



## 1. Appraisal and Assessment of New discovery of Land, Building and Machinery

All Real Property, whether taxable or exempt, shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

Office or Division	Office of the Municipal Assessor			
Classification	Simple			
Type of Transaction	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizen			
Who may avail	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up request form ( 1 original copy)		Office of the Municipal Assessor		
Land Title (1 original copy & 1 photocopy)		Owner/ Register of Deeds		
Building, Electrical and Plumbing Permit/Certificate of completion (for Building) (1 photocopy)		Owner/Office of the Municipal Engineer		
Purchase receipts of Machinery & Specification (for Machinery) (1 original & 1 photocopy)		Seller/ Owner		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up request form and submit requirements at the staff in charge.	1. Receive and verify correctness of the documents if found correct authenticate	None	5 Minutes	Local Assessment Operations Officer I Draftsman III Assessment Clerk II Office of the Municipal Assessor
2. Accompany Appraiser/s to the location of the Land, Building & Machinery	2. Actual Inspection and verification of the Property subject for appraisal and assessment.	None	1 Hour	
	2.1 Issue Order of Payment	None	3 Minutes	



3. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and return to the Office of the Municipal Assessor	3. Issue Official Receipts	PHP 75.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	3.1 Assigning of Property Index Number to each FAAS	None	3 Minutes	<i>Draftsman III</i> Office of the Municipal Assessor
	3.2 Appraisal and Assessment of Land, Building & Machinery using FAAS	None	15 Minutes	<i>Local Assessment Operations Officer I</i> <i>Draftsman III</i> <i>Assessment Clerk II</i> Office of the Municipal Assessor
	3.3 Assigning of numbers to each FAAS	None	3 Minutes	<i>Tax Mapping Aide</i> Office of the Municipal Assessor
	3.4 Encode and print FAAS and owners copy of Tax Declaration	None	5 Minutes	<i>Local Assessment Operations Officer I</i> <i>Administrative Assistant III</i> <i>Administrative Aide VI</i> <i>Assessment Clerk II</i> Office of the Municipal Assessor
	3.5 Review each FAAS and recommend for its approval by the Provincial Assessor	None	3 Minutes	<i>Municipal Assessor</i> Office of the Municipal Assessor



	3.6 File the documents which shall be submitted later to Provincial Assessor as accomplishment for the month (only for non-party waiting)	None	2 Minutes	<i>Local Assessment Operations Officer I Draftsman III Assessment Clerk II Office of the Municipal Assessor</i>
3. Receive transmittal to be submitted to Provincial Assessor Office and secure the Owners Copy with the Signature of the Provincial Assessor (only If the client opted to personally submit the document for approval to PASSO) (Party waiting)	3. Record and release documents to the clients to be submitted at the Provincial Assessor (for party waiting)	None	5 Minutes	<i>Local Assessment Operations Officer I Administrative Assistant III Administrative Aide VI Tax Mapping Aide Assessment Clerk II Office of the Municipal Assessor</i>
4. Present the Owners copy at the Municipal Assessor Office for the activation of the latest Tax Declaration (If Party waiting)	4. Activate approve Tax Declaration	None	2 Minutes	<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	<b>TOTAL:</b>	<b>PHP 75.00</b>	<b>* 1 Hour &amp; 46 Minutes</b>	

- Processing time at the MASSO only excluding submission to PASSO.

Note: 1. Processing of 1 to 5 FAAS will take 2 days before pick up

2. Processing of 5 to 10 FAAS will take 4 days before pick up



## 2. Issuance of Certificate of Exact Location of Property

The Certificate of Exact Location is issued by the Municipal Assessors office for the purpose of stating the exact location of property base on records available at the office of the Municipal Assessor.

<b>Office or Division</b>	Office of the Municipal Assessor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizen			
<b>Who may avail</b>	Owners of Property			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up request form (1 original copy)		Office of the Municipal Assessor		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill up the request form and hands over the required documents at the staff in charge	1. Receive the request Form	None	3 Minutes	<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	1.1 Issuance of Order of Payment	None	2 Minutes	
	1.2 Locate the Property through the Tax Map and determine the corresponding ARP no.	None	5 Minutes	<i>Draftsman III Tax Mapping Aide Office of the Municipal Assessor</i>
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and return to the Office of the Municipal Assessor	2. Issue Official Receipt	Certification Fee Php. 50.00 Documentary Stamps Php. 30.00		<i>Revenue Collection Clerk II Office of the Municipal Treasurer</i>