocopy of the following):				
1. Electronic Copy of the latest Transfer Certificate of Title		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarinas City			
2. Tax Declaration of Land		Assessor's Office – Windows 1 to 5			
3. Updated Realty Tax Receipt or Ta	x Clearance Certificate	Treasurer's Office – Windows 8 or 9			
4. Affidavit of No Improvement (stating that the subject		Applicant			
property is a vacant lot and has no a	ny structures such as fence, house, etc.				
5. Printed colored photograph of late	st and actual condition of the property.	Applicant			
6. Sketch of exact location or Vicinity		Person being represented			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE	
			TIME		
1. Submit complete requirements to	1.1 Receive the required documents and	None	5 minutes	Assigned personnel	
Window 1 or 3	check for completeness and accuracy.				
Q. Dow the required face chowing	1.2 Issue order of payment	Cartification Fact	5 minutes		
2. Pay the required fees showing the Order of Payment at Treasurer	2. Receive the payment and issue the	Certification Fee:	5 minutes	City Treasurer's assigned	
Office	Official Receipt	Php 50.00 per		personnel	
Unice		certificate; Doc Stamp: Php 30.00			
		per certifcate			
3. Present O.R. to Assessor's office	3.1 Accept photocopy of Official Receipt	None	2 minutes		
Window 1 or 5	and issue Claim stub	INCHE			







	3.2 Start processing the request.A. Plotting	None	25 minutes	Assigned appraisers and inspectors: Engr. Roy Ebio
	B. Ocular inspection			Inspector
	C. Issue Notice of Disapproval/ Sworn Statement and Affidavit, if found with improvement			Secretariat
	D. Printing			Tax Mapping Personnel
	F. Final Approval			Elmer Camerino OIC-City Assessor
4. Get the document.	4. Release the document requested	None	2 minutes	Assigned personnel
	TOTAL	Php 80.00 per certificate	30 minutes	







18. ISSUANCE OF AGGREGATE PROPERTY HOLDINGS (WITH PROPERTY/NO PROPERTY)

This service is given to property owners or his duly authorized representatives, any government agency or private entity to who wish to obtain a listing of his property holdings as reference for tax payment and other legal purposes it may serve.

	tax payment and other legal purposes it may se	100.				
OFFICE OR DIVISION	ASSESSOR					
CLASSIFICATION	Simple – 3 DAYS					
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				
1. FOR DECLARED PROPERTY O	WNER					
Signed photocopy of owner's one (1)	valid I.D. from the list below:	Government Agencies assigned such as:				
E-Card/UMID, Employee's ID/ Office	ID, Driver's License, Professional Regulation	GSIS/SSS, Employer's Company, Land Transportation Office, PRC,				
Commission (PRC) ID, Passport, Se	nior Citizen ID, SSS ID, Comelec/Voter's ID/	DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth				
Comelec Registration Form, Integrat	ed Bar of the Philippines (IBP) ID, Firearms					
License, AFPSLAI ID, PVAO ID, AFF	P Beneficiary ID, BIR (TIN) ID, Pag-ibig ID,					
Person With Disability (PWD) ID, Sol	lo Parent ID, Pantawid Pamilya Pilipino					
Program (4Ps) ID, Barangay ID, Phil	ippine Postal ID, Phil-health ID, School ID,					
FOR AUTHORIZED REPRESENTA	TIVE:					
*Authorization letter from the owner/s	s (1 original copy)					
**Notarized/Consularized Special Po	wer of Attorney (1 photocopy) or Secretary's					
Certificate with attached signed phot	ocopy of Gov't. issued I.D. of Corporate					
Secretary and Authorized Represent	ative					
	dum or Contract of Agreement/Lease/Real	Person being represented				
Estate Mortgage if the title is not yet	transferred to the new owner of being leased					
(1 photocopy						
FOR CORPORATE OWNED PROP	ERTY: Latest Secretary's Certificate					
with Attached signed photocopy of va	alid I.D. of Corporate Secretary and authorized					
Representative.						
1. Certification fee of PHP 80.00 per						
2. Processing time: 10-15 minutes pe						
	numerous deceased owners/heirs which					
require back tracing of records.						







BASIC REQUIREMENTS (Clear Ph 1. Updated real Property tax receipt/T		Treasurer's Office wind	w 17 to 10 8. 15 or 22	3
2. Electronic Copy of title		Treasurer's Office, window 17 to 19 & 15 or 23		
		Applicant		
	1	Applicant		
4. Death Certificate of deceased own		Applicant	DDOOFOOINO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 to 5	1.1 Receive the required documents and check for completeness and accuracy.1.2 Issue order of payment	None	2 minutes	Assigned Personnel
2. Pay the required fees showing the Order of Payment at Treasurer Office	2. Receive the payment and issue the Official Receipt	Certification Fee: Php 50.00 per certificate; Doc Stamp: Php 30.00 per certifcate	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel
	 3.2 Start processing the request A. Verify records B. Prepare certificates C. Print certificate D. Review E. Recording/Filing 	None	2 days	Records personnel
	F. Final Approval			Elmer Camerino Acting City Assessor Ermily dela Cruz LAOO IV Edgardo I. Bautista LAOO IV





4. Get the document.	4. Release the document requested	None		Assigned personnel
	TOTAL	None	3 days	

19. ANNOTATION/CANCELLATION OF MORTGAGE ON TAX DECLARATION

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

OFFICE OR DIVISION	City Assessor's Office				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2G - Government to Government; G2C – G	Sovernment to Citizen; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
1. FOR PROPERTY DECLARED OW	NER:				
Signed photocopy of owner's one (1)	valid I.D. from the list below:	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC,			
· ·	D, Driver's License, Professional Regulation	DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth			
	ior Citizen ID, SSS ID, Comelec/Voter's ID/				
	d Bar of the Philippines (IBP) ID, Firearms				
	Beneficiary ID, BIR (TIN) ID, Pag-ibig ID,				
Person With Disability (PWD) ID, Solo					
	pine Postal ID, Phil-health ID, School ID,				
FOR AUTHORIZED REPRESENTAT	IVE:				
*Authorization letter from the owner/s	(1 original copy)	Person being represented			
***Notarized/Consularized Special Pov	wer of Attorney (1 photocopy) or Secretary's	Person being represented			
Certificate with attached signed					
photocopy of Gov't. issued I.D. of Cor	porate Secretary and Authorized				
Representative					
***Notarized Deed of Sale/Memorandu	um or Contract of				
Agreement/Lease/Real Estate Mortga	ge if the title is not yet transferred to the new				
owner of being leased (1 photocopy)					







Attached signed photocopy of valid I.D	RTY: Latest Secretary's Certificate with 0. of Corporate Secretary and authorized			
Representative. BASIC REQUIREMENTS:				
1. Certified True Copy of Title (1 origin	nal copy for titled property only)	Registry of Deeds-Tre Dasmarinas City, Bac		eeds Kiosks- Robinsons
2.Tax Declaration of Land and building	g(Iphotocopy)	Assessor's Office – W		
3.Updated Realty Tax Receipt or Tax	Clearance Certificate (1 photocopy)	Treasurer's Office – V	Vindows 17 to 19 & 15	5 to 23
4.FROM BANKS/FINANCIAL INSTITU	JTIONS: Original copy of	Financial Institutions		
mortgage/release of mortgage (1 origi FROM TRIAL COURTS: Original/certi	•••	Trial Courts		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 to 5	1.1 Receive the required documents and check for completeness and accuracy.1.2 Issue order of payment	None	2 minutes	Assigned Personnel
2. Pay the required fees showing the Order of Payment at Treasurer Office, Window 8 or 9	2. Receive the payment and issue the Official Receipt	Certification fee Fee: Php 50.00 per certified true copy of tax dec Doc Stamp: Php30.00 per certificate	2 minutes	City Treasurer's assigned personnel
3.Present O.R. to Assessor's office Window 1 or 5	3.1 Accept photocopy of Official Receipt and issue Claim stub3.2 Start processing the request		2 minutes	Assigned personnel
	 A. Verify records B. Annotate/cancel mortgage C. Prepare certificates 		20 minutes	Records personnel





D. Print certificate			
TOTAL	Php 50.00 per certified true copy	1 day	
	of tax dec		

20. CANCELLATION OF RECORDS WITH DUAL OR ULTIPLE ASSESSMENT AND/OR PROPERTIES THAT ARE ALREADY TOTALLY DEMOLISEHED 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	City Assessor's Office				
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			
1. FOR PROPERTY DECLARED OWNER:					
Signed photocopy of owner's one (1) valid I.D. from the list below:		Client			
E-Card/Umid, Employee's ID/ Office ID, Driver's License, Professional Regulation					
Commission (PRC) ID, Passport, Senior Citizen ID, SSS ID, Comelec/Voter's ID/					
Comelec Registration Form, Integrated Bar of the Philippines (IBP) ID, Firearms					
License, AFPSLAI ID, PVAO ID, AFP Beneficiary ID, BIR (TIN) ID, Pag-ibig ID, Person					
With Disability (PWD) ID, Solo Parer	nt ID, Pantawid Pamilya Pilipino Program (4Ps) ID,				
Barangay ID, Philippine Postal ID, Phil-health ID, School ID,					
FOR AUTHORIZED REPRESENTA	TIVE:				
*Authorization letter from the owner/s (1 original copy)					
**Notarized/Consularized Special Pc	ower of Attorney (1 photocopy) or Secretary's				
Certificate with attached signed		Person being represented			
photocopy of Gov't. issued I.D. of Co	prporate Secretary and Authorized Representative				
***Notarized Deed of Sale/Memoran	dum or Contract of				
Agreement/Lease/Real Estate Mortg	age if the title is not yet transferred to the new				
owner of being leased (1 photocopy)					
FOR CORPORATE OWNED PROP	ERTY: Latest Secretary's Certificate				







with Attached signed photocopy of valid I.D. of Corporate Secretary and authorized					
Representative.					
•	POTOCOPY OF THE FOLLOWING):				
1. Certified True Copy of Title (1 original copy for titled property only)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons			
		Dasmarinas City, Bacoor City Hall			
2. Tax Declaration of Land and building(I photocopy)		Assessor's Office – Windows 1 to 5			
3. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 8 or 9			
4. Fire incident report/certificate (1 photocopy)		Bureau of Fire, Barangay Captain			
5. Demolition Permit (1 Photocopy)		Office of the Building Official			
6.Certificate of Business Closure/Retirement		BPLO, City Treasurer, DTI/SEC			
7. Approved building plan/fencing permit; Occupancy Permit; bill of		Office of the Building Official – 2ndFloor			
materials of actual construction signed by Architect or Engineer, if there were new					
construction /structures already					
8. Business Permit/DTI Permit/SEC Registration, if there were already business		BPLO, DTI, SEC			
establishments constructed (1 photocopy)					
9. Printed colored photograph of latest and actual condition of the property.		Applicant			
10. Sketch Map of location of property		Applicant			
11. Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and		Appraiser and Inspectors of Assessor's Office			
1:00PM to 4:00 PM)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON	
			TIME	RESPONSIBLE	
1. Submit complete requirements to	1.1 Receive the required documents and check for	None	2 minutes	Assigned Personnel	
Window 1 to 5	completeness and accuracy.				
	1.2 Issue order of payment				
2. Pay the required fees showing	2. Receive the payment and issue the Official	Processing Fee:	2 minutes	City Treasurer's	
the Order of Payment at Treasurer	Receipt	Php 25.00 per tax		assigned personnel	
Office, Window 8 or 9.		declaration			





3. Present O.R. to Assessor's office Window 1 to 5	3.1 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel
	3.2 Start processing the request	None	6 days	
	A. Plotting			Engr. Roy Ebio Tax Mapper II and tax mapping personnel
	B. Ocular inspection			Assigned appraisers and inspectors: Engr. Ken Dacatimbang
	C. Preparation of ocular inspection report			LAOO II Engr. Joycell Bawalan LAOO I
	D. Numbering			
	E. Prepare Notice of Cancellation			Records Personnel
				Ermily dela Cruz LAOOIV
	F. Approval of Notice of Cancellation			Elmer Camerino Acting City Assessor
	G. Cancellation of Records			Records Personnel
4. Present claim stub to Window 1 to 5.	4. Release the document requested	None	2 minutes	Secretariat
	TOTAL	Php 25.00 per tax declaration	7 days	



