



## **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.

<b>Office or Division:</b>	City Assessor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
<b>Who may avail:</b>	All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For Certified Copy of Tax Declaration: Updated payment of Real Property Tax / Tax Clearance		City Treasurer's Office		
2. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
3. Title, Tax Declaration, RPT Receipt or other reference for property identification. (1 photocopy)		Property owner		
<b>If done through a representative:</b>				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Request Slip	1. Check existing records.	None	5 minutes	Frontline Personnel City Assessor's Office
	1.1 Issue Order of Payment	None		
2. Pay Certification fee at Treasury Office	None	Php 150.00; Php 200.00 (for previous Tax	Refer to City Treasurer's Office	Revenue Collection Clerk City Treasurer's Office



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



## 2. Issuance of Certificate of No Improvement

Certification that a certain parcel of land is vacant.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
2. Title, Tax Declaration, RPT Receipt or other reference for property identification. (1 photocopy)		Property owner		
If done through a representative:				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Slip	1. Check existing records.	None	20 minutes	Frontline Personnel City Assessor's Office
	1.1 Endorse to Assessment and Appraisal Officer for inspection.	None	1 minute	
	1.2 Inspect the Property and prepare Inspection Report.	None	3 working hours (depending on the availability of inspectors)  Transmitted on the next day	Inspector City Assessor's Office



	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	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Submit Certification fee to Frontline personnel.	3. Prepare Certification.	None	20 minutes	<i>Frontline Personnel</i> City Assessor's Office
	3.1 Examine and sign for approval.	None	5 minutes	<i>Assessment and Appraisal Officer</i> City Assessor's Office
	3.2 Approve certification.	None	5 minutes	<i>City Assessor Or Authorized Officer</i> City Assessor's Office
4. Receive the certification.	4. Record receipt of certification by the requesting person.	None	5 minutes	<i>Frontline Personnel</i> City Assessor's Office
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours and 57 Minutes</b>	



### 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.

<b>Office or Division:</b>	City Assessor's Office		
<b>Classification:</b>	Simple, Complex, Highly Technical		
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens		
<b>Who may avail:</b>	All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Certified true copy of Transfer Certificate of Title (1 original) *		Registry of Deeds, Calamba, Laguna	
2. Deed of Conveyance (Secretary's Certificate is required if seller is a corporation) -- Deed of Sale/ Deed of Donation/ Extrajudicial Settlement / Deed of Assignment / Certificate of Sale / Deed of Conditional Sale, Secretary's Certificate etc. (1 photocopy)		Property Owner Corporate Secretary	
3. Certificate Authorizing Registration (CAR) (1 photocopy)		Property Owner / Bureau of Internal Revenue, Biñan City, Laguna	
4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy)		San Pedro City Hall, Treasury Office	
5. Official Receipt of Transfer Tax Fee or Transfer Tax Clearance (1 photocopy)		San Pedro City Hall, Treasury Office	
6. Approved Subdivision Plan (For Subdivision / Consolidation Transactions) (1 photocopy/blueprint)		Owner / Land Management Bureau, DENR, Los Baños, Laguna	
7. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner	
*Owner's Copy of Transfer Certificate of Title may be presented instead, provided that the Tax Declaration of previous owner is active.			
<b>If done through a representative:</b>			
1. Authorization letter stating name of authorized representative and purpose of request. (1 Original Copy)		Property Owner	
2. Government-Issued ID of		Representative	



Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)				
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
<b>For late filing due to late release of TCT by RD:</b>				
1. Acknowledgement Slip or Certification of Release		Registry of Deeds, Calamba, Laguna		
<b>If previous owner is undeclared:</b>				
1. Previous Transfer Certificate of Title (1 photocopy)		Registry of Deeds, Calamba, Laguna		
<b>If transfer documents are not available:</b>				
1. RD / LRA Certification		Registry of Deeds, Calamba, Laguna		
2. Notarized Affidavit of Loss		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to incoming/outgoing officer	1. Check and verify submitted documents	None	15 minutes	<i>Incoming/Outgoing Officer</i> City Assessor's Office
	1.1 Issue Order of payment for Transfer of Tax Declaration Fee  * 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 of Deeds.	None		
2. Pay Transfer of Tax Declaration fee and penalty, if applicable, at Treasury Office	None	Php 250.00 per Tax Declaration; Php 500.00 to Php 1,500.00 for late filing	Refer to Treasury Office	<i>Collections Officer</i> City Treasurer's Office



3. Submit Transfer of Tax Declaration Fee receipt to incoming/outgoing officer.	3. Attach copy of receipt to other documents.  3.1 Attach Request Slip.	None	1 minute	<i>Incoming/Outgoing Officer</i> City Assessor's Office
4. Fill out Request Slip then submit to incoming/outgoing officer.	4. Review and receive complete documents.	None	5 minutes	<i>Incoming/Outgoing Officer</i> City Assessor's Office
5. None	5. Forward all documents to Tax Mapping Division for verification.	None	Transmitted by batch: 11 am/ 5pm	<i>Incoming/Outgoing Officer</i> City Assessor's Office
	5.1 PIN Identification.	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	5.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	5.3 Dispatch documents to inspector.	None	10 minutes	<i>Tax Mapper</i> 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)  Inspected by batch on the next day after receipt of documents.  Transmitted on the day after inspection.	<i>Inspector</i> City Assessor's Office





	5.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	<i>Inspector</i> City Assessor's Office
	5.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> City Assessor's Office
	5.7 Dispatch documents to encoder.	None	5 minutes	<i>Assessment and Appraisal Officer</i> 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)	<i>Encoder</i> City Assessor's Office
	5.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> 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	<i>Recommending Officer</i> City Assessor's Office
	5.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	<i>City Assessor</i> City Assessor's Office



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

**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 Technical			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Building Permit, Occupancy Permit and Floor Plan (1 photocopy each)		Office of the Building Official		
2. Sworn Statement of the True Current and Fair Market Value of Real Properties (1 original), in the absence of the foregoing documents		Notary Public		
3. Request letter from the registered owner (1 original)		Property Owner		
4. Updated Official receipt of Real Property Tax payment or Tax Clearance (1 photocopy)		City Treasurer's Office		
5. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
If done through a representative:				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to incoming/outgoing officer	1. Check and verify submitted documents.	None	15 minutes	Incoming/ Outgoing Officer City Assessor's Office
	1.1 Attach Request Slip	None		



2. Fill out Request Slip then submit to incoming/outgoing officer.	2. Receive complete documents.	None	5 minutes	<i>Incoming/Outgoing Officer</i> City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	<i>Incoming/Outgoing Officer</i> City Assessor's Office
	3.1 PIN Identification	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	<i>Tax Mapper</i> 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)	<i>Inspector</i> City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	<i>Inspector</i> City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	<i>Assessment and Appraisal Officer</i> 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)	<i>Encoder</i> City Assessor's Office
	3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> 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	<i>Recommending Officer</i> City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	<i>City Assessor</i> City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	<i>Records Division</i> Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	<i>Assessment and Appraisal Officer Or Recommending Officer Or City Assessor</i> City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	<i>Records Division</i> Personnel City Assessor's Office



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

**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.

Office or Division:	City Assessor's Office	
Classification:	Complex, Highly Technical	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Sales invoice / Official Receipt/ Audited Financial Statement (1 photocopy)		Property owner
2. Itemized List of Machineries indicating the Serial Numbers, Model and Country of Origin, Date of Acquisition, Date of Installation and Operation and Landed Cost per Book Value		Property owner
3. Sworn Statement of the True Current and Fair Market Value of Real Properties (1 original), in the absence of the foregoing documents		Notary Public
4. Updated Official receipt of Real Property Tax payment or Tax Clearance (1 photocopy)		City Treasurer's Office
5. Request letter from the registered owner (1 original)		Property owner
6. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner
If done through a representative:		
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to incoming/outgoing officer	1. Check and verify submitted documents.  1.1 Attach Request Slip	None	15 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
2. Fill out Request Slip then submit to incoming/outgoing officer.	2. Receive complete documents.	None	5 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
	3.1 PIN Identification	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	<i>Tax Mapper</i> 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)	<i>Inspector</i> City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	<i>Inspector</i> City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of	None	2 hours (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> City Assessor's





	property.			Office
	3.7 Dispatch documents to encoder.	None	5 minutes	<i>Assessment and Appraisal Officer</i> 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)	<i>Encoder</i> City Assessor's Office
	3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> 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	<i>Recommending Officer</i> City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	<i>City Assessor</i> City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	<i>Records Division</i> Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	<i>Assessment and Appraisal Officer Or</i> <i>Recommending Officer Or City Assessor</i>



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

**Complex** – Involved declaration of 1 Real Property Unit

**Highly Technical** – Involves declaration of multiple RPUs in excess of five (5) RPUs



## 6. New Declaration (Land – Untitled)

First time Declaration of Untitled Land.

Office or Division:	City Assessor's Office			
Classification:	Complex, Highly Technical			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Plan (1 original)		Land Management Bureau, DENR, Los Baños, Laguna		
2. Certification (Alienable and Disposable) (1 original)		DENR, Los Baños, Laguna		
3. Sworn Statement of the True Current and Fair Market Value of Real Properties (1 original)		Notary Public		
4. Affidavit that the applicant is in long, continuous and notorious possession of the property (1 original)		Notary Public		
5. Certification that the applicant is the present possessor and occupant of the land and Certification of the adjoining lot owners (1 original)		Barangay Captain and/or City Mayor adjoining lot owners		
6. Letter request of Owner (1 original)		Property owner		
7. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
If done through a representative:				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete	1. Check and verify submitted	None	15 minutes	Incoming/ 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	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
	3.1 PIN Identification	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	<i>Tax Mapper</i> 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)	<i>Inspector</i> City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	<i>Inspector</i> City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> City Assessor's Office



	3.7 Dispatch documents to encoder.	None	5 minutes	<i>Assessment and Appraisal Officer</i> 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)	<i>Encoder</i> City Assessor's Office
	3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> 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	<i>Recommending Officer</i> City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	<i>City Assessor</i> City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	<i>Records Division</i> Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	<i>Assessment and Appraisal Officer Or Recommending Officer Or City Assessor</i> City Assessor's Office



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

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

**Highly Technical** – Involves declaration of multiple RPUs in excess of five (5) RPUs



## 7. New Declaration (Land – Titled)

First time Declaration of Titled Land.

<b>Office or Division:</b>	City Assessor's Office			
<b>Classification:</b>	Complex, Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
<b>Who may avail:</b>	All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified True Copy of free patent, homestead or miscellaneous sales application (1 original)		Registry of Deeds, Calamba, Laguna / Land Management Bureau, DENR, Los Baños, Laguna		
2. Certified True Copy of Title (1 original)		Registry of Deeds, Calamba, Laguna		
3. Approved Survey Plan - (1 original)		Land Management Bureau, DENR, Los Baños, Laguna		
4. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
<b>For properties administered by NHA:</b>				
1. Certificate of award (1 photocopy) (present Original for verification purposes)		National Housing Authority Office, Cabuyao City, Laguna		
<b>If done through a representative:</b>				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents to incoming/outgoing officer	1. Check and verify submitted documents.  1.1 Attach Request Slip	None	15 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office



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





	3.8 Encode then submit printed FAAS with other documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Office <i>Encoder</i> City Assessor's Office
	3.9 Check FAAS then submit to Recommending Officer.	None	10 minutes (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> 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	<i>Recommending Officer</i> City Assessor's Office
	3.11 Approve FAAS on System.	None	20 minutes (per Tax Declaration)	<i>City Assessor</i> City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	<i>Records Division</i> Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	<i>Assessment and Appraisal Officer Or Recommending Officer Or City Assessor</i> City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for	None	10 minutes	<i>Records Division</i> 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	<i>Incoming/ Outgoing Officer City Assessor's Office</i>
		None	<b>5 or more days depending on the number of parcels/real property units (RPU's) involved and the complexity of Transaction/s involved</b>	

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

**Highly Technical** – Involves declaration of multiple RPUs in excess of five (5) RPUs

## 8. Reassessment of Land

Declaration of any change in valuation of Land.

<b>Office or Division:</b>	City Assessor's Office			
<b>Classification:</b>	Complex, Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
<b>Who may avail:</b>	All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter from the registered owner		Property owner		
2. Notarized Sworn Statement of the market value of the property		Registry of Deeds, Calamba, Laguna		
3. Zoning Certificate		Office of the Zoning Administrator		
4. Sanggunian Resolution/ Ordinance		Sangguniang Panlungsod		
5. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
<b>If done through a representative:</b>				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents to incoming/ outgoing officer	1. Check and verify submitted documents.  1.1 Attach Request Slip	None	15 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
3. None	3. Forward all documents to Tax	None	Transmitted by batch:	<i>Incoming/ Outgoing Officer</i>



	Mapping Division for Verification.		11am/5pm	City Assessor's Office
	3.1 PIN Identification	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	<i>Tax Mapper</i> 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)	<i>Inspector</i> City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	<i>Inspector</i> City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	<i>Assessment and Appraisal Officer</i> City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	<i>Assessment and Appraisal Officer</i> City Assessor's Office
	3.8 Encode then submit printed FAAS with other documents to Assessment and	None	15 minutes (per Tax Declaration)	<i>Encoder</i> City Assessor's Office



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



			<b>depending on the number of parcels/real property units (RPU) involved and the complexity of Transaction/s involved</b>	
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**Complex** – Involves declaration of 1 Real Property Unit (RPU)

**Highly Technical** – Involves declaration of multiple RPUs in excess of five (5) RPUs





## 9. Correction/Updating of Information/Annotation

Declaration of any change in valuation of Land.

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified copy of Transfer Certificate of Title (1 original) (For correction of Owner's Name, Technical Descriptions, etc.)		Registry of Deeds, Calamba, Laguna		
2. Letter-request of the owner specifying requested correction and purpose for which the document will be used. ( 1 original)		Property owner		
3. Title, Tax Declaration, RPT Receipt or other reference for property identification. (1 photocopy)		Property owner		
4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy)		Sangguniang Panlungsod		
5. Tax Declaration, RPT Receipt or other reference for property identification (subject of correction). (1 photocopy)		Property owner		
6. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
If done through a representative:				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/



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





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



## 10. Cancellation of Assessment

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

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, 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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from the registered owner specifying the request and purpose for which the document will be used.(1 original)		Property owner		
2. Updated Official receipt of Real Property Tax payment or Tax Clearance (1 photocopy)		City Treasurer's Office		
3. Certification from Fire Department (if razed/ destroyed by fire)		Bureau of Fire and Protection		
4. Demolition Permit (in case of Demolition)		Office of the Building Official		
5. Barangay Certificate (if necessary)		Barangay Hall where the subject property is located		
6. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (for validation only)		Property owner		
If done through a representative:				
1. Authorization letter stating name of authorized representative and purpose of request. (1 original)		Property owner		
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative		
3. Government-Issued ID of owner (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Property owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to incoming/ outgoing officer	1. Check and verify submitted documents.	None	15 minutes	Incoming/ Outgoing Officer City Assessor's Office



	1.1 Attach Request Slip			
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	<i>Incoming/ Outgoing Officer</i> City Assessor's Office
	3.1 PIN Identification	None	10 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	<i>Tax Mapper</i> City Assessor's Office
	3.3 Dispatch documents to inspector	None	10 minutes	<i>Tax Mapper</i> 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)	<i>Inspector</i> 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	<i>Inspector</i> City Assessor's Office



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