

## **City Assessor's Office**

**External Services** 



#### 1. Issuance of Certifications

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

Office or Division:	City Assessor's Office			
Classification:	Simple			
Type of	G2G-Government to	n Governmer	nt G2B-Governme	ent to Rusiness
Transaction:	G2C-Government to		it, G2D-Governine	in to business,
Who may avail:	All City of San Pedr		ty owners/tax nave	are huvare
vviio iliay avali.	brokers, Consultant			
	interest.	5, realters/de	velopers, and our	or parties or
CHECKLIST OF F			WHERE TO SEC	URE
1. For Certified Cop	y of Tax	City Treasu	rer's Office	
Declaration: Update				
Property Tax / Tax (				
2. Government-Issu	ed ID of owner	Property ow	/ner	
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
3. Title, Tax Declara		Property ow	ner	
or other reference for				
identification. (1 pho				
If done through a r				
1. Authorization letter stating name of		Property ow	ner	
authorized representative and purpose				
of request. (1 original 2. Government-Issu		Donrocento	tivo	
Representative (PR		Representa	uve	
ID, etc.) (1 photocop				
3. Government-Issu		Property ow	/ner	
(PRC; UMID; PHILS		Troporty cimer		
photocopy)	710 12, 010.) (1			
,	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Fill out Request	<ol> <li>Check existing</li> </ol>	None	5 minutes	Assessment
Slip	records.			Clerk I
				City Assessor's
	1.1 Issue Order of	None		Office
0 D	Payment	OTO T	D-f ( O')	<b>D</b>
2. Pay	None	CTC Tax	Refer to City	Revenue
Certification fee at		Declaratio	Treasurer's	Collection Clerk
Treasury Office		n Php 150.00;	Office	City Treasurer's Office
		Php		Office
		200.00		
		(for		
		previous		
		Tax		
		Declaratio		





		n)		
3. Submit Certification fee receipt to Frontline personnel.	3. Trace back previous records.	None	25 minutes	Data Controller II City Assessor's Office
personner.	3.1 Prepare, validate and sign certification.	None	10 minutes	Assessment Clerk I City Assessor's Office
	3.2 Approve certification.	None	5 minutes	City Assessor City Assessor's Office
4. Receive the certification.	4. Record receipt of Certification by the requesting person	None	5 minutes	Assessment Clerk I 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	o Citizens		
Who may avail:	All City of San Pedr	o real proper	ty owners/tax paye	ers, buyers,
	brokers, Consultant	s, realtors/de	evelopers, and othe	er parties of
	interest.			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Government-Issu	ied ID of owner	Property ow	vner	
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
2. Title, Tax Declara	•	Property ow	vner	
or other reference f				
identification. (1 pho				
If done through a		T		
1. Authorization lett		Property ow	vner	
authorized represer				
of request. (1 origin				
2. Government-Issu		Representa	ıtive	
	C; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu		Property owner		
(PRC; UMID; PHILS	SYS ID, etc.) (1			
photocopy)	A O E NOV	FFF0 TO	PROGEOGINA	DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Slip	Check existing records.	None	20 minutes	Encoder (Job Order)
				City Assessor's
	1.1 Endorse to	None	1 minute	Office
	Assessment and			
	Appraisal Officer			
	for inspection.			
	1.2 Inspect the	None	3 working hours	Tax Mapping
	Property and		(depending on	Aide I
	prepare		the availability	City Assessor's
	Inspection Report.		of inspectors)	Office
			T	
			Transmitted on	
			the next day	Francis / lab
	1.2 loous Order of		1 minute	Encoder (Job
	1.3 Issue Order of		1 minute	Order)
	Payment.			City Assessor's Office
				Office





2. Pay	None	Certificate	Refer to City	Revenue
Certification fee at		of No	Treasurer's	Collection Clerk
Treasury Office.		Improvem	Office	City Treasurer's
-		ent: Php		Office
		150.00		
3. Submit	3. Prepare	None	20 minutes	Encoder (Job
Certification fee to	Certification.			Order)
Frontline				City Assessor's
personnel.				Office
	3.1 Examine and	None	5 minutes	Tax Mapper I
	sign for approval.			City Assessor's
				Office
	3.2 Approve	None	5 minutes	City Assessor
	certification.			City Assessor's
				Office
				_
4. Receive the	4. Record receipt	None	5 minutes	Frontline
certification.	of certification by			Personnel
	the requesting			City Assessor's
	person.			Office
	1			
	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.

T	T			
Office or	City Assessor's Office			
Division:				
Classification:	Simple, Complex, F			
Type of	G2G-Government to Government, G2B-Government to Business,			
Transaction:	G2C-Government to			
Who may avail:	All City of San Pedr	o real property owners/tax payers, buyers,		
	brokers, Consultant	ants, realtors/developers, and other parties of		
	interest.			
	REQUIREMENTS	WHERE TO SECURE		
Certified true cop	y of Transfer	Registry of Deeds, Calamba, Laguna		
Certificate of Title (				
2. Deed of Conveya	ance (Secretary's	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	, Secretary's			
Certificate etc. (1 p	hotocopy)			
3. Certificate Autho	<b>5 5</b>	Property Owner /		
(CAR) (1 photocop	y)	Bureau of Internal Revenue, Biñan City,		
		Laguna		
4. Updated Official	•	San Pedro City Hall, Treasury Office		
Property Tax paym				
Clearance (1 photo				
5. Official Receipt of		San Pedro City Hall, Treasury Office		
or Transfer Tax Cle	arance (1			
photocopy)				
6. Approved Subdiv		Owner / Land Management Bureau, DENR,		
Subdivision / Conso		Los Baños, Laguna		
Transactions) (1 pl				
7. Government-Issu		Property owner		
(PRC; UMID; PHILS	SYS ID, etc.) (for			
validation only)				
		Title may be presented instead, provided that		
	of previous owner is	s active.		
If done through a				
1. Authorization lett	<u> </u>	Property Owner		
	ntative and purpose			
of request. (1 Origin				
2. Government-Issu		Representative		
	RC; UMID; PHILSYS			
ID, etc.) (1 photoco				
3. Government-Issu	ued ID of owner	Property owner		





(PRC; UMID; PHILS	SYS ID, etc.) (1			
photocopy)				
	to late release of To			
1. Acknowledgeme		Registry of Deeds, Calamba, Laguna		
Certification of Rele				
If previous owner				
1. Previous Transfe	er Certificate of Title	Registry of	Deeds, Calamba,	Laguna
(1 photocopy)				
	ents are not availabl			
1. RD / LRA Certific			Deeds, Calamba,	Laguna
2. Notarized Affiday		Notary Pub		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check and	None	15 minutes	Assessment
complete	verify submitted			Clerk I
documents to	documents			City Assessor's
incoming/	1 1 loous Order of	None		Office
outgoing officer	1.1 Issue Order of	None		
	payment for Transfer of Tax			
	Declaration Fee			
	Deciaration rec			
	* A penalty of			
	Php500.00 to Php			
	1,500.00 per title			
	imposed for late			
	declaration filed			
	sixty (60) days			
	after the issuance			
	of Transfer			
	Certificate of Title			
	from the Registry			
	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		Declaratio		Office
Treasury Office		n; Php		
		500.00 to		
		Php		
		1,500.00		
		for late		
		filing		
2 Cubmit	2 Attach convert	None	1 minuto	Accessment
3. Submit Transfer of Tax	3. Attach copy of	None	1 minute	Assessment Clerk I
Declaration Fee	receipt to other documents.			City Assessor's
receipt to	aocuments.			Office
incoming/outgoing	3.1 Attach			Onice
officer.	Request Slip.			
5.11001.	i toquoot onp.	l		





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4. Fill out Request Slip then submit to incoming/ outgoing officer.	4. Review and receive complete documents.	None	5 minutes	Assessment Clerk I City Assessor's Office
5. None	5. Forward all documents to Tax Mapping Division for verification.	None	Transmitted by batch: 11 am/ 5pm	Assessment Clerk I City Assessor's Office
	5.1 PIN Identification.	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	5.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	5.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapping Aide (Job Order) 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)	Tax Mapping Aide I 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	Tax Mapping Aide I City Assessor's Office





		PHILIP	
5.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office
5.7 Dispatch documents to encoder.	None	5 minutes	Tax Mapper I City Assessor's Office
5.8 Encode Tax Declaration then submit documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order City Assessor's Office
5.9 Check Tax Declaration then submit to recommending officer.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Tax Mapper I City Assessor's Office
5.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration)	Asst. Dept. Head I City Assessor's Office
5.11 Approve Tax Declaration.	None	5 minutes	City Assessor City Assessor's Office
5.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	10 minutes	Administrative Officer I City Assessor's Office
5.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	5 minutes	City Assessor City Assessor's Office





	5.14 Register Tax Declaration and segregate Attachments for filing.	None	5 minutes	Records Personnel City Assessor's Office
6. Receive Tax Declaration and Notice of assessment.	6. Record receipt of documents by the owner.	None	5 minutes	Assessment Officer I 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:	Campley Highly To	abnical		
Classification:	Complex, Highly Te		ot COR Covernme	ent to Ducinosa
Type of Transaction:	G2G-Government to		it, G2B-Governme	ent to business,
Who may avail:	G2C-Government to All City of San Pedr		ty owners/tox nove	are huvere
willo illay avail.	brokers, Consultant			
	interest.	s, reallors/de	evelopers, and our	er parties or
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	LIRE
1. Building Permit, 0	· · · · · · · · · · · · · · · · · · ·	Office of the	Building Official	OKL
and Floor Plan (1 p			building Official	
2. Sworn Statemen		Notary Publ	lic	
Current and Fair Ma		Notary Fab		
Properties (1 original				
in the absence of th				
documents				
3. Request letter from	om the registered	Property Ov	vner	
owner (1 original)	•			
4. Updated Official	receipt of Real	City Treasu	rer's Office	
Property Tax payment or Tax				
Clearance (1 photocopy)				
5. Government-Issu	ued ID of owner	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		Representa	tive	
,	RC; 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	Assessment
complete	verify submitted			Clerk I
documents to	documents.			City Assessor's
incoming/				Office
outgoing officer	1.1 Attach	None		
	Request Slip			
2. Fill out Request	2. Receive	None	5 minutes	Assessment
Slip then submit	complete			Clerk I
to incoming/	documents.			City Assessor's





PHILIP.				
outgoing officer.				Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Assessment Clerk I City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapping Aide (Job Order) 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)	Tax Mapping Aide I City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Tax Mapping Aide I City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	Tax Mapper I City Assessor's Office





			PHILE	
	3.8 Encode Tax Declaration then submit documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order) City Assessor's Office
	3.9 Check Tax Declaration then submit to Recommending Officer.	None	20 minutes (per Tax Declaration( Transmitted by batch. 4pm- 5pm	Tax Mapper I City Assessor's Office
	3.10 Evaluate Tax Declaration then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration)  Transmitted by batch. 4pm- 5pm	Assistant Dept. Head I City Assessor's Office
	3.11 Approve Tax Declaration.  3.12 Print	None	5 minutes	City Assessor City Assessor's Office
	Approved Tax Declaration and FAAS with Notice of Assessment.	None	10 minutes	Administrative Officer I City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	5 minutes	Assessor's Staff City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real	





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

**Complex** – Involved declaration of 1 improvement

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





### 5. New Declaration or Reassessment of Machinery

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

•	<u> </u>				
Office or	City Assessor's Office				
SDivision:					
Classification:	Complex, Highly Technical				
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultant	s, realtors/de	evelopers, and othe	er parties of	
	interest.	Г	************		
	REQUIREMENTS		WHERE TO SEC	URE	
1. Sales invoice / O		Property ow	ner		
Audited Financial S	tatement (1				
photocopy)	A = - -!!	D			
2. Itemized List of N		Property ow	/ner		
indicating the Seria					
and Country of Original Acquisition, Date of					
Operation and Land					
Value	ded Cost bei Dook				
3. Sworn Statemen	t of the True	Notary Publ	lic		
Current and Fair Ma		livotary r ubi			
Properties (1 origin					
in the absence of the	,				
documents	.o .o.ogog				
4. Updated Official	receipt of Real	City Treasu	rer's Office		
Property Tax paym	•				
Clearance (1 photo					
5. Request letter from		Property ow	/ner		
owner (1 original)	•				
6. Government-Issu	ued ID of owner	Property ow	/ner		
(PRC; UMID; PHILS	SYS ID, etc.) (for				
validation only)					
If done through a					
1. Authorization lett	er stating name of	Property ow	ner		
	ntative and purpose				
of request. (1 origin					
2. Government-Issu		Representa	tive		
	RC; UMID; PHILSYS	'S			
ID, etc.) (1 photoco					
3. Government-Issu		Property ow	ner		
(PRC; UMID; PHIL	5 Y 5 ID, etc.) (1				
photocopy)	ACENOV	EEEC TO	DDOCESSING	PERSON	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Assessment	
complete	verify submitted			Clerk I	
documents to	documents.			City Assessor's	





			PHILIP	
incoming/ outgoing officer	1.1 Attach Request Slip			Office
2. Fill out Request Slip then submit to incoming/ outgoing officer.	2. Receive complete documents.	None	5 minutes	Assessment Clerk I City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Assessment Clerk I City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapping Aide (Job Order) 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)	Tax Mapping Aide I City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Tax Mapping Aide I City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office





			PHILIP	
	3.7 Dispatch documents to encoder.	None	5 minutes	Tax Mapper I City Assessor's Office
	3.8 Encode Tax Declaration then submit documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order) City Assessor's Office
	3.9 Check Tax Declaration then submit to Recommending Officer.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Tax Mapper I City Assessor's Office
	3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration)	Asst. Department Head I City Assessor's Office
	3.11 Approve Tax Declaration.	None	5 minutes	City Assessor City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	10 minutes	Administrative Officer I City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	5 minutes	City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	5 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax	4. Record receipt	None	5 minutes	Assessment
Declaration and	of documents by			Clerk I





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** – Involved declaration of 1 Real Property Unit





## 6. New Declaration (Land – Untitled)

First time Declaration of Unitled Land.

Office or Division:	City Assessor's Office				
Classification:	Complex, Highly Technical				
Type of	G2G-Government to		nt, G2B-Governme	ent to Business.	
Transaction:	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,				
	brokers, Consultants, realtors/developers, and other parties of				
	interest.				
	REQUIREMENTS		WHERE TO SEC		
1. Approved Plan (		Laguna	gement Bureau, D	ENR, Los Baños,	
2. Certification (Alie		DENR, Los	Baños, Laguna		
Disposable) (1 origi	nal)				
3. Sworn Statemen	t of the True	Notary Publ	lic		
Current and Fair Ma					
Properties (1 original	al)				
	applicant is in long,	Notary Publ	lic		
continuous and not	•				
of the property (1 o					
5. Certification that			aptain and/or City	Mayor adjoining	
	and occupant of the	lot owners			
land and Certification lot owners (1 origin	, ,				
6. Letter request of		Property ow	/ner		
7. Government-Issu	` ,	Property owner			
(PRC; UMID; PHILS					
validation only)	, , ,				
If done through a	representative:				
1. Authorization lett		Property ow	/ner		
	ntative and purpose				
of request. (1 origin		D (	1		
2. Government-Issu		Representa	tivė		
ID, etc.) (1 photoco	RC; UMID; PHILSYS				
3. Government-Issu		Property ow	/ner		
(PRC; UMID; PHILS					
photocopy)	,, (.				
, ,					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Assessment	
complete	verify submitted			Clerk I	
documents to	documents.			City Assessor's	
incoming/	4 4 4 4			Office	
outgoing officer	1.1 Attach				





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





			PHILIP	
	documents to encoder.			City Assessor's Office
	3.8 Encode Tax Declaration then submit documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order) City Assessor's Office
	3.9 Check Tax Declaration then submit to Recommending Officer.	None	20 minutes (per Tax Declaration)  Transmitted by batch. 4pm- 5pm	Tax Mapper I City Assessor's Office
	3.10 Evaluate and Sign printed FAAS then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration)	Asst. Department Head I City Assessor's Office
	3.11 Approve FAAS on System.	None	5 minutes	City Assessor City Assessor's Office
	3.12 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	10 minutes	Administrative Officer I City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	5 minutes	City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Assessor's Staff City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days	





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

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





## 7. New Declaration (Land – Titled)

First time Declaration of Titled Land.

Office or Division:	City Assessor's Office				
Classification:	Complex, Highly Te	chnical			
Type of	G2G-Government to Government, G2B-Government to Business,				
Transaction:	G2C-Government to 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		
1. Certified True Co			Deeds, Calamba,		
homestead or misc		_	nt Bureau, DENR,	Los Baños,	
application (1 origin		Laguna			
2. Certfied True Co	py of Title (1	Registry of	Deeds, Calamba,	Laguna	
original)					
3. Approved Survey	/ Plan - (1 original)	Land Mana	gement Bureau, D	FNR Los Baños	
3.7 pp. 5704 54170	,a.i ( i original)	Laguna	30.110111 Da10dd, D	, Loo Barros,	
4. Government-Issu	ued ID of owner	Property ow	vner		
(PRC; UMID; PHILS					
validation only)	,, (				
	ministered by NHA:	ı			
1. Certificate of awa		National Ho	ousing Authority Of	fice, Cabuyao	
(present Original fo		City, Lagun		,	
purposes)					
If done through a	representative:				
1. Authorization lett	er stating name of	Property owner			
authorized represer	ntative and purpose				
of request. (1 origin					
2. Government-Issu		Representative			
	RC; UMID; PHILSYS				
ID, etc.) (1 photoco					
3. Government-Issu		Property ow	vner		
(PRC; UMID; PHIL	SYS ID, etc.) (1				
photocopy)	ACENOV	FFFC TO	DDOCECCING	DEDCON	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Assessment	
complete	verify submitted			Clerk I	
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	Assessment	
Slip then submit	complete	INOTIE	5 minutes	Clerk I	
to incoming/	documents.			City Assessor's	
outgoing officer.	documents.			Office	
outgoing officer.				Ollice	





			PHILIP	
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Assessment Clerk I City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapping Aide (Job Order) 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)	Tax Mapping Aide I City Assessor's Office
	3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Tax Mapping Aide I City Assessor's Office
	3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office
	3.7 Dispatch documents to encoder.	None	5 minutes	Encoder (Job Order) City Assessor's Office
	3.8 Encode Tax	None	15 minutes (per	Encoder (Job





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





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

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





#### 8. Reassessment of Land

Declaration of any change in valuation of Land.

Offi	0:1 4 1 0.55					
Office or	City Assessor's Office					
Division: Classification:	Complex Highly To	obnical				
Type of	Complex, Highly Technical					
Transaction:	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens					
Who may avail:	All City of San Pedro real property owners/tax payers, buyers,					
willo iliay avail.	brokers, Consultants, realtors/developers, and other parties of					
	interest.					
CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
Request Letter from		Property ow		<u> </u>		
owner	3					
2. Notarized Sworn	Statement of the	Registry of	Deeds, Calamba,	Laguna		
market value of the	property			· ·		
3. Zoning Certificate		Office of the	e Zoning Administr	ator		
4. Sanggunian Reso			ng Panlungsod			
5. Government-Issu		Property ow				
(PRC; UMID; PHILS	SYS ID, etc.) (for					
validation only)						
If done through a r	epresentative:					
1. Authorization letter		Property ow	/ner			
authorized represen						
of request. (1 original						
2. Government-Issu		Representative				
Representative (PR						
ID, etc.) (1 photoco		D				
3. Government-Issu		Property ow	/ner			
(PRC; UMID; PHILS photocopy)	SYS ID, etc.) (1					
	AGENCY	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Submit	1. Check and	None	15 minutes	Assessment		
complete	verify submitted			Clerk I		
documents to	documents.			City Assessor's		
incoming/				Office		
outgoing officer	1.1 Attach					
	Request Slip					
2. Fill out Request	2. Receive	None	5 minutes	Assessment		
Slip then submit	complete			Clerk I		
to incoming/	documents.			City Assessor's		
outgoing officer.	2 Famuerd all	Ness	Transmitted by	Office		
3. None	3. Forward all documents to Tax	None	Transmitted by batch:	Assessment Clerk I		
į l	uocuments to rax		มิสเติโ.			
	Manning Division		11am/5nm	City Assassar's		
	Mapping Division for Verification.		11am/5pm	City Assessor's Office		





		AA, PHILIP	
3.1 PIN Identification	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
3.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
3.3 Dispatch documents to inspector.	None	10 minutes	Tax Mapping Aide (Job Order) 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)	Tax Mapping Aide I City Assessor's Office
3.5 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Tax Mapping Aide I City Assessor's Office
3.6 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office
3.7 Dispatch documents to encoder.	None	5 minutes	Tax Mapper I City Assessor's Office
3.8 Encode Tax Declaration then documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order) City Assessor's Office
3.9 Check Tax	None	15 minutes (per	Tax Mapper I





			PHILIP	
	Declaration then submit to Recommending Officer.		Tax Declaration	City Assessor's Office
	3.10 Evaluate Tax Declaration then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration) Transmitted by batch. 4pm- 5pm	Asst. Department Head I City Assessor's Office
	3.11 Approve Tax Declaration.  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	Administrative Officer I City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	Assessment and Appraisal Officer Or Recommending Officer Or City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Records Division Personnel City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Incoming/ Outgoing Officer City Assessor's Office
		None	5 or more days depending on the number of parcels/real property units (RPUs) involved and the complexity of	





	Transaction/s	
	involved	

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





## 9. Correction/Updating of Information/Annotation

Declaration of any change in valuation of Land.

Office or	City Assessor's Offi	ce			
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	evelopers, and othe	er parties of	
CHECKLICT OF	interest.		WHERE TO SEC	NIDE .	
	REQUIREMENTS  Transfer Contificate	Dogiotal of	WHERE TO SEC		
	Transfer Certificate	Registry of	Deeds, Calamba, l	Laguna	
of Title (1 original) (					
Owner's Name, Ted	cnnicai				
Descriptions, etc.)	46-2	Duanantical			
2. Letter-request of		Property ow	ner		
specifying requeste					
used. ( 1 original)	he document will be				
3. Title, Tax Declara	ation PDT Pacaint	Property ow	/ner		
or other reference f		r roperty ow	/IICI		
identification. (1 ph					
4. Updated Official	,	Sanggunian	na Panlunasod		
Property Tax payme	-	Sangguniang Panlungsod			
Clearance (1 photo					
5. Tax Declaration,		Property owner			
other reference for	•	Troperty emile:			
identification (subje					
photocopy)	ot or corroductly. (1				
6. Government-Issu	ued ID of owner	Property ow	/ner		
(PRC; UMID; PHILS					
validation only)	, , , (				
If done through a	representative:	1			
1. Authorization lett		Property ow	/ner		
	ntative and purpose	. ,			
of request. (1 origin	al)				
2. Government-Issu		Representa	tive		
Representative (PR	RC; UMID; PHILSYS				
ID, etc.) (1 photoco	1 3 /				
3. Government-Issu		Property ow	ner		
(PRC; UMID; PHILSYS ID, etc.) (1					
photocopy)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit	1. Check and	None	15 minutes	Assessment	
complete	verify submitted			Clerk I	
documents to	documents.			City Assessor's	
incoming/				Office	





			PHILIP	
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	Assessment Clerk I City Assessor's Office
3. None	3. Forward all documents to Tax Mapping Division for Verification.	None	Transmitted by batch: 11am/5pm	Assessment Clerk I City Assessor's Office
	3.1 PIN Identification	None	10 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.2 Trace back previous records.	None	25 minutes	Tax Mapping Aide (Job Order) City Assessor's Office
	3.3 Transmit documents to Appraisal and Assessment Division.	None	5 minutes	Tax Mapping Aide (Job Order)
	3.4 Verify, Check and Compute Market Value and Assessed value of property.	None	2 hours (per Tax Declaration)	Tax Mapper I City Assessor's Office
	3.5 Dispatch documents to encoder.	None	5 minutes	Tax Mapper I City Assessor's Office
	3.6 Encode Tax Declaration then submit documents to Assessment and Appraisal Officer for Checking.	None	15 minutes (per Tax Declaration)	Encoder (Job Order) City Assessor's Office





	3.7 Check Tax Declaration then submit to Recommending Officer.	None	10 minutes (per Tax Declaration	Tax Mapper I City Assessor's Office
	3.8 Evaluate Tax Declaration then submit to City Assessor for Approval.	None	20 minutes (per Tax Declaration)  Transmitted by batch. 4pm- 5pm	Asst, Department Head I City Assessor's Office
	3.9 Approve Tax Declaration.	None	20 minutes (per Tax Declaration)	City Assessor City Assessor's Office
	3.10 Print Approved Tax Declaration and FAAS with Notice of Assessment.	None	5 minutes	Administrative Officer I City Assessor's Office
	3.13 Sign Printed Tax Declaration, FAAS and Notice of Assessment.	None	10 minutes	City Assessor City Assessor's Office
	3.14 Register Tax Declaration and segregate Attachments for filing.	None	10 minutes	Assessor's Staff City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Assessment Clerk I 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	O:t A Off:				
Office or Division:	City Assessor's Office				
Classification:	Cimanda				
Type of	Simple	o Covernmer	at G2R Governme	ent to Rusinoss	
Transaction:	G2G-Government to		ii, GZD-Governine	in to business,	
	G2C-Government to Citizens				
Who may avail:	All City of San Pedro real property owners/tax payers, buyers, brokers, Consultants, realtors/developers, and other parties of				
	interest.	s, realiors/de	evelopers, and other	er parties or	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	IIRE	
Request letter from		Property ow		OKL	
owner specifying th	•	Troporty ow	VIIOI		
	he document will be				
used.(1 original)	ne doddinent will be				
2. Updated Official	receint of Real	City Treasu	rer's Office		
Property Tax payme		Oity Treasu	TOT 3 OTHOC		
Clearance (1 photo					
	Fire Department (if	Bureau of F	ire and Protection		
razed/ destroyed by			5 4.14 1 1010011011		
4. Demolition Perm		Office of the	Building Official		
Demolition)	( 55.55 5.				
5. Barangay Certific	cate (if necessary)	Barangay Hall where the subject property is			
	( ),	located			
6. Government-Issu	ied ID of owner	Property owner			
(PRC; UMID; PHILS	SYS ID, etc.) (for	. ,			
validation only)	, , ,				
If done through a	representative:				
1. Authorization lett	er stating name of	Property ow	vner		
authorized represer	ntative and purpose				
of request. (1 origin	al)				
2. Government-Issu	ied ID of	Representa	tive		
Representative (PR	C; UMID; PHILSYS				
ID, etc.) (1 photoco	ppy)				
3. Government-Issu	ied ID of owner	Property owner			
(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	Assessment	
complete	verify submitted			Clerk I	
documents to	documents.			City Assessor's	
incoming/				Office	
outgoing officer					
	1.1 Attach				
	Request Slip				
2. Fill out Request	2. Receive	None	5 minutes	Assessment	





			PHILI	
Slip then submit	complete			Clerk I
to incoming/	documents.			City Assessor's
outgoing officer.				Office
3. None	3. Forward all	None	Transmitted by	Assessment
	documents to Tax		batch:	Clerk I
	Mapping Division		11am/5pm	City Assessor's
	for Verification.			Office
	3.1 PIN	None	10 minutes	Tax Mapping
	Identification			Aide (Job
				Order)
				City Assessor's
				Office
	3.2 Trace back	None	25 minutes	Tax Mapping
	previous records.			Aide (Job
				Order)
				City Assessor's
				Office
	0.0 Diametel	Nissa	40	Tarri Maraniana
	3.3 Dispatch documents to	None	10 minutes	Tax Mapping
				Aide (Job
	inspector			Order)
				City Assessor's Office
				Office
	3.4 Inspect the	None	3 working hours	Tax Mapping
	property and	None	or more	Aide I
	prepare inspection		(depending on	City Assessor's
	report.		lot area and	Office
	10port.		number of	011100
			parcels)	
			μω. σσ.σ,	
			Inspected by	
			batch on the	
			next day after	
			receipt of	
			documents	
			Transmitted on	
			the day after	
			inspection	
	0.5.7	<b>.</b>		T- 14
	3.5 Transmit	None	5 minutes	Tax Mapping
	documents to			Aide I
	Appraisal and			City Assessor's
	Assessment			Office
	Division.			
	3.6 Verify, check	None	30 minutes	Tax Mapper I
	J.O VCITTY, CHECK	140116	JU IIIIIIUIGS	ιαλ Μαρρει Ι





	and sign Inspection Report			City Assessor's Office
	3.7 Prepare and sign Notice of Cancellation Report then submit to City Assessor	None	20 minutes	Data Controller 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	Assessor's Staff City Assessor's Office
4. Receive Tax Declaration and Notice of assessment.	4. Record receipt of documents by the owner.	None	5 minutes	Assessment Clerk I City Assessor's Office
		None	3 working days or earlier	