

**Main Office**  
**External Services**



## 1. Issuance of Certified True Copy of Tax Declaration

<b>Office or Division:</b>		Office of the City Assessor City Treasurer's Office – Miscellaneous Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		Registered Property Owner, Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request; SPA or Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative);		App (Web-based); Registered property owner or authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online request form.	1. Email transaction stub to the requesting party, as to the date when to submit the requirements and receive the requested document/s (same day)	N/A	2 days	Email; App (Web-based) Online Admin.
2. Receipt of transaction stub no.	2. Forward request to Records Mngt. Div. for the processing of CTC of tax dec.	N/A		Records Mngt. Staff
	3. Photocopying and stamping of tax declaration	N/A	15 mins.	-do-
	4. Signing of CTC of tax declaration.	N/A	15 mins.	Asst. City Govt. Dept Head II
3. Payment of CTC fee	5. Logging of Official Receipt No.	Php50.00/Tax Declaration/Property	30 minutes	City Treasurer's Office – Misc. Division Frontline Desk Staff
4. Receipt of Certified True Copy of Tax Declaration	6. Releasing of CTC of tax declaration			Frontline Desk Staff
<b>TOTAL</b>		<b>Php50.00</b>	<b>3 days</b>	



## 2. Issuance of Certificate of Landholdings, Certificate of No Real Property & Other Similar Certification

<b>Office or Division:</b>	Office of the City Assessor City Treasurer's Office – Miscellaneous Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Property Owner, Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request; SPA or Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative).		App (Web-based); Registered property owner or authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online request form.	1. Email transaction stub no. to the requesting party, as to the date when to submit the requirements and receive the requested document/s (same day)	N/A	2 days	Email; App (Web-based) Online Admin.
2. Receipt of transaction stub no.	2. Forward request to Data Management Staff for the processing of Certificate.	N/A		Data Mngt. Staff
	3. Verification, encoding, printing and stamping of Certificate	N/A	30 mins.	-do-
	4. Signing of Certificate.	N/A	15 mins.	Asst. City Govt. Dept Head II
3. Payment of Certification fee	5. Logging of Official Receipt No.	Php50.00 <i>(Note: No payment is charge for Cert. of No Real Property requested for hospitalization and other indigency purposes)</i>	15 mins.	City Treasurer's Office – Misc. Division Frontline Desk Staff
4. Receipt of Certificate	6. Releasing of Certification.			Frontline Desk Staff
	<b>TOTAL</b>	<b>Php50.00</b>	<b>3 days</b>	



### 3. Issuance of Certificate of No Improvement

<b>Office or Division:</b>		Office of the City Assessor City Treasurer's Office – Miscellaneous Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		Registered Property Owner, Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request; Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative);		App (Web-based); Registered property owner or authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online request form.	1. Email transaction stub no. to the requesting party, as to the date when to submit the requirements and receive the requested document/s (same day)	N/A	1 day	Email; App (Web-based) Online Admin.
2. Receipt of transaction stub no.	2. Forward request to the Tax Mapping Division for preparation of report whether the lot is vacant or with structure.	N/A		Tax Mapping Div. Staff
	3. Forward report to the Chief of Office, who then order to proceed with the preparation of Cert. if the lot is vacant or order an ocular inspection if with structure.	None	1 day	City Govt. Dept. Head
	4. Encoding and printing of appropriate certification based on the inspection report.	N/A	1 day	ASED Staff
	5. Signing of Certificate	N/A	1 day	Asst. City Govt. Dept Head II
3. Payment of Certification fee	6. Logging of Official Receipt No.	Php50.00	1 day	City Treasurer's Office – Misc. Division Frontline Desk Staff
4. Receipt of Certificate of No Improvement	7. Releasing of Certificate of No Improvement	N/A		Frontline Desk Staff
<b>TOTAL</b>		<b>Php50.00</b>	<b>5 days</b>	



#### 4. Transfer of Tax Declaration (Change of Ownership of Lot (only) or Lot with Improvement (House/Building) and Condominium Unit and Data Correction

<b>Office or Division:</b>	Office of the City Assessor City Treasurer's Office – Miscellaneous Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Property Owner, Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request; Photocopy of Transfer Certificate of Title (TCT), Photocopy of Deed of Absolute Sale or any applicable Instrument, Photocopy of Certificate Authorizing Registration, Photocopy of Transfer Tax, Tax Clearance, Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative)		App (Web-based); Registry of Deeds Property Owner  Bureau of Internal Revenue City Treasurer's Office Property owner or authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online request form.	1. Email the requesting party the transaction stub as to the date when to submit the requirements.	N/A	1 day	Email; App (Web-based) Online Admin
2. Payment of fee,	2. Logging of Official Receipt No.	Php100.00 per Tax Declaration/ per Property Php2,500.00 Penalty for Late Registration of Tax Declaration (Sec. 3 of Ordinance No. 12-072)		City Treasurer's Office – Misc. Division Frontline Desk Staff
3. Submission of documentary requirements.	3. Checking of submitted documentary requirements.	N/A		-do-
	4. Ocular Inspection (for house and lot)	N/A	3 days	
	5. FAAS preparation and review.	N/A	1 day (Lot only) 2 to 3 days (House and Lot)	ASED Staff
	5. Encoding and printing of tax declaration and Notice of Assessment (NOA)	N/A	1 day	-do-
	6. Signing of FAAS and Tax Declaration by assigned appraiser	N/A	1 day	Assigned Appraiser
	7. Stamping and cancellation of previous tax declaration.	N/A	1 day	Data Mngt. Staff
	8. Final approval and signing of Tax Declaration	N/A		Asst. City Govt. Dept Head II



	and Notice of Assessment.			
4. Receipt of owner's copy of Tax Declaration	9. Releasing of owner's copy of tax declaration and Notice of Assessment.	N/A	30 mins.	Frontline Desk Staff
	<b>TOTAL</b>	<b>Php100.00 per Tax Declaration/ per Property Php2,500.00 Penalty for Late Registration of Tax Declaration (Sec. 3 of Ordinance No. 12-072)</b>	<b>5 working days (Lot only) 10 working days (House &amp; Lot)</b>	



## 5. New Assessment / Re-Assessment (House & Building) and Newly Acquired Machineries

<b>Office or Division:</b>	Office of the City Assessor City Treasurer's Office – Miscellaneous Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Property Owner, Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request; Building Floor Plan/As Built Plan Photocopy of Certificate of Occupancy Photocopy of Certificate of Completion Photocopy of Building Permit Photocopy of Bill of Materials Photocopy of Specification Picture of Property/Building (Front, Sides, Rear, Interior View) printed in a bond/copy paper (colored) Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative)		App (Web-based); Office of the Building Official Office of the Building Official Property Owner  Property Owner or Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online application form.	1. Email the requesting party the transaction stub as to the date when to submit the requirements.	N/A	1 day	Email; App (Web-based) Online Admin
2. Submit documentary requirements	2. Checking of submitted documentary requirements.	N/A	30 minutes	Frontline Desk Staff
	3. Conduct of ocular inspection	N/A	1 to 2 days	Tax Mapping Div. Staff
	4. FAAS preparation and review.	N/A	3 days	ASED Staff
	5. Encoding and printing of tax declaration and Notice of Assessment (NOA)	N/A	1 day	-do-
	6. Signing of FAAS and Tax Declaration by assigned appraiser	N/A	30 minutes	Assigned Appraiser
	7. Stamping of FAAS and Tax Declaration.	N/A	30 minutes	Data Mngt. Staff
	8. Final approval and signing of Tax Declaration and Notice of Assessment.	N/A	30 mins.	Asst. City Govt. Dept Head II
3. Receipt of owner's copy of Tax Declaration	9. Releasing of owner's copy of tax declaration and Notice of Assessment.	N/A	1 day	Frontline Desk Staff
<b>TOTAL</b>		<b>N/A</b>	<b>10 working days</b>	



## 6. Lot Re-Classification, Segregation or Consolidation

<b>Office or Division:</b>	Office of the City Assessor City Treasurer's Office – Miscellaneous Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Real Property Owners, Authorized Person			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request Photocopy of Transfer Certificate of Title (TCT) Photocopy of Mother Title (Cancelled Title) Photocopy of Deed of Absolute Sale or any applicable Instrument Photocopy of Certificate Authorizing Registration Photocopy of Transfer Tax, Tax Clearance Blueprint copy of Approved Subdivision Plan (Segregation/Consolidation) Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative)		App (Web-based); Registry of Deeds Registry of Deeds Property Owner  Bureau of Internal Revenue City Treasurer's Office Bureau of Lands  Property owner or authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Fill-out online application form.	1. Email transaction stub to the requesting party, as to the date when to submit the documentary requirements.	N/A	30 minutes	Email; App (Web-based) Online Admin
2. Submit documentary requirements	2. Checking of submitted documentary requirements.	Php100.00 per Tax Declaration/ per Property Php2,500.00 Penalty for Late Registration of Tax Declaration (Sec. 3 of Ordinance No. 12-072)	30 minutes	Frontline Desk Staff City Treasurer's Office
	3. FAAS preparation, review and signing by assigned appraiser.	N/A	1 day	ASED Staff
	4. Encoding and printing of tax declaration and Notice of Assessment (NOA)	N/A	1 day	
	5. Stamping of FAAS and Tax Declaration.	N/A	1 day	Data Mngt. Staff
	7. Final approval and signing of Tax Declaration and Notice of Assessment.	N/A		Asst. City Govt. Dept Head II
3. Receipt of owner's copy of Tax Declaration	8. Releasing of owner's copy of tax declaration and Notice of Assessment.	N/A	1 day	Frontline Desk Staff



	<b>TOTAL</b>	<b>Php100.00 per Tax Declaration/ per Property Php2,500.00 Penalty for Late Registration of Tax Declaration (Sec. 3 of Ordinance No. 12-072)</b>	<b>5 working days/lot</b>	
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## 7. Notice of Cancellation

<b>Office or Division:</b>	Office of the City Assessor City Treasurer's Office City Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Property Owner, Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request; Authorization letter and photocopy of owner's & representative's IDs (if requested by a representative); Ocular Inspection Report Tax Clearance		App (Web-based); Registered property owner or authorized representative'  Property Appraiser or Field Inspector City Treasurer's Office – Land Tax Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>CHANNEL</b>
1. Submit letter of request, together with the documentary requirements	1. Receive and stamp letter of request.	N/A	30 mins.	Admin. Div. Staff
	2. Forward letter of request and the documentary requirements to the Chief of Office for advice/order.	N/A	30 mins.	Admin. Div. Staff
	3. Verification, ocular inspection and preparation of report.	N/A	3 days	Tax Mapping Div. Staff
	4. Encoding and printing and signing of Notice of Cancellation.	N/A	1 day	Admin. Div. Staff
	5. Signing Notice of Cancellation by the assigned field inspector/appraiser	N/A	1 day	Assigned Appraiser of Inspector
	6. Final approval and signing of Notice of Cancellation	N/A	1 day	Asst. City Govt. Dept Head II
	7. Cancellation of tax declaration from the data system and book of records.	N/A	1 day	IT Div. Staff & Data Mngt. Staff
	8. Forward copies of Notice of Cancellation to the City Accounting and City Treasure's Office	N/A	1 day	Data Mngt. Staff
2. Receipt of copy of Notice of Cancellation	9. Releasing of Copy of Notice of Cancellation	N/A	1 day	Admin. Div. Staff
<b>TOTAL</b>		<b>N/A</b>	<b>10 working days</b>	