

CITY ASSESSOR'S OFFICE

EXTERNAL SERVICES

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 payers, buyers, realtors/developers and other parties concerned.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR DECLARED PROPERTY OWNER		
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, Pantawid Pamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth.
FOR AUTHORIZED REPRESENTATIVE: * Authorization letter or Notarized Special Power of Attorney from the owner stating the specific purpose for securing documents and property description with attached signed photocopy of valid I.D. of owner and authorized representative. **Apostilled or Consularized Special Power of Attorney if the property owner is abroad. *** Notarized Deed of Sale/Deed of Assignment/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)		Person being represented

FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person being represented			
2. Processing fee of Php. 25.00 per tax declaration applied		Treasurer's Office, Window 8 or 9			
3 .Processing time: 7 working days		Assessor's Office			
4. 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 Photocopy of the Following)					
1. Electronic Copy of the latest Transfer Certificate of Title		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall			
2. Tax Declaration of Land		Assessor's Office			
3. Latest/Current Real Property Tax Receipt/ Tax Clearance Certificate		Treasurer's Office, windows 17 to 19 & 15 & 23			
4. Approved Building Plan		Office of the Building Official – 2nd Floor			
5. Bill of Materials of actual construction signed and sealed by Architect or Engineer		Office of the Building Official – 2nd Floor			
6. Building Permit and/or Occupancy Permit		Office of the Building Official – 2nd Floor			
7. Printed colored photographs of latest and actual condition of the property (Exterior and interior portion of the building)		Principal Owner/Applicant			
8. Sworn statement stating the true market value of the property- Notarized, signed by owner or Authorized Representative ONLY.		Assessor's Office			
9. Sketch of exact location or Vicinity Map of the property		Applicant			
Note: Subject to Back Taxes of 10 years (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 any of 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	Assessor's 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 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 declaration	7 days	

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 OWNER			
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
FOR AUTHORIZED REPRESENTATIVE:			
* Authorization letter from the owner/s (1 original copy)		Person being represented	
** Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and		Person being represented	

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)		Person being represented		
FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented		
2.Processing fee of Php 25.00 per tax declaration		Treasurer's Office,		
3.Processing Time: 7 days				
4.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 Photocopy of the following):				
1. Letter Request addressed to the City Assessor (1 original copy)		Principal owner		
2. Electronic Copy of Title (1 original copy)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoór City Hall		
3. Tax Declaration of Land and building(1 photocopy)		Assessor's Office – Windows 1 to 5		
4. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Window		
5. Notarized sworn statement stating the true market value of property (1 original copy)		Assessor's Office – Windows 1 to 5		
6. Approved building plan/fencing permit; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer		Office of the Building Official – 2nd Floor		
7. Printed colored photographs of latest and actual condition of the property (interior and exterior portion of the building)		Applicant		
8. Sketch Map of location of property		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to any from 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	Assessor's 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 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	Engr. Roy A. Ebio Tax Mapper II and tax mapping personnel
	A. Plotting			Appraisers: Engr. Ken Dacatimbang LAOO II Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Ramon Crisostomo Jr. LAOO I
	B. Ocular inspection			Elmer L. Camerino Acting City Assessor
	C. Appraisal/Preparation of FAAS			Records Personnel Assessment Personnel
	D. Approval of FAAS			Elmer L. Camerino Acting City Assessor
	E. Numbering			
	F. Encoding/Printing			
	G. Final Approval			

	H. Recording/Filing			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	

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

4.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 Photocopy of the following)				
1.Letter Request addressed to the City Assessor (1 original copy)		Principal owner		
2.Electronic Copy of Title of land (1 original copy)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall		
3.Tax Declaration of Land and building(1 photocopy)		Assessor's Office – Windows 1 to 5		
4.Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 17 to 19 & 15& 23		
5.Approved building plan/permit/Site development plan; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer		Office of the Building Official – 2nd Floor		
6.Business Permit, DTI Permit, BIR Certification of Registration, Certificate of Accreditation/Affiliation, Government Permit (DECS/CHED) and License to Operate (1 photocopy)		BPLO – Ground Floor, D.T.I.; B.I.R.; DECS, CHED, CBCP		
7.SEC Registration and Updated Articles of Incorporation and By-Laws		S.E.C.		
8.Notarized sworn statement stating the true market value of the property (1 original copy)		Assessor's Office – Windows 1 to 5		
10.Sketch Map of location of property		Applicant		
11. Printed colored photographs of latest 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 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 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	

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

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 Trial Courts
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. FOR DECLARED PROPERTY OWNER	
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,	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:	
*Authorization letter from the owner/s (1 original copy)	Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	
***Notarized Deed of Sale/Deed of Assignment/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)	
2. Processing time: 7 to 20 days	Assessor's Office
3. Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)	
BASIC REQUIREMENTS: clear Photocopy of the following):	

1. Indorsement letter to conduct property appraisal or Regional Trial Court Order/Subpoena		City Mayor, RTC		
2. Electronic Copy of Title (1 original copy)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall		
3. Tax Declaration of Land and building(1 photocopy)		Assessor's Office – Windows 1 to 5		
4. Updated Realty Tax Receipt or Tax 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 latest 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 request a. Plotting b. 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 and Appraisal Report.	2. Indorsement of Narrative and Appraisal Report to the Sangguniang Panglungsod for Approval and Resolution		30 minutes	Secretariat
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 OWNER	
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	Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:	
*Authorization letter from the owner/s (1 original copy)	Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.	Person /company being represented
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 photocopy of the following):				
1. Letter Request addressed to the City Assessor (1 original copy)		Principal owner		
2. Electronic Copy of Title of land (1 original copy)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall		
3. Tax Declaration of Land and building (1 photocopy)		Assessor's Office – Windows 1 to 5		
4. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 17 to 19 & 15 & 23		
5. Notarized sworn statement stating true market values of the property (1 original copy)		Assessor's Office		
6. Approved building plan/permit/Site development plan; Occupancy Permit; bill of materials of actual construction signed by Architect or Engineer		Office of the Building Official – 2nd Floor		
7. List of complete machineries including cost and date of acquisition		Applicant		
8. Business Permit, DTI Permit, BIR Certification of Registration with Terms and conditions, and Annual Audited Financial Reports(1 photocopy)		BPLO, Ground Floor, D.T.I.; B.I.R.;		
9. SEC Registration and Updated Articles of Incorporation and By-Laws		S.E.C.		
10. PEZA Reg. Certificate, Anti-Graft Certificate,		PEZA OFFICE		
11. PEZA – ERD Form No. 97-01 (PEZA VAT Zero Rating Certificate)				
12. PEZA – ERD Form No. 97-01 (Corporate Income Tax Holiday)				
13. List of Affiliated Companies/tenants registered with PEZA				
14. Printed colored photographs of latest and current condition of the properties		Applicant		
15. Notarized sworn statement stating the true market value of the property		City Assessor's Office		
16. Sketch Map of location of 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. 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 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: Engr. Ken Dacatimbang LAOO II
	C. Appraisal/Preparation of FAAS			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			
G. Final Approval			Elmer L. Camerino Acting City Assessor	
H. Recording/Filing			Records Personnel	

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

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 OF REQUIREMENTS		WHERE TO SECURE
1.FOR DECLARED PROPERTY OWNER		
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:		
*Authorization letter from the owner/s (1 original copy)		Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented

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 person one (1) day prior to actual inspection	Inspector Assessor's Office
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's 17 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 For Foreclosed Properties: Certificate of Sale Original Affidavit of Consolidation For unregistered lot: a. LRA Certification (1 copy)	Trial Court
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 the property.	City Assessor's Office
8. Printed colored photographs of latest and actual condition of the property (interior and exterior portion of the house)	Applicant
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 LAOO II
	C. Preparation of FAAS			Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Ramon Crisostomo Jr. LAOO I
	D. Approval of FAAS			Elmer I. Camerino Acting City Assessor
	E. Numbering			Records Personnel

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

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 government program.

OFFICE OR DIVISION	City Assessor's Office – Assessment		
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 OWNER			
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
FOR AUTHORIZED REPRESENTATIVE:			
*Authorization letter from the owner/s (1 original copy)		Person being represented	

**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative	
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.	Person /company being represented
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 and 1:00PM to 4:00 PM)	Inspector Assessor's Office
BASIC REQUIREMENTS (Clear Photocopy of the following):	
1. Electronic Copy of Title (1 original copy)	Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarias 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 said registry (1 original copy)	Registry of Deeds
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 copy)	Assessor's Office – Windows 1 to 5
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 For Foreclosed Properties: Certificate of Sale Original Affidavit of Consolidation		Trial Court		
9. Certificate Authorizing Registration (CAR) (1 photocopy)		B.I.R. – TreceMartires City		
10. 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		
Sketch Map of location of property		Applicant		
Ocular inspection of the subject property (every day from 8:30AM to 11:30 AM and 1:00PM to 4:00 PM)		Inspectors of Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 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	Processing Fee: Php 25.00 per tax declaration	2 minutes	City Treasurer's assigned personnel
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: 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	None	2 minutes	Secretariat
TOTAL		Php 25.00 per tax declaration	7 days	

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 OF REQUIREMENTS		WHERE TO SECURE
1. FOR DECLARED PROPERTY OWNER		
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:		
*Authorization letter from the owner/s (1 original copy)		Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented
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 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 Dasmariñas City, Bacoor City Hall
3. Electronic copy of cancelled title of mother lot (1 original copy for titled property only)	Registry of Deeds
4. Tax Declaration of Land and building(1 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 Self-Adjudication For Foreclosed Properties: Certificate of Sale Original Affidavit of Consolidation	Trial Court
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 name of applicant/claimant	DENR/PENRO/CENRO
11. Certification from LRA stating that the untitled property was registered in the Ref. of Deeds' List of Untitled Property	Registry of Deeds – Trece Martires City
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 disposable area	PENRO/ CENRO			
14. Certification/Clearance	DAR			
15. Affidavit of Ownership stating the following (1 original copy) No Adverse Claim Length of possession of the property The applicant is in long, continuous and notorious possession of the property	Principal Owner			
16. Certification that the property has never been declared for taxation purposes (1 original copy)	Assessor's Office – Windows 1 to 5			
17. Notarized Affidavit of Adjoining Owners	Principal owner			
18. Subject to 10 year back taxes				
19. Printed colored photograph of actual and current condition of the property	Applicant			
20. Sketch Map of location of property	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 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:

	D. Approval of FAAS E. Numbering F. Encoding/Printing G. Final Approval H. Recording/Filing			Engr. Ken Dacatimbang LAOO II Engr. Joycell Bawalan LAOO I Marina Gonzales LAOO III Engr. Ramon Crisostomo Jr. LAOO I Elmer Camerino Acting City Assessor Records Personnel Assessment Personnel Elmer Camerino Acting City Assessor 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	

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

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

OFFICE OR DIVISION	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 OWNER		
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:		
*Authorization letter from the owner/s (1 original copy)		Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented
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 and 1:00PM to 4:00 PM)	Inspector Assessor's Office			
BASIC REQUIREMENTS (Clear Photocopy of the following):				
1. Electronic Copy of Title (1 original copy)	Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City, Bacoor City Hall			
2. Letter Request addressed to the City Assessor	Person being represented			
3. Tax Declaration of Land and building(1 photocopy)	Assessor's Office – Windows 1 to 5			
4. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 17 to 19 & 15 or 23			
5. Approved building plan/permit, Occupancy permit, Bill of materials of actual construction cost approved and signed by an architect or Engineer	Office of the Building Official – 2nd Floor			
6. Certification/Clearance/Order of Conversion (1 photocopy)	DAR			
7. Notarized Affidavit of Non-tenancy (1 original copy)	Principal Owner			
Certification from:(1 photocopy) Resolution or Ordinance Housing and Land Use Regulatory Board Zoning Certificate National Irrigation Authority, if irrigated rice land	Sangguniang Panglungsod HLURB City Planning and Development Office NIA			
In case of subdivision:				
Development permit License to Sell and Certificate of Registration (CR) Approved Site Development Plan Approved alteration permit, in case there were changes made in the development plan LMB-DENR approved survey plan with Lot data computation of all resulting subdivision lots	Applicant			
8. Sketch Map of location of property	Applicant			
9. Printed colored photographs of the actual condition of the 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. 1.2 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	Processing Fee: Php 25.00 per tax declaration Reclassification fee: Php 1.00 per sq.m.	2 minutes	City Treasurer's assigned personnel
3. Present O.R. to Assessor's office Window 1 to 5	3.2 Accept photocopy of Official Receipt and issue Claim stub	None	2 minutes	Assigned personnel
	3.1 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	
			Elmer Camerino Acting City Assessor	
D. Approval of FAAS			Records Personnel	

	E. Numbering F. Encoding/Printing G. Final Approval H. Recording/Filing			Assessment Personnel Elmer Camerino Acting City Assessor Records Personnel
4. Present claim stub to Windows 3 or 4	4. Release the document requested	None	2 minutes	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 – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All including subdivision and condominium developers, public utility companies, supermalls, convenience stores, hospitals and industrial companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. FOR DECLARED PROPERTY OWNER		
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:		
*Authorization letter from the owner/s (1 original copy)		Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented
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 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)	Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall			
3. Tax declaration of land (and improvement)	Applicant			
4. Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)	Treasurer's Office – Windows 17 to 19 & 15 OR 23			
5. Approved building plan/permit, Occupancy permit, Bill of materials of actual construction cost approved and signed by an architect or Engineer (IF THERE ARE IMPROVEMENTS ONLY)	Office of the Building Official, 2nd floor			
6. Approved subdivision plan, technical description, site development plan	DENR – LMB, LRA, CPDO			
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 subdivision lots with mother title numbers and tax declaration numbers) (e-file or photocopy)	CPDO, SangguniangPanglungsod, HLURB			
11. Printed colored photographs of the actual condition of the property.				
12. Sketch Map of location of property				
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	Processing Fee: Php 25.00 per tax declaration	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

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

TOTAL	Processing Fee: Php 25.00 per tax declaration	20 days	
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13. CORRECTION OF DATA/REVISION OF TAX DECLARATION DUE TO TYPOGRAPHICAL ERROR ON ASSESSEMENT RECORDS BASED ON CERTIFIED TRUE COPY OF TITLE

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

OFFICE OR DIVISION	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 OWNER			
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, Pantawid Pamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
FOR AUTHORIZED REPRESENTATIVE:			
*Authorization letter from the owner/s (1 original copy)		Person being represented	
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative			

***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)				
2. Processing fee of Php 25.00 per tax declaration		Treasurer's Office		
3. Certification fee of PHP80.00 per certificate				
4. Processing time: 10 to 15 minutes per tax declaration				
BASIC REQUIREMENTS (Clear Photocopy of the following):				
1. Letter Request addressed to the City Assessor (original copy)		Applicant		
2. Electronic copy of Title		Registry of Deeds-Trece Martires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City		
3.Real Property tax receipt/Tax Clearance		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certified true copy of Title to window 1 to 5	1.1 Receive Certified true copy of Title 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	Processing Fee: Php 80.00 per tax declaration	3 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 3.2Start processing 3.3 Prepared certified true copy of Corrected Tax Declaration		5 minutes	Assigned personnel Records Personnel Elmer Camerino 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.

OFFICE OR DIVISION	City Assessor's Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2G - Government to Government; G2C – Government to Citizen; G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. FOR DECLARED PROPERTY OWNER		
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:		
*Authorization letter from the owner/s (1 original copy)		Person being represented
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		
***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)		
2. Certification fee of PHP80.00 per certificate		
3. Processing time: 3 to 5 minutes per certificate		Assessor's Office

BASIC REQUIREMENTS (Clear Photocopy of the following):				
1. Updated real Property tax receipt/Tax Clearance Certificate		Treasurer's Office 17 to 19 & 15 or 23		
2. Electronic Copy of title				
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 certificate	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 F. Final Approval	None	8 minutes	Records personnel 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 – Government to Citizen; G2B – Government to Business		
WHO MAY AVAIL THE SERVICE	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. FOR DECLARED PROPERTY OWNER			
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,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
FOR AUTHORIZED REPRESENTATIVE:			
*Authorization letter from the owner/s (1 original copy)		Person being represented	
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative			

***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.		Person /company being represented		
2. Certification Fee of Php. 80.00 per certification 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. Electronic Copy of the latest Transfer Certificate of Title		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmariñas City		
2. Tax Declaration of Land		Assessor's Office – Windows 1 to 5		
3. Updated Realty Tax Receipt or Tax Clearance Certificate		Treasurer's Office – Windows 8 or 9		
4. Affidavit of No Improvement (stating that the subject property is a vacant lot and has no any structures such as fence, house, etc.		Applicant		
5. Printed colored photograph of latest and actual condition of the property.		Applicant		
6. Sketch of exact location or Vicinity map of the property		Person being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 1 or 3	1.1 Receive the required documents and check for completeness and accuracy.	None	5 minutes	Assigned personnel
	1.2 Issue order of payment		5 minutes	
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 certificate	5 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 stub	None	2 minutes	

	<p>3.2 Start processing the request.</p> <p>A. Plotting</p> <p>B. Ocular inspection</p> <p>C. Issue Notice of Disapproval/ Sworn Statement and Affidavit, if found with improvement</p> <p>D. Printing</p> <p>F. Final Approval</p>	None	25 minutes	<p>Assigned appraisers and inspectors: Engr. Roy Ebio</p> <p>Inspector</p> <p>Secretariat</p> <p>Tax Mapping Personnel</p> <p>Elmer Camerino OIC-City Assessor</p>
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.

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 OWNER	
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, Pantawid Pamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,	Government Agencies assigned such as: GSIS/SSS, Employer’s Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth
FOR AUTHORIZED REPRESENTATIVE:	
*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 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)	Person being represented
FOR CORPORATE OWNED PROPERTY: Latest Secretary’s Certificate with Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.	
1. Certification fee of PHP 80.00 per certificate	
2. Processing time: 10-15 minutes per certificate Note: 1 to 3 days for application with numerous deceased owners/heirs which require back tracing of records.	

BASIC REQUIREMENTS (Clear Photocopy of the following):				
1. Updated real Property tax receipt/Tax Clearance Certificate		Treasurer's Office, window 17 to 19 & 15 or 23		
2. Electronic Copy of title		Applicant		
3. Notarized Extra-Judicial Settlement of Estate/Self-Adjudication		Applicant		
4. Death Certificate of deceased owner/s and heirs		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. 1.2 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 certificate	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 F. Final Approval	None	2 days	Records personnel 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 – 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: 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, Pantawid Pamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,		Government Agencies assigned such as: GSIS/SSS, Employer's Company, Land Transportation Office, PRC, DFA, COMELEC, IBP, BIR, Post Office, HDMF, Philhealth	
FOR AUTHORIZED REPRESENTATIVE:			
*Authorization letter from the owner/s (1 original copy)		Person being represented	
***Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative		Person being represented	
***Notarized Deed of Sale/Memorandum or Contract of Agreement/Lease/Real Estate Mortgage if the title is not yet transferred to the new owner of being leased (1 photocopy)			

FOR CORPORATE OWNED PROPERTY: Latest Secretary's Certificate with Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.				
BASIC REQUIREMENTS:				
1. Certified True Copy of Title (1 original copy for titled property only)		Registry of Deeds-TreceMartires, Reg. of Deeds Kiosks- Robinsons Dasmarias City, Bacoor City Hall		
2.Tax Declaration of Land and building(1 photocopy)		Assessor's Office – Windows 1 to 5		
3.Updated Realty Tax Receipt or Tax Clearance Certificate (1 photocopy)		Treasurer's Office – Windows 17 to 19 & 15 to 23		
4.FROM BANKS/FINANCIAL INSTITUTIONS: Original copy of mortgage/release of mortgage (1 original copy)		Financial Institutions		
FROM TRIAL COURTS: Original/certified true copy of Court Order		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 stub		2 minutes	Assigned personnel
	3.2 Start processing the request 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 of tax dec	1 day	

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

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

OFFICE OR DIVISION	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: 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, Pantawid Pamilya Pilipino Program (4Ps) ID, Barangay ID, Philippine Postal ID, Phil-health ID, School ID,		Client	
FOR AUTHORIZED REPRESENTATIVE:			
*Authorization letter from the owner/s (1 original copy)		Person being represented	
**Notarized/Consularized Special Power of Attorney (1 photocopy) or Secretary's Certificate with attached signed photocopy of Gov't. issued I.D. of Corporate Secretary and Authorized Representative			
***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 Attached signed photocopy of valid I.D. of Corporate Secretary and authorized Representative.				
BASIC REQUIREMENTS (CLEAR POCOPY 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 Dasmarias City, Bacoor City Hall		
2. Tax Declaration of Land and building(1 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 materials of actual construction signed by Architect or Engineer, if there were new construction /structures already		Office of the Building Official – 2ndFloor		
8. Business Permit/DTI Permit/SEC Registration, if there were already business establishments constructed (1 photocopy)		BPLO, DTI, SEC		
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 1:00PM to 4:00 PM)		Appraiser and Inspectors of Assessor's Office		
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	Processing Fee: Php 25.00 per tax declaration	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	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 LAOO II
	C. Preparation of ocular inspection report			Engr. Joycell Bawalan LAOO I
	D. Numbering			Records Personnel
	E. Prepare Notice of Cancellation			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	