

City Assessor's Office

External Services





1. Issuance of Certifications

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

Office or	City Assessor's Offi	ce				
Division:						
Classification:	Simple					
Type of	G2G-Government to		t, G2B-Governme	ent to Business,		
Transaction:	G2C-Government to					
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,					
	brokers, Consultant	nsultants, realtors/developers, and other parties of				
	interest.					
CHECKLIST OF	REQUIREMENTS	REMENTS WHERE TO SECURE				
For Certified Co.	py of Tax	City Treasu	rer's Office			
	ted payment of Real					
Property Tax / Tax						
Government-Iss		Property ow	ner			
	SYS ID, etc.) (for					
validation only)						
	ration, RPT Receipt	Property ow	ner			
or other reference						
identification. (1 pl						
If done through a						
	tter stating name of	Property ow	ner			
	entative and purpose					
of request. (1 origi						
	2. Government-Issued ID of		Representative			
	RC; UMID; PHILSYS					
	ID, etc.) (1 photocopy)					
3. Government-Iss		Property ow	ner			
(PRC; UMID; PHIL	SYS ID, etc.) (1					
photocopy)						
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		

priotocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Slip	Check existing records.	None	5 minutes	Frontline Personnel City Assessor's
	1.1 Issue Order of Payment	None		Office
2. Pay Certification fee at Treasury Office	None	Php 150.00; Php 200.00 (for previous Tax Declaratio n)	Refer to City Treasurer's Office	Revenue Collection Clerk City Treasurer's Office
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 City Assessor's Office					
Division:					
Classification:	Simple				
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultants, realtors/developers, and other parties of				
	interest.				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECU	RE		
Government-Issu		Property owner			
(PRC; UMID; PHILSYS ID, etc.) (for					
validation only)					
2. Title, Tax Declaration, RPT Receipt		Property owner			
or other reference for property					
identification. (1 ph					
If done through a					
Authorization lett		Property owner			
	ntative and purpose				
of request. (1 origin					
2. Government-Issued ID of		Representative			
Representative (PRC; UMID; PHILSYS					
ID, etc.) (1 photoco	. , ,				
Government-Issued ID of owner		Property owner			
(PRC; UMID; PHIL:	SYS ID, etc.) (1				
photocopy)					
	ACENICY	FEEC TO DESCRECING	DEDCON		

рпогосору)				
AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Check existing	None	20 minutes	Frontline	
records.			Personnel City Assessor's	
1.1 Endorse to	None	1 minute	Office	
for inspection.				
1.2 Inspect the	None	3 working hours	Inspector	
Property and	None	(depending on	City Assessor's	
prepare		the availability	Office	
inspection report.		or mapeciors)		
		Transmitted on		
		the next day		
4.2 Janua Ondan of	HIM	4		
Payment.		1 minute	0	
	ACTIONS 1. Check existing records. 1.1 Endorse to Assessment and Appraisal Officer for inspection. 1.2 Inspect the Property and prepare Inspection Report.	ACTIONS 1. Check existing records. 1.1 Endorse to Assessment and Appraisal Officer for inspection. 1.2 Inspect the Property and prepare Inspection Report. 1.3 Issue Order of	1.1 Endorse to Assessment and Appraisal Officer for inspection. 1.2 Inspect the Property and prepare Inspection Report. BE PAID None 20 minutes 1 minute 3 working hours (depending on the availability of inspectors) Transmitted on the next day 1.3 Issue Order of 1 minute	





Treasury Office. 3. Submit Certification fee to Frontline personnel. 3. Prepare Certification. Solution fee to Frontline personnel 3.1 Examine and sign for approval. 3.2 Approve certification. None Solution fee to Frontline Personnel City Assessor's Office 4. Receive the certification. None Solution fee to Frontline Personnel City Assessor's Office City Assessor's Office City Assessor's Office Solution S					
Treasury Office. 3. Submit Certification fee to Frontline personnel. 3. Prepare Certification. Solution fee to Frontline personnel 3.1 Examine and sign for approval. 3.2 Approve certification. None 3.2 Approve certification. None 3.2 Approve certification. None 3.3 Examine and sign for approval. None 3.4 Receive the certification. 4. Receive the certification. 4. Receive the certification. Solution Office City Assessor's Office City Assessor's Office Solution None Solution Solut	2. Pay	None	Php	Refer to City	Revenue
3. Submit Certification fee to Frontline personnel. 3. Prepare Certification. 3. Prepare Certification. None Certification. 3. Prepare Certification. None Certification. None Sominutes Assessment and Appraisal Officer City Assessor's Office 3.2 Approve certification. None Sominutes Assessment and Appraisal Officer City Assessor's Office City Assessor's Officer City Assessor's	Certification fee at		150.00	Treasurer's	Collection Clerk
3. Submit Certification fee to Frontline personnel. 3. Prepare Certification. 3. Prepare Certification. None Certification. 3. Prepare Certification. None Certification. None Sominutes Assessment and Appraisal Officer City Assessor's Office 3.2 Approve certification. None Sominutes Assessment and Appraisal Officer City Assessor's Office City Assessor's Officer City Assessor's	Treasury Office.			Office	City Treasurer's
Certification fee to Frontline personnel. Certification. Certification. Certification. Certification. Certification. Certification. None Sominutes Assessment and Appraisal Officer City Assessor's Office City Assessor's Office City Assessor's Officer City Asse					
Certification fee to Frontline personnel. 3.1 Examine and sign for approval. None 3.2 Approve certification. None 3.2 Approve certification. None 4. Receive the certification. 4. Receive the certification. Assessment and Appraisal Officer City Assessor's Office City Assessor's Officer	3. Submit	3. Prepare	None	20 minutes	Frontline
Frontline personnel. 3.1 Examine and sign for approval. None 3.2 Approve certification. None 4. Receive the certification. 4. Receive the certification. Assessment and Appraisal Officer City Assessor's Office Or Authorized Officer City Assessor's Office S minutes Total City Assessor's Office S minutes Frontline Personnel City Assessor's Office City Assessor's Office City Assessor's Office City Assessor's Office City Assessor's Office A. Receive the certification by the requesting				20	
personnel. 3.1 Examine and sign for approval. None S minutes Assessment and Appraisal Officer City Assessor's Office 3.2 Approve certification. None S minutes City Assessor's Officer City Assessor's Officer City Assessor's Officer City Assessor's Officer City Assessor's Office 4. Receive the certification by the requesting Assessment and Appraisal Officer City Assessor's Office S minutes Frontline Personnel City Assessor's City Assessor's Office City Assessor's Office Assessment and Appraisal Officer City Assessor's		Commodion.			
3.1 Examine and sign for approval. None 3.2 Approve certification. None 3.2 Approve certification. None 5 minutes 6 minutes 6 minutes 6 minutes 7 minutes 6 minutes 6 minutes 7 minutes 6 minutes 7 minutes 7 minutes 8 minutes 9 minutes 1 minutes 2 minutes					•
sign for approval. sign for approval. and Appraisal Officer City Assessor's Office 3.2 Approve certification. None 5 minutes City Assessor of Officer City Assessor's Officer City Assessor's Officer City Assessor's Office 4. Receive the certification by the requesting 5 minutes Frontline Personnel City Assessor's Office	personner.				Office
sign for approval. sign for approval. and Appraisal Officer City Assessor's Office 3.2 Approve certification. None 5 minutes City Assessor of Officer City Assessor's Officer City Assessor's Officer City Assessor's Office 4. Receive the certification by the requesting 5 minutes Frontline Personnel City Assessor's Office		2.1 Evamina and	None	5 minutes	Accecement
3.2 Approve certification. None S minutes City Assessor's Office City Assessor's Office Or Authorized Officer City Assessor's Office City Assessor's Officer City Assessor's Office 4. Receive the certification. Very Assessor's Office S minutes Frontline Personnel City Assessor's Office City Assessor's Office City Assessor's Office City Assessor's Office Assessor's Office City Assessor's Office Cit			None	3 minutes	
3.2 Approve certification. None S minutes City Assessor's Office City Assessor's Officer City Assessor's Officer City Assessor's Officer City Assessor's Office 4. Receive the certification. 4. Record receipt of certification by the requesting To minutes Frontline Personnel City Assessor's City		sign for approval.			
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 Office 5 minutes Frontline Personnel City Assessor's City Assessor's					000.
3.2 Approve certification. None S minutes City Assessor Or Authorized Officer City Assessor's Office 4. Receive the certification. 4. Record receipt of certification by the requesting None S minutes Frontline Personnel City Assessor's City Assessor's					
certification. Cor Authorized Officer City Assessor's Office 4. Receive the certification. Cor Authorized Officer City Assessor's Office 5 minutes Frontline Personnel City Assessor's City Assessor's					Office
certification. Cor Authorized Officer City Assessor's Office 4. Receive the certification. Cor Authorized Officer City Assessor's Office 5 minutes Frontline Personnel City Assessor's City Assessor's		0.0.4	Manage	F	Oite Assessed
4. Receive the certification. 4. Record receipt of certification by the requesting Office City Assessor's Office 5 minutes Frontline Personnel City Assessor's			None	5 minutes	
4. Receive the certification. 4. Record receipt of certification by the requesting City Assessor's Office 5 minutes Frontline Personnel City Assessor's City Assessor's Office		certification.			
4. Receive the certification. 4. Record receipt of certification by the requesting Office 5 minutes Frontline Personnel City Assessor's					
4. Receive the certification. 4. Record receipt of certification by the requesting 4. Record receipt of certification by the requesting 5 minutes Frontline Personnel City Assessor's					•
certification. of certification by the requesting Personnel City Assessor's					Office
the requesting City Assessor's	Receive the	Record receipt	None	5 minutes	Frontline
	certification.	of certification by			Personnel
person. Office		the requesting			City Assessor's
		person.			Office
TOTAL: None 3 Hours and		TOTAL:	None	3 Hours and	
57 Minutes				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.

Office or Division:	City Assessor's Offi	се	
Classification:	Simple, 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 Pedro real property owners/tax payers, buyers,		
	brokers, Consultant	s, realtors/developers, and other parties of	
	interest.		
	REQUIREMENTS	WHERE TO SECURE	
Certified true cop		Registry of Deeds, Calamba, Laguna	
Certificate of Title (
2. Deed of Conveys		Property Owner	
Certificate is require	ed if seller is a	Corporate Secretary	
corporation)			
Deed of Sale/ De			
Extrajudicial Settler			
	icate of Sale / Deed		
of Conditional Sale			
Certificate etc. (1 p 3. Certificate Autho		Property Owner /	
(CAR) (1 photocop		Bureau of Internal Revenue, Biñan City,	
(CAR) (1 photocop	y)	Laguna	
4. Updated Official Receipt of Real		San Pedro City Hall, Treasury Office	
Property Tax payme		Carri caro city rian, rreadary cinec	
Clearance (1 photo			
5. Official Receipt of		San Pedro City Hall, Treasury Office	
or Transfer Tax Cle		, , , , , , , , , , , , , , , , , , , ,	
photocopy)	•		
6. Approved Subdiv	vision Plan (For	Owner / Land Management Bureau, DENR,	
Subdivision / Conso	olidation	Los Baños, Laguna	
Transactions) (1 pl			
7. Government-Issu		Property owner	
(PRC; UMID; PHILS	SYS ID, etc.) (for		
validation only)			
	Transfer Certificate of Title may be presented instead, provided that		
	on of previous owner is active.		
If done through a			
1. Authorization lett		Property Owner	
	ntative and purpose		
of request. (1 Origin 2. Government-Issu			
	C; UMID; PHILSYS	Representative	
ID, etc.) (1 photoco			
3. Government-Issu		Property owner	
J. Government-1880	ica ib oi owilei	1 Toporty Owner	





(PRC; UMID; PHILS photocopy)	SYS ID, etc.) (1			
	to late release of TO	T by RD:		
1. Acknowledgemen			Deeds, Calamba, I	Laguna
Certification of Rele	ase	0 ,		•
If previous owner				
1. Previous Transfe	r Certificate of Title	Registry of	Deeds, Calamba, I	Laguna
(1 photocopy)				
	nts are not availabl			
1. RD / LRA Certific			Deeds, Calamba, I	Laguna
Notarized Affidav		Notary Publ		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
4. Culturalit	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	Check and verify submitted	None	15 minutes	Incoming/Outgoi ng Officer
complete documents to	documents			City Assessor's
incoming/	documents			Office
outgoing officer	1.1 Issue Order of	None		•
angenig emeer	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.			
2. Pay Transfer of	None	Php	Refer to	Collections
Tax Declaration		250.00	Treasury Office	Officer
fee and penalty, if		per Tax		City Treasurer's
applicable, at Treasury Office		Declaratio		Office
rreasury Office		n; Php 500.00 to		
		Php		
		1,500.00		
		for late		
		filing		
3. Submit	3. Attach copy of	None	1 minute	Incoming/Outgoi
Transfer of Tax	receipt to other			ng Officer
Declaration Fee	documents.	HIM		City Assessor's Office
receipt to incoming/outgoing	3.1 Attach			Office
officer.	Request Slip.			





			T, PHILE	
4. Fill out Request Slip then submit to incoming/ outgoing officer.	4. Review and receive complete documents.	None	5 minutes	Incoming/Outgoi ng Officer City Assessor's Office
5. None	5. Forward all documents to Tax Mapping Division for verification.	None	Transmitted by batch: 11 am/	Incoming/Outgoi ng Officer City Assessor's Office
	5.1 PIN Identification.	None	10 minutes	Tax Mapper City Assessor's Office
	5.2 Trace back previous records.	None	25 minutes	Tax Mapper City Assessor's Office
	5.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapper City Assessor's Office
	5.4 Inspect the property, prepare then submit manual FAAS to Tax Mapper.	None	8 working hours or more (depending on lot area and number of parcels)	Inspector City Assessor's Office
			Inspected by batch on the next day after receipt of documents.	
			Transmitted on the day after inspection.	
	5.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Inspector City Assessor's Office
	5.6 Verify, Check and Compute Market Value and	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	City Assessor's Offi	ce		
Division:	0	ale at a at		
Classification:	Complex, Highly Te		1. OOD O	-tita Baariaaaa
Type of Transaction:	G2G-Government to G2C-Government to		it, G2B-Governme	nt to Business,
Who may avail:	All City of San Pedr		ty owners/tax nave	are huvere
Willo Illay avail.	brokers, Consultant			
	interest.	s, realions/de	velopers, and our	or parties of
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Building Permit,		Office of the	Building Official	
and Floor Plan (1 p	hotocopy each)			
2. Sworn Statemen	t of the True	Notary Publ	ic	
Current and Fair Ma				
Properties (1 original				
in the absence of the	ne foregoing			
documents		D		
3. Request letter fro	om the registered	Property Ov	vner	
owner (1 original) 4. Updated Official	receipt of Deal	City Transuu	ror's Office	
Property Tax payme		City Treasu	rei's Office	
Clearance (1 photo				
5. Government-Issu		Property owner		
(PRC; UMID; PHILS		1 Topolity owner		
validation only)	31012, 010.) (101			
If done through a	representative:			
1. Authorization lett		Property owner		
authorized represer	ntative and purpose			
of request. (1 origin				
2. Government-Issu		Representative		
	C; UMID; PHILSYS			
ID, etc.) (1 photoco		_		
3. Government-Issu		Property ow	ner	
(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			Outgoing Officer
documents to	documents.			City Assessor's
incoming/				Office
outgoing officer	1.1 Attach	None		
	Request Slip			
0 Fill and Day (O. Davidson		E minutes	
2. Fill out Request	2. Receive	None	5 minutes	Incoming/
Slip then submit to incoming/	complete documents.			Outgoing Officer City Assessor's
to incoming/	documents.			City Assessors



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

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	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
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real	6
			property units	



(RPUs)
involved and
the complexity
of
Transaction/s
involved

Complex – Involved declaration of 1 improvement

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





5. New Declaration or Reassessment of Machinery

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

Office or	City Assessor's Offi	ce		
Division:				
Classification:	Complex, Highly Technical			
Type of	G2G-Government to Government, G2B-Government to Business,		nt 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			
	brokers, Consultant interest.	s, realtors/de	velopers, and othe	er parties of
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	HIDE
1. Sales invoice / O		Property ow		ONE
Audited Financial S		Floperty ow	Hei	
photocopy)	tatement (1			
2. Itemized List of N	/achinorios	Property ow	nor	
indicating the Seria		1 Topcity Ow	TICI	
and Country of Orig				
Acquisition, Date of				
Operation and Land				
Value				
3. Sworn Statemen	t of the True	Notary Publ	ic	
Current and Fair Ma	arket Value of Real	,		
Properties (1 original	al),			
in the absence of th	ne foregoing			
documents	0 0			
4. Updated Official		City Treasur	rer's Office	
Property Tax payme				
Clearance (1 photo				
Request letter from the second secon	om the registered	Property ow	ner	
owner (1 original)				
6. Government-Issu		Property ow	ner	
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
If done through a		December		
1. Authorization lett		Property ow	ner	
	ntative and purpose			
of request. (1 origin		Poproporto	tivo	
		Representa	uve	
Representative (PRC; UMID; PHILSYS				
ID, etc.) (1 photocopy) 3. Government-Issued ID of owner		Property ow	nor	
(PRC; UMID; PHILSYS ID, etc.) (1		1 Toperty Ow	TICI	
photocopy)				
p51000pj)	рпогосору)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
1. Juditiit	1. Oncor and	110110	TOTTILITATOS	mooning,



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
10)	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



SAN PEDRO

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

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





6. New Declaration (Land - Untitled)

First time Declaration of Unitled Land.

Office or Division:	City Assessor's Offi	се		
Classification:	Complex, Highly Te	chnical		
Type of	G2G-Government to		t, 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
	interest.			
	REQUIREMENTS		WHERE TO SEC	
1. Approved Plan (o ,	Laguna	gement Bureau, D	ENR, Los Baños,
2. Certification (Alie		DENR, Los	Baños, Laguna	
Disposable) (1 orig	inal)			
3. Sworn Statemen	t of the True	Notary Publ	ic	
	arket Value of Real			
Properties (1 origin	al)			
4. Affidavit that the	applicant is in long,	Notary Publ	ic	
continuous and not	orious possession			
of the property (1 o				
Certification that		0,	aptain and/or City	Mayor adjoining
	and occupant of the	lot owners		
land and Certification				
lot owners (1 origin		Dona and a second		
6. Letter request of 7. Government-Issu		Property owner Property owner		
(PRC; UMID; PHIL		Property owner		
validation only)	313 10, 616.) (101			
If done through a	renresentative:			
Authorization lett		Property ow	mer	
	ntative and purpose			
of request. (1 origin				
2. Government-Issu	ued ID of	Representative		
	RC; UMID; PHILSYS			
	ID, etc.) (1 photocopy)			
3. Government-Issu		Property ow	ner	
(PRC; UMID; PHIL	SYS ID, etc.) (1			
photocopy)				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
complete	verify submitted			Outgoing Officer
documents to	documents.	END		City Assessor's
incoming/				Office



outgoing off	icer	1.1 Attach Request Slip			
2. Fill out Re Slip then su to incoming, outgoing off	bmit /	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
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)

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





7. New Declaration (Land - Titled)

First time Declaration of Titled Land.

Office or Division:	City Assessor's Office		
Classification:	Complex, Highly Technical		
Type of		o Government, G2B-Government to Business,	
Transaction:	G2C-Government to	o Citizens	
Who may avail:		o real property owners/tax payers, buyers,	
		s, realtors/developers, and other parties of	
CHECKLIST OF	interest. REQUIREMENTS	WHERE TO SECURE	
Certified True Co		Registry of Deeds, Calamba, Laguna / Land	
homestead or misc application (1 origin	ellaneous sales	Management Bureau, DENR, Los Baños, Laguna	
Certfied True Co original)		Registry of Deeds, Calamba, Laguna	
3. Approved Survey	Plan - (1 original)	Land Management Bureau, DENR, Los Baños, Laguna	
4. Government-Issu (PRC; UMID; PHILS validation only)	SYS ID, etc.) (for	Property owner	
For properties adr	ninistered by NHA:		
Certificate of awa (present Original fo purposes)		National Housing Authority Office, Cabuyao City, Laguna	
If done through a			
 Authorization lett authorized represer of request. (1 origin 	ntative and purpose	Property owner	
2. Government-Issued ID of Representative (PRC; UMID; PHILSYS ID, etc.) (1 photocopy)		Representative	
3. Government-Issu (PRC; UMID; PHILS photocopy)		Property owner	
	AGENCY	FEES TO DEDOCESSING DEDSON	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Incoming/
complete	verify submitted			Outgoing Officer
documents to	documents.			City Assessor's
incoming/				Office
outgoing officer	1.1 Attach			
	Request Slip	HIM		
		EM		10
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
10)	3.8 Encode then submit printed FAAS with other	None	15 minutes (per Tax Declaration)	Encoder City Assessor's Office

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	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
400		None	5 or more days depending on	6



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)

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.

Office or	City Assessor's Offi	ce				
Division:						
Classification:	Complex, Highly Technical					
Type of	G2G-Government to		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	s, realtors/de	evelopers, and other	er parties of		
CUECKLIST OF	interest.		WILEDE TO SEC	UDE		
	REQUIREMENTS	Droporty ou	WHERE TO SEC	UKE		
Request Letter from owner	om me registered	Property ow	ner			
2. Notarized Sworn	Statement of the	Pegietry of	Deeds, Calamba, I	aguna		
market value of the		Registry or	Deeds, Calamba, I	Laguna		
market value of the	proporty					
Zoning Certificate		Office of the	Zoning Administr	ator		
4. Sanggunian Res			ng Panlungsod			
5. Government-Issu		Property ow	ner			
(PRC; UMID; PHIL	SYS ID, etc.) (for					
validation only) If done through a	ronrocontativo:					
Authorization lett	or stating name of	Proporty ou	mor			
	ntative and purpose	Property owner				
of request. (1 origin						
2. Government-Issu		Representative				
	C; UMID; PHILSYS					
ID, etc.) (1 photoco	ppy)					
3. Government-Issu	ied ID of owner	Property ow	ner			
(PRC; UMID; PHIL	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			Outgoing Officer		
documents to	documents.			City Assessor's Office		
incoming/ outgoing officer	1.1 Attach			Office		
outgoing officer	Request Slip					
2. Fill out Request	2. Receive	None	5 minutes	Incoming/		
Slip then submit	complete			Outgoing Officer		
to incoming/	documents.			City Assessor's		
outgoing officer.				Office		
3. None	3. Forward all	None	Transmitted by	Incoming/		
	documents to Tax	HIM	batch:	Outgoing Officer		
	Mapping Division for Verification.		11am/5pm	City Assessor's Office		
	for verification.			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
40>	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.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Records Division Personnel City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity	6





Transaction/s	
involved	

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.

011	0 4					
Office or Division:	City Assessor's Office					
Classification:	Simple					
Type of	G2G-Government to	G2G-Government to Government, G2B-Government 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, Consultants, realtors/developers, and other parties of					
	interest.					
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Certified copy of		Registry of I	Deeds, Calamba, I			
of Title (1 original) (For correction of	0 1				
Owner's Name, Ted	chnical					
Descriptions, etc.)						
2. Letter-request of	the owner	Property ow	ner			
specifying requeste						
	he document will be					
used. (1 original)						
3. Title, Tax Declara	ation, RPT Receipt	Property ow	ner			
or other reference f		. ,				
identification. (1 pho						
4. Updated Official		Sanggunian	g Panlungsod	ingsod		
Property Tax payme	ent or Tax					
Clearance (1 photo	copy)					
5. Tax Declaration,		Property ow	ner			
other reference for	property					
identification (subje	ct of correction). (1					
photocopy)						
Government-Issu		Property ow	ner			
(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		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 PROCESSING PERSON BE PAID TIME RESPONSIBLE				
1. Submit	1. Check and	None	15 minutes	Incoming/		
complete	verify submitted	HIM		Outgoing Officer		
documents to	documents.			City Assessor's		
incoming/				Office		



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		I		
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
(0)	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.

lC.					
Office or	City Assessor's Offi	се			
Division:					
Classification:	Simple				
Type of	G2G-Government to		nt, G2B-Governme	ent to Business,	
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultants, realtors/developers, and other parties of				
	interest.				
CHECKLIST OF I		D .	WHERE TO SEC	URE	
Request letter fro		Property ow	ner		
owner specifying the purpose for which the					
used.(1 original)	ie document will be				
2. Updated Official r	receipt of Peal	City Treasu	rer's Office		
Property Tax payme		City Treasur	ioi o omoc		
Clearance (1 photoc					
Certification from		Bureau of F	ire and Protection		
razed/ destroyed by		_ 3.000 311			
4. Demolition Permi		Office of the	Building Official		
Demolition)					
5. Barangay Certific	ate (if necessary)	Barangay Hall where the subject property is			
		located			
Government-Issu		Property owner			
(PRC; UMID; PHILS	SYS ID, etc.) (for				
validation only)					
If done through a r		Danasatu			
Authorization letter authorized represer		Property owner			
of request. (1 original					
2. Government-Issu		Representa	tive		
Representative (PR					
ID, etc.) (1 photoco					
3. Government-Issu		Property ow	ner		
(PRC; UMID; PHILS	SYS ID, etc.) (1				
photocopy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Incoming/	
complete	verify submitted			Outgoing Officer	
documents to incoming/	documents.			City Assessor's Office	
outgoing officer				Office	
outgoing officer	1.1 Attach	HIM			
	Request Slip				
2. Fill out Request	2. Receive	None	5 minutes	Incoming/	
			J	g,	





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
			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	4. Record receipt	None	5 minutes	Incoming/
Declaration and	of documents by			Outgoing Officer
Notice of	the owner.			City Assessor's
assessment.				Office
		None	3 working	
			days or earlier	