

Provincial Assessor's Office Internal Services



1. COMPUTATION OF TRANSFER TAX AND OTHER FEES

Provincial Assessor's Office issues computed transfer tax and other fees which are charge levied on the transfer of ownership or title to property from one individual or entity to another. Computation of this tax and fees are based on the Revenue Code of the Province of Oriental Mindoro and Republic Act 7160. It is available to all transferor and transferee with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and business alike.

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Office or Division:	Appraisal, Assessment and Examinations Division (AAED) – Provincial Assessor's Office (PAssO)		
Classification:	Simple		
Type of Transaction:	Government to Citize Government to Government	en (G2C), Government to Business (G2B), ernment (G2G)	
Who may avail:	Property Owner or A	uthorized Representative	
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE	
Original Transacti copy)	on / Request Slip (1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)	
2. Photocopy of Title	e (1 copy)	Registry of Deeds (RD)	
Photocopy of Duly Registered document from Register of Deeds (1 copy)		Registry of Deeds (RD)	
Photocopy of Duly Notarized Deed of Conveyance (1 copy)		Property Owner or Attorney's Office (Notary Public)	
5. Photocopy of Current Tax Declaration of Real Properties – Land and Improvements or Certification of No Improvement (1 copy per property)		Assessment Records Management Division (ARMD)-Provincial Assessor's Office (PAssO)	
6. Photocopy of Certificate Authorizing Registration (1 copy)		Bureau of Internal Revenue (BIR)	
7. Approved Subdivision/ Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)		Property Owner / RD / Land Registration Authority (LRA) / Geodetic Engineer /	

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per parcel	Officer of the Day (OOTD): Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer III - PASSO Local Assessment Operations Officer III - PASSO
	2. Record information of the property on the logbook of transfer tax and distribute the documents to the Assigned Local Assessment Operations Officer (LAOO).	None	5 minutes	Assessment Clerk: Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer III - PAssO LAOO II - PAssO

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3. Compute transfer tax and other fees, affix initial of assigned LAOO and forwarded to Division Head for review.	Transfer Tax is .55% of 1% of Fair Market Value (FMV) or the total amount of sale whichev er is higher. Other Fees: From Revised Revenue Code of Oriental Mindoro series of 2011 Transfer Fee = 100.00 per parcel/u nit Penalty = 500.00 Surchar ge = 25% of tax due Interest	Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer III - PAssO Local Assessment Operations Officer II - PAssO
	25% of tax due	

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	3.1 Review and initial the computed transfer tax and other fees and submit to the Department Head / Provincial Assessor for approval.	Subdivisi on Fee = 200.00 per parcel/uni t	5 minutes	Local Assessment Operations Officer IV- Division Chief - PAssO
	3.2 Approval of computed transfer tax and other fees	None	5 minutes	Provincial Assessor- PAssO
4. Receive the approved computed transfer tax and other fees	4. Release the approved computed transfer tax and other fees.	None	5 minutes	Local Assessment Operations Officer IV - PAssO
				Local Assessment Operations Officer II - PAssO
				Local Assessment Operations Officer II - PAssO

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TOTAL FEES TO BE PAID (Provincial Treasurer's Office)	Market Value (FMV) or the total amount of sale whichever is higher. Transfer Fee = 100.00 per parcel/unit Penalty = 500.00 Surcharge = 25% of tax due	50 Minutes per Parcel or Property unit	
	Subdivision Fee = 200.00 per parcel/unit		

2. ISSUANCE OF COMPLEX CERTIFIED PROPERTY IDENTIFICATION MAP/S AND OTHER TAX MAPPING OPERATIONS DIVISION CERTIFICATIONS

The Provincial Assessor's Office Issues Certified Property Identification Map and other Tax Mapping Operations Division (TMOD) Certification/s that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Tax Mapping Operations Division (TMOD)			
Classification:	Complex	Complex		
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)			
Who may avail:	Declared property of complete required do	wner and/or authorized representative with ocuments.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request from Property Owner (Original) and Valid ID (1 photocopy)		Property Owner		
Additional requirements for Authorized Representatives:		Issued by the Property Owner / Declarant		
Special Power of Attorney (SPA)/Authorization Letter from the Declared Owner (1 photocopy)				

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Valid ID (1 photocopy)	
3. Transaction / Request Slip (1 original)	From Tax Mapping Operations Division-PAssO
4. Tax Declaration (1 photocopy)	
5. RPT Receipt (1 photocopy)	Brovingial or Municipal Accessor's Office /
6. Title (1 photocopy)	Provincial or Municipal Assessor's Office / Provincial or Municipal Treasurers Office /
7. Approved Subdivision / Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)	Registry of Deeds (RD) /Land Registration Authority (LRA) / Geodetic Engineer
8. Certification Fee Payment Receipt (1 original)	Provincial Treasurers Office (PTO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TMOD and request copies of desired Tax Mapping documents and	1. Check and verify the completeness and authenticity of documentary requirements.	None	5 minutes	Tax Mapper IV Tax Mapper III- PAssO Tax Mapper I
fill out transaction /request slip	1.1.Assist in filling out the form	None	5 -minutes	-PAssO Draftsman II- PAssO
	1.2. Research and conduct ocular survey / inspection on field. Gather necessary information about the property unit.	None	4 days per parcel	Tax Mapper Aide-PAssO
	1.3. Prepare the requested certification and		45 minutes per parcel	

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	communicate with the client for payment of fees.			
2. Pay the fees at the Provincial Treasurer's Office (PTO) and present the Official Receipt (OR) of payment for certifications back to TMOD.	2. Hand in the payment form for the requested certification/s. 2.1. Receive the OR, enter the OR No. on the prepared certification/s, affix initial and forward to the Division Chief for review and initial.		15 minutes 5 minutes	Provincial Treasurer's Office Tax Mapper IV Tax Mapper III- PAssO Tax Mapper I - PAssO Draftsman II- PAssO Tax Mapper Aide-PAssO
	2.2. Validate the OR, review, affix initial and forward	None	5 minutes	Tax Mapper IV- PAssO Tax Mapper III-

3. Receive the approved certification/s/ Release of Certifications	to the Provincial Assessor for approval 2.3.Approval of prepared certification/s. Stamp dry seal the certification/s and hand in the approved certification/s to the client.	None	5 minutes 5 minutes	Provincial Assessor Tax Mapper IV Tax Mapper III- PAssO Tax Mapper I Draftsman II- PAssO Tax Mapper
TOTAL		₱80.00 CERT. FEE	4 Days,1 hour and 30 Minutes per Real Property Unit	Aide-PAssO

3. ISSUANCE OF SIMPLE CERTIFIED PROPERTY IDENTIFICATION MAP/S AND OTHER TAX MAPPING OPERATIONS DIVISION CERTIFICATIONS

The Provincial Assessor's Office Issues Certified Property Identification Map and other Tax Mapping Operations Division (TMOD) Certification/s that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Tax Mapping Operations Division (TMOD)		
Classification:	Simple		
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		

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Who may avail:

Declared property owner and/or authorized representative with complete required documents.

CHECKLIST OF RE	CHECKLIST OF REQUIREMENTS			CURE
Letter Request from (Original) and Valid	Property Owner			
Additional requirem Representatives: Special Power of A (SPA)/Authorization Declared Owner (1 Valid ID (1 photoco	Issued by the Property Owner / Declarant			
3. Transaction / Request Slip (1 original)		From Tax Mapping Operations Division-PAssO		
4. Tax Declaration (1 բ	ohotocopy)			
5. RPT Receipt (1 phot	тосору)	Provincial or Municipal Assessor's Office / Provincial or Municipal Treasurers Office /		
6. Title (1 photocopy)				
7. Approved Subdivision / Consolidation Plan for Subdivided/Consolidated Parcel (Photocopy or Blueprint - 1 Copy)		Registry of Deeds (RD) /Land Registration Authority (LRA) / Geodetic Engineer		and Registration
8. Certification Fee Payment Receipt (1 original)		Provincial Treasurers Office (PTO)		ce (PTO)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Proceed to TMOD and	Check and verify the	None	5minutes	Tax Mapper IV
request copies of desired Tax	completeness and authenticity			Tax Mapper III- PAssO
Mapping documents and fill out	of documentary requirements.			Tax Mapper I
transaction/reque st slip				Draftsman II- PAssO
	1.1.Assist in filling out the form	None	5minutes	Tax Mapper Aide-PAssO
	1.2. Research and prepare the requested certifications.	None	45 minutes per parcel (simple)	
2. Pay the fees at the Provincial Treasurer's Office (PTO) and give the Official	2. Hand in the payment form for the requested certification/s.	₱80.00	15 minutes	Provincial Treasurer's Office
Receipt (OR) of payment for certifications back to TMOD.	2.1. Receive the OR, enter the OR No. on the prepared	None	5 minutes	Tax Mapper IV Tax Mapper III- PAssO
	Certification/s, affix			Tax Mapper I
	initial and forward to the Division			Draftsman II- PAssO
	Chief for review and initial.			Tax Mapper Aide-PAssO

	2.2. Validate the OR, review, affix initial and forward to the Provincial Assessor for approval	None	5 minutes	Tax Mapper IV Tax Mapper III- PAssO
	2.3.Approval of prepared certification/s.	None	5 minutes	Provincial Assessor -PAssO
4. Receive the approved certification/s Release of Certifications	Stamp dry seal the certification/s and hand in the approved certification/s to the client.	None	5 minutes	Tax Mapper IV Tax Mapper III- PAssO Tax Mapper I Draftsman II- PAssO Tax Mapper Aide- PAssO
	TOTAL	₱80.00 CERT. FEE	1 Hour and 30 Minutes per Real Property Unit	



4. ISSUANCE OF REAL PROPERTY ASSESSMENT RECORDS/ CERTIFICATIONS (Certified True Copy of Tax Declaration, Property Holdings, No Improvement, No Property)

The Provincial Assessor's Office issues Real Property Assessment Records/Certifications for various purposes, primarily transfer of ownership and other purposes that may be deemed necessary to all property owners and/or authorized representatives with complete required documents. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Assessment Record	ds Management Division		
Classification:	Simple			
Type of Transaction:	Government to Gov			
Who may avail:	interested parties w	er/ or Authorized Representative and other ho would like to secure assessment as for various purposes and with complete s.		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Property Owner va copy)	alid ID (1 photo	Property Owner/Client		
Additional requirements for authorized representative requesting:		Property Owner (Seller) and Buyer		
 Special Power of Attorney (SPA)/ Owner's Authorization (1 Photo copy) 1 Photo copy of valid ID 				
3. Deed of Conveyance				
Certificate is required, if seller is a corporation)				
 Deed of Sale/Donation (1 Photo copy) 		Property Owner/ Register of Deeds (RD)		
 Extrajudicial \$ (1 Photo copy 	Settlement of Estate (r)	9		
 Affidavit of Se Sole Heir) 1 F 	elf Adjudication (if Photo Copy			

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Note : Original Copy of documents must be presented together with the photo copy of the required documents				Мусова
Municipal/City copy of requested certifications such as:		Municipal/Cit	y Assessor's O	ffice
 Property/Landh 	oldings	Warnenpan On	y 7 (333333)	
No Improvement	nt			
 No Property 				
from Calapan C	property holdings City (if the owner has ressed within Calapan			
5. Current Real Property Tax Receipt/Tax Clearance (original copy)		Provincial/Municipal Treasurer's Office		
6. Request Form		Officer of the Day (OOTD) Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the Assessment Records Management	1 Receive and verify the complete required documents needed on the	None	5 mins	Administrative Aide II -PAssO
Division (ARMD) and request the required	request certifications			Assessment Clerk I
certifications for the documents needed.				-PAssO
Fill out the request form if the required checklist of documents are	1.1 Assist in filling out request form			Local Assessment Operations Officer II - PAssO
complete.				

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	1.2 Prepare the requested certifications and issue Order of	None	30 mins	Assessment Clerk I –PAssO
	payment			Administrative Aide II -PAssO
				Administrative Aide II -PAssO
2. Pay the required fees at the Provincial Treasurer's Office then return Provincial Assessor's Office (Assessment Records Management Division (ARMD) and present Official Receipt	2. Receive payment and issue Official Receipt (OR)	Php 80.00 per copy of Certified True Copy of Tax Declaration; Php 95.00 per copy of certifications: 1) Property Holdings, 2) No Property, 3) No Property Except Calapan City, 4) No Improvement s and other certifications.	15 mins	Revenue Collection Clerk

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2.1 Receive the OR and write the OR# in the prepared certifications and forwarded to the Division Chief for review and initial.	None	5 mins	Local Assessment Operations Officer II - PAssO Statistician I - PAssO Assessment Clerk I -PAssO
			Administrative Aide II -PAssO Administrative Aide II
2.2 Review, validate the OR, affix initial and forwarded to Department Head for approval.	None	5 mins	-PAssO Local Assessment Operations Officer IV - PAssO

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	2.3 Approve the prepared certifications	None	5 mins	Provincial Assessor -PAssO
3. Claim/ Receive the approved certifications	3. Stamp dry seal the approved certifications and release to client.	None	2 mins	Local Assessment Operations Officer IV - PAssO
				Local Assessment Operations Officer III -PAssO
				Local Assessment Operations Officer II - PAssO
				Statistician I - PAssO
				Assessment Clerk I -PAssO
				Administrative Aide II -PAssO

			Administrative Aide II -PAssO
TOTAL	₱80.00 CERT. FI	1 Hour and 7 Minutes per EE Real Property Unit	

5. TRANSFER OF TAX DECLARATION OF REAL PROPERTY OWNERSHIP (SUBDIVISION / CONSOLIDATION)

Facilitation of transfer of Tax Declaration of Real Properties for subdivision/consolidation of parcel by cancellations or revisions of Tax Declarations (TD) and issuance of new to the current owner. Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Provincial Assessor's	Provincial Assessor's Office / All Divisions	
Classification:	Simple		
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
Who may avail:	Property Owner or Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Original Transaction / Request Slip (1 copy)		Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office	

Original Transaction / Request Slip (1 copy)	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)
2. Photocopy of Title (2 copies)	Registry of Deeds (RD)
Photocopy of Duly Registered document from Register of Deeds (2 copies)	Registry of Deeds (RD)
4. Photocopy of Certificate Authorizing Registration (2 copies)	Bureau of Internal Revenue (BIR)
5. Photocopy of Transfer Tax Receipt (2 copies)	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)
6. Photocopy of Current Real Property Tax Receipt	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)

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(2 copies)				VOH9 O
7. Photocopy of Community Tax Certificate (2 copies)		Barangay o	or Municipality	
8. Photocopy of Tra (2 copies)	nsfer Fee Receipt		Treasurer's Office reasurer's Office (
9. Photocopy of Dul of Conveyance (2 c	,	Property O	wner / Attorney's	Office
10. Approved Subd Consolidation Plan Blueprint - 2 Copies	(Photo Copy or		wner / RD / Land LRA) / Geodetic E	•
11. Photocopy of Soldentification Card f (2 copies)		Barangay	or LGU	
12. Photocopy of Sp Attorney (SPA) if ap owner (1 copy)		Property Owner / Attorney;s Office (Notary Public)		Office (Notary
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach Officer of the Day (OOTD) and	Receive and validate the required	None	10 minutes per RPU	Officer of the Day
submit the request and required documents. Observe on a first-come-first-serve basis.	documents for the desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). 1.1 Attach route slip and endorse to the Assessment Clerk for recording.		KF U	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer II -PASSO Local Assessment Operations Officer II -PASSO Officer II -PASSO

documents to the

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	Assigned LAOO.			Assessment Operations
				Officer IV - PAssO
				Local Assessment Operations Officer II -PAssO
				Local Assessment Operations Officer II -PAssO
	3. Review the documents for checking of information, assessment, and	Transfer Tax is	5 minutes per RPU	Local Assessment Operations Officer IV - PAssO
	values. 3.1 Compute transfer tax and other fees in case it has not been paid	.55% of 1% of Fair Market Value (FMV) or the total amount of	20 minutes per RPU	Local Assessment Operations Officer II -PAssO
3. Pay the prescribed transfer tax to the Provincial Treasurer Office (PTO) in case it	3.2 Receive payment and issue official receipt.	sale whichever is higher. Other Fees: From	15 minutes per RPU	Revenue Collection Clerk – Provincial Treasurer's Office - PTO
has not been paid and present the Official Receipt to the LAOO in-		Revised Revenue Code of Oriental		Revenue Collection Clerk I -PTO
charge.		Mindoro series of 2011		Revenue Collection Clerk I -PTO
		Transfer Fee = 100.00 per parcel/unit		Revenue Collection Clerk I -PTO
		Penalty =		

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		500.00 Surcharge = 25% of tax due Interest = 2% of tax due per month Subdivision		Now Brown	ORIENZZ CIAL SE
	3.3 If there is no correction on information, assessment and values and transfer tax has been paid, prepare Tax Declaration (TD) and Field Appraisal Assessment Sheets (FAAS) named to the new owner, based on the Schedule of Fair Market Value (SFMV).	Fee = 200.00 per parcel	30 minutes per RPU	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer III Local Assessment Operations Officer II -PASSO	
4. Sign the prepared TD AND FAAS documents.	4. Sign and forward the prepared new TD and FAAS to the Division Chief.	None	5 minutes per RPU	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer II -PASSO Local Assessment Operations Officer II operations	

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				Officer II -PAss
	4.1 Review, initial and give the new TD and FAAS to client.	None	5 minutes per RPU	Local Assessment Operations Officer ,Division Chief -PAssO
5. Receive the	5. Receive the	None	15 minutes per	Tax Mapper IV
prepared TD and FAAS and proceed/bring to the Tax Mapping Operations Division (TMOD),	prepared documents from the client, research, and retire the previous Property		RPU	Tax Mapper III- PAssO
PAssO	Identification Number (PIN) at the TMCR.			Tax Mapper I
	5.1 Assign new PIN and affix initial on TD and FAAS.	None	5 minutes per RPU	Tax Mapper Aide -PAssO
	5.2 Enter the property information in the TMCR and affix initial on TD and FAAS.	None	10 minutes per RPU	
	5.3 Plot parcels and enter the	None	5 minutes per	Draftsman II - PAssO
	assigned PIN in the Property Information Map (PIM).			Tax Mapper Aide -PAssO
	5.4 Prepare SketchPlan and affix initial.	None	5 minutes per RPU	Draftsman II – PassO
	5.5 Forward the documents to the Division Chief for review and initial	None	2 minutes	

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5.6 Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV-PAssO
5.7 Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor PAssO
5.8 Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 minutes per RPU	Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer III - PAssO Local Assessment Operations Officer III - PAssO Statistician I - PAssO Assessment Clerk I -PAssO Administrative
6. Release the newly approved owner's copy of Tax Declaration to the client.	None	2 minutes per RPU	Aide II -PAssO Local Assessment Operations Officer IV - PAssO Local Assessment
	the initial and forward to the Provincial Assessor for Approval 5.7 Approve and forward to ARMD for new number 5.8 Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS 6. Release the newly approved owner's copy of Tax Declaration to	the initial and forward to the Provincial Assessor for Approval 5.7 Approve and forward to ARMD for new number 5.8 Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS 6. Release the newly approved owner's copy of Tax Declaration to	the initial and forward to the Provincial Assessor for Approval 5.7 Approve and forward to ARMD for new number 5.8 Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS 6. Release the newly approved owner's copy of Tax Declaration to 5 minutes per RPU 10 minutes per RPU 10 minutes per RPU 2 minutes per RPU

TOTAL	'	2 Hours and 39 Minutes per Real Property Unit	
			Administrative Aide II -PAssO
			Assessment Clerk I -PAssO
			Statistician I - PAssO
			Local Assessment Operations Officer II -PAssO
			PAssO

6. TRANSFER OF TAX DECLARATION OF REAL PROPERTY OWNERSHIP (WHOLE PARCEL, BUILDING or MACHINERY)

Facilitation of transfer of Tax Declaration of Real Properties for whole parcel by cancellations or revisions of Tax Declarations (TD) and issuance of new to current owner. Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Provincial Assessor's Office / All Divisions		
Classification:	Simple		
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)		
Who may avail:	Property Owner or Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Original Transact copy)	ion / Request Slip (1	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)	

2. Photocopy of Title		Registry of	Deeds (RD)	Ha
Photocopy of Duly Registered document from Register of Deeds (2 copies)		Registry of	Deeds (RD)	
Photocopy of Cer Registration (2 copies)	tificate Authorizing	Bureau of I	nternal Revenue	(BIR)
5. Photocopy of Tra (2 copies)	nsfer Tax Receipt		Treasurer's Office reasurer's Office	` '
6. Photocopy of Cur Tax Receipt	rent Real Property		Treasurer's Offi reasurer's Office	` ,
(2 copies) 7. Photocopy of Cor Certificate (2 copies)	nmunity Tax	Barangay o	or Municipality	
8. Photocopy of Tra (2 copies)	nsfer Fee Receipt		Treasurer's Office reasurer's Office	` '
9. Photocopy of Dulgof Conveyance (2 co	-	Property Owner / Attorney's Office		
10. Photocopy of Se Senior citizens (2-co		Barangay or LGU		
11. Photocopy of Sp Attorney (SPA) if the the owner (1 copy)		Property Owner / Attorney's Office (Notary Public)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). Attach route slip and endorse to the Assessment Clerk for recording.		10 minutes per RPU	Officer of the Day (OOTD): Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer II - PAssO

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			Local Assessment Operations Officer II - PAssO
2. Record information of the property on the logbook of transfer and distribute the documents to the Assigned LAOO.	None	5 minutes pe RPU	Assessment Clerk: Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer II - PassO Local Assessment Operations Officer II - PassO

3. Pay the	3. Review the	None	5 minutes per	Local
prescribed	documents for		RPU	Assessment
transfer tax to the	checking of information,	Transfer		Operations
Provincial	assessment and	Tansiei Tax is		Officer IV -
Treasurer Office	values.	.55% of		PAssO
(PTO) in case it has not been paid		1% of Fair		Local
and present the	3.1 Compute	Market		Assessment
Official Receipt to	transfer tax and	Value	20 minutes per	Operations
the LAOO in-	other fees in case it	(FMV) or	RPU	Officer II -
charge.	has not been paid	the total		PAssO
		amount of		17.000
		sale		Local
		whichever		Assessment
		is higher.		Operations
				Officer II -
		Other		PAssO
		Fees:		
		From Revised		
		Revenue		
	3.2 Receive	Code of		Revenue
	payment and issue	Oriental	15 minutes	Collection
	official receipt.	Mindoro	TO THINIGEOU	Clerk –
	omolai rooolpt.	series of		Provincial
		2011		Treasurer's
				Office
		Transfer		(PTO):
		Fee =		Revenue
		100.00 per		Collection
		parcel/unit		Clerk I -
		Danalto		PTO
		Penalty = 500.00		110
		300.00		Revenue
		Surcharge		Collection
		= 25% of		Clerk I -
		tax due		PTO
		Interest =		Revenue
		2% of tax		Collection
		due per		Clerk I –
		month		PTO
		Nose		
		None		

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4. Sign the documents.	3.3 If there is no correction on information, assessment and values and transfer tax has been paid, prepare Tax Declaration (TD) and Field Appraisal Assessment Sheets (FAAS) named to the new owner, based on the Schedule of Fair Market Value (SFMV). 4. Sign and forward the new TD and FAAS to Division Chief.		30 minutes per RPU 5 minutes per RPU	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer III Local Assessment Operations Officer II - PASSO Local Assessment Operations Officer II - PASSO Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer II - PASSO
	4.1 Review, initial and give the new TD and FAAS to client.	None	5 minutes per RPU	Local Assessment Operations Officer II - PAssO Local Assessment Operations Officer IV-

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				Division Chief: - PAssO
5. Receive the prepared TD and FAAS and proceed/bring to the Tax Mapping Operations Division (TMOD), PAssO	5. Receive the prepared documents from the client and enter new information in Tax Mapping Control Roll (TMCR.) 5.1. Affix Initial and	None	10 minutes per RPU 2 minutes	Tax Mapper IV Tax Mapper III— PAssO Tax Mapper I Draftsman II- PAssO Tax Mapper
	forward the documents to the Division Chief for review.		per RPU	Tax Mapper Aide-PAssO
	5.2. Review, affix initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV Tax Mapper III- PAssO
	5.3. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor- PAssO
	5.4.Assign a new number for the newly approved TD/FAAS and cancel the	None	10 mins per RPU	Local Assessment Operations Officer IV
	previous TD/FAAS			Local Assessment Operations Officer III - PAssO
				Local Assessment

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				Operations Officer II – PassO
				Statistician I - PAssO
				Assessment Clerk I - PAssO
				Administrative Aide II – PassO
				Administrative Aide II – PassO
6. Sign and claim/receive the newly approved owner's copy of Tax Declaration in	6. Release the newly approved owner's copy of Tax Declaration to client.	None	2 mins per RPU	Local Assessment Operations Officer IV
the ARMD Logbook				Local Assessment Operations Officer III - PAssO
				Local Assessment Operations Officer II - PAssO
				Statistician I - PAssO
				Local Assessment Operations Officer Assessment Clerk I -PAssO
				Administrative Aide II -PAssO

2 Hours and 9 Minutes per Parcel or Real Property Unit



7. UPDATING OF TAX DECLARATION (TD) AND FIELD APPRAISAL AND ASSESSMENT SHEET (FAAS) OF REAL PROPERTY (SUBDIVISION / CONSOLIDATION PARCEL)

Review/examination of Updated Tax Declaration and Field Appraisal and Assessment Sheet of Real Properties for subdivided / consolidated parcel prepared from Municipal Assessor's Office / Local Government Unit (LGU). Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Provincial Assessor's Office / All Divisions
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Who may avail:	Property Owner or Authorized Representative.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original Transaction / Request Slip (1 copy)	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)
2. Photocopy of Title (1 copy)	Registry of Deeds (RD)
Photocopy of Duly Registered document from Register of Deeds (1 copy)	Registry of Deeds (RD)
Photocopy of Certificate Authorizing Registration (1 copy)	Bureau of Internal Revenue (BIR)
5. Photocopy of Transfer Tax Receipt (1 copy)	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)
6. Photocopy of Current Real Property Tax Receipt (1 copy)	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)

	AGENCY	FEES	DDOCESSING	DEDSON		
12. Photocopy of Sp Attorney (SPA) if ap owner (1 copy)		Property Owner / Attorney's Office (Notary Public)				
11. Sketch Plan / Acoriginal)	ction Slip (1	Municipal Assessor's Office				
10. Approved Subdicopy or Blueprint - 1 Sketch Plan / Action Involving subdivided parcels (Blueprint - Original Sketch Plan (1 copy)	Copy) / Original Slip (1 copy) I/consolidated 1 Copy) and/or	Property Owner / RD / Land Registration Authority (LRA) / Geodetic Engineer / Municipal Assessor's Office				
9. Photocopy of Dulgof Conveyance (1 co	•	Property Owner / Public Attorney's Office				
8. Photocopy of Tra (1 copy)	nsfer Fee Receipt	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)				
7. Photocopy of Cor Certificate (1 copy)	nmunity Tax	Barangay or Municipality				

CLIENT STEPS	AGENCY	TO BE	PROCESSING	PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
1. Approach to Officer of the Day (OOTD) and submit the transmittal / request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). 1.1 Attach route slip and endorse to the Assessment Clerk for recording.	None	10 minutes per RPU	Officer of the Day (OOTD): Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer II - PASSO Local Assessment Operations Officer II - PASSO

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2. Proceed to waiting area.	2. Record information of the property on the logbook of review / examination and distribute the documents to the Assigned Local Assessment Operations Officer (LAOO).	None	5 minutes per RPU	Assessment Clerk: Local Assessment Operations Officer IV - PAssO Local Assessment Operations Officer II-PAssO Local Assessment Operations Officer II - PAssO
	3. Examine, review, initial and forwarded to Division Chief the Updated Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) prepared from Municipal Assessor's Office (MAO) for checking of information, assessment and values based on the Schedule of Fair Market Value (SFMV). If there is no correction or error in the transaction, it will proceed, otherwise it will return to MAO /	None	30 minutes per RPU	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer II - PASSO Local Assessment Operations Officer II - PASSO

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	LGU.			Wyona
	3.2 Review, initial and give the new TD and FAAS to client.	None	5 minutes per RPU	Local Assessment Operations Officer IV Division Chief - PAssO
				Local Assessment Operations Officer IV -PAssO
				Local Assessment Operations Officer III
				Local Assessment Operations Officer II -PAssO
				Local Assessment Operations Officer II -PAssO
4. Receive the prepared TD and	4.0 Receive the prepared	None	15 minutes per RPU	Tax Mapper IV
FAAS and proceed / bring to the Tax Mapping Operations Division (TMOD),	documents from client, research, and retire the previous Property Identification			Tax Mapper III- PAssO
PAssO	Number (PIN) at the TMCR.			Tax Mapper I
	4.1 Assign new PIN and affix initial on TD and	None	5 minutes per RPU	Draftsman II
	FAAS.			Tax Mapper Aide -PAssO
	4.2 Enter the property information in the	None	10 minutes per RPU	

TMCR and affix initial on TD and FAAS.			NOBB OF THE PROPERTY OF THE PR
4.3. Plot parcels and enter the assigned PIN in the Property Information Map (PIM).	None	5 minutes per RPU	Draftsman II - PAssO
4.4. Prepare SketchPlan and affix initial.	None	5 minutes per RPU	
4. 5 Forward the documents to the Division Chief for review and initial	None	2 minutes	Tax Mapper Aide -PAssO
4.6. Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV- PAssO Tax Mapper III- PAssO
4.7. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor PAssO
4.8. Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 minutes per RPU	Local Assessment Operations Officer III - PAssO Local Assessment Operations
			Officer II - PAssO

5. Sign and claim/receive the newly approved owner's copy of Tax Declaration in the ARMD Logbook	5. Release the newly approved owner's copy of Tax Declaration to client.	None	2 minutes per RPU	Statistician I - PAssO Assessment Clerk I -PAssO Administrative Aide II -PAssO Local Assessment Operations Officer III - PAssO Local Assessment Operations Officer II - PAssO Statistician I - PAssO Assessment Clerk I -PAssO Administrative Aide II -PAssO
TOTAL			1 Hour and 54 Minutes per Real Property Unit	

8. UPDATING OF TAX DECLARATION (TD) AND FIELD APPRAISAL AND ASSESSMENT SHEET (FAAS) OF REAL PROPERTY (WHOLE PARCEL, BUILDING or MACHINERY)



Review/examination of Updated Tax Declaration and Field Appraisal and Assessment Sheet of Real Properties for whole parcel prepared from Municipal Assessor's Office / Local Government Unit (LGU). Property owners and/or authorized representatives may request for the service, only to those with complete requirements. We take pride in our commitment to providing this essential service, ensuring its availability to government entities, citizens, and businesses.

Office or Division:	Provincial Assessor's Office / All Divisions
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Who may avail:	Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Original Transaction / Request Slip (1 copy)	Appraisal, Assessment and Examination Division (AAED) – Provincial Assessor's Office (PAssO)		
2. Photocopy of Title (1 copy)	Registry of Deeds (RD)		
Photocopy of Duly Registered document from Register of Deeds (1 copy)	Registry of Deeds (RD)		
Photocopy of Certificate Authorizing Registration (1 copy)	Bureau of Internal Revenue (BIR)		
5. Photocopy of Transfer Tax Receipt (1 copy)	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)		
6. Photocopy of Current Real Property Tax Receipt (1 copy)	Provincial Treasurer's Office (PTO) or MunicipalTreasurer's Office (MTO)		
7. Photocopy of Community Tax Certificate (1 copy)	Barangay or Municipality		
8. Photocopy of Transfer Fee Receipt (1 copy)	Provincial Treasurer's Office (PTO) or Municipa Treasurer's Office (MTO)		

Photocopy of Duly Notarized Deed of Conveyance (1 copy)	Property Owner / Public Attorney's Office (Notary Public)
10. Photocopy of Special Power of Attorney (SPA) if applicant is not the owner (1 copy)	Property Owner / Attorney's Office (Notary Public)

Owner (1 copy)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approach to Officer of the Day (OOTD) and submit the transmittal / request and required documents. Observe a first come-first serve basis.	1. Receive and validate the required documents for desired transaction. (If complete requirements, transaction will proceed, otherwise no transaction at all). Attach route slip and endorse to the Assessment Clerk for recording.		10 minutes per RPU	Officer of the Day (OOTD): Local Assessment Operations Officer IV- PAssO Local Assessment Operations Officer II-PAssO Local Assessment Operations Officer II-PAssO	
	2. Record information of the property on the logbook of review / examination and distribute the documents to the Assigned Local assessment Operations Officer (LAOO).	None	5 minutes per RPU	Assessment Clerk: Local Assessment Operations Officer IV- PAssO Local Assessment Operations Officer II-PAssO Local Assessment Operations Officer II-PAssO Coperations Officer II-PAssO	

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3. Examine, review, initial and forwarded to Division Chief the Updated Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) prepared from Municipal Assessor's Office (MAO) for checking of information, assessment and values based on the Schedule of Fair Market Value (SFMV). 3.1 If there is no correction or error in the transaction, it will proceed, otherwise it will return to MAO / LGU.	None	30 minutes per RPU	Local Assessment Operations Officer IV- PASSO Local Assessment Operations Officer II-PASSO Local Assessment Operations Officer II - PASSO Local Assessment Operations Officer IV- PASSO
3.2 Review, initial and give the new TD and FAAS to client.	None	5 minutes per RPU	Local Assessment Operations Officer IV - PASSO Local Assessment Operations Officer III Local Assessment Operations Officer III - PASSO

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				Local Assessment Operations Officer II -PAssO
4. Receive the reviewed TD and FAAS and proceed / bring to the Tax Mapping Operations Division (TMOD), PAssO	4.1 Receive the prepared documents from client and enter new information in Tax Mapping Control Roll (TMCR.) 4.2. Affix the Initial and forward the documents to the Division Chief for review.	None	10 minutes per RPU 2 minutes	Tax Mapper IV Tax Mapper III– PAssO Tax Mapper I Draftsman II Tax Mapper Aide-PAssO
	4.3. Review, affix the initial and forward to the Provincial Assessor for Approval	None	5 minutes per RPU	Tax Mapper IV Tax Mapper III– PAssO
	4.4. Approve and forward to ARMD for new number	None	5 minutes per RPU	Provincial Assessor- PAssO
	4.5.Assign new number for the newly approved TD/FAAS and cancel the previous TD/FAAS	None	10 mins per RPU	Local Assessment Operations Officer IV Local Assessment Operations Officer III - PAssO
				Local Assessment