

**OFFICE OF THE MUNICIPAL ASSESSOR**

**SERVICE RENDERED:** *Issuance of True Copy of Tax Declaration, Certified Xerox of Tax Map (TMCR), Certifications of No Improvement and other related Certifications*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

**Who May Avail of the Service:**

Any individual (Tax payer) Client

**What are the Requirements:**

- 1) Current Tax Receipt
- 2) Official Receipt

**Duration:** 13 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present current Realty Tax to windows 1, 2 or 3	Verify documents. (Advise the client to pay the required fees to the Municipal Treasury Office)	3-5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Current Realty Tax Receipt
2 <sup>nd</sup>	Submit all required documents to the windows 1 or 2 or 3.	Receive all requirements. (Advice the client to wait while preparing the documents.)	3-5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	
3 <sup>rd</sup>		Submit prepared documents to the Municipal Assessor for review, verify & check as to correctness and completeness of documents and for signature	1-2 minutes	Rosella Q. Ramat	All required / prepared documents must be presented

4 <sup>th</sup>	Receive the processed/ approved document/s	Release certified true copy of Tax Declaration/ Photocopy of TaxMap/ TMCR/ Certifications	1 minute  <b>TOTAL: 13</b> minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	
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--- End of transaction ---

**OFFICE OF THE MUNICIPAL ASSESSOR**

*SERVICE RENDERED: Issuance of New Tax Declaration (Land Conversion)*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

**Who May Avail of the Service:**

Any individual (Tax payer) Client

**What are the Requirements:**

- 1) Current Real Property Tax Receipt      2) Ocular Inspection      3) Resolution from Sangguniang Bayan (SB)      4) Official Receipt

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present Real Property Tax Receipt to window 1 or 2 or 3 (Assessor's Office)	Verify documents. Set date and time of ocular inspection. <i>(Note: for area of more than 1,000 sq. m., secure SB Resolution)</i>	3-5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Previous/Current Realty Tax Receipt
2 <sup>nd</sup>	Ocular Inspection with Mun. Assessor and Tax Mapper	Conducts Ocular Inspection/ Field Appraisal	As conducive to Land Owner	Rosella Q. Ramat/Dolores Macanas/Alex Oliveras	
3 <sup>rd</sup>	Pay required fees and additional realty tax to the	Make Assessment and computation. Prepare the FAAS, ORF, and New Tax Declaration. Update PRF/ORF	20 minutes	Rosella Q. Ramat/ Ana Betsy Mina/Aurely	

4 <sup>th</sup>	Municipal Treasury Office (MTO)	Submit prepared documents to the Municipal Assessor for review, verify & check as to correctness and completeness of documents and for signature	1-2 minutes	Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan  Rosella Q. Ramat	
5 <sup>th</sup>	Receive all prepared documents & receipts	Release owner's copy of Tax Declaration	The following day immediately upon release by the Provincial Office	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	

---- End of transaction ----

**OFFICE OF THE MUNICIPAL ASSESSOR**

**SERVICE RENDERED:** *Issuance of New Tax Declaration (Re-assessment/Re-classifications, Appraisal of Newly Constructed Building/Installed Machinery)*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

**Who May Avail of the Service:**

Any individual (Tax payer) Client

**What are the Requirements:**

- 1) Ocular Inspection for Receipt
- 2) Current Tax Receipt of the land where Building/Machineries was constructed/erected
- 3) TIN and Current Community Tax Certificate of Declarant

**Duration:** 33 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present requirements to window 1, 2 or 3	Verify location of lot where Building/Machinery was constructed Set date and time of Ocular Inspection	3-5 minutes  As conducive to the taxpayer/land owner	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Current Tax Receipt of Lot
2 <sup>nd</sup>	Ocular Inspection with Mun. Assessor and Tax Mapper	Ocular Inspection/ Field Appraisal Assign New ARP number Assessment/Computation <i>Note: Advise client to pay required fees at the Treasury Office.</i>	as conducive to the tax payer and land owner 2 minutes 3-5 minutes	Rosella Ramat/ Dolores Macanas/ Alex Oliveras	

3 <sup>rd</sup>	Submit Official Receipt together with the other requirements to the Assessor's Office	Preparation of FAAS, New Tax Declaration, Notice of Assessment, Update PRF/ORF <i>Advise Client to wait for the approval of the transaction</i>	15-20 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan/Rosella Q. Ramat	All documents and receipts
4 <sup>th</sup>	Receive the documents	Issue / release approved Tax Declaration	1 minute  <b>TOTAL: 33 minutes</b>	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	

----- End of transaction -----

**OFFICE OF THE MUNICIPAL ASSESSOR**

**SERVICE RENDERED:** *Issuance of New Tax Declaration (Transfer of Ownership)*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

**Who May Avail of the Service:**

Land owner or Any Authorized Representative

**What are the Requirements:**

- 1) Copy of Original Title > for verification of the xerox copies
- 2) 2 xerox copies of title
- 3) 2 xerox copies of Deed of Conveyance (Deed of Absolute Sale/Donation)
- 4) Current Tax Receipt
- 5) Approved Subdivision Plan (if Sub-divided)
- 6) Certificate Authorizing Registration (C.A.R) from B.I.R
- 7) CTC number (Cedula)
- 8) Tax Identification Number (T.I.N)
- 9) Sales Tax/Transfer Fees

**Duration:** 38 minutes

How to Avail of the Service:

<b>Steps</b>	<b>Applicant / Client</b>	<b>Service Provider / Office Activity</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Required documents / Fees</b>
1 <sup>st</sup>	Present requirements to window 1, 2 or 3 (Assessor's Office)	Verify documents <i>Note: If subdivision/consolidation, proceed to TaxMapping section for the new ARP &amp; PIN</i>	5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Listed requirements

2 <sup>nd</sup>	Submit listed requirements to window 1, 2 or 3	Prepare the FAAS, ORF, and New Tax Declaration. Update PRF. Advise the client to wait.	10-15 minutes <i>Note: Applicable to direct transfer of one property only</i> 10-30 minutes <i>Note: Depends upon the volume of subdivisions</i>	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	All documents and Receipts
3 <sup>rd</sup>		Submit prepared documents to the Municipal Assessor for review, verify & check as to correctness and completeness of documents and for signature	1-2 minutes	Rosella Q. Ramat	
4 <sup>th</sup>	Receive the documents	Issue New Tax Declaration	1 minute  <b>TOTAL: 38 minutes</b>	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	

--- End of transaction ---



**OFFICE OF THE MUNICIPAL ASSESSOR**

*SERVICE RENDERED: Annotation of Mortgage/Bail bond/Notice of Levy*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

**Who May Avail of the Service:**

Land owner/Client/Authorized Representative

**What are the Requirements:**

- 1) Current Realty Tax Receipt
- 2) Real Estate Mortgage (REM) Agreement/Bail bond/Notice of Levy
- 3) Certified True Copy of Tax Declaration
- 4) Official Receipt of Payment

**Duration:** 22 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present requirements to window 1, 2 or 3	Verify documents <i>Noted: Advise client to pay required fees at the Treasury Office</i>	5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Listed requirements
2 <sup>nd</sup>	Submit Receipt to window 1, 2 or 3 (Assessor's Office)	Annotation in the Book of records and FAAS. <i>Advise the client to wait. Let the documents be approved by the Municipal Assessor</i>	10-15 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan/Rosella Q. Ramat	All listed requirement & receipt
3 <sup>rd</sup>	Receive the documents	Issue the annotated Tax Declarations	2 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay	

			<b>TOTAL: 22 minutes</b>	Laureta/Hilda Millares/Cris Ryan Rafanan	
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---- End of transaction ----

## OFFICE OF THE MUNICIPAL ASSESSOR

**SERVICE RENDERED:** *Cancellation of Mortgaged/Bail bond/ Notice of Levy*

### Schedule of Availability of Service:

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday - Friday

### Who May Avail of the Service:

Land owner/Client/Authorized Representative

### What are the Requirements:

- 1) Cancellation/Discharge/Release of Mortgage( from the bank, duly notarized and entered at the Registry of Deeds, Lingayen, Pangasinan)
- 2) Original Title ( OCT/TCT/OLT/EP/CLOA with Cancellation annotation at the back of the title)
- 3) Current Tax Receipt
- 4) Official Receipt of Payment

**Duration:** 21 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present requirements to window 1, 2 or 3 (Assessor's Office)	Verify documents/records for Cancellation. <i>Noted: Advise client to pay required fees at the Treasury Office</i>	5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Listed requirements
2 <sup>nd</sup>	Submit Receipt to window 1, 2 or 3 (Assessor's Office)	Cancellation in the book of Tax Declaration, PRF, ORF and FAAS. <i>Advise the client to wait. Let the documents be approved by the Municipal Assessor</i>	10-15 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan/Rosella Q. Ramat	All listed requirements & receipt
3 <sup>rd</sup>	Receive the documents	Issue the processed documents	1 minute	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay	

			<b>TOTAL: 21 minutes</b>	Laureta/Hilda Millares/Cris Ryan Rafanan	
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---- End of transaction ----

**OFFICE OF THE MUNICIPAL ASSESSOR**

**SERVICE RENDERED:** *Cancellation of Real Property Records*

**Schedule of Availability of Service:**

7:00 AM – 5:00 PM with no noon break (with Daily Alternate Schedule)  
Monday – Friday

**Who May Avail of the Service:**

Land owner/Client/Authorized Representative

**What are the Requirements:**

- 1) Ocular inspection for buildings/machineries/other improvements
- 2) Updated payments up to the current year
- 3) Certification from the Barangay Captain if the property has been demolished for a long time.

**Duration:** 22 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Present requirements to window 1, 2 or 3 (Assessor's Office)	Verify record for cancellation set date and time of Ocular Inspection	3-5 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	Listed requirements
2 <sup>nd</sup>	Ocular Inspection with Mun. Assessor and Tax Mapper	Conducts Ocular Inspection Field/ Field Appraisal <i>(Note: Advise client to pay required fees at the Treasury Office)</i>	As conductive to Land Owner	Rosella Ramat/Dolores Macanas/Alex Oliveras	
3 <sup>rd</sup>	Submit receipts to window 1, 2 or 3 (Assessor's Office)	Cancellation in the book of Tax Declaration, PRF, ORF and FAAS. Prepared Notice of Cancellation for approval of the Municipal Assessor	10-15 minutes	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	All documents and receipts

4 <sup>th</sup>	Receive the documents	Show/inform client/taxpayer that their real property has been cancelled	2 minutes  <b>TOTAL: 22 minutes</b>	Ana Betsy Mina/Aurely Salazar/Dolores Macanas/Alex Oliveras/Jansen Martinez/Jasper Jay Laureta/Hilda Millares/Cris Ryan Rafanan	
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