CITY ASSESSOR'S OFFICE EXTERNAL SERVICES





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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 | | |







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B. ASSESSMENT SERVICES

7. TRANSFER OF OWNERSHIP OF TAX DECLARATION OF TITLED PROPERTY

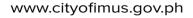
8. TRANSFER OF OWNERSHIP OF UNREGISTERED (NEVER BEEN ISSUED A TITLE OR REGISTERED IN THE REGISTRY OF DEEDS (OWNERSHIP OF LAND IS BASED ON TAX DECLARATION ONLY)

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 | |



