



Office of the Municipal Assessor External Services

1. Processing of Issuance of Certified True Copy of Tax Declaration

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Request Form for the issuance of Certified True Copy 2. Official Receipt of payment from the Municipal Treasurer's Office of Tago 3. Tax Clearance/ Official Receipt of Real Property Tax payment or Note/Confirmation from the Municipal Treasurer's Office that the subject property is clear from real property tax obligation 4. Special Power of Attorney(SPA) from the declared owner or his/her representative if the requesting party has no blood relation with the declared owner pursuant to MRPAAO 	<ol style="list-style-type: none"> 1. Owner 2. Municipal Treasurer's Office 3. Municipal Treasurer's Office 4. Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Check requirements presented and verify property requested	None	8 Minutes	Officer of the day

2. Fill-out Request Form	2.1 Advise client to fill-out Request Form	None	3 Minutes	<i>Officer of the day</i>
	2.2 Assess fees and advise client to pay at the Municipal Treasurer's Office		5 Minutes	
3. Proceed to the Municipal Treasurer's Office and pay the assessed fees	3.1 Received payment and Issue Official Receipt	Php. 50.00 per document	10 Minutes	<i>Revenue Collection Officer</i>
	3.2 Advise client to go back to the Municipal Assessor's Office			
4. Go back to the Municipal Assessor's Office and present the Official Receipt to the Officer of the day	4. 1. Check payment and record the Official Receipt Number	None	2 Minutes	<i>Officer of the day</i>
	4.2. Print-out Tax Declaration and have it signed by the Municipal Assessor		10 Minutes	<i>*Data Encoder</i> <i>*Assessment Clerk II</i> <i>*Municipal Assessor</i>

5. Receive the Tax Declaration	5. Record Transaction on the Logbook and Release the Tax Declaration	None	2 Minutes	<i>Officer of the day</i>
TOTAL		Php. 50.00 per Tax Declaration	40 Minutes	

2. Processing for the Issuance of Assessment Certifications

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Request form for the issuance of assessment certification 2. Official Receipt of payment from the Municipal Treasurer's Office of Tago 3. Tax Clearance/ Official Receipt of Real Property Tax payment or Note/Confirmation from the Municipal Treasurer's Office that the subject property is clear from real property tax obligation (Except for Certificate of No Landholdings) 	<ol style="list-style-type: none"> 1. Owner 2. Municipal Treasurer's Office 3. Municipal Treasurer's Office

4. Special Power of Attorney(SPA) / Authorization Letter from declared owner or his/her representative if the requesting party has no blood relation with the declared owner pursuant to MRPAAO

4. Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Check requirements presented and verify assessment records to be requested	None	8 Minutes	<i>Officer of the day</i>
2. Fill-out Request Form	2.1 Advise client to fill-out Request Form	None	3 Minutes	<i>Officer of the day</i>
	2.2 Assess fees and advise client to pay at the Municipal Treasurer's Office		5 Minutes	
3. Proceed to the Municipal Treasurer's Office and pay the assessed fees	3.1 Receive payment and Issue Official Receipt	Php. 100.00 per document	10 Minutes	<i>Revenue Collection Officer</i>

	3.2 Advise client to go back to the Municipal Assessor's Office			
4. Go back to the Municipal Assessor's Office and present the Official Receipt to the Officer of the day	4. Check payment and record the Official Receipt Number	None	2 Minutes	<i>Officer of the day</i>
	Encode and Print Assessment Certification and have it verified by Tax Mapper and signed by the Municipal Assessor		15 Minutes	<i>*Data Encoder *Assessment Clerk II *Tax Mapper I * Municipal Assessor</i>
5. Receive the Tax Declaration	5. Record Transaction on the Logbook and Release the Assessment Certification	None	2 Minutes	<i>Officer of the day</i>

TOTAL		Php. 100.00 per Assessment Certification	45 Minutes	

3. Processing for Transfer of Ownership of Real Property

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly registered Deed of Conveyance 2. Electronic copy of Transfer Certificate of Title (for TITLED property only) 3. Real Property Tax Clearance 4. BIR Electronic Certificate of Authorizing Registration (eCAR) <ol style="list-style-type: none"> a. Capital Gains Tax- Purchased Real Property b. Donor's Tax - Donated Real Property c. Estate Tax - Inherited Real Property 5. Transfer Fee 6. Community Tax Certificate 7. Approved Subdivision Plan (for portion transferred) 8. Approved Sketch Plan (for UNTITLED property) 9. Special Power of Attorney(SPA) from owner if the requesting party has no blood relation with the owner 	<ol style="list-style-type: none"> 1. Client/ Owner 2. Registry of Deeds (ROD) Capitol Hills, Tandag City 3. Municipal Treasurer's Office 4. BIR 5. Provincial Treasurer's Office 6. Municipal Treasurer's Office

10. Sworn Statement of Real Property	7. DENR/ROD 8. DENR 9. Client/ Owner 10. Client/ Owner
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	<i>*Officer of the day</i> <i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
2. Officer of the Day register the name and contact number owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Prepare Field Appraisal and Assessment Sheet (FAAS), Tax Declaration & NOA	None	15 Minutes	<i>Officer of the day</i>
	2.2 Submit FAAS and TD to the Tax Mapper to update the Tax Map and TMCR and drawing of land sketch	None	10 Minutes	Tax Mapping Aide

	2.3 Final verification/review of FAAS and Tax Declaration with supporting documents	None	5 Minutes	Tax Mapper
	2.4 Sign "Appraised and Assessed by" "Recommending Approval" and Notice of Assessment	None	5 Minutes	Municipal Assessor
	2.5 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days & 7 hrs.	*Encoder *Messenger
3. Client is notified that Tax Declaration is ready to be released	3. Release the Approved Tax Declaration and Notice of Assessment	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	7 Days	

4. PROCESSING OF TAX DECLARATION FOR LAND DECLARED FOR THE 1ST TIME (DECLARED NEW PROPERTIES)

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>A. <u>TITLED PROPERTY:</u></p> <ol style="list-style-type: none"> 1. Original Certificate of Title – Certified Electronic Copy from the Registry of Deeds 2. Survey Plan duly approved by the DENR 3. Realty Tax Clearance (including back taxes) 4. Sworn Statement declaring the Market Value of Real Property. 5. Community Tax Certificate. <p>B. <u>UNTITLED REAL PROPERTY</u></p> <ol style="list-style-type: none"> 1. Survey Plan prepared licensed Geodetic Engineer and duly approved by the DENR 2. Certification from CENRO – DENR, stating among others that the land is within the alienable and disposable (A and D) area. 3. Certification that applicant is the present possessor of the land 4. Affidavit of Adjoining Owners, stating among others, that applicant is in long and continuous possession of the property 5. Sworn Statement declaring the Market Value of Real Property. 6. Realty Property Tax Clearance (including back taxes) 7. Ocular Inspection Report – by the Assessor or her authorized representative. 8. Community Tax Certificate. 		<ol style="list-style-type: none"> 1. Registry of Deeds (ROD) Capitol Hills, Tandag City 2. DENR 3. Municipal Treasurer’s Office 4. Owner/Client 5. Municipal Treasurer’s Office <ol style="list-style-type: none"> 1. DENR 2. DENR 3. Barangay where the property is located 4. Client/ Owner 5. Municipal Treasurer’s Office 6. DENR/ROD 7. DENR 8. Client/ Owner 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	*Officer of the day *Tax Mapper I *Tax Mapping Aide
2. Officer of the Day register the name and contact number of owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Prepare Field Appraisal and Assessment Sheet (FAAS), Tax Declaration & NOA	None	15 Minutes	Officer of the day
	2.2 Submit FAAS and TD to the Tax Mapper to reflect transaction in the Tax Map and TMCR and for drawing of land sketch	None	10 Minutes	Tax Mapping Aide
	2.3 Final verification/review of FAAS and Tax Declaration with supporting documents	None	5 Minutes	Tax Mapper
	2.4 Sign "Appraised and Assessed by" "Recommending Approval" of FAAS/TD and Notice of Assessment	None	5 Minutes	Municipal Assessor
	2.5 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days & 7 hrs.	*Encoder *Messenger

3. Client is notified that Tax Declaration is ready to be released	3. Release the Approved Tax Declaration and Notice of Assessment	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	7 Days	

5. PROCESSING OF TAX DECLARATION FOR RECLASSIFICATION OF LAND FOR TAXATION PURPOSES

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Written request from the declared owner 2. Ocular Inspection Report – by the Municipal Assessor 3. Certification on the duly approved zoning ordinance/CLUP 4. Real Property Tax Clearance 5. Community Tax Certificate 		<ol style="list-style-type: none"> 1. Owner/Client 2. Municipal Assessor 3. MPDO 4. MTO 5. MTO 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	*Officer of the day *Tax Mapper I *Tax Mapping Aide
2. Officer of the Day register the name and contact number owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Conduct Ocular Inspection to the property	None	4 Hours	*Tax Mapper I *Tax Mapping Aide
	2.2 Prepare Field Appraisal and Assessment Sheet (FAAS), Tax Declaration & NOA	None	15 Minutes	Officer of the day
	2.3 Submit FAAS and TD to the Tax Mapper to reflect transaction in the Tax Map and TMCR and drawing of land sketch	None	10 Minutes	Tax Mapping Aide
	2.4 Final verification/review of FAAS and Tax Declaration with supporting documents	None	5 Minutes	Tax Mapper
	2.5 Sign "Appraised and Assessed by" "Recommending Approval" of FAAS/TD and Notice of Assessment	None	5 Minutes	Municipal Assessor

	2.6 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days & 7 hrs.	*Encoder *Messenger
	2.7 Provincial Assessor's Office conduct Ocular Inspection to subject property	None	4 Hours	<i>Provincial Assessor's Office Tax Mappers</i>
3. Client is notified that Tax Declaration is ready to be released	3.1 Release the Approved Tax Declaration and Notice of Assessment	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	8 Days	

6. PROCESSING FOR REVISION/ADJUSTMENT OF TAX DECLARATION

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<ol style="list-style-type: none"> 1. Written request from the declared owner 2. Pertinent Document/s supporting the revision/adjustment requested 3. Ocular Inspection Report – by the Municipal Assessor 4. Real Property Tax Clearance 5. Community Tax Certificate 	<ol style="list-style-type: none"> 1. Owner/Client 3. MASSO 4. MTO 5. MTO
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	<i>*Officer of the day</i> <i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
2. Officer of the Day register the name and contact number owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Conduct Ocular Inspection to the property	None	4 Hours	<i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
	2.2 Prepare Field Appraisal and Assessment Sheet (FAAS), Tax Declaration & NOA	None	15 Minutes	<i>Officer of the day</i>

	2.3 Submit FAAS and TD to the Tax Mapper to reflect transaction in the Tax Map and TMCR and drawing of land sketch	None	10 Minutes	Tax Mapping Aide
	2.4 Final verification/review of FAAS and Tax Declaration with supporting documents	None	5 Minutes	Tax Mapper
	2.5 Sign "Appraised and Assessed by" "Recommending Approval" of FAAS/TD and Notice of Assessment	None	5 Minutes	Municipal Assessor
	2.6 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days & 7 hrs.	*Encoder *Messenger
	2.7 Provincial Assessor's Office conduct Ocular Inspection to subject property	None	4 Hours	<i>Provincial Assessor's Office Tax Mappers</i>
3. Client is notified that Tax Declaration is ready to be released	3. Release the Approved Tax Declaration and Notice of Assessment	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	8 Days	

7. PROCESSING TAX DECLARATION FOR DECLARED NEW BUILDING AND MACHINERY

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. <u>BUILDING</u></p> <ol style="list-style-type: none"> 1. Copy of the approved building plan. 2. Copy of the Building Permit Certificate of Completion or Occupancy Permit from the Local Building Official 3. Ocular Inspection Report – by the Assessor or his authorized representative 4. Affidavit of ownership of the building 5. Sworn Statement of the Real Property <p>B. <u>MACHINERY</u></p> <ol style="list-style-type: none"> 1. Inventory Statement of the Machinery 2. Installation Permit 3. Affidavit of Ownership of Real Property 4. Ocular Inspection Report – by the Assessor or his authorized representative 5. Sworn Statement of the Real Property 	<ol style="list-style-type: none"> 1. Owner 2. Municipal Engineering's Office/ Owner 3. Municipal Assessor's Office 4. Owner 5. Owner 1. Owner 2. Owner 3. Owner 4. Municipal Assessor's Office 5. Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	<i>*Officer of the day</i> <i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
2. Officer of the Day register the name and contact number owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Conduct Ocular Inspection to the property	None	4 Hours	<i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
	2.2 Prepare Field Appraisal and Assessment Sheet (FAAS), Tax Declaration & NOA	None	15 Minutes	<i>Officer of the day</i>
	2.3 Submit FAAS and TD to the Tax Mapper to reflect transaction in the Tax Map and TMCR and drawing of Floor Plan	None	10 Minutes	Tax Mapping Aide

	2.4 Final verification/review of FAAS and Tax Declaration with supporting documents	None	5 Minutes	Tax Mapper
	2.5 Sign "Appraised and Assessed by" "Recommending Approval" of FAAS/TD and Notice of Assessment	None	5 Minutes	Municipal Assessor
	2.6 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days & 3 hrs.	*Encoder *Messenger
3. Client is notified that Tax Declaration is ready to be released	3.1 Release the Approved Tax Declaration and Notice of Assessment	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	7 Days	

8. PROCESSING FOR CANCELLATION OF TAX DECLARATION

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	This service is to be requested by the owner/administrator or his/her authorized representative of property located in Tago, Surigao del Sur

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter Request for Cancellation of Assessment by the declared property owner; 2. Affidavit of Cancellation of Tax Declaration by successors of deceased declared owner; 3. Ocular Inspection Report of the Assessor (if necessary) 4. Tax Clearance 5. Other related supporting documents 		<ol style="list-style-type: none"> 1. Owner 2. Owner 3. Municipal Assessor 4. Municipal Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to the officer of the day	1. Receive, verify and evaluate the requirements and validate the request by checking office records	None	20 Minutes	<i>*Officer of the day</i> <i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>
2. Officer of the Day register the name and contact number owner/client to the logbook and advise client to wait for notification once transaction is approved	2.1 Conduct Ocular Inspection to the property (If necessary)	None	4 Hours	<i>*Tax Mapper I</i> <i>*Tax Mapping Aide</i>

	2.2 Encode Notice of Cancellation	None	5 Minutes	<i>Officer of the day</i>
	2.3 Final verification/review of Notice of Cancellation with supporting documents	None	5 Minutes	Tax Mapper
	2.4 Sign Notice of Cancellation	None	5 Minutes	Municipal Assessor
	2.5 Prepare Transmittal Letter for submission, processing and approval of transaction to the Provincial Assessor's Office	None	6 days, 3 hrs. & 20 Mins.	*Encoder *Messenger
3. Client is notified that Tax Declaration has been Cancelled	Furnish Copy of Notice of Cancellation to Municipal Treasurer's Office	None	5 Minutes	<i>Assessment Clerk II</i>
TOTAL		None	7 Days	

