

TAXES AND FEES

CITY ASSESSOR'S OFFICE

VISION

The City Assessor's Office is the prime revenue generating office that enables the City Government to effectively and sufficiently deliver basic services to its constituents and to effect the timely and satisfactory completion of its development projects.

MISSION

To discover, appraise and assess all real properties in the City, adopt a systematic inventory thereof and maintain a secure system of automated assessment and property identification through effective appraisal and assessment and efficient, prompt and courteous service.

FRONTLINE SERVICES	1) TRANSFER OF OWNERSHIP LAND, BUILDING/ IMPROVEMENT AND MACHINERIES 2) TRANSFER AND SEGREGATION OF SUBDIVISION
STEP 1A	Client submits all required documents at Window 31
STEP 1B	Receive required documents at Window 31
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	2 Minutes
STEP 2	Check required documents
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	10 Minutes
STEP 3	Assign Property Index Number
SERVICE PROVIDER/S	GINA LIBO-ON
STEP 4	Inspection of property
SERVICE PROVIDER/S	<u>APPRAISER</u> - EMMANUEL KWONG - LYDIA GAGANI - JOCELYN CARLOS - RONILLO DELA RAMA - MELVIN ALCERA - GINA B. LIBO-ON - MERIAM GERALDINO - AIDA LOZADA - MA. ANTONETTE TANDOC - ALFREDO SUSANO
	<u>FIELD VERIFIER (SOUTH)</u> - MARCO CANCINO - ALLEN VALENZUELA - JOSE GERARDO MANGAHAS - JOHN CARLO ZAPANTA - BUENOLITO TAMAYO - ARMANDO IGNACIO, JR. - AGNES CONCEPCION - CHERYL YTURRALDE - JORELL GONZALES - ELI NATIVIDAD III - SULPICIO CAFINO
	<u>FIELD VERIFIER (NORTH)</u> - NARCISO PINEDA, JR. - ARIEL BONDOC - ALEX GOLO - RONALD ACLA - CECILIA BARRAMEDA - MERCEDES STA. MARIA - ERIL DELA CRUZ - MICHELLE JAMBARO - OLIVER GERALD ORTIZ

FRONTLINE SERVICES	1) TRANSFER OF OWNERSHIP LAND, BUILDING/ IMPROVEMENT AND MACHINERIES 2) TRANSFER AND SEGREGATION OF SUBDIVISION (cont.)
STEP 5	Preparation of Inspection Reports/ FAAS (Field Appraisal and Assessment Sheet)
SERVICE PROVIDER/S	<u>APPRAISER (SOUTH)</u> - EMMANUEL KWONG - MELVIN ALCERA - MERIAM GERALDINO - JOCELYN CARLOS - LYDIA GAGANI - RONILLO DELA RAMA - GINA B. LIBO-ON <u>APPRAISER (NORTH)</u> - AIDA LOZADA - ALFREDO SUSANO - MA. ANTONETTE TANDOC
STEP 6	Check and approve for encoding of FAAS
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 7	Assign ARP Number
SERVICE PROVIDER/S	REBECCA CARULLO
STEP 8	Encode and approve FAAS
SERVICE PROVIDER/S	- GELLA SANTOS - LORELIE AGUILAR - ROWENA GATMAITAN - EMILIE DIAZ
STEP 9	Check encoded and printed Tax Declaration
SERVICE PROVIDER/S	MARIA BERNARDITA MALLARE
STEP 10	Approval and final signature
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 11	Release Tax Declaration
SERVICE PROVIDER	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	All procedures will take 10 to 12 working days
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Title (Certified True Copy, issued by Register of Deeds) • Deed of Sale or any documents of transfer • Realty Tax Receipt and Tax Clearance (present year) • Transfer Tax Receipt (certified photocopy) • Certificate Authorizing Registration - blue copy & 1 photocopy (if not available, certified true copy of CAR issued by BIR) • Tax Declaration of Land and Improvement (previous owner) • Cedula and ID – photocopy (owner and representative) • Subdivision Plan (if lot is segregated) • Authorization letter or SPA from the property owner (if representative) • Mayor’s Permit (BPLO) – photocopy (if the vendor is company) • Business tax receipt (BPLO) – Certified True Copy (if the vendor is company) • Photo and sketch of the property • Field verification by Assessor’s Office
REQUIRED FEES	No fees required

FRONTLINE SERVICES	DECLARATION OF NEW/ UNDECLARED PROPERTIES
STEP 1A	Client submits all required documents at Window 31
STEP 1B	Receive required documents at Window 31
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	2 Minutes

FRONTLINE SERVICES	DECLARATION OF NEW/ UNDECLARED PROPERTIES (cont.)
STEP 2	Check required documents
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	10 Minutes
STEP 3	Assign Property Index Number
SERVICE PROVIDER/S	GINA LIBO-ON
STEP 4	Inspection of property
SERVICE PROVIDER/S	<u>APPRAISER</u> - EMMANUEL KWONG - LYDIA GAGANI - JOCELYN CARLOS - RONILLO DELA RAMA - MELVIN ALCERA - GINA B. LIBO-ON - MERIAM GERALDINO - AIDA LOZADA - MA. ANTONETTE TANDOC - ALFREDO SUSANO
	<u>FIELD VERIFIER (SOUTH)</u> - MARCO CANCINO - ALLEN VALENZUELA - JOSE GERARDO MANGAHAS - JOHN CARLO ZAPANTA - BUENOLITO TAMAYO - ARMANDO IGNACIO, JR. - AGNES CONCEPCION - CHERYL YTURRALDE - JORELL GONZALES - ELI NATIVIDAD III - SULPICIO CAFINO
	<u>FIELD VERIFIER (NORTH)</u> - NARCISO PINEDA, JR. - ARIEL BONDOC - ALEX GOLO - RONALD ACLA - CECILIA BARRAMEDA - MERCEDES STA. MARIA - ERIL DELA CRUZ - MICHELLE JAMBARO - OLIVER GERALD ORTIZ
STEP 5	Preparation of Inspection Reports/ FAAS (Field Appraisal and Assessment Sheet)
SERVICE PROVIDER/S	<u>APPRAISER (SOUTH)</u> - EMMANUEL KWONG - MELVIN ALCERA - MERIAM GERALDINO - JOCELYN CARLOS - LYDIA GAGANI - RONILLO DELA RAMA - GINA B. LIBO-ON
	<u>APPRAISER (NORTH)</u> - AIDA LOZADA - ALFREDO SUSANO - MA. ANTONETTE TANDOC
STEP 6	Check and approval for encoding of FAAS
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 7	Assign ARP Number
SERVICE PROVIDER/S	REBECCA CARULLO
STEP 8	Encode approved FAAS
SERVICE PROVIDER/S	- GELLA SANTOS - LORELIE AGUILAR - ROWENA GATMAITAN - EMILIE DIAZ
STEP 9	Check encoded and printed Tax Declaration
SERVICE PROVIDER/S	MARIA BERNARDITA MALLARE
STEP 10	Approval and final signature
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR

FRONTLINE SERVICES	DECLARATION OF NEW/ UNDECLARED PROPERTIES (cont.)
STEP 11	Release Tax Declaration
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Building Plan • Building Permit (Certified True Copy) • Bill of Materials (if any) • Tax Declaration of Land • Realty Tax Receipt and Tax Clearance (present year) • Photo of the property • Cedula and I.D. (photocopy) • Authorization from owner if representative
REQUIRED FEES	No fees required

FRONTLINE SERVICES	CANCELLATION OF ASSESSMENT RECORDS
STEP 1A	Client submits letter of request for cancellation and all required documents
STEP 1B	Receive letter of request for cancellation
SERVICE PROVIDER/S	CORAZON CRUZ
TIME FRAME	2 Minutes
STEP 2	Check required documents
SERVICE PROVIDER/S	CORAZON CRUZ
TIME FRAME	10 Minutes
STEP 3	Inspection of the property
SERVICE PROVIDER/S	<u>APPRAISER</u> - EMMANUEL KWONG - LYDIA GAGANI - JOCELYN CARLOS - RONILLO DELA RAMA - MELVIN ALCERA - GINA B. LIBO-ON - MERIAM GERALDINO - AIDA LOZADA - MA. ANTONETTE TANDOC - ALFREDO SUSANO
	<u>FIELD VERIFIER (SOUTH)</u> - MARCO CANCINO - ALLEN VALENZUELA - JOSE GERARDO MANGAHAS - JOHN CARLO ZAPANTA - BUENOLITO TAMAYO - ARMANDO IGNACIO, JR. - AGNES CONCEPCION - CHERYL YTURRALDE - JORELL GONZALES - ELI NATIVIDAD III - SULPICIO CAFINO
	<u>FIELD VERIFIER (NORTH)</u> - NARCISO PINEDA, JR. - ARIEL BONDOC - ALEX GOLO - RONALD ACLA - CECILIA BARRAMEDA - MERCEDES STA. MARIA - ERIL DELA CRUZ - MICHELLE JAMBARO - OLIVER GERALD ORTIZ
STEP 4	Preparation of Inspection Reports/ FAAS (Field Appraisal and Assessment Sheet)
SERVICE PROVIDER/S	<u>APPRAISER (SOUTH)</u> - EMMANUEL KWONG - MELVIN ALCERA - MERIAM GERALDINO - JOCELYN CARLOS - LYDIA GAGANI - RONILLO DELA RAMA - GINA B. LIBO-ON
	<u>APPRAISER (NORTH)</u> - AIDA LOZADA - ALFREDO SUSANO - MA. ANTONETTE TANDOC

FRONTLINE SERVICES	CANCELLATION OF ASSESSMENT RECORDS (cont.)
STEP 5	Check and Approval for encoding of Notice of Cancellation
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 6	Encode and print the Notice of Cancellation
SERVICE PROVIDER/S	Same Service Provider on STEP 3
STEP 7	Approval and final signature
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 8	Release of documents
SERVICE PROVIDER/S	CORAZON CRUZ
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Letter request • Demolition permit • Barangay Certification (attesting lot is vacant) • Tax Declaration of Building • Picture of property (land) • Latest payment of Realty Tax/Tax Clearance • Cedula and ID (photocopy) • Authorization Letter (if transacted representative)
REQUIRED FEES	No fees required

FRONTLINE SERVICES	SEGREGATION OF TAX DECLARATION FROM NHA
STEP 1A	Client submits all required documents at Window 31
STEP 1B	Receive required documents at Window 31
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	2 Minutes
STEP 2	Check required documents
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	10 Minutes
STEP 3	Assign Property Index Number
SERVICE PROVIDER/S	GINA LIBO-ON
STEP 4	Inspection of property
SERVICE PROVIDER/S	<u>APPRAISER</u> - EMMANUEL KWONG - LYDIA GAGANI - JOCELYN CARLOS - RONILLO DELA RAMA - MELVIN ALCERA - GINA B. LIBO-ON - MERIAM GERALDINO - AIDA LOZADA - MA. ANTONETTE TANDOC - ALFREDO SUSANO
	<u>FIELD VERIFIER (SOUTH)</u> - MARCO CANCINO - ALLEN VALENZUELA - JOSE GERARDO MANGAHAS - JOHN CARLO ZAPANTA - BUENOLITO TAMAYO - ARMANDO IGNACIO, JR. - AGNES CONCEPCION - CHERYL YTURRALDE - JORELL GONZALES - ELI NATIVIDAD III - SULPICIO CAFINO
	<u>FIELD VERIFIER (NORTH)</u> - ALEX GOLO - NARCISO PINEDA, JR. - RONALD ACLA - ARIEL BONDOC - OLIVER GERALD ORTIZ - CECILIA BARRAMEDA - ERIL DELA CRUZ - MERCEDES STA. MARIA - MICHELLE JAMBARO

FRONTLINE SERVICES	RECLASSIFICATION OF ASSESSMENT OF REAL PROPERTIES (cont.)
STEP 4	Inspection of property
SERVICE PROVIDER/S	<u>APPRAISER</u> - EMMANUEL KWONG - LYDIA GAGANI - JOCELYN CARLOS - RONILLO DELA RAMA - MELVIN ALCERA - GINA B. LIBO-ON - MERIAM GERALDINO - AIDA LOZADA - MA. ANTONETTE TANDOC - ALFREDO SUSANO
	<u>FIELD VERIFIER (SOUTH)</u> - MARCO CANCINO - ALLEN VALENZUELA - JOSE GERARDO MANGAHAS - JOHN CARLO ZAPANTA - BUENOLITO TAMAYO - ARMANDO IGNACIO, JR. - AGNES CONCEPCION - CHERYL YTURRALDE - JORELL GONZALES - ELI NATIVIDAD III - SULPICIO CAFINO
	<u>FIELD VERIFIER (NORTH)</u> - ALEX GOLO - NARCISO PINEDA, JR. - RONALD ACLA - ARIEL BONDOC - OLIVER GERALD ORTIZ - CECILIA BARRAMEDA - ERIL DELA CRUZ - MERCEDES STA. MARIA - MICHELLE JAMBARO
STEP 5	Preparation of Inspection Reports/ FAAS (Field Appraisal and Assessment Sheet)
SERVICE PROVIDER/S	<u>APPRAISER (SOUTH)</u> - EMMANUEL KWONG - MELVIN ALCERA - MERIAM GERALDINO - JOCELYN CARLOS - LYDIA GAGANI - RONILLO DELA RAMA - GINA B. LIBO-ON
	<u>APPRAISER (NORTH)</u> - AIDA LOZADA - ALFREDO SUSANO - MA. ANTONETTE TANDOC
STEP 6	Check and approval for encoding of FAAS
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 7	Assign ARP Number
SERVICE PROVIDER/S	REBECCA CARULLO
STEP 8	Encode approved FAAS
SERVICE PROVIDER/S	- GELLA SANTOS - LORELIE AGUILAR
	- ROWENA GATMAITAN - EMILIE DIAZ
STEP 9	Check encoded and printed Tax Declaration
SERVICE PROVIDER/S	MARIA BERNARDITA MALLARE
STEP 10	Approval and final signature
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 11	Release Tax Declaration
SERVICE PROVIDER/S	- MERLIE GERALDINO - JOY VILLARUZ
TIME FRAME	All procedures will take 10 to 12 working days
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> ● Demolition permit ● Certification by Fire Department if destroyed by fire ● Tax Declaration ● Realty Tax Receipt ● Letter Request ● Tax Clearance (Present Quarter)
REQUIRED FEES	No fees required

FRONTLINE SERVICES	ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 2	Issuance of Order of Payment
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 3	Receive Official Receipt
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 4	Print of Tax Declaration
SERVICE PROVIDER/S	- LOVELLA SANGIL - MARIA SUSAN AROA
STEP 5	Check printed Tax Declaration
SERVICE PROVIDER/S	- DOROTEA JOCSON - LOVELLA SANGIL
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - MARIA ELENITA VALLEJOS - JOCELYN CARLOS
STEP 7	Release of Tax Declaration
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
TIME FRAME	All procedures will take 1 to 2 working days
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Taxpayers must present their copy of tax declaration or any document related to the property or if none, it will be verified first in the computer to find out if there is an existing record of the subject property • Community Tax Certificate (Cedula) • Official Receipt for the requested Certified True Copy
REQUIRED FEES	Owner – Php 50.00; if Representative – Php 100.00

FRONTLINE SERVICES	ISSUANCE OF CERTIFICATION OF OWNERSHIP OR PROPERTY HOLDINGS
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 2	Issuance of Order of Payment
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
TIME FRAME	10 minutes
STEP 3	Receive Official Receipt
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 4	Verification and printing of requested certification
SERVICE PROVIDER/S	- LOVELLA SANGIL - SUSAN AROA

FRONTLINE SERVICES	ISSUANCE OF CERTIFICATION OF OWNERSHIP OR PROPERTY HOLDINGS (cont.)
STEP 5	Check printed certification
SERVICE PROVIDER/S	- LOVELLA SANGIL - DOROTEA JOCSO
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - JOCELYN CARLOS - MARIA ELENITA VALLEJOS
STEP 7	Release of certification
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
TIME FRAME	All procedures will take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Certified true copy of Tax Declaration both for Land and Improvement • Community Tax Certificate (Cedula) • Official Receipt for the requested Certification
REQUIRED FEES	Php 50.00 per property

FRONTLINE SERVICES	CERTIFICATE OF NON-OWNERSHIP OR NO PROPERTY HOLDINGS
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 2	Issuance of Order of Payment
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
TIME FRAME	10 minutes
STEP 3	Receive Official Receipt
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
STEP 4	Verification and print of certifications
SERVICE PROVIDER/S	- LOVELLA SANGIL - MA. SUSAN AROA
STEP 5	Check printed certifications
SERVICE PROVIDER/S	- DOROTEA JOCSO - LOVELLA SANGIL
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - JOCELYN CARLOS - MARIA ELENITA VALLEJOS
STEP 7	Release of certification
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - SHARON RUTH VERGARA - THERESA YOINGCO
TIME FRAME	All procedures will take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Request Form • Official Receipt of certification fees • Community Tax Certificate (Cedula)
REQUIRED FEES	Php 50.00 per name requested

FRONTLINE SERVICES	CERTIFICATION OF NO-IMPROVEMENT
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Receive accomplished Request Form and all required documents
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - THERESA YOINGCO - SHARON RUTH VERGARA
STEP 2	Issuance of Order of Payment
SERVICE PROVIDER	- MARIA CECILIA ESCOLAR - THERESA YOINGCO - SHARON RUTH VERGARA
TIME FRAME	10 minutes
STEP 3	Receive Official Receipt
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - THERESA YOINGCO - SHARON RUTH VERGARA
STEP 4	Ocular Inspection
SERVICE PROVIDER/S	AVAILABLE INSPECTOR
STEP 5	Encode/Print of certification
SERVICE PROVIDER/S	- LOVELLA SANGIL - MA. SUSAN AROA
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - JOCELYN CARLOS - MARIA ELENITA VALLEJOS
STEP 7	Release of certification
SERVICE PROVIDER/S	- MARIA CECILIA ESCOLAR - THERESA YOINGCO - SHARON RUTH VERGARA
TIME FRAME	All procedures will take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Tax Declaration of the property (land) subject for issuance of no-improvement • Affidavit by either the seller or buyer as proof that the subject property is vacant so that the requested certification can be issued immediately. In the absence of affidavit, it will be subjected to actual inspection which will be schedule (first come first serve basis) and upon the availability of inspector • Community Tax Certificate (Cedula) • Official Receipt • If big parcel, picture of the property is needed • Deed of Sale or any other Documents of Transfer (such as Extra Judicial Settlement/Deed of Donation) • If Representative, Authorization Letter from the Owner • Photocopy of ID of both the Owner and Representative • Official Receipt for certification fees
REQUIRED FEES	Php 50.00 per property

FRONTLINE SERVICES	CERTIFICATION OF PREVAILING/ PREVIOUS ASSESSMENT
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	- DOROTEA JOCSON - MARY GRACE NAMA
STEP 2	Verification for tie up and reconciliation of submitted tax declaration to records and files
SERVICE PROVIDER/S	- MARY GRACE NAMA - NATHANIEL DEVERATURDA - ARLENE ACLERA
TIME FRAME	2 hours

FRONTLINE SERVICES	CERTIFICATION OF PREVAILING/ PREVIOUS ASSESSMENT (cont.)
STEP 3	Issuance of Order of Payment
SERVICE PROVIDER/S	- DOROTEA JOCSON - MARY GRACE NAMA
TIME FRAME	2 minutes
STEP 4	Receive Official Receipt
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 5	Encode/Print of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - JOCELYN CARLOS - MARIA ELENITA VALLEJOS
STEP 7	Release of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
TIME FRAME	All procedures will take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Certified true copy of Tax Declaration (Present) both for Land and Improvement • Community Tax Certificate (Cedula) • Official Receipt for the requested Certification
REQUIRED FEES	Php 50.00 per property

FRONTLINE SERVICES	CERTIFICATION OF NO-LAND HOLDINGS (IMPROVEMENT ONLY)
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 2	Verification
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 3	Issuance of Order of Payment
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 4	Receive Official Receipt
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 5	Encode/Print of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor *Delegated to: - MARIA BERNARDITA MALLARE - JOCELYN CARLOS - MARIA ELENITA VALLEJOS
STEP 7	Release of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
TIME FRAME	All procedures take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Request Form • Community Tax Certificate (Cedula) • Official Receipt of certification fees
REQUIRED FEES	Php 50.00 per property

FRONTLINE SERVICES	CERTIFICATION WITHIN & OUTSIDE TERRITORIAL JURISDICTION
STEP 1A	Client fills out Request Form for the needed certification
STEP 1B	Received accomplished Request Form and all required documents
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 2	Verification from Tax Mapping Division
SERVICE PROVIDER/S	GINA LIBO-ON
STEP 3	Issuance of Order of Payment
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 4	Receive Official Receipt
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 5	Encode/Print of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
STEP 6	Approval and signature of City Assessor
SERVICE PROVIDER/S	City Assessor Delegated to: - EMMANUEL KWONG - GINA LIBO-ON
STEP 7	Release of certification
SERVICE PROVIDER/S	DOROTEA JOCSON
TIME FRAME	All procedures will take 2 to 3 hours
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Transfer Certificate of Title of the particular lot • Tax Declaration/ Location Plan • Community Tax Certificate • Official Receipt for the requested certification
REQUIRED FEES	Php 50.00 per property

FRONTLINE SERVICES	ISSUANCE OF SIMPLE COPY OF TAX DECLARATION FOR REAL PROPERTY TAX PAYMENT
STEP 1A	Proceed to window 32, 33, 34 for printing of Tax Declaration and submit requirements
STEP 1B	Received and check all required documents
SERVICE PROVIDER/S	- ROWENA GATMAITAN - EMILIE DIAZ - LORELEI AGUILAR
STEP 2	If no computer record, must go to Tax Mapping Division with the essential documents pertaining to the property to determine the Property Index Number (PIN) based on base map
SERVICE PROVIDER/S	GINA LIBO-ON
STEP 3	Return to window 32, 33, 34 for the requested copy of Tax Declaration
SERVICE PROVIDER/S	- ROWENA GATMAITAN - EMILIE DIAZ - LORELEI AGUILAR
TIME FRAME	All procedures will take 1/2 hour
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Official Receipt of Realty Tax payment • Tax Declaration • Any document pertaining to the identification of the property
REQUIRED FEES	No fees required

FRONTLINE SERVICES	ISSUANCE OF TRANSFER TAX ORDER OF PAYMENT
STEP 1A	Client presents and submit requirements
STEP 1B	Received and check all required documents
SERVICE PROVIDER/S	- WILMA PERNIA - MARY GRACE NAMA
STEP 2	Issue Order of Payment
SERVICE PROVIDER/S	- WILMA PERNIA - MARY GRACE NAMA
TIME FRAME	20 minutes
STEP 3	Approval and signature of City Assessor
SERVICE PROVIDER/S	ATTY. RENE RICHARD A. SALAZAR
STEP 4	Payment of Transfer Tax to CTO and Certified True Copy of OR
SERVICE PROVIDER/S	CITY TREASURER'S OFFICE COLLECTION CLERK
STEP 5	Present Transfer Tax Receipt to Assessor's Office
SERVICE PROVIDER/S	- WILMA PERNIA - MARY GRACE NAMA
STEP 6	Release of document
SERVICE PROVIDER/S	- WILMA PERNIA - MARY GRACE NAMA
TIME FRAME	All procedures will take 1 hour
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> • Original Copy of Deed of Sale, Deed of Donation, Extra Judicial, Etc. • Photocopy of the documents listed above • Photocopy of Tax Declaration • Photocopy of Title • Business Permit of the seller if real estate developer and or company
REQUIRED FEES	Corresponding transfer tax cost

FEEDBACK AND COMPLAINTS MECHANISM:

<p>Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:</p>	
Email Address:	<i>caloocancityassessorsoffice@gmail.com</i>
Telephone Numbers:	(02) 288 – 8811 loc. 2252