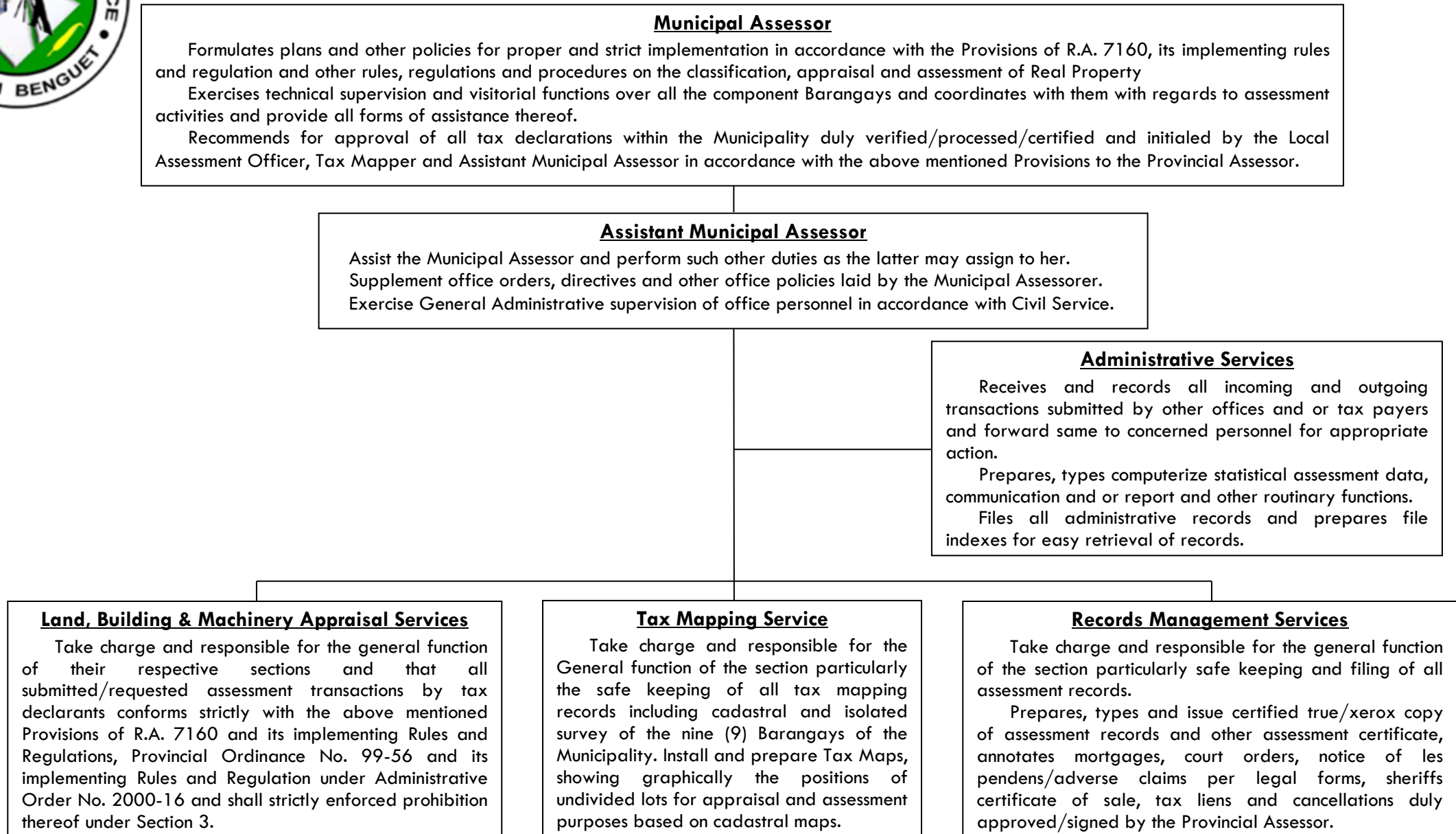




OFFICE OF THE MUNICIPAL ASSESSOR FUNCTIONAL CHART



**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**