# SSESSOR'S OFFICE

### OFFICE OF THE MUNICIPAL ASSESSOR

## **FUNCTIONAL CHART**

### **Municipal Assessor**

Formulates plans and other policies for proper and strict implementation in accordance with the Provisions of R.A. 7160, its implementing rules and regulation and other rules, regulations and procedures on the classification, appraisal and assessment of Real Property

Exercises technical supervision and visitorial functions over all the component Barangays and coordinates with them with regards to assessment activities and provide all forms of assistance thereof.

Recommends for approval of all tax declarations within the Municipality duly verified/processed/certified and initialed by the Local Assessment Officer, Tax Mapper and Assistant Municipal Assessor in accordance with the above mentioned Provisions to the Provincial Assessor.

### **Assistant Municipal Assessor**

Assist the Municipal Assessor and perform such other duties as the latter may assign to her. Supplement office orders, directives and other office policies laid by the Municipal Assessorer. Exercise General Administrative supervision of office personnel in accordance with Civil Service.

### Administrative Services

Receives and records all incoming and outgoing transactions submitted by other offices and or tax payers and forward same to concerned personnel for appropriate action.

Prepares, types computerize statistical assessment data, communication and or report and other routinary functions.

Files all administrative records and prepares file indexes for easy retrieval of records.

### Land, Building & Machinery Appraisal Services

Take charge and responsible for the general function of their respective sections and that all submitted/requested assessment transactions by tax declarants conforms strictly with the above mentioned Provisions of R.A. 7160 and its implementing Rules and Regulations, Provincial Ordinance No. 99-56 and its implementing Rules and Regulation under Administrative Order No. 2000-16 and shall strictly enforced prohibition thereof under Section 3.

### Tax Mapping Service

Take charge and responsible for the General function of the section particularly the safe keeping of all tax mapping records including cadastral and isolated survey of the nine (9) Barangays of the Municipality. Install and prepare Tax Maps, showing graphically the positions of undivided lots for appraisal and assessment purposes based on cadastral maps.

### **Records Management Services**

Take charge and responsible for the general function of the section particularly safe keeping and filing of all assessment records.

Prepares, types and issue certified true/xerox copy of assessment records and other assessment certificate, annotates mortgages, court orders, notice of les pendens/adverse claims per legal forms, sheriffs certificate of sale, tax liens and cancellations duly approved/signed by the Provincial Assessor.

# MUNICIPAL ASSESSOR'S OFFICE (MASSO) External Services

- 1. Certificate of Non-Improvement
- 2. Certificate of Non-Property/Property
- 3. Certified Photocopy of Tax Declaration (TD)/Survey Plan
- 4. New Tax Declaration for a Building or Machinery
- 5. New Tax Declaration for Land (P.D. 705) and Increase in Lot Area
- 6. New Tax Declaration for Land with Title or with Free Patent or CLOA
- 7. Notice of Assessment
- 8. Reclassified Tax Declaration of a Real Property
- 9. Notice of Cancellation of Assessment/Tax Declaration
- 10. Transfer of Real Property Tax (RPT) Declaration
- 11. Verification of Property Location and Vicinity