

**CITY ASSESSOR'S OFFICE**  
**External Services**

## 1. Annotation/Release of Mortgage

A note of encumbrances on the tax declaration such as mortgage, adverse claim, and notice of lispendens that in turn, can also be lifted or cancelled.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Records Division)			
<b>Classification:</b>	*Simple (3days)			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Deed of Mortgage, Affidavit of Adverse Claim		Law Office, Bank Document		
Notice of LisPendens		Department of Justice, Regional Trial Court, Law Office		
Release of Mortgage, Court Order or Resolution		Department of Justice, Regional Trial Court, Law Office, Bank Document		
Special Power of Attorney and Affidavits		Law or Notarial Office		
Government issued I.D.		(To be presented by the requesting party for establishment of identity)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for annotation or release of mortgage.	1. Receiving of complete requirements	None	15 minutes	LAOO IV

2. Pay the mortgage fee of 1% of the conveyed amount (per Ordinance No. 84-2359)	2. Redirect client to City Treasurer's Office for payment	1% Of conveyed amount (none for release)	15 minutes	LRCO I LRCO II LRCO III
3. Return to Assessor's Office	Processing and encoding by the Assessment and Appraisal Division	None	2 days	
4. Present official receipt and claim duly processed annotated or released owner's Tax Declaration and Notice of Assessment	Available for release at the Releasing Section	None	10 minutes	Labor Foreman  Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 Days and 40 minutes</b>	

## 2. Appraisal and Assessment/Reassessment of buildings and other improvements

Ocular inspection and appraisal of a real property to determine its fair market value for taxation purposes.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division)
<b>Classification:</b>	*Simple (3days)
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses

	G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)		<b>WHERE TO SECURE</b>		
Building or Occupancy Permit Affidavit of ownership  Letter of Request  Residence Certificate  Special Power of Attorney and Affidavits  Government issued I.D.		City Engineer's Office Law Office  Owner or authorized representative  City Treasurer's Office  Law or Notarial Office  (To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for the assessment of property	1. Receiving of complete requirements	None	10 minutes	LAOO III
2. Accompany the appraiser to the real property site for ocular inspection	2. Appraisal and assessment of the requested real property	None	Within 1 day upon submission of complete requirements	Computer Operator I Metro Aide II (Re-assigned Personnel)
3. Return to Assessor's Office	3. Processing and encoding of documents of Appraisal and Assessment Division	None	Within 2 days upon submission of complete requirements	LAOO III Casual Clerk Casual Clerk

4. Claim duly processed owner's Tax Declaration and Notice of Assessment	4. Requested documents will be available at the Releasing Section	None	10 minutes	Labor Foreman  Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 Days and 20 minutes</b>	

### 3. Declaration of subdivided or consolidated lots

Update tax maps and tax mapping control roll out of subdivision or consolidation agreement.

<b>Office or Division:</b>	City Assessor's Office (Tax Mapping Division)
<b>Classification:</b>	*Simple (3days)
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government
<b>Who may avail:</b>	Citizen
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)	<b>WHERE TO SECURE</b>
Photocopy of Transfer Certificate of Title	Register of Deeds (Land Registration Authority)
Photocopy of notarized Agreement (subdivision or consolidation)	Law Office
Approved Lot Plan	Surveyor's Office
Official receipt of the last paid realty tax	City Treasurer's Office
Special Power of Attorney and Affidavits	Law or Notarial Office

Government issued I.D.		(To be presented by the requesting party for establishment of identity)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the subdivision or consolidation of lot.	1. Receiving of complete requirements by the Tax Mapping Division	None	15 minutes	Tax Mapper II
2. Return to Assessor's Office	2. Processing and encoding of Tax Mapping Division	None	2 Days	Tax Mapper II Metro Aide II (Re-assigned Personnel)
3. Claim duly processed owner's Tax Declaration and Notice of Assessment	3. Available for release at the Releasing Section	None	10 minutes	Labor Foreman Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 days and 25 minutes</b>	

#### 4. Issuance of Certified Copy of Tax Declaration and other related certifications and verifications

Certify copies of tax declaration and issue corresponding certifications on real property concerns.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Tax Mapping Division) (Records Division)
<b>Classification:</b>	*Simple (3days)

<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)		<b>WHERE TO SECURE</b>		
Authorization  Special Power of Attorney and Affidavits  Official receipt of the last paid realty tax  Government issued I.D.		Property owner  Law or Notarial Office  City Treasurer's Office  (To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for the subdivision or consolidation of lot.	Receiving of complete requirements by the concerned division  <ul style="list-style-type: none"> <li>Appraisal and Assessment</li> <li>Tax Mapping</li> <li>Records</li> </ul>	None	15 minutes	Casual Clerk  Casual Clerk  Metro Aide II (Re-assigned Personnel)  Metro Aide II (Re-assigned Personnel)  Metro Aide II (Re-assigned Personnel)
		P100.00		LRCO I

2. Pay the required fee (per Ordinance No. 2014-3404)	Redirect client to City Treasurer's Office for payment	+  P30.00 (Doc. Stamp)	15 minutes	LRCO II  LRCO III
3. Return to Assessor's Office	Processing and encoding by the concerned division  <ul style="list-style-type: none"> <li>Appraisal and Assessment</li> <li>Tax Mapping</li> <li>Records</li> </ul>	None	2 Days	Casual Clerk  Casual Clerk  Metro Aide II (Re-assigned Personnel)  Metro Aide II (Re-assigned Personnel)  Metro Aide II (Re-assigned Personnel)
4. Present official receipt and claim duly processed certification	Requested certifications will be available for release at the Releasing Section	None	10 minutes	Labor Foreman  Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 days and 40 mins</b>	

\*Note: All services offered by the office for both external and internal transactions are initially classified as simple transaction and may change as the need arises as guided by R.A. 11032 or the Ease of Doing Business Act of 2018.

## 5. Tax Mapping and other land related verifications

Information on land (i.e., area, location, classification) intended for appraisal and surveying purposes.

<b>Office or Division:</b>	City Assessor's Office (Tax Mapping Division)
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<b>Classification:</b>	*Simple (3days)			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Appraisal Request  Authorization  Government issued I.D.		Registered Appraisal Company; requesting office  Property owner  (To be presented by the requesting party for establishment of identity)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for tax map verification.	1. Receiving of complete requirements by the Tax Mapping Division	none	15 minutes	Tax Mapper II
2. Pay the required fee (per Ordinance No. 2014-3404)	2. Redirect client to City Treasurer's Office for payment	P100.00 + P30.00 (Doc. Stamp)	15 minutes	LRCO I  LRCO II  LRCO III
3. Return to Assessor's Office	3. Processing and encoding by the Tax Mapping Division	None	2 Days	Tax Mapper II

				Metro Aide II (Re-assigned Personnel)
4. Present official receipt and claim duly processed tax mapped property	4. Available for release at the Releasing Section	None	10 minutes	Tax Mapper II  Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 Days and 40 minutes</b>	

## 6. Transfer of real property ownership and declaration of newly acquired real properties

The process of recording and transferring real property ownership from previous to the current owner and documentation of newly acquired real properties.

<b>Office or Division:</b>	City Assessor's Office (Appraisal and Assessment Division) (Records Division)		
<b>Classification:</b>	*Simple (3days)		
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government		
<b>Who may avail:</b>	Citizen		
<b>CHECKLIST OF REQUIREMENTS</b> (submit clear photocopy of the following)		<b>WHERE TO SECURE</b>	
Transfer Certificate of Title  Deed of Conveyance (Sale, Donation, Extra-Judicial Settlement)  Certification Authorizing Registration		Register of Deeds (Land Registration Authority)  Law Office	

(BIR)  Tax Clearance  Transfer Tax, 1.10% of total consideration, Transfer fee P100.00 (Ord. No. 2014-3404)  Special Power of Attorney and Affidavits  Government issued I.D.		Bureau of Internal Revenue  City Treasurer's Office  -do-  Law or Notarial Office  (To be presented by the requesting party for establishment of identity)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the transfer of ownership or declaration of newly acquired properties	1 Receiving of complete requirements	None	10 minutes	LAOO IV
2. Pay the required fee (per Ordinance No. 2014-3404)	2. Redirect client to City Treasurer's Office for payment	P100.00  +  P30.00 (Doc. Stamp)	15 minutes	LRCO I  LRCO II  LRCO III
3. Return to Assessor's Office	3. Processing and encoding of documents of Appraisal and Assessment Division	None	2 Days	Casual Clerk  Casual Clerk
4. Present official receipt and claim duly				Labor Foreman

processed owner's Tax Declaration and Notice of Assessment	4. Requested documents will be available at the Releasing Section	None	10 minutes	Metro Aide II (Re-assigned Personnel)
<b>TOTAL:</b>			<b>2 Days and 35 minutes</b>	