



Chapter III

Municipal Assessor's Office (MASSO)

External Services



1. Certificate of Non-Improvement

This document is often requested by a taxpayer who wants to secure Certificate of Non-Improvement for legal purposes.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		BIR, Post Office, DFA, PSA, GSIS, Pag-Ibig		
Representative				
Authorization letter of owner OR Special Power of Attorney		Citizen or Client being represented		
**Must at least know the Tax Declaration Number and/or the name of the declarant and location of the property		Citizen/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	Information Officer Public Assistance and Complaints Desk (PACD)
2. Fill out the Request Slip	2.0 Check the requested document in the Real Property assessment records 2.1 Issue Order of Payment (OP) 2.2 Start processing the request	None	13 minutes	LAOO/ Assessment Clerk/ Tax Mapping Personnel Municipal Assessor's Office (MASSO)



<p>3. Pay the required fees at the Municipal Treasury Office (MTO) by showing the OP</p> <p>*Secure Official Receipt (OR)</p>	<p>3. Accept payment based on the OP and issue OR</p>	<p>Certification Fee- PhP 50.00/ copy</p> <p>Verification Fee- PhP 50.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerk MTO</i></p>
<p>4. Return to the MASSO for the processing and release of Certificate of Non-Improvement</p>	<p>4.0 Check the OR</p> <p>4.1 Review, certify and issue the Certificate to the client</p>	<p>None</p>	<p>3 minutes</p>	<p><i>LAOO/ Assessment Clerk/ Tax Mapping Personnel</i></p> <p><i>Municipal Assessor or Asst. Municipal Assessor MASSO</i></p>
<p>TOTAL</p>		<p>PhP 100.00</p>	<p>49 minutes</p>	



2. Certificate of Non-Property/Property

This document is often requested by a taxpayer who wants to secure Certificate of Non-Property for scholarship, medical assistance or legal purposes.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, GSIS, Pag-Ibig		
Certificate of Indigency (for Certificate of Non-Property)		Barangay Hall		
Barangay Certification / Clearance (for Certificate of Property)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer PACD</i>
2. Fill out the Request Slip	2.0 Check the requested document in the Real Property assessment records 2.1 Issue OP 2.2 Start processing the request	None	13 minutes	<i>LAOO/ Assessment Clerk/ Tax Mapping Personnel MASSO</i>
3. Pay the required fees at the MTO by showing the OP *Secure OR	3. Accept payment based on the OP and issue OR	Certification Fee- PhP 50.00/ copy Verification Fee- PhP 50.00	30 minutes	<i>Revenue Collection Clerk MTO</i>



<p>4. Return to the MASSO for the processing and release of Certificate of Non-Improvement</p>	<p>4.0 Check the OR</p> <p>4.1 Review, certify and issue the Certificate to the client</p>	<p>None</p>	<p>3 minutes</p>	<p><i>LAOO/ Assessment Clerk/ Tax Mapping Personnel</i></p> <p><i>Municipal Assessor or Asst. Municipal Assessor MASSO</i></p>
<p>TOTAL</p>		<p>PhP 100.00</p>	<p>49 minutes</p>	



3. Certified Photocopy of Tax Declaration (TD)/Survey Plan

This document is often requested by a taxpayer who wants to secure a copy of Tax Declaration or Survey Plan for personal records or for legal purposes.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		BIR, Post Office, DFA, PSA, GSIS, Pag-Ibig		
Representative				
Authorization letter of owner OR Special Power of Attorney		Citizen or Client being represented		
**Must at least know the Tax Declaration Number and/or the name of the declarant and location of the property		Citizen/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer PACD</i>
2. Fill out the Request Slip	1.0 Check the requested document in the Real Property assessment records 1.1 Issue OP 1.2 Start processing the request	None	13 minutes	<i>LAOO/ Assessment Clerk/ Tax Mapping Personnel Municipal Assessor's Office</i>
3. Pay the required fees at the MTO by showing the OP *Secure OR	3. Accept payment based on the OP and issue OR	Certification Fee- PhP 50.00/ copy	30 minutes	<i>Revenue Collection Clerk MTO</i>



		Verification Fee- PhP 50.00		
		Survey Plan- ₱150.00/ copy		
4. Return to the MASSO for the processing and release of Certified Photocopies	4.0 Check the OR 4.1 Review, Certify and issue the copies to the client	None	3 minutes	<i>LAOO/ Assessment Clerk/ Tax Mapping Personnel Municipal Assessor or Asst. Municipal Assessor MASSO</i>
TOTAL		₱ 100.00 /TD ₱200.00/ Survey Plan	49 minutes	



4. New Tax Declaration for a Building or Machinery

This service is requested by the declarant for the issuance of a new Tax Declaration for a newly constructed building or newly installed machinery.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter				
Approved Building Plan, optional				
Building Permit, optional (1 Photocopy)		Municipal Engineering Office		
Occupancy Permit, optional (1 Photocopy)		Municipal Engineering Office		
**For Machinery: Sworn Statement of owner indicating the cost, life span and the date the machinery was installed				
Community Tax Certificate (CTC)		Barangay Hall / Municipal Treasury Office		
TIN or Affidavit of Non-TIN		BIR		
Filing Fee receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1.1 Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Submit the required documents for initial assessment and verification	2.0 Receive the required documents and check for completeness 2.1 Negotiate a date for ocular inspection and appraisal of the new building or machinery	None	5 minutes	<i>LAOO / Assessment Clerk</i> MASSO



3. Accompany the MASSO personnel for On-site inspection	3. Conduct the On-site inspection	None	1 Day	LAOO / Assessment Clerk MASSO
4. Return to the MASSO and sign Sworn Statement of Owner	4.0 Process the FAAS and the TD and guide the client to sign the Sworn Statement of Owner 4.1 Issue OP	None	40 minutes	LAOO / Assessment Clerk MASSO
5. Pay the required fees at the MTO by showing the OP *Secure OR	5. Accept payment based on the OP	PhP220.00/ TD	30 minutes	Revenue Collection Clerk MTO
6. Return to the MASSO for the processing and release of the duly accomplished TD, FAAS and other documents	6.0 Check the OR 6.1 Review the prepared TD and FAAS, affix signature and recommend the same to the Provincial Assessor	None	1 minute 20 minutes	Municipal Assessor or Asst. Municipal Assessor MASSO
7. Receive the duly accomplished TD, FAAS and other attachments	7. Advise client to submit the duly accomplished TD, FAAS and other attachments to the Provincial Assessor's Office for approval	None	3 minutes	LAOO / Assessment Clerk MASSO



8. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the duly accomplished TD FAAS and other attachments for processing and approval	8.0 Receive documents and check for completeness then fill out Action Slip, record in the logbook, encode then forward to the Tax Mapping Division	None	2 hours, 20 minutes (including travel time)	<i>Administrative Personnel/ Assessment Clerks Provincial Assessor's Office</i>
	8.1 Plot and update Tax Mapping Control Record (TMCR) and forward to Appraisal Division	None	1 hour	<i>Tax Mapping Division Personnel Provincial Assessor's Office</i>
	8.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Assistant Provincial Assessor	None	1 hour	<i>Appraisal Division Personnel Provincial Assessor's Office</i>
	8.3 Review documents and indorse to the Provincial Assessor	None	30 minutes	<i>Asst. Provincial Assessor Provincial Assessor's Office</i>
	8.4 Approve the ARP and FAAS	None	20 minutes	<i>Provincial Assessor Provincial Assessor's Office</i>



	8.5 Record and stamp date of approval	None	10 minutes	<i>Administrative Personnel</i> Provincial Assessor's Office
	8.6 Affix TD Number, encode in the system and record in the Journal of Assessment Transactions (JAT), update Ownership Record Form and cancel the superseded ARP then validate entries in the system	None	40 minutes	<i>Appraisal Division/ Assessment Clerks</i> Provincial Assessor's Office
9. Receive the Owner's Copy of the approved ARP/TD	9. Issue Owner's Copy of the approved updated ARP/TD to the client	None	10 minutes	<i>Records Division</i> <i>Assessment Clerks</i> Provincial Assessor's Office
TOTAL		PhP 220.00	1 Day, 7 hours, 52 minutes	



5. New Tax Declaration for Land (P.D. 705) and Increase in Lot Area

It is service requested by a Land Owner for the issuance of New Tax Declaration or increase in lot area.

Office or Division:	Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Survey Plan with Alienable and Disposable Certification duly certified by the DENR-CAR (2 Blueprint copies)	DENR-CAR for the Certification
Barangay Certification of ownership of the lot (2 original)	Barangay Hall (where the property is located)
Affidavit of two (2) disinterested persons duly subscribed (2 original)	Municipal Assessor's Office for the form and Lawyer for the subscription
Affidavit of confirmation of all adjoining owners duly subscribed (2 original)	Municipal Assessor's Office for the form and Lawyer for the subscription
Duly Subscribed Affidavit of the applicant that he/she is long, continuous and notorious in possession of the property (2 original)	Citizen/Client
Sworn Statement by the declarant declaring the market value of the real property	Citizen/Client
Community Tax Certificate (CTC)	Barangay Hall or Municipal Treasury Office
Tax Identification Number (TIN) or Duly Subscribed Affidavit of Non-TIN	BIR
Road Right-of-Way Certificate, if applicable	DPWH for National Roads or Provincial Engineering Office for Provincial Roads or Municipal Engineering Office for Municipal and Barangay Roads
**Additional requirement for Increase in Area: Duly Subscribed Affidavit of the owner/claimant that his/her existing Tax Declaration refers to the submitted survey plan	Citizen/Client
Certificate of Non-Tax Delinquency	Municipal Treasury Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Submit the required documents for initial assessment and verification	2. Receive the required documents and check for completeness	None	3 minutes	<i>LAOO / Assessment Clerk</i> MASSO
3. Accomplish necessary forms	3.0 Issue necessary forms to be accomplished by the client 3.1 Verify, review accomplished forms by the client and negotiate for a date for site inspection	None	1 hour, 10 minutes	<i>Tax Mapper</i> MASSO
4. Accompany the Tax Mapping personnel for the site inspection	4. Conduct Ocular inspection / site verification of the lot	None	1 Day	<i>Tax Mapping Personnel</i> MASSO
5. Return to the MASSO and sign Sworn Statement of Owner	5.0 Process the FAAS and the TD then guide the client to sign the Sworn Statement of Owner 5.1 Issue OP	None	40 minutes	<i>Tax Mapping Personnel</i> MASSO
6. Pay the required fees at the MTO by showing the OP *Secure OR	6. Accept payment based on the OP and issue OR	PhP220.00/ TD	30 minutes	<i>Revenue Collection Clerk</i> MTO



7. Return to the MASSO for the processing and release of the duly accomplished TD, FAAS and other documents	7.0 Check the OR 7.1 Review the prepared TD and FAAS, affix signature and recommend the same to the Provincial Assessor	None	1 minute 20 minutes	<i>Municipal Assessor or Asst. Municipal Assessor MASSO</i>
8. Receive the duly accomplished TD, FAAS and other attachments	8.0 Advice client to submit the duly accomplished TD, FAAS and other attachments to the Provincial Assessor's Office for approval		3 minutes	<i>Tax Mapping Personnel MASSO</i>
9. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the duly accomplished TD FAAS and other attachments for processing and approval	9.0 Receive documents and check for completeness then fill out Action Slip, record in the logbook, encode then forward to the Tax Mapping Division	None	2 hours, 20 minutes (including travel time)	<i>Administrative Personnel/ Assessment Clerks Provincial Assessor's Office</i>
	9.1 Plot and update Tax Mapping Control Record (TMCR) and forward to Appraisal Division	None	1 hour	<i>Tax Mapping Division Personnel Provincial Assessor's Office</i>
	9.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Asst. Prov'l Assessor	None	1 hour	<i>Appraisal Division Personnel Provincial Assessor's Office</i>



	9.3 Review documents and indorse to the Provincial Assessor	None	30 minutes	<i>Asst. Provincial Assessor Provincial Assessor's Office</i>
	9.4 Approve the ARP and FAAS	None	20 minutes	<i>Provincial Assessor Provincial Assessor's Office</i>
	9.5 Record and stamp date of approval	None	10 minutes	<i>Administrative Personnel Provincial Assessor's Office</i>
	9.6 Affix Number, encode in the system and record in the JAT, update Ownership Record Form and cancel the superseded ARP then validate entries	None	40 minutes	<i>Appraisal Division/ Assessment Clerks Provincial Assessor's Office</i>
10. Receive the Owner's Copy of the approved ARP/TD	10. Issue Owner's Copy of the approved updated ARP/TD to the client	None	10 minutes	<i>Records Division Assessment Clerks Provincial Assessor's Office</i>
TOTAL		PhP 220.00	2 Days	



6. New Tax Declaration for Land with Title or with Free Patent or CLOA

This service is requested by the land owner for the issuance of a new Tax Declaration for a titled lot or with free patent or with CLOA

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Title or Free Patent or CLOA (1 original, with 2 photocopies or 2 Electronic)		Registry of Deeds (for Titled) or Department of Environment and Natural Resources (for Free Patent) or Department of Agrarian Reform (for CLOA)		
Community Tax Certificate (CTC)		Barangay Hall or Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Submit the required documents for initial assessment and verification	2.0 Receive the required documents and check for completeness	None	3 minutes	<i>Tax Mapper or Assessment Clerk</i> MASSO
	2.1 Plot the area according to coordinates stated in the Title then negotiate for a date of site inspection	None	1 hour	<i>Tax Mapping Personnel</i> MASSO
3. Accompany the Tax Mapping personnel for the site inspection	3. Conduct Ocular inspection / site verification of the lot	None	1 Day	<i>Tax Mapping personnel</i> MASSO



4. Return to the MASSO and sign Sworn Statement of Ownership	4.0 Process the FAAS and the TD and guide the client to sign the Sworn Statement of Ownership 4.1 Issue OP	None	40 minutes	<i>Tax Mapping Personnel</i> MASSO
5. Pay the required fees at the MTO by showing the OP *Secure OR	5. Accept payment based on the OP	PhP220.00/ TD	30 minutes	<i>Revenue Collection Clerk</i> MTO
6. Return to the MASSO for the processing and releasing of the duly accomplished TD, FAAS and other documents	6.0 Check the OR 6.1 Review the prepared TD and FAAS, affix signature and recommend the same to the Provincial Assessor	None	1 minute 20 minutes	<i>Municipal Assessor</i> or <i>Asst. Municipal Assessor</i> MASSO
7. Receive the duly accomplished TD, FAAS and other attachments	7.0 Advise client to submit the duly accomplished TD, FAAS and other attachments to the Provincial Assessor's Office for approval	None	3 minutes	<i>Tax Mapping Personnel</i> MASSO



8. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the duly accomplished TD FAAS and other attachments for processing and approval	8.0 Receive documents and check for completeness then fill out Action Slip, record in the logbook, encode then forward to the Tax Mapping Division	None	2 hours, 20 minutes (including travel time)	<i>Administrative Personnel/ Assessment Clerks</i> Provincial Assessor's Office
	8.1 Plot and update TMCR and forward to Appraisal Division	None	1 hour	<i>Tax Mapping Division Personnel</i> Provincial Assessor's Office
	8.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Assistant Provincial Assessor	None	1 hour	<i>Appraisal Division Personnel</i> Provincial Assessor's Office
	8.3 Review documents and indorse to the Provincial Assessor	None	30 minutes	<i>Asst. Provincial Assessor</i> Provincial Assessor's Office
	8.4 Approve the ARP and FAAS	None	20 minutes	<i>Provincial Assessor</i> Provincial Assessor's Office
	8.5 Record and stamp date of approval	None	10 minutes	<i>Administrative Personnel</i> Provincial Assessor's Office



	8.6 Affix TD Number, encode in the system and record in the JAT, update Ownership Record Form and cancel superseded ARP then validate entries in the system	None	40 minutes	<i>Appraisal Division/ Assessment Clerks Provincial Assessor's Office</i>
9. Receive the Owner's Copy of the approved ARP/TD	9. Issue Owner's Copy of the approved updated ARP/TD to the client	None	10 minutes	<i>Records Division Assessment Clerks Provincial Assessor's Office</i>
TOTAL		PhP 220.00	2 Days, 50 minutes	



7. Notice of Assessment

This service provides the taxpayer their latest Notice of Assessment for their annual Real Property Tax (RPT).

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Name of Property Owner & Location of Property				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Provide details and necessary information	2. Prepare the Notice of Assessment based on the information provided	None	5 minutes	<i>Assessment Clerk</i> MASSO
3. Receive the Notice of Assessment	3. Issue the Notice of Assessment	None	2 minutes	<i>Assessment Clerk</i> MASSO
TOTAL		None	10 minutes	



8. Reclassified Tax Declaration of a Real Property

This service is requested by a tax payer for purpose of declaring the predominant use of the property, correction of names and other entry/ies on the Tax Declaration, and other reasons.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Citizen/Client		
Certificate of Non-Tax Delinquency		MTO		
Community Tax Certificate (CTC)		Barangay Hall / Municipal Treasury Office		
TIN or Affidavit of Non-TIN		Bureau of Internal Revenue		
**For revision as per survey plan with the same area or decrease in area but with change in one or more boundaries: Barangay Certification and duly subscribed statement of conformity of the new boundary lot owners		Barangay Hall		
Duly subscribed Affidavit of the owner / claimant that his existing Tax Declaration refers to the just submitted survey plan		Citizen/Client		
**For increase in area of 5 hectares or more, a joint inspection of the Municipal and Provincial Assessor's Office is required				
**Other necessary affidavit and supporting documents, if necessary				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1.1 Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Submit the required documents for initial assessment and verification	2.0 Receive the required documents and check for completeness	None	5 minutes	LAOO / <i>Assessment Clerk</i> MASSO



	2.1 Negotiate a date for ocular inspection, <i>if necessary</i>			
3. Accompany the MASSO personnel for On-site inspection	3. Conduct the On-site inspection, <i>if necessary</i>	None	1 Day	LAOO / Assessment Clerk MASSO
4. Return to the MASSO and sign Sworn Statement of Owner	4.0 Process the FAAS and the TD and guide the client to sign the Sworn Statement of Owner 4.1 Issue OP	None	40 minutes	LAOO / Assessment Clerk MASSO
5. Pay the required fees at the MTO by showing the OP *Secure OR	5. Accept payment based on the OP	PhP 220.00/ TD	30 minutes	Revenue Collection Clerk MTO
6. Return to the MASSO for the processing and release of the duly accomplished TD, FAAS and other documents	6.0 Check the OR 6.1 Review the prepared TD and FAAS, affix signature and recommend the same to the Provincial Assessor	None	1 minute 20 minutes	Municipal Assessor or Asst. Municipal Assessor MASSO
7. Receive the duly accomplished TD, FAAS and other attachments	7.0 Advise client to submit the duly accomplished TD, FAAS and other attachments to the Provincial Assessor's Office for approval	None	3 minutes	LAOO / Assessment Clerk MASSO



8. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the duly accomplished TD FAAS and other attachments for processing and approval	8.0 Receive documents and check for completeness then fill out Action Slip, record in the Logbook, encode then forward to the Tax Mapping Division	None	2 hours, 20 minutes (including travel time)	<i>Administrative Personnel/ Assessment Clerks Provincial Assessor's Office</i>
	8.1 Plot and update TMCR and forward to the Appraisal Division	None	2 hours	<i>Tax Mapping Division Personnel Provincial Assessor's Office</i>
	8.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Assistant Provincial Assessor	None	1 hour	<i>Appraisal Division Personnel/ Assessment Clerks/LAOO Provincial Assessor's Office</i>
	8.3 Review documents and indorse to the Provincial Assessor	None	30 minutes	<i>Asst. Provincial Assessor Provincial Assessor's Office</i>
	8.4 Approve the ARP and FAAS	None	20 minutes	<i>Provincial Assessor Provincial Assessor's Office</i>
	8.5 Record and stamp date of approval	None	10 minutes	<i>Administrative Personnel Provincial Assessor's Office</i>



	8.6 Affix TD Number, encode in the system and record in the JAT, update Ownership Record Form and cancel the superseded ARP then validate entries in the system	None	40 minutes	<i>Appraisal Division/ Assessment Clerks Provincial Assessor's Office</i>
9. Receive the Owner's Copy of the approved ARP/TD	9. Issue Owner's Copy of the approved updated ARP/TD to the client	None	10 minutes	<i>Records Division Assessment Clerks Provincial Assessor's Office</i>
TOTAL		PhP 220.00	2 Days, 52 minutes	



9. Notice of Cancellation of Assessment/Tax Declaration

This service is requested by the declarant to cancel a real property that no longer exist.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter of owner OR Affidavit requesting for the cancellation of assessment which must be executed by the declared owner or the direct heirs (Relationship of affiant to the owner must be established on the written request or affidavit)		Citizen/Client		
Duly subscribed request for cancellation of assessment		Municipal Assessor's Office		
Certificate of Non-Tax Delinquency		Municipal Treasury Office		
Community Tax Certificate (CTC)		Barangay Hall / Municipal Treasury Office		
TIN or Affidavit of Non-TIN		BIR		
**Other necessary attachments as may be required, if necessary				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	Information Officer PACD
2. Submit the required documents for initial assessment and verification	2.0 Receive the required documents and check for completeness 2.1 Negotiate a date for ocular inspection, if necessary	None	10 minutes	LAOO / Assessment Clerk MASSO
3. Accompany the MASSO personnel for On-site inspection	3. Conduct the On-site inspection, if necessary	None	1 Day	LAOO / Assessment Clerk MASSO



4. Return to the MASSO and sign Sworn Statement of Owner	4.0 Prepare Inspection Report and process Certificate of Cancellation and other attachments 4.1 Issue OP	None	25 minutes	<i>LAOO / Assessment Clerk MASSO</i>
5. Pay the required fees at the MTO by showing the OP *Secure OR	5. Accept payment based on the OP	PhP220.00/ copy	30 minutes	<i>Revenue Collection Clerk MTO</i>
6. Return to the MASSO for the processing and release of the Certificate of Cancellation	6.0 Check the OR 6.1 Review the report, affix signature on the Certificate of Cancellation and endorse the same to the Provincial Assessor	None	1 minute 18 minutes	<i>Municipal Assessor or Asst. Municipal Assessor MASSO</i>
7. Receive the endorsement and other attachments	7. Advise client to submit the documents to the Provincial Assessor's Office for approval	None	3 minutes	<i>LAOO / Assessment Clerk MASSO</i>



8. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the endorsement and other attachments for processing and approval	8.0 Receive documents and check for completeness then fill out Action Slip, record in the logbook, encode then forward to the Tax Mapping Division	None	2 hours, 10 minutes (including travel time)	<i>Administrative Personnel/ Assessment Clerks</i> Provincial Assessor's Office
	8.1 Plot and update TMCR and forward to the Appraisal Division	None	20 minutes	<i>Tax Mapping Division Personnel</i> Provincial Assessor's Office
	8.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Assistant Provincial Assessor	None	40 minutes	<i>Appraisal Division Personnel / Assessment Clerks/LAOO</i> Provincial Assessor's Office
	8.3 Review documents and indorse to the Provincial Assessor	None	10 minutes	<i>Asst. Provincial Assessor</i> Provincial Assessor's Office
	8.4 Approve the ARP and FAAS	None	10 minutes	<i>Provincial Assessor</i> Provincial Assessor's Office
	8.5 Record and stamp date of approval	None	5 minutes	<i>Administrative Personnel</i> Provincial Assessor's Office



	8.6 Update Ownership Record Form and cancel the superseded ARP	None	20 minutes	<i>Appraisal Division/ Assessment Clerks Provincial Assessor's Office</i>
9. Receive the approved Notice of Cancellation of Assessment (NCA)	9. Issue approved NCA	None	10 minutes	<i>Records Division Assessment Clerks Provincial Assessor's Office</i>
TOTAL		PhP 220.00	1 Day, 5 hours, 35 minutes	



10. Transfer of Real Property Tax (RPT) Declaration

The updated copy of Tax Declaration is issued upon transfer of ownership of subject property as a result of subdivision or consolidation.

Office or Division:	Assessor's Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Titled Properties:		
Land Title (2 certified Electronic copies or 2 certified photocopies)		Registry of Deeds, La Trinidad, Benguet
Registered Deed of conveyance (2 certified Electronic copies or 2 certified photocopies)		Registry of Deeds, La Trinidad, Benguet
Certificate of Non-Tax Delinquency (2original)		Municipal Treasury Office
Subdivision plan, if subdivided		Citizen
B. Un-Titled Properties but with Registered Documents:		
Registered Deed of conveyance (2 certified Electronic copies or 2 certified photocopies)		Registry of Deeds, La Trinidad, Benguet
Certificate of Non-Tax Delinquency (2 original)		Municipal Treasury Office
Survey Plan for Sale of a portion or subdivision (2 Blueprints)		Citizen/Client
C. Un-Titled Properties with Unregistered Documents		
Transfer Document or Deed of Conveyance (1 original, 1 photocopy)		Citizen/Client
Special Power of Attorney (SPA), if signed in behalf of the claimant (1 original, 1 photocopy)		Citizen/Client
BIR Certificate of Registration (Assessor's copy, 1photocopy)		Bureau of Internal Revenue, La Trinidad, Benguet
Certificate of Non-Tax Delinquency (2 original)		Municipal Treasury Office
Transfer Tax Receipt/Clearance (1 original, 1photocopy)		Provincial Treasury Office



**if real property is an agricultural lot: DAR Certification (1 original, 1 photocopy)		Department of Agrarian Reform, La Trinidad, Benguet		
Survey Plan for Sale of a portion or subdivision (2 Blueprints)		Citizen/Client		
NCIP Certification, if signed by a thumb mark by a member of the Cultural Minorities (1 photocopy)		National Commission on Indigenous People		
Resolution authorizing signatory, if both or either party is a juridical person (1 photocopy)		Citizen/Client		
**if Act No. 3344 is indicated in the Deed of Conveyance: Assessment Form and Payment Order / Certified Photocopies of documents submitted to ROD		Registry of Deeds, La Trinidad, Benguet		
** for Extrajudicial Settlement: Affidavit of Publication with 3 consecutive weeks Newspaper publication clippings (1 original, 1 photocopy)		Office of the Publishing Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer (PACD)</i>
2. Submit the required documents for initial assessment and verification *Secure the Order of Payment (OP) that will be issued	2.0 Receive the required documents and check for completeness 2.1 Issue the OP if all the required documents were given 2.2 Start processing the request	None	15 minutes	<i>LAOO / Assessment Clerk (MASSO)</i>



<p>3. Pay the required fees at the Municipal Treasury office (MTO) by showing the OP</p> <p>*Secure Official Receipt (OR)</p>	<p>3. Accept the payment based on the OP and issue the OR</p>	<p>PhP 220.00/ TD</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerk MTO</i></p>
<p>4. Return to the MASSO for the processing and release of the duly accomplished TD, FAAS and other documents</p>	<p>4.0 Check the OR</p> <p>4.1 Accomplish FAAS and prepare the corresponding TD</p>	<p>None</p>	<p>1 minute</p> <p>40 minutes</p>	<p><i>LAOO / Assessment Clerk MASSO</i></p>
	<p>4.2 Plot and project lot descriptions</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Tax Mapper MASSO</i></p>
	<p>4.3 Review the prepared TD and FAAS, affix signature and recommend the same to the Provincial Assessor</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Municipal Assessor or Asst. Municipal Assessor MASSO</i></p>
<p>5. Receive the duly accomplished Tax Declaration (TD), Field Appraisal and Assessment Sheet (FAAS) and other documents</p>	<p>5. Advice client to submit the accomplished TD, FAAS and attached documents / requirements to the Provincial Assessor's Office for approval</p>	<p>None</p>	<p>3 minutes</p>	<p><i>LAOO / Assessment Clerk MASSO</i></p>



<p>6. Proceed to the Provincial Assessor's Office, Provincial Capitol, La Trinidad, Benguet and submit the duly accomplished TD, FAAS and other attachments for processing and approval</p>	<p>6.0 Receive documents and check for completeness then fill out Action Slip, record in the logbook, encode then forward to the Tax Mapping Division</p>	<p>None</p>	<p>2 hours, 20 minutes (including travel time)</p>	<p><i>Administrative Personnel/ Assessment Clerks Provincial Assessor's Office</i></p>
	<p>6.1 Plot and update TMCR and forward to the Appraisal Division</p>	<p>None</p>	<p>2 hours</p>	<p><i>Tax Mapping Division Personnel Provincial Assessor's Office</i></p>
	<p>6.2 Review and evaluate submitted documents and verify previous records, if any, then forward to the Assistant Provincial Assessor</p>	<p>None</p>	<p>1 hour</p>	<p><i>Appraisal Division Personnel/ Assessment Clerks Provincial Assessor's Office</i></p>
	<p>6.3 Review documents and indorse to the Provincial Assessor</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Asst. Provincial Assessor Provincial Assessor's Office</i></p>
	<p>6.4 Approve the ARP and FAAS</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Provincial Assessor Provincial Assessor's Office</i></p>



	6.5 Record and stamp date of approval	None	10 minutes	<i>Administrative Personnel Provincial Assessor's Office</i>
	6.6 Affix TD Number, encode in the system and record in the JAT, update Ownership Record Form and cancel the superseded ARP then validate entries in the system	None	40 minutes	<i>Appraisal Division Personnel/ Assessment Clerks Provincial Assessor's Office</i>
7. Receive the Owner's Copy of the approved ARP/TD	7. Issue Owner's Copy of the approved ARP/TD to the client	None	10 minutes	<i>Records Division Assessment Clerks Provincial Assessor's Office</i>
TOTAL		PhP 220.00	1 Day, 1hour, 22 minutes	



11. Verification of Property Location and Vicinity

This service enables a taxpayer to identify the location of a property in the tax map.

Office or Division:	Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sketch Plan		Citizen/Client		
Title or electronic copy of title, <i>if applicable</i>		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the municipal lobby	1. Give the logbook to the client	None	3 minutes	<i>Information Officer</i> PACD
2. Submit the required documents	2.0 Receive the required documents 2.1 Issue OP if required documents were given 2.2 Plot and identify location of the property	None	1 hour, 5 minutes	<i>Tax Mapper</i> Municipal Assessor's Office
3. Pay the required fees at the MTO by showing the OP *Secure OR	3. Accept payment based on the OP and issue OR	Plotting and Verification Fee- PhP150.00	30 minutes	<i>Revenue Collection Clerk</i> MTO
4. Return to the MASSO for the processing and release of the document	4.0 Check the OR 4.1 Issue the document	None	3 minutes	<i>Tax Mapper</i> Municipal Assessor's Office
TOTAL		PhP 150.00	1 hour, 41 minutes	