



## 5. Re-assessment of Land, Building and Machinery

The Municipal Assessor's Office shall be the primary responsible for the reassessment of Land, Building and machinery if the owner of the property request for the reassessment.

<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>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplish request form (1 original copy)		Office of the Municipal Assessor		
Land Title (1 original & 1 photocopy)		Owner/ Register of Deeds		
Building, Electrical and Plumbing Permit (for Building) (1 photocopy)		Owner/ Office of the Municipal Engineer		
Certificate of Completion (for Building) (1 photocopy)		Owner/ Office of the Municipal Engineer		
Purchase receipts of Machinery & Specification (for Machinery) (1 original copy & 1 photocopy)		Seller/ Owner		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit filled up request form and requirements at the staff in charge	1. Receive and verify correctness of the documents if found correct then authenticate	None	5 Minutes	<i>Local Assessment Operations Officer I Assessment Clerk II Draftsman III</i> Office of the Municipal



	1.1 Actual inspection and verification of the Property subject for appraisal and assessment.	None	1 Hour	Assessor
	1.2 Issue Order of Payment	None	2 Minutes	
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 Receipts	PHP 75.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Verify the correctness of Property Index Number to each FAAS	None	3 Minutes	<i>Draftsman III</i> Office of the Municipal Assessor
	2.2 Re- Appraisal and Re-Assessment of Land, Building & Machinery using FAAS	None	15 Minutes	<i>Local Assessment Operations Officer I</i> <i>Assessment Clerk II</i> <i>Draftsman III</i> Office of the Municipal Assessor
	2.3 Assign Tax declaration numbers to each FAAS	None	3 Minutes	<i>Tax Mapping Aide</i> Office of the Municipal Assessor
	2.4 Encode and print FAAS and owners copy of Tax Declaration	None	15 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



	2.5 Review each FAAS and recommend for its approval by the Provincial Assessor	None	2 Minutes	<i>Municipal Assessor Office of the Municipal Assessor</i>
	2.6 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 at the Provincial Assessors Office and secure the owner's copy signed by the Provincial Assessor (only for the party waiting client)	3.0 Record and release documents to the clients to be submitted at the Provincial Assessor (for party waiting)	None	2 Minutes	<i>Local Assessment Operations Officer I Draftsman III Assessment Clerk II Office of the Municipal Assessor</i>
	<b>TOTAL: PHP 75.00</b>		<b>*1 Hour and 34 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

3. Processing of more than 10 FAAS will take 5 days before pick up.