

City Assessor's Office

External Services



1. Issuance of Certifications

Certificate of Property Holdings or Certificate of No Property Holding and Certified copy of Tax Declarations.

Office or Division:	City Assessor's Offi	ce		
Classification:	Simple			
Type of	G2G-Government to	o Governmer	nt G2B-Governme	ent to Business
Transaction:	G2C-Government to		n, ozb oovoninie	Tre to Baoin 1000,
Who may avail:	All City of San Pedr		tv owners/tax nave	ers huvers
vino may avam	brokers, Consultant			
	interest.	.0, 10011010/40	volopolo, ana oun	or partico or
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. For Certified Cop		City Treasu		
Declaration: Update				
Property Tax / Tax				
2. Government-Issu		Property ow	/ner	
(PRC; UMID; PHILS				
validation only)				
3. Title, Tax Declara	ation, RPT Receipt	Property ow	ner	
or other reference f				
identification. (1 ph				
If done through a		<u> </u>		
1. Authorization lett		Property owner		
authorized represer				
of request. (1 origin				
2. Government-Issu		Representa	tive	
	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property owner		
(PRC; UMID; PHILS				
photocopy)	, , ,			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Fill out Request	1. Check existing	None	5 minutes	Frontline
Slip	records.			Personnel
				City Assessor's
	1.1 Issue Order of	None		Office
	Payment			
2. Pay	None	Php	Refer to City	Revenue
Certification fee at		150.00;	Treasurer's	Collection Clerk
Treasury Office		Php	Office	City Treasurer's
		200.00		Office
		(for		
		previous		
		Tax		



		Declaratio n)		
3. Submit Certification fee receipt to Frontline personnel.	3. Trace back previous records.	None	25 minutes	Records Division Personnel City Assessor's Office
	3.1 Prepare, validate and sign certification.	None	10 minutes	Records Division Personnel City Assessor's Office
	3.2 Approve certification.	None	5 minutes	City Assessor Or Authorized Officer City Assessor's Office
4. Receive the certification.	4. Record receipt of Certification by the requesting person	None	5 minutes	Frontline Personnel City Assessor's Office
	TOTAL:	None	50 Minutes (excluding time for payment)	



2. Issuance of Certificate of No Improvement

Certification that a certain parcel of land is vacant.

Ossi	0.1 V				
Office or Division:	City Assessor's Offi	ce			
Classification:	Simple				
Type of	G2G-Government to	o Governmer	nt, G2B-Governme	nt to Business,	
Transaction:	G2C-Government to		,	,	
Who may avail:	All City of San Pedr		tv owners/tax pave	ers. buvers.	
•	brokers, Consultant				
	interest.	,			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Government-Issu	ued ID of owner	Property ow	vner		
(PRC; UMID; PHILS	SYS ID, etc.) (for				
validation only)	, , ,				
2. Title, Tax Declara	ation, RPT Receipt	Property ow	vner		
or other reference f	or property				
identification. (1 pho					
If done through a representative:					
	ation letter stating name of Property owner				
· ·	ntative and purpose				
of request. (1 origin					
	ment-Issued ID of Representative			tive	
	C; UMID; PHILSYS				
ID, etc.) (1 photoco					
3. Government-Issu		Property ow	vner		
(PRC; UMID; PHILS	SYS ID, etc.) (1				
photocopy)	4051101/		DD00E00INO	DEDOON	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
1. Fill out Dogwood	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill out Request	Check existing records.	None	20 minutes	Frontline Personnel	
Slip	records.			City Assessor's	
	1.1 Endorse to	None	1 minute	Office	
	Assessment and	INOTIC	i illillate	Office	
	Appraisal Officer				
	for inspection.				
	Ioi inspection:				
	1.2 Inspect the	None	3 working hours	Inspector	
	Property and		(depending on	City Assessor's	
	prepare		the availability	Office	
	Inspection Report.		of inspectors)	200	
			Transmitted on		
			the next day		



	1.3 Issue Order of Payment.		1 minute	
2. Pay Certification fee at Treasury Office.	None	Php 150.00	Refer to City Treasurer's Office	Revenue Collection Clerk City Treasurer's Office
3. Submit Certification fee to Frontline personnel.	3. Prepare Certification.	None	20 minutes	Frontline Personnel City Assessor's Office
	3.1 Examine and sign for approval.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
	3.2 Approve certification.	None	5 minutes	City Assessor Or Authorized Officer City Assessor's Office
4. Receive the certification.	4. Record receipt of certification by the requesting person.	None	5 minutes	Frontline Personnel City Assessor's Office
	TOTAL:	None	3 Hours and 57 Minutes	



3. Transfer of Tax Declaration - Land, Building, Machinery, Subdivision or Consolidation

Issuance of New Tax Declaration for newly transferred properties or newly subdivided / consolidated properties.

0.60	l 0'' 4			
Office or	City Assessor's Offi	ce		
Division:	0' 1 0 1 1			
Classification:	Simple, Complex, F			
Type of		o Government, G2B-Government to Business,		
Transaction:	G2C-Government to			
Who may avail:		o real property owners/tax payers, buyers,		
		s, realtors/developers, and other parties of		
	interest.			
	REQUIREMENTS	WHERE TO SECURE		
1. Certified true cop		Registry of Deeds, Calamba, Laguna		
Certificate of Title (
2. Deed of Conveya		Property Owner		
Certificate is require	ed if seller is a	Corporate Secretary		
corporation)	and a CD and Co. I			
	Deed of Sale/ Deed of Donation/			
Extrajudicial Settlement / Deed of				
Assignment / Certificate of Sale / Deed				
	Conditional Sale, Secretary's			
Certificate etc. (1 p		Duana de Coma de		
3. Certificate Autho		Property Owner /		
(CAR) (1 photocop	у)	Bureau of Internal Revenue, Biñan City,		
4 Undated Official	Descipt of Deal	Laguna San Pedro City Hall, Treasury Office		
4. Updated Official Property Tax payme		San Feuro City Hall, Treasury Office		
Clearance (1 photo				
5. Official Receipt of		San Pedro City Hall, Treasury Office		
or Transfer Tax Cle		Sair redio Oity Hall, Treasury Office		
photocopy)	arance (1			
6. Approved Subdiv	vision Plan (For	Owner / Land Management Bureau, DENR,		
Subdivision / Consc		Los Baños, Laguna		
Transactions) (1 pt		Less Barros, Lagarra		
7. Government-Issu		Property owner		
(PRC; UMID; PHILS		The second control of		
validation only)				
	ransfer Certificate of	Title may be presented instead, provided that		
	of previous owner is	· · · · · · · · · · · · · · · · · · ·		
If done through a				
1. Authorization lett		Property Owner		
authorized represer	•			
of request. (1 Origin				
2. Government-Issu		Representative		



Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)					
3. Government-Issu		Property ov	ner		
(PRC; UMID; PHILS	SYS ID, etc.) (1				
photocopy)					
•	to late release of To			_	
1. Acknowledgeme		Registry of	Deeds, Calamba,	Laguna	
Certification of Rele					
If previous owner 1. Previous Transfe		Pogistry of	Deeds, Calamba,	Laguna	
(1 photocopy)	er Cerunicate of Title	Registry or	Deeus, Calamba,	Laguna	
If transfer documents are not available:					
1. RD / LRA Certific			Deeds, Calamba,	Laguna	
2. Notarized Affiday		Notary Pub		Lagana	
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Incoming/Outgoi	
complete	verify submitted			ng Officer	
documents to	documents			City Assessor's	
incoming/				Office	
outgoing officer	1.1 Issue Order of	None			
	payment for Transfer of Tax				
	Declaration Fee				
	Deciaration rec				
	* A penalty of				
	Php500.00 to Php				
	1,500.00 per title				
	imposed for late				
	declaration filed				
	sixty (60) days				
	after the issuance				
	of Transfer				
	Certificate of Title				
	from the Registry				
2. Pay Transfer of	of Deeds. None	Php	Refer to	Collections	
Tax Declaration	140110	250.00	Treasury Office	Officer	
fee and penalty, if		per Tax	l madary omeo	City Treasurer's	
applicable, at		Declaratio		Office	
Treasury Office		n; Php		_	
		500.00 to			
		Php			
		1,500.00			
		for late			
		filing			



O. O. dans it	0 Attack commen	Mana	4	1
3. Submit Transfer of Tax Declaration Fee receipt to	3. Attach copy of receipt to other documents.	None	1 minute	Incoming/Outgoi ng Officer City Assessor's Office
incoming/outgoing officer.	3.1 Attach Request Slip.			
4. Fill out Request Slip then submit to incoming/ outgoing officer.	4. Review and receive complete documents.	None	5 minutes	Incoming/Outgoi ng Officer City Assessor's Office
5. None	5. Forward all documents to Tax Mapping Division for verification.	None	Transmitted by batch: 11 am/	Incoming/Outgoi ng Officer City Assessor's Office
	5.1 PIN Identification.	None	10 minutes	Tax Mapper City Assessor's Office
	5.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	5.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	5.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
			Inspected by batch on the next day after receipt of documents.	
			Transmitted on the day after inspection.	



·			
5.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
5.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
5.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
5.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office
5.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
5.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
5.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office



	5.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Personnel City Assessor's Office
	5.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	5.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Personnel City Assessor's Office
6. Receive Tax Declaration and Notice of assessment.	6. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
	TOTAL:	None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of Transaction/s involved	

Simple – Involves transfer of lot only Complex – Involves transfer of Lot with Improvements Highly Technical – Involves transfer of multiple lots and improvements in excess of five (5) Real Property Units (RPUs)



4. New Declaration or Reassessment of Building

Declaration of Newly-Constructed Building or Renovated Building.

Office or Division:	City Assessor's Office					
Classification:	Complex, Highly Te	chnical				
Type of	G2G-Government to		nt G2B-Governme	ent to Rusiness		
Transaction:	G2C-Government to		it, OZD-OOVCIIIIIC	in to business,		
Who may avail:	All City of San Pedr		tv owners/tax nave	ers huvers		
willo may avail.	brokers, Consultant					
	interest.	.o, roundrorae	volopolo, ana our	or parties or		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Building Permit, 0		Office of the	Building Official			
and Floor Plan (1 p			Ü			
2. Sworn Statemen		Notary Publ	lic			
Current and Fair Ma	arket Value of Real					
Properties (1 original	al),					
in the absence of th	ne foregoing					
documents						
3. Request letter from	om the registered	vner				
owner (1 original)						
4. Updated Official receipt of Real		City Treasurer's Office				
Property Tax paymo						
Clearance (1 photo						
5. Government-Issu		Property owner				
(PRC; UMID; PHILS	SYS ID, etc.) (for					
validation only)	roprocentativo					
If done through a language 1. Authorization lett		Proporty ov	/nor			
	ntative and purpose	Property owner				
of request. (1 origin						
2. Government-Issu		Representa	tive			
	RC; UMID; PHILSYS	1 topi oddinativo				
ID, etc.) (1 photoco						
3. Government-Issu	1 3 /	Property ow	/ner			
(PRC; UMID; PHILS						
photocopy)	, , , ,					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit	1. Check and	None	15 minutes	Incoming/		
complete	verify submitted			Outgoing Officer		
documents to	documents.	City Assessor's				
incoming/				Office		
outgoing officer	1.1 Attach	None				
	Request Slip					
	1	st Slip				



0.50	6.5			
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	3.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office



3.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office
3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office
3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
3.11 Approve FAAS on System. 3.12 Print	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office



4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of Transaction/s involved	

Complex – Involved declaration of 1 improvement

Highly Technical – Involves declaration of multiple improvements in excess of five (5) Real Property Units (RPU)



5. New Declaration or Reassessment of Machinery

Declaration of Newly-Installed Machinery or Machineries subject to reassessment.

ecial ation of INEWiy-in	istalied Machinery of	Machineries subject to reassessment.			
Office or	City Assessor's Office				
Division:					
Classification:	Complex, Highly Technical				
Type of		o Government, G2B-Government to Business,			
Transaction:	G2C-Government to Citizens				
Who may avail:		o real property owners/tax payers, buyers,			
		s, realtors/developers, and other parties of			
	interest.				
	REQUIREMENTS	WHERE TO SECURE			
1. Sales invoice / O	•	Property owner			
Audited Financial S	tatement (1				
photocopy)	A 1	<u> </u>			
2. Itemized List of N		Property owner			
indicating the Serial					
and Country of Orig	· ·				
Acquisition, Date of					
Operation and Landed Cost per Book Value					
3. Sworn Statement	t of the True	Noton, Dublio			
Current and Fair Ma		Notary Public			
Properties (1 original					
in the absence of th	• •				
documents	ie ioregonig				
4. Updated Official	receint of Real	City Treasurer's Office			
Property Tax payme		City Trodouror o Omico			
Clearance (1 photo					
5. Request letter from		Property owner			
owner (1 original)					
6. Government-Issu	led ID of owner	Property owner			
(PRC; UMID; PHILS					
validation only)	, , ,				
If done through a	representative:				
1. Authorization lett		Property owner			
authorized represer					
of request. (1 origin					
2. Government-Issu		Representative			
1 -	RC; UMID; PHILSYS				
ID, etc.) (1 photoco					
3. Government-Issu		Property owner			
(PRC; UMID; PHILS	SYS ID, etc.) (1				
photocopy)					



	A O ENOV		DD00E00NO	DEDOON
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Submit complete documents to incoming/ outgoing officer	1. Check and verify submitted documents. 1.1 Attach Request Slip	None	15 minutes	Incoming/ Outgoing Officer City Assessor's Office
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	3.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's



 ,			
property.			Office
3.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
3.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office
3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office
3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor



				City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of	
			Transaction/s involved	

Complex – Involved declaration of 1 Real Property Unit



6. New Declaration (Land – Untitled)

First time Declaration of Unitled Land.

Office or	City Assessor's Offi	ce		
Division:				
Classification:	Complex, Highly Te			
Type of	G2G-Government to		nt, G2B-Governme	ent to Business,
Transaction:	G2C-Government to			
Who may avail:	All City of San Pedr			
	brokers, Consultant	s, realtors/de	evelopers, and other	er parties of
	interest.			
	REQUIREMENTS		WHERE TO SEC	
1. Approved Plan (,	Land Mana Laguna	gement Bureau, D	ENR, Los Baños,
2. Certification (Alie	nable and	DENR, Los	Baños, Laguna	
Disposable) (1 origi	nal)			
3. Sworn Statemen	t of the True	Notary Publ	lic	
Current and Fair Ma		INOLALY FUD	IIC	
Properties (1 original				
4. Affidavit that the		Notary Pub	lic	
continuous and not		1 Total y 1 ab	110	
of the property (1 o	-			
5. Certification that		Barangay Captain and/or City Mayor adjoining		
	and occupant of the	lot owners		
land and Certification		lot owners		
lot owners (1 origin				
6. Letter request of		Property ow	ner	
7. Government-Issu	` ,	Property owner		
(PRC; UMID; PHILS				
validation only)	, , ,			
If done through a	representative:	1		
1. Authorization lett	•	Property owner		
1	ntative and purpose			
of request. (1 origin				
2. Government-Issu		Representa	tive	
Representative (PR	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu	ied ID of owner	Property ow	vner	
(PRC; UMID; PHILS	SYS ID, etc.) (1			
photocopy)				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
complete	verify submitted			Outgoing Officer



documents to incoming/ outgoing officer	documents. 1.1 Attach Request Slip			City Assessor's Office
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	3.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office



3.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
3.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office
3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office
3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
3.11 Approve FAAS on System. 3.12 Print	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office



	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of Transaction/s involved	

Complex – Involves declaration of 1 Real Property Unit (RPU)



7. New Declaration (Land – Titled)

First time Declaration of Titled Land.

Off:	0:1			
Office or	City Assessor's Offi	ce		
Division:				
Classification:	Complex, Highly Te			
Type of	G2G-Government to		nt, G2B-Governme	ent to Business,
Transaction:	G2C-Government to			
Who may avail:	All City of San Pedr			
	brokers, Consultant	s, realtors/de	evelopers, and other	er parties of
	interest.			
	REQUIREMENTS		WHERE TO SEC	
1. Certified True Co			Deeds, Calamba,	
homestead or misc		Manageme	nt Bureau, DENR,	Los Baños,
application (1 origin	nal)	Laguna		
2. Certfied True Co	py of Title (1	Registry of	Deeds, Calamba,	Laguna
original)				
2 Approved Comme	(Dlan (4 anisinal)	Land Mars	aomant Director	TND Loc Dozo-
a. Approved Survey	y Plan - (1 original)		gement Bureau, D	ENK, LOS Barios,
4.0		Laguna		
4. Government-Issu		Property ow	vner	
(PRC; UMID; PHIL	SYS ID, etc.) (for			
validation only)				
For properties administered by NHA: 1. Certificate of award (1 photocopy) National Housing Authority Office, Cabuyao			···	
1	` ' ' ' ' '	National Housing Authority Office, Cabuyao		
(present Original fo	r verification	City, Laguna		
purposes)				
If done through a				
1. Authorization let	•	Property ow	ner	
1	ntative and purpose			
of request. (1 origin				
2. Government-Issu		Representa	tive	
	RC; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property owner		
(PRC; UMID; PHIL	SYS ID, etc.) (1			
photocopy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
complete	verify submitted			Outgoing Officer
documents to	documents.			City Assessor's
incoming/				Office
outgoing officer	1.1 Attach			
	Request Slip			



2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	3.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's



			Office
3.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office
3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office
3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
3.11 Approve FAAS on System. 3.12 Print	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
3.14 Register Tax Declaration and segregate Attachments for	None	10 minutes	Records Division Personnel City Assessor's



	filing.			Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of Transaction/s involved	

Complex – Involves declaration of 1 Real Property Unit (RPU)



8. Reassessment of Land

Declaration of any change in valuation of Land.

Office or Division:	City Assessor's Offi	ce		
Classification:	Complex, Highly Te	chnical		
Type of	G2G-Government to		nt, G2B-Governme	ent to Business,
Transaction:	G2C-Government to Citizens			
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,			
	brokers, Consultants, realtors/developers, and other parties of			
	interest.			
	REQUIREMENTS		WHERE TO SEC	URE
1. Request Letter fr	om the registered	Property ow	ner	
2. Notarized Sworn	Statement of the	Registry of	Deeds, Calamba, l	Laguna
market value of the		. togion y or	Dodd, Jalainba,	Lagana
3. Zoning Certificate		Office of the	e Zoning Administr	ator
4. Sanggunian Res		Sangguniang Panlungsod		
5. Government-Issu		Property owner		
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)	, ,			
If done through a	representative:			
1. Authorization lett		Property ow	/ner	
authorized represer				
of request. (1 origin				
2. Government-Issu		Representa	tive	
	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property owner		
(PRC; UMID; PHIL	SYS ID, etc.) (1			
photocopy)	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
complete	verify submitted			Outgoing Officer
documents to	documents.			City Assessor's
incoming/				Office
outgoing officer	1.1 Attach			
	Request Slip			

None

None

5 minutes

Transmitted by

batch:

Incoming/

Outgoing Officer

City Assessor's

Office

Incoming/

Outgoing Officer

2. Fill out Request

Slip then submit

outgoing officer.

to incoming/

3. None

2. Receive

documents.

3. Forward all

documents to Tax

complete



 Mapping Division for Verification.		11am/5pm	City Assessor's Office
3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
3.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
3.7 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
3.8 Encode then submit printed FAAS with other documents to Assessment and	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office



		None	5 or more days	
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
	3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch, 4pm- 5pm	Recommending Officer City Assessor's Office
	3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office
	Appraisal Officer for Checking.			



depending on
the number of
parcels/real
property units
(RPUs)
involved and
the complexity
of
Transaction/s
involved

Complex – Involves declaration of 1 Real Property Unit (RPU)



9. Correction/Updating of Information/Annotation

Declaration of any change in valuation of Land.

Office or	City Assessor's Office				
Division:					
Classification:	Simple				
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultant	s, realtors/de	evelopers, and other	er parties of	
	interest.				
	REQUIREMENTS		WHERE TO SEC		
	Transfer Certificate	Registry of	Deeds, Calamba,	Laguna	
of Title (1 original) (
Owner's Name, Ted	chnical				
Descriptions, etc.)					
2. Letter-request of		Property ow	ner		
specifying requeste					
purpose for which the	he document will be				
used. (1 original)					
3. Title, Tax Declara	ation, RPT Receipt	Property ow	ner		
or other reference f	or other reference for property				
identification. (1 pho	otocopy)				
4. Updated Official Receipt of Real		Sangguniang Panlungsod			
Property Tax payme	ent or Tax				
Clearance (1 photo	copy)				
5. Tax Declaration,	RPT Receipt or	Property ow	ner		
other reference for	property				
identification (subje	ct of correction). (1				
photocopy)					
6. Government-Issu	led ID of owner	Property ow	ner		
(PRC; UMID; PHILS	SYS ID, etc.) (for				
validation only)					
If done through a	representative:				
1. Authorization lett	-	Property ow	ner		
l .	ntative and purpose				
of request. (1 origin					
2. Government-Issu		Representa	tive		
Representative (PR	C; UMID; PHILSYS				
ID, etc.) (1 photoco					
3. Government-Issu		Property ow	ner		
(PRC; UMID; PHILS	SYS ID, etc.) (1				
photocopy)	, ,				
CLIENT STERS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Incoming/	



complete documents to incoming/ outgoing officer	verify submitted documents. 1.1 Attach Request Slip			Outgoing Officer City Assessor's Office
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	3.3 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	3.4 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
	3.5 Dispatch documents to encoder.	None	5 minutes	Assessment and Appraisal Officer City Assessor's Office
	3.6 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office



		None	3 working days or earlier	
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
	3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Recommending Officer City Assessor's Office
	for Checking. 3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Assessment and Appraisal Officer City Assessor's Office



10. Cancellation of Assessment

Cancellation of Assessment due to demolition of building or retirement of Machinery, etc.

0(()	0:1 4 1 0.00				
Office or	City Assessor's Office				
Division:	Cimania				
Classification:	Simple				
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultants, realtors/developers, and other parties of interest.				
CHECKI IST OF	REQUIREMENTS		WHERE TO SEC	HIDE	
1. Request letter from		Property ow		OKL	
owner specifying th		i Toperty Ow	VI ICI		
	he document will be				
used.(1 original)	no document will be				
2. Updated Official	receipt of Real	City Treasu	rer's Office		
Property Tax payme	•	2.5, 7.000			
Clearance (1 photo					
	Fire Department (if	Bureau of F	ire and Protection		
razed/ destroyed by					
4. Demolition Perm		Office of the Building Official			
Demolition)	,				
5. Barangay Certificate (if necessary)		Barangay H	lall where the subj	ect property is	
		located			
6. Government-Issu		Property ow	/ner		
(PRC; UMID; PHILS	SYS ID, etc.) (for				
validation only)					
If done through a		ı			
1. Authorization lett		Property owner			
authorized represer					
of request. (1 origin			41		
2. Government-Issu		Representative			
	C; UMID; PHILSYS				
ID, etc.) (1 photoco		Duananti			
3. Government-Issu		Property ow	ner		
(PRC; UMID; PHILS photocopy)	513 ID, etc.) (1	,1			
1 3 /	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Incoming/	
complete	verify submitted			Outgoing Officer	
documents to	documents.			City Assessor's	
incoming/				Office	
outgoing officer					



1.1 Attach Request Slip			
2. Receive complete documents.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Incoming/ Outgoing Officer City Assessor's Office
3.1 PIN Identification	None	10 minutes	Tax Mapper City Assessor's Office
3.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
3.3 Dispatch documents to inspector	None	10 minutes	Tax Mapper City Assessor's Office
3.4 Inspect the property and prepare inspection report.	None	3 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
		Inspected by batch on the next day after receipt of documents	
		Transmitted on the day after inspection	
3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	2. Receive complete documents. 3. Forward all documents to Tax Mapping Division for Verification. 3.1 PIN Identification 3.2 Trace back previous records. 3.3 Dispatch documents to inspector 3.4 Inspect the property and prepare inspection report.	Request Slip 2. Receive complete documents. 3. Forward all documents to Tax Mapping Division for Verification. 3.1 PIN Identification 3.2 Trace back previous records. None documents to inspector 3.4 Inspect the property and prepare inspection report. None None None None property and prepare inspection report.	Request Slip 2. Receive complete documents. 3. Forward all documents to Tax Mapping Division for Verification. 3.1 PIN Identification 3.2 Trace back previous records. None 10 minutes 10 minute



	3.6 Verify, check an sign Inspection Report	None	30 minutes	Assessment and Appraisal Officer City Assessor's Office
	3.7 Prepare and sign Notice of Cancellation Report then submit to City Assessor	None	20 minutes	Assessment and Appraisal Officer City Assessor's Office
	3.8 Approve Notice of Cancellation.	None	15 minutes	City Assessor City Assessor's Office
	3.9 Cancel the Record in the System and print Cancelled Tax Declaration.	None	20 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	3 working days or earlier	