

Provincial Assessor's Office



1. TRANSFER OF TAX DECLARATION OF REAL PROPERTY OWNERSHIP

Facilitation of transfer of Real Properties by cancellations or revisions of Tax Declarations (TD) and issuance of new to current owner.

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| Office or Division: | Provincial Assessor's Office / All Divisions | | | |
| Classification: | Simple | | | |
| Type of Transaction: | All (G2C, G2B, G2G) | | | |
| Who may avail: | All Person of legal age, who have a complete required documents. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Photocopy of Title (2 copies) | | RD | | |
| 2. Photocopy of Duly Registered document from Register of Deeds (2 copies) | | RD | | |
| 3. Certificate Authorizing Registration (2 copies) | | RD | | |
| 4. Photocopy of Transfer Tax Receipt (2 copies) | | Provincial Treasurer's Office or Municipal Treasurer's Office | | |
| 5. Current Real Property Tax Receipt(2 copies) | | Provincial Treasurer's Office or Municipal Treasurer's Office | | |
| 6. Photocopy of Community Tax Certificate (2 copies) | | Barangay, Municipality | | |
| 7. Photocopy of Transfer Fee Receipt (2 copies) | | Provincial Treasurer's Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client shall hand request to the Officer of the Day and submit required documents. | 1. The Officer of the Day (OOTD) shall receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). | None | 10 minutes | Assessment Clerk I |

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| <p>2. Client shall sit and wait to be called.</p> | <p>Attach route slip and endorse to the Assessment Clerk for recording.</p> <p>2. The Assessment Clerk shall record information of the property on the logbook of transfer and distribute the documents to the Assigned LAOO</p> | | | |
| <p>3. Client shall pay the prescribed transfer tax in case it has not been paid yet, to the Provincial Treasurer's Office and show the Official Receipt to the LAOO in-charge.</p> | <p>3. Assigned LAOO shall review the documents for checking of information and values. If there is no correction on information and taxes has been paid, LAOO concern shall prepare Tax Declaration (TD) and Field Appraisal Assessment Sheets (FAAS) named to the new owner, based on Schedule of Fair Market Value(SFMV) For Transfer of TD of Real Property Ownership from Municipal Assessor's Office:</p> | <p>Transfer Tax is .55% of 1% of Fair Market Value (FMV) or whichever is higher</p> <p>(only in the case of unpaid transfer tax from 2008 below, other than that, NONE)</p> | <p>30 minutes per parcel</p> | <p>LAOO IV LAOO III LAOO II LAOO II</p> |

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| | LAOO in charge shall examine and review the prepared TD and FAAS from Municipal Assessor's Office, | | | |
| 4. Client shall sign the document once called by the LAOO in charge. | <p>4. LAOO in charge shall sign after the client also sign on the new TD and FAAS.</p> <p>LAOO in charge shall sign and forward TD and FAAS to the Division Chief for review and initial.</p> | No Fees | 3 minutes | <p>LAOO IV</p> <p>LAOO III</p> <p>LAOO II</p> <p>LAOO II</p> |
| 5. Client shall proceed and bring the prepared TD and FAAS to the Tax Mapping Division for assignment of PIN. | <p>5. Tax Declarations and FAAS shall be forwarded to Tax mapping Division for the Assignment of Property Identification Number (PIN).</p> <p>4.1 For whole parcel: Tax mapping Personnel shall receive the prepared documents and verify information in Tax Mapping Control Roll (TMCR.)</p> | No Fees | <p>Whole Parcel</p> <p>10 minutes</p> | <p>Tax Mapper IV</p> <p>Tax Mapper III</p> <p>Tax Mapper I</p> <p>Draftsman II</p> <p>Draftsman II</p> <p>Tax Mapper</p> |

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| | <p>4 .1.2 Tax Mapping assigned personnel shall enter new Property Identification Number (PIN), make necessary initial on TD and FAAS and forward the documents to the Division Chief for review and initial.</p> <p>4.2 For Subdivided Parcel:</p> <p>For Subdivided/ Consolidated Parcel:</p> <p>Tax Mapping assigned personnel shall receive the prepared documents, verify information in the TMCR, PIM, and retire the previous PIN.</p> <p>4.2.1 Tax Mapping personnel shall assign new PIN and make necessary initial on TD and FAAS.</p> | | <p>Subdivided Parcel 15 minutes</p> | |
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| | <p>4.2.2. Tax Mapper Aide shall enter the the property information in the TMCR and make necessary initial on TD and FAAS.</p> <p>4.2.3. Draftsman shall plot parcels and enter the assigned PIN in the Property Information Map (PIM).</p> <p>4.2.4. Draftsman shall prepares Sketch Plan make necessary initial, and forward the document to the Division Chief for review and initial and forward to the Provincial Assessor for approval.</p> | | Sketch Plan 15 minutes | |
| <p>6. Client shall hand over the prepared TD and FAAS with newly Assigned PIN to the Provincial Assessor for Approval.</p> | <p>6. Provincial Assessors shall review, sign and approved Tax Declaration and forward to the Assessment Records Management Division for assignment of new number.</p> | No Fees | 5 minutes | |
| <p>7 .Client shall proceed to the Assessment Records Management Division and hand over</p> | <p>7. Records Clerk/ Assigned personnel shall receive approved</p> | No Fees | 10 minutes | <p>LAOO IV LAOO III Assessment Clerk I</p> |

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| <p>the newly approved TD and FAAS for assignment of new number and cancellation of old.</p> <p>8. Client shall sign and receive his/her copy of the newly approved Tax Declaration.</p> | <p>TD and FAAS, assign new number, cancel old TD and FAAS and file new documents in the Book of Declarations of Real Property.</p> <p>1.1. Records Clerk /Assigned Personnel shall record the documents in the Logbook of Numbered, Released, Approved TD and FAAS.</p> <p>4.2 Property Owner/Representative/Client shall sign on the same logbook as acknowledgement of receipt of copy of the documents.</p> | | | <p>Assessment Clerk I Administrative Aide II Administrative Aide II</p> |
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2. ISSUANCE OF REAL PROPERTY ASSESSMENT CERTIFICATIONS

The Provincial Assessor's Office Issues Real Property Assessment Certifications for various purposes, primarily transfer of ownership and other purpose that may deemed necessary to all.

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| Office or Division: | Assessment Records Management Division |
| Classification: | Simple |
| Type of Transaction: | All (G2C, G2B, G2G) |
| Who may avail: | All Person of legal age who would like to secure assessment records, for various purposes and with complete required documents. |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
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| 1. Special Power of Attorney (SPA) | | Issued by the Property Owner | | |
| 1. Request Form | | From the OOTD desk | | |
| 2. Municipal Copy of requested certifications | | Municipal Assessor's Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client shall approach the Officer of the Day and show required documents for the certifications needed. | 1. The Officer of the Day shall check the documents and attach Issuance of certifications process checklist form and direct the client to the next step of transaction. | None | 5 minutes | Administrative Assistant III Administrative Aide VIAdministrative Aide II |
| 2. Client shall proceed to Assessment Records Management Division and give the request form | 2. Personnel in charge shall assist the Client in filling out of request form. He/She shall check if the request form is properly filled out. Personnel in charge shall proceed in to the preparation of requested certifications. | No fees | 5 minutes 30 minutes per certifications, except for Certificate of Landholdings that may take 2-3 days. | LAOO IV LAOO III Assessment Clerk I Assessment Clerk I Administrative Aide II Administrative Aide II |
| 3. Clients shall sit and wait while the Personnel in charge is preparing the requested certifications. | 3. Personnel in charge shall hand the prepared certifications to the client to pay the fees at the Provincial Treasurer's Office's 'Buwisan' Window'. | Php 95 for each copy of certification: Land Holdings, No Property, NP Except Calapan City, No | | Provincial Treasurer's Office |

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| | | Improvement, and other certifications Php 80.00 for each Certified True Copy of Tax Declaration | | |
| 4. Client shall pay the fees at the Provincial Treasurer's Office and give the official receipt to the Personnel in charge. 5. He/She then shall back to sit and wait for the Personnel in charge to facilitate the approval of the certifications. | 4. Personnel in charge shall receive the official receipt, write the O.R number to the space provided in the documents, affix initial and forward to the Division Chief for review and initial. | Php 95.00 for each copy of certifications: Land Holdings, No Property, No Property Except Calapan City, No Improvement and other certifications Php 80.00 for Certified True Copy of Tax Declaration | 10 minutes | LAOO IV LAOO III Assessment Clerk I Assessment Clerk I Administrative Aide II Administrative Aide II |
| 6. Client shall remain seated while waiting for the approval and release of his/her requested certifications. | 5. Division Chief shall review the prepared documents, validate O.R number, affix initial and forward to the Department Head for approval and forward to Personnel in charge for release. | No fees | 10 minutes | LAOO IV Provincial Assessor |
| | | No fees | 5 minutes | LAOO III |

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| | <p>6. Personnel in charge shall receive the approved certifications, stamp dry seal, and release it to the client</p> | | | <p>Assessment Clerk I</p> <p>Assessment Clerk I</p> <p>Administrative Aide II</p> <p>Administrative Aide II</p> |
| <p>7. Client shall sign in the log book of Numbered and Cancelled, Approved TD and FAAS</p> | <p>Personnel in charge shall file request form.</p> | <p>No fees</p> | <p>2 minutes</p> | <p>LAOO III</p> <p>Assessment Clerk I</p> <p>Assessment Clerk I</p> <p>Administrative Aide II</p> <p>Administrative Aide II</p> |