

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.

Type of G2G-Government to Government, G2B-Government to Busines G2C-Government to Citizens Who may avail: All City of San Pedro real property owners/tax payers, brokers, Consultants, realtors/developers, and other parties of	S,			
Transaction: G2C-Government to Citizens Who may avail: All City of San Pedro real property owners/tax payers, buyers,	s,			
Who may avail: All City of San Pedro real property owners/tax payers, buyers,				
	1			
brokers, Consultants, realtors/developers, and other parties of				
interest.				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. For Certified Copy of Tax City Treasurer's Office				
Declaration: Updated payment of Real				
Property Tax / Tax Clearance				
2. Government-Issued ID of owner Property owner				
(PRC; UMID; PHILSYS ID, etc.) (for				
validation only)				
3. Title, Tax Declaration, RPT Receipt Property owner				
or other reference for property				
identification. (1 photocopy)				
If done through a representative:				
	Property owner			
authorized representative and purpose				
of request. (1 original)				
2. Government-Issued ID of Representative				
Representative (PRC; UMID; PHILSYS				
ID, etc.) (1 photocopy)				
3. Government-Issued ID of owner Property owner				
(PRC; UMID; PHILSYS ID, etc.) (1				
photocopy)				
CLIENT STEPS AGENCY FEES TO PROCESSING PERSON				
ACTIONS BE PAID TIME RESPONSI				
1. Fill out Request 1. Check existing None 5 minutes Frontline				
Slip records.				
1.1 Issue Order of None City Assess	OI S			
Payment 2. Pay None Php Refer to City Revenue	_			
Certification fee at 150.00; Treasurer's Collection C				
	Php Office City Treasurer's Office			
(for				
previous				
Tax	1			
Declaratio				
n)				
3. Submit 3. Trace back None 25 minutes Records				





Certification fee receipt to Frontline personnel.	previous 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.

Office or Division:	City Assessor's Office				
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	o real proper	ty owners/tax paye	ers, buyers,	
	brokers, Consultant interest.	s, realtors/de	evelopers, and othe	er parties of	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Government-Issu (PRC; UMID; PHILS validation only)	ied ID of owner	Property ow			
2. Title, Tax Declara	ation, RPT Receipt	Property ow	ner		
or other reference for					
identification. (1 pho					
If done through a					
1. Authorization lett		Property ow	ner		
authorized represer					
of request. (1 origin		Dannaanta	41		
2. Government-Issu		Representa	tive		
ID, etc.) (1 photoco	C; UMID; PHILSYS				
3. Government-Issu	· • /	Droporty owner			
(PRC; UMID; PHILS		Property owner			
photocopy)	31010, 010.) (1				
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill out Request	Check existing	None	20 minutes	Frontline	
Slip	records.			Personnel	
	1.1 Endorse to Assessment and Appraisal Officer for inspection.	None	1 minute	City Assessor's Office	
	1.2 Inspect the Property and prepare Inspection Report.	None	3 working hours (depending on the availability of inspectors)	Inspector City Assessor's Office	
20	1.3 Issue Order of Payment.		the next day 1 minute	6	





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.

Type of Transaction: 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 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Sale Geovernment to Government, G2B-Government to Business, G2C-Government to Citizens WHERE TO SECURE Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Office or Division:	City Assessor's Office				
Transaction: 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 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest. WHERE TO SECURE Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Classification:	Simple, Complex, Highly Technical				
All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest. CHECKLIST OF REQUIREMENTS 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of interest. WHERE TO SECURE Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Type of	G2G-Government to Government, G2B-Government to Business,				
brokers, Consultants, realtors/developers, and other parties of interest. CHECKLIST OF REQUIREMENTS 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) brokers, Consultants, realtors/developers, and other parties of interest. WHERE TO SECURE Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Transaction:	G2C-Government to Citizens				
interest. CHECKLIST OF REQUIREMENTS 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) WHERE TO SECURE Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Who may avail:	All City of San Pedr	o real property owners/tax payers, buyers,			
CHECKLIST OF REQUIREMENTS 1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Secretary Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office		brokers, Consultant	s, realtors/developers, and other parties of			
1. Certified true copy of Transfer Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Registry of Deeds, Calamba, Laguna Property Owner Corporate Secretary Corporate Secretary Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office		interest.				
Certificate of Title (1 original) * 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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	1. Certified true cop	y of Transfer	Registry of Deeds, Calamba, Laguna			
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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Corporate Secretary Corporate Secretary Corporate Secretary Corporate Secretary Corporate Secretary Corporate Secretary San Pedro City Hall, Treasury Office	Certificate of Title (1 original) *				
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) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Deed of Donation/ Extrajudicial Settlement / Deed of Assignment / D	2. Deed of Conveya	ance (Secretary's	Property Owner			
Deed of Sale/ Deed of Donation/ Extrajudicial Settlement / Deed of Assignment / Certificate of Sale / Deed of Conditional Sale, Secretary's Certificate etc. (1 photocopy) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	Certificate is require	ed if seller is a	Corporate Secretary			
Extrajudicial Settlement / Deed of Assignment / Certificate of Sale / Deed of Conditional Sale, Secretary's Certificate etc. (1 photocopy) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office	corporation)					
Assignment / Certificate of Sale / Deed of Conditional Sale, Secretary's Certificate etc. (1 photocopy) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office						
of Conditional Sale, Secretary's Certificate etc. (1 photocopy) 3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office						
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3. Certificate Authorizing Registration (CAR) (1 photocopy) 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Property Owner / Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office		•				
(CAR) (1 photocopy) Bureau of Internal Revenue, Biñan City, Laguna 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Bureau of Internal Revenue, Biñan City, Laguna San Pedro City Hall, Treasury Office						
Laguna 4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) Laguna San Pedro City Hall, Treasury Office						
4. Updated Official Receipt of Real Property Tax payment or Tax Clearance (1 photocopy) San Pedro City Hall, Treasury Office San Pedro City Hall, Treasury Office	(CAR) (1 photocop	y)				
Property Tax payment or Tax Clearance (1 photocopy)	4 11 1 4 1 0 551 1 1					
Clearance (1 photocopy)			San Pedro City Hall, Treasury Office			
(C Official Descipt of Themstern Tour Fee Oct. Deslar Ott. I The comm. Office			Car Dada Ottallall Tarana Office			
			San Pedro City Hall, Treasury Office			
or Transfer Tax Clearance (1		earance (1				
photocopy) 6. Approved Subdivision Plan (For Owner / Land Management Bureau DEND		vision Dlan /For	Ourser / Land Management Dursey, DEND			
6. Approved Subdivision Plan (For Subdivision / Consolidation						
, 3			LOS Barios, Laguria			
Transactions) (1 photocopy/blueprint) 7. Government-Issued ID of owner Property owner			Property owner			
(PRC; UMID; PHILSYS ID, etc.) (for			Troperty owner			
validation only)	1	5 15 1D, Cto.) (101				
*Owner's Copy of Transfer Certificate of Title may be presented instead, provided that		ransfer Certificate of	Title may be presented instead, provided that			
the Tax Declaration of previous owner is active.						
If done through a representative:		•				
Authorization letter stating name of Property Owner			Property Owner			
authorized representative and purpose						
of request. (1 Original Copy)						
2. Government-Issued ID of Representative			Representative			
Representative (PRC; UMID; PHILSYS						
ID, etc.) (1 photocopy)						
3. Government-Issued ID of owner Property owner			Property owner			





(PRC; UMID; PHILS photocopy)	(PRC; UMID; PHILSYS ID, etc.) (1 photocopy)					
For late filing due	to late release of TO	T by RD:				
1. Acknowledgeme	nt Slip or	Registry of Deeds, Calamba, Laguna				
Certification of Rele						
If previous owner	is undeclared:					
	er Certificate of Title	Registry of	Deeds, Calamba,	Laguna		
(1 photocopy)		l togical, cr	, callantineal,			
	ents are not availabl	e:	-			
1. RD / LRA Certific			Deeds, Calamba,	Laguna		
2. Notarized Affida		Notary Publ				
	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				
angoning omico.	payment for					
	Transfer of Tax		' '			
	Declaration Fee					
	D coldination 1 co					
	* 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.					
2. Pay Transfer of	None	Php	Refer to	Collections		
Tax Declaration	INOTIC	250.00	Treasury Office	Officer		
		per Tax	Treasury Office	City Treasurer's		
fee and penalty, if applicable, at		Declaratio		Office		
				Office		
Treasury Office		n; Php				
		500.00 to				
		Php				
		1,500.00				
		for late				
		filing				
3. Submit	2 Attach convert	None	1 minuto	Incoming/Outaci		
	3. Attach copy of	None	1 minute	Incoming/Outgoi		
Transfer of Tax	receipt to other			ng Officer		
Declaration Fee	documents.	THE		City Assessor's		
receipt to	2.1 Attach			Office		
incoming/outgoing	3.1 Attach					
officer.	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
(1)	5.6 Verify, Check and Compute Market Value and	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer





Assessed value of property.			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





	5.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	City Assessor's Office 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	nt to Business
Transaction:	G2C-Government to		it, OLD COVERNING	nt to Buomooo,
Who may avail:	All City of San Pedr		tv owners/tax pave	ers buvers
Time may aram	brokers, Consultant			
	interest.			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Building Permit, 0		Office of the	Building Official	
and Floor Plan (1 p			3	
2. Sworn Statemen	,	Notary Publ	ic	
Current and Fair Ma	arket Value of Real			
Properties (1 original	al),			
in the absence of th				
documents				
3. Request letter from	m the registered	Property Ov	vner	
owner (1 original)				
4. Updated Official	receipt of Real	City Treasu	rer's Office	
Property Tax payme	ent or Tax			
Clearance (1 photocopy)				
5. Government-Issu		Property owner		
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
If done through a				
1. Authorization lett		Property ow	ner	
authorized represer				
of request. (1 origin	,			
2. Government-Issu		Representative		
	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property owner		
(PRC; UMID; PHILS	5 Y S 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	140110	10 miliatos	Outgoing Officer
documents to	documents.			City Assessor's
incoming/	3.303.1101101			Office
outgoing officer	1.1 Attach	None		000
3 13 11.12.	Request Slip			
2. Fill out Request	2. Receive	None	5 minutes	Incoming/
Slip then submit	complete		7	Outgoing Officer
to incoming/	documents.			City Assessor's





outgoing officer.				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	None	15 minutes (per Tax Declaration)	Encoder 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
	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
	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
40)		None	5 or more days depending on the number of parcels/real property units	6





(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.

Office	O:1 V 1 O			
Office or	City Assessor's Offi	ce		
Division: Classification:	Complex Highly Ta	obnical		
	Complex, Highly Te		ot COD Covernme	nt to Ducinosa
Type of	G2G-Government to		it, G2B-Governme	nt to Business,
Transaction:	G2C-Government to		4	
Who may avail:	All City of San Pedr			
	brokers, Consultant interest.	s, reallors/de	velopers, and other	er parties of
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	LIDE
1. Sales invoice / O		Property ou		UNE
Audited Financial S		Property ow	/ilei	
photocopy)	latement (i			
2. Itemized List of N	Machinarias	Droporty ou	(nor	
indicating the Seria		Property ow	/IIEI	
and Country of Orig				
Acquisition, Date of				
Operation and Land				
Value	ica cost per book			
3. Sworn Statemen	t of the True	Notary Publ	ic	
Current and Fair Market Value of Real		Notary Fub.		
Properties (1 original),				
in the absence of th				
documents				
4. Updated Official	receipt of Real	City Treasu	rer's Office	
Property Tax paymo				
Clearance (1 photo				
5. Request letter from		Property ow	ner	
owner (1 original)				
6. Government-Issu	ied ID of owner	Property ow	ner	
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
If done through a				
1. Authorization lett		Property ow	ner	
authorized represer	ntative and purpose			
of request. (1 origin				
2. Government-Issu		Representa	tive	
	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property ow	ner	
(PRC; UMID; PHILS	SYS ID, etc.) (1			
photocopy)				
		The state of the s		
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			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 property.	None	2 hours (per Tax Declaration)	Assessment and Appraisal Officer City Assessor's Office
(6)	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 Real Property Unit





6. New Declaration (Land – Untitled)

First time Declaration of Unitled Land.

Office or	City Assessor's Offi	City Assessor's Office			
Division:					
Classification:	Complex, Highly Te				
Type of	G2G-Government to		nt, G2B-Governme	ent to Business,	
Transaction:	G2C-Government to	o Citizens			
Who may avail:	All City of San Pedr	o real proper	ty owners/tax paye	ers, buyers,	
	brokers, Consultant	ts, realtors/de	evelopers, and oth	er parties of	
	interest.				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Approved Plan (1 original)	Land Mana Laguna	gement Bureau, D	ENR, Los Baños,	
2. Certification (Alic	enable and		Baños, Laguna		
Disposable) (1 orig		DEITH, E00	Darioo, Lagaria		
3. Sworn Statemer	nt of the True	Notary Pub	lic		
	larket Value of Real	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Properties (1 origin		1			
	applicant is in long,	Notary Pub	lic		
continuous and no		,			
of the property (1 c	•				
	the applicant is the	Barangay Captain and/or City Mayor adjoining			
	and occupant of the	lot owners			
land and Certificati					
lot owners (1 origi	, ,				
	f Owner (1 original)	Property owner			
7. Government-Iss		Property owner			
(PRC; UMID; PHIL		1 Toporty Owner			
validation only)	, , (10)				
If done through a	representative:				
	ter stating name of	Property ov	vner		
	ntative and purpose				
of request. (1 origin					
2. Government-Iss		Representative			
	RC; UMID; PHILSYS	Topiosomanie			
ID, etc.) (1 photoc					
3. Government-Iss		Property ow	vner		
(PRC; UMID; PHIL		1 Toperty Owner			
photocopy)	.5 (5 15, 5.6.)				
риосоору)	photocopy)				
OLIENT OTERS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Incoming/	
complete	verify submitted	THINK		Outgoing Officer	
documents to	documents.	ENT		City Assessor's	
incoming/	188	1	1	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 filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and	4. Record receipt of documents by	None	5 minutes	Incoming/ Outgoing Officer





Notice of assessment.	the owner.			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.

Office or	City Assessor's Offi	ce		
Division:				
Classification:	Complex, Highly Te			
Type of	G2G-Government to		nt, G2B-Governme	nt 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.	1		
	REQUIREMENTS		WHERE TO SEC	
1. Certified True Co			Deeds, Calamba,	
homestead or misc			nt Bureau, DENR,	Los Baños,
application (1 origin		Laguna	D 1 0 1 1	
2. Certfied True Co	py of Title (1	Registry of	Deeds, Calamba, l	Laguna
original)				
3. Approved Survey	Plan - (1 original)	Land Mana	gement Bureau, D	ENR, Los Baños.
	('9)	Laguna	, -	, =::==,
4. Government-Issu	ied ID of owner	Property ow	/ner	
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
For properties adr	ninistered by NHA:			
Certificate of awa		National Housing Authority Office, Cabuyao		
(present Original fo	r verification	City, Laguna		
purposes)				
If done through a				
1. Authorization lett		Property owner		
authorized represer	• •			
of request. (1 origin		D	4!	
2. Government-Issu		Representa	tive	
ID, etc.) (1 photoco	C; UMID; PHILSYS			
3. Government-Issu		Droperty ou	/ner	
(PRC; UMID; PHILS		Property owner		
photocopy)	310 ID, Cto.) (1			
рпососору)				
OLIENT OTERS	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	HIS		
0 5711	0.0			
2. Fill out Request	2. Receive	None	5 minutes	Incoming/





Slip then submit to incoming/ outgoing officer.	complete documents.			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
40	3.8 Encode then submit printed FAAS with other	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office





	documents to Assessment and Appraisal Officer 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
	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
-60		None	5 or more days depending on	





the number of parcels/real property units
(RPÚs)
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 Office				
Classification:	Complex, Highly Technical				
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedr				
	brokers, Consultants, realtors/developers, and other parties of				
	interest.				
	REQUIREMENTS		WHERE TO SEC	URE	
Request Letter frowner		Property ow			
2. Notarized Sworn		Registry of	Deeds, Calamba, I	Laguna	
market value of the	property				
3. Zoning Certificate	е	Office of the	e Zoning Administr	ator	
4. Sanggunian Res			ng Panlungsod		
5. Government-Issu		Property ow			
(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		Damasantativa			
2. Government-Issu		Representa	tive		
ID, etc.) (1 photoco	RC; UMID; PHILSYS				
3. Government-Issu		Property ow	/ner		
(PRC; UMID; PHILS		i Topolty on	11101		
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/	4 4 4 4			Office	
outgoing officer	1.1 Attach				
	Request Slip				
2. Fill out Request	2. Receive	None	5 minutes	Incoming/	
Slip then submit	complete	1,0110	O mindioo	Outgoing Officer	
to incoming/	documents.			City Assessor's	
outgoing officer.				Office	
3. None	3. Forward all	None	Transmitted by	Incoming/	
	documents to Tax		batch:	Outgoing Officer	
	Mapping Division		11am/5pm	City Assessor's	
	for Verification.		1	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
10>	3.9 Check FAAS then submit to	None	10 minutes (per Tax Declaration	Assessment and Appraisal





	Recommending Officer.			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	6





	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		nt, G2B-Governme	ent to Business,		
Transaction:	G2C-Government to					
Who may avail:	All City of San Pedr					
	brokers, Consultant	s, realtors/de	velopers, and other	er parties of		
OUEOK IOT OF	interest.		WILEDE TO SEC	LIDE		
	REQUIREMENTS		WHERE TO SEC			
1. Certified copy of		Registry of	Deeds, Calamba, l	Laguna		
of Title (1 original) (
Owner's Name, Ted	chnicai					
Descriptions, etc.)	41	D				
2. Letter-request of		Property ow	ner			
specifying requeste						
1	ne document will be					
used. (1 original) 3. Title, Tax Declara	ation DDT Pagaint	Property ow	(nor			
or other reference fe		Floperty ow	/IICI			
identification. (1 pho						
4. Updated Official		Sangguniang Panlungsod				
Property Tax payme		Cariggariiai	ig i amangsoa			
Clearance (1 photo						
5. Tax Declaration,		Property ow	ner			
other reference for	•					
identification (subje						
photocopy)	()					
6. Government-Issu	ied 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			
authorized represer						
of request. (1 origin	al)					
2. Government-Issu		Representa	tive			
	C; UMID; PHILSYS					
ID, etc.) (1 photoco						
3. Government-Issu		Property ow	ner			
(PRC; UMID; PHILS	SYS ID, etc.) (1					
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	HIS		Outgoing Officer		
documents to	documents.		7	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 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 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	3 working days or earlier	





10. Cancellation of Assessment

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

Office or	City Assessor's Offi	ce				
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, Consultants, realtors/developers, and other parties of					
	interest.					
	REQUIREMENTS		WHERE TO SEC	URE		
Request letter from		Property ow	/ner			
owner specifying th						
1	he document will be					
used.(1 original)						
2. Updated Official	•	City Treasu	rer's Office			
Property Tax paymo						
Clearance (1 photo		5 (5				
	Fire Department (if	Bureau of F	ire and Protection			
razed/ destroyed by		0.00	D 11 11 Off. 1 1			
4. Demolition Perm	it (in case of	Office of the	e Building Official			
Demolition)	1 /'F					
5. Barangay Certific	cate (if necessary)	Barangay Hall where the subject property is				
0.00		located				
6. Government-Issu		Property ow	/ner			
(PRC; UMID; PHILS	SYS ID, etc.) (IOI					
validation only)	roprocentativo					
If done through a		Droporty ou	/nor			
Authorization lett authorized represer		Property ow	riter			
of request. (1 origin						
2. Government-Issu		Representa	tivo			
	C; UMID; PHILSYS	rtepresenta	IUVE			
ID, etc.) (1 photoco						
3. Government-Issu		Property ow	/ner			
(PRC; UMID; PHILS		1 Topolty ow	// ICI			
photocopy)	5 1 5 1B, 6to.) (1					
	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	A A STATE OF THE PARTY OF THE P					
	1.1 Attach	H BO				
	Request Slip		1/			
2. Fill out Request	2. Receive	None	5 minutes	Incoming/		





Slip then submit to incoming/ outgoing officer.	complete documents.			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 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
	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	