

MUNICIPAL ASSESSOR'S OFFICE

Service Category

MASSO-001 | ISSUANCE OF COMPUTER-GENERATED COPY OF TAX DECLARATION

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2C
Who may Avail	All Citizen of the Municipality

CHECKLIST OF REQUIREMENTS

- Letter request (optional)
- Latest tax receipt
- Valid ID (owner and requester)
- Authorization letter/Special Power of Attorney if filed by representative
- Copy of Tax Declaration

FEES ₱100.00 per copy of Tax Declaration

₱ 30.00 Documentary Stamp

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 Receive request slip and requirements 1.2 Record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 Receive the OR from client 1.4 Pull out the PRF/FAAS 1.5 Forward to ITAX Division 1.6 Verify the Tax Declaration 1.7 Print Tax Declaration and photocopy supporting documents and affix initial and date. 1.8 Forward to M.A. for review and approval Note : Assist if needed in filling out the request slip	20 minutes	Lenie F Carolino Jaenard Jess Hernandez Joshua B Coquia
	1.9 Final review and certify ecopy of Tax Declaration	5 minutes	Diana A. Fernandez Rocelyn R. Fabro (Alternate)
Receive the requested document/s	2.1 Record and release the document requested.	5 minutes	Lenie F Carolino Edna L Generosa
Total Processing Time (Exclusive of time to pay at MTO)		30 minutes	

MASSO-002 | ISSUANCE OF CERTIFIED PHOTOCOPY OF PROPERTY RECORD FORM

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	SIMPLE
Type of Transaction	G2G
Who may Avail	All

CHECKLIST OF REQUIREMENTS

- Letter request (optional)
- Latest tax receipt
- Valid ID (owner and requester)
- Authorization letter/SPA if filed by representative
- Copy of Tax Declaration

FEES ₱ 100.00 per Location / Vicinity Map

₱ 100.00 per Tax Map Control Roll

₱ 30.00 per Documentary Stamp

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay prescribed fee to the Municipal Treasurer's Office	1.1 Receive request slip and requirements 1.2 Record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 Receive the OR from client 1.4 Receive the request from RMD with routine slip 1.5 Verify TM/TMCR needed Declaration 1.6 Photocopy the needed documents and affix initial date 1.7 Forward to M.A. for review and approval Note: Assist if needed infilling out the request slip	25 minutes	Lenie F Carolino Joshua B.Coquia Justine
	1.8 Review and affixed signature on Tax Map (TM) /Tax Map Control Roll (TMCR)	5 minutes	Diana A. Fernandez
Receive the requested document/s	2.1 Record and release the requested document	5 minute	Lenie F Carolino Edna L Generosa
Total Processing Time(Exclusive of time to pay at MTO)		35 minutes	

MASSO-003 | ISSUANCE OF CERTIFIED PHOTO COPY OF FIELD APPRAISAL AND ASSESSMENT SHEET (FAAS)

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	SIMPLE
Type of Transaction	G2G
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- Letter request of owner or of Legal counsel (if the requestor is not the owner)
- Notarized Affidavit of
- Total Landholding
- Non-existing improvement
- With existing improvement
- No Landholding
- Latest tax receipt
 - Valid ID (owner and requester)
 - Authorization letter/SPA if filed by representative

FEES ₱ 100.00 per certification

₱ 30.00 per documentary stamp

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 receive the OR from client 1.4 forward to Records Management Division with routing slip 1.5 verify total landholding/s, encumbrance/s and improvement/s 1.6 prepare certification and photocopy supporting documents and affix initial date 1.7 forward to M.A. for review and approval Note : Assist if needed in filling out the request slip	15 minutes	Lenie F Carolino Edna L. Generosa Noel P Ordon
	1.8 Review and affixed signature on the certification	5 minutes	Diana A. Fernandez
Receive the requested document/s	2.1 Records and file the copy of registered documents	5 minutes	Lenie F Carolino Edna L Generosa
Total Processing Time (Exclusive of time to pay at MTO)		25 minutes	

MASSO-004 | ISSUANCE OF CERTIFIED PHOTOCOPY OF TAX MAP

Service Information

Office or Division:	Office of the Municipal Assessor		
Classification	SIMPLE		
Type of Transaction	G2G		
Who may Avail	Resident of Bauang		
CHECKLIST OF REQUIREMENTS			
<ul style="list-style-type: none"> - Latest Tax Receipt - Tax Declaration (optional) 			
CLIENT	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirement	1.1 receive request slip and requirement 1.2 record and indicate control number in the routing slip	10 minutes	Noel P. Ordoño Edna L Generosa Jaenard Hernandez
Receive the requested document/s	1.3 Verify and print the Notice of Assessment and Tax Bill (NATB) or prepare Real Property Tax Order of Payment (RPTOP)	5 minutes	Noel P. Ordoño Edna L Generosa Jaenard Hernandez
End of Process		15 minutes	

MASSO-005 | ISSUANCE OF CERTIFICATION (Total Landholding, No Real Property, with Encumbrance, Non-Encumbrance, with improvement and Non-existing improvement)

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	COMPLEX
Type of Transaction	G2G
Who may Avail	ALL Residents of Bauang

CHECKLIST OF REQUIREMENTS

- Documents duly registered with the Register of Deeds
- Certified True Copy of annotated Tax Declaration (Provincial copy)
- Title (optional)
- Valid ID (owner and requester)
- Authorization letter/SPA if filed by representative

FEES ₱ 100.00 per Annotation fee

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 pull out PRF/TD/FAAS 1.4 Scan the registered document 1.5 receive the OR from client 1.6 forward to M.A. for review and approval with routing slip Note: Assist if needed in filling out the request slip	15 minutes	Lenie F Carolino Edna Generosa
	1.7 Review and approve the annotation of encumbrance/s 1.8 Forward to Records Management Division	5 minutes	Diana A. Fernandez
	1.9 Verify from the system and annotate encumbrance/s in the TD/PRF/FAAS with initial and date	10 minutes	Edna L. Generosa Rocelyn R. Fabro (Alternate)
Receive the requested document/s	2.1 Issue/release the copy of annotated tax declaration and registered documents and record in the logbook	5 minutes	Edna Generosa Lenie F Carolino
Total Processing Time(Exclusive of time to pay at MTO)		35 minutes	

**MASSO-006 | ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP) /
NOTICE OF ASSESSMENT AND TAX BILL (NATB)**
Service Information

Office or Division:	Office of the Municipal Assessor
Classification	COMPLEX
Type of Transaction	CANCELLATION OF ENCUMBRANCE/S (<i>Bail Bond, Adverse Claim, Lis Pendens, Notice of Tax Lien, Registered Hold Order, Certificate of Sales and Agreement</i>)
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- Documents for cancellation duly registered with the Register of Deeds
- Certified True Copy of Tax Declaration cleared of annotation of encumbrance (Provincial copy)
- Title (optional)
- Valid ID (owner and requester)
- Authorization letter/SPA if filed by representative

FEES ₱ 100.00 per cancellation fee

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 pull out the PRF/TD/FAAS 1.4 Scan the registered documents 1.5 receive the OR from client 1.6 forward to M.A. for review and approval with routing slip Note: Assist if needed in filling out the request slip	10 minutes	Lenie F Carolino Edna L Generosa Rocelyn R Fabro
	1.7 Review and approve the cancellation of encumbrance/s	5 minutes.	Diana A. Fernandez
	1.8 Cancel annotation of encumbrance/s in the TD/PRF/FAAS with initial and date	10 minutes	Edna L. Generosa Rocelyn R. Fabro (Alternate)
Receive the copy of the document/s	2.1 Records and releases the copy of Registered document	3 minutes	Lenie F Carolino Edna L Generosa
Total Processing Time (Exclusive of time to pay at MTO)		28 minutes	

MASSO-007 | ANNOTATION OF ENCUMBRANCES

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2G
Who may avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- Mortgage contract duly registered with the Register of Deeds
- Certified True Copy of annotated Tax Declaration (Provincial copy)
- Title (optional)
- Valid ID (owner and requester)
- Authorization letter/SPA if filed by representative

FEES ₱ 100.00 per annotation fee

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 pull out PRF/FAAS/TD 1.4 scan the registered document 1.5 receive the OR from client 1.6 forward to M.A. for review and approval Note: Assist if needed in filling out the request slip	10 minutes	Lenie F Carolino Edna L Generosa
	1.7 Review and approve the annotation of mortgage 1.8 Forward to records management division with routing slip	5 minutes	Diana A. Fernandez
	1.9 Verify from the system and annotate mortgage in the TD/PRF/FAAS with initial and date	10 minutes	Edna L. Generosa Rocelyn R. Fabro (Alternate)
Receive the requested document/s	2.0 Records and releases the copy of Registered document	5 minutes	Lenie F Carolino Edna L Generosa
Total Processing Time (Exclusive of time to pay at MTO)		30 minutes	

MASSO-008 | CANCELLATION OF ENCUMBRANCES

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2G
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- Cancellation of mortgage contract duly notarized and registered with the Register of Deeds
- Certified True Copy of Tax Declaration cleared of annotation of mortgage (Provincial copy)
- Title (optional)
- Valid ID (owner and requester)
- Authorization letter/SPA if filed by representative

FEES ₱ 100.00 per cancellation fee

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 record and indicate control number in the routing slip, give back the slip to the client for payment of fees to the MTO 1.3 pull out PRF/TD/FAAS 1.4 scan the registered documents 1.5 receive the OR from client 1.6 forward to M.A. for review and approval with routing slip Note: Assist if needed in filling out the request slip	10 minutes	Lenie F Carolino Edna L Generosa
	1.7 Review and approve the cancellation of mortgage 1.8 Forwarded to records management division	5 minutes	Diana A. Fernandez
	1.9 Cancel annotation of mortgage in the TD/PRF/FAAS with initial and date	10 minutes	Edna L. Generosa Rocelyn R. Fabro
Receive the requested document/s	2.0 Records and releases the copy of Registered document	5 minutes	Lenie F Carolino Edna L Generosa
Total Processing Time(Exclusive of time to pay at MTO)		30 minutes	

MASSO-009 | FIELD INSPECTION/VERIFICATION (LANDS and BUILDINGS)/ APPRAISAL

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2G
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

Lot

- 1.1 Letter request
- 1.2 Survey Plan
- 1.3 Title (if any)
- 1.4 Tax Declaration
- 1.5 BL V-37
- 1.6 Valid ID (Owner & Requester)
- 1.7 Authorization letter/SPA (if filed by

Building

- 1.1 Building Permit
 - 1.2 Building Plan
 - 1.3 Occupancy Permit
 - 1.4 Tax Declaration (land)
 - 1.5 Tax receipt
 - 1.6 Field Investigation Report
- FEES 200.00 per inspection fee

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME		PERSON RESPONSIBLE
		Office	Field	
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 Fill up the routing slip 1.3 Issue order of payment 1.4 Received OR & affixed initial & date 1.5 Forward to M.A. for review	10 minutes	10 minutes	Rocelyn R. Fabro Edna Generosa
	1.6 Review and schedule the date of inspection	15 minutes	15 minutes	Diana A. Fernandez
	1.7 Forward routing slips to record management division	3 minutes	5 minutes	Lenie F Carolino Edna L Generosa
	1.8 Verify/locate/inspect the subject property on tax map and/or actual ground	1 hour	2 hours	Jerry M. Federico Ernesto G. Domingo Demetrio Ocampo, Jr.
Total Processing Time(Exclusive of time to pay at MTO)		1hrs28minutes	2hrs30minutes	

MASSO-010 | REVISION OF TAX DECLARATION/S

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2G
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- Lot
- 1.1 Letter request
 - 1.2 Latest tax receipt
 - 1.3 Certified Copy of Tax Declaration from the Provincial Assessor's Office
 - 1.4 Valid ID (Owner & Requester)
 - 1.5 Authorization letter/SPA (if filed by representative)
 - 1.6 Death cert. if owner is deceased and Birth cert. of the requester to establish the identity/personality
 - 1.7 Field investigation/Verification Report
 - 1.8 Survey Plan
 - 1.9 Title (if any)
 - 2.0 BL V-37
- Building
- 1.1 Letter request
 - 1.2 Building Permit
 - 1.3 Building Plan
 - 1.4 Occupancy Permit
 - 1.5 Tax Declaration (land)
 - 1.6 Tax receipt
 - 1.7 Field Investigation Report

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
			Simple	Complex	
Fill up and submit request slip and requirements and Pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 Fill up the routing slip 1.3 Pull out PRF/FAAS 1.4 Issue order of payment 1.5 Received OR & affix initial & date 1.6 Forward to M.A. for review	100.00 per revision fee 1,000.00 for newly declared lot and undeclared portion (increase in area)	10 minutes	25 minutes	Rocelyn R. Fabro Edna L. Generosa
	1.7 Review and approve the request 1.8 Forward routing slip to Records Division		15 minutes	25 minutes	Diana A. Fernandez

	<p>1.8 Record the request/transaction in the log book and forward to the assigned personnel in the tax mapping division for processing</p> <p>1.9 Prepare and finalize Field Appraisal and Assessment Sheet (FAAS) with Field Investigation Report</p>	* Highly complex application (20 working days and renewable for another 20 days)	5 minutes 1 working day	10 minutes 3-5 working days	<p>Lenie F. Carolino Edna L. Generosa</p> <p>Jerry M. Federico Ernesto G. Domingo Demetrio Ocampo, Jr.</p>
	2.0 Review and recommend for the approval of FAAS and Tax Declaration	* Finalization of complicated transactions depends on the compliance of needed requirements	3 hours	1 day	Diana A. Fernandez
	2.1 Prepare endorsement and transmittal for signature of Municipal Assessor.		30 minutes	1 hour	Rocelyn R. Fabro Edna L. Generosa
	2.2 Final Review and signature of the Municipal Assessor and Forwarded to the Provincial Assessor's Office for review and approval of the Provincial Assessor		20 minutes	30 minutes	Diana A. Fernandez
Total Processing LGU Time (Exclusive of time to pay at MTO)			1day5hrs20 minutes	4days2hrs30 minutes	

MASSO-010 | TRANSFER OF TAX DECLARATION/S

Service Information

Office or Division:	Office of the Municipal Assessor
Classification	Complex
Type of Transaction	G2G
Who may Avail	Resident of Bauang

CHECKLIST OF REQUIREMENTS

- 1.1 Letter request
- 1.2 Mode of Conveyance
- 1.3 E-copy of Title (if any)
- 1.4 Tax Declaration (Provincial Copy)
- 1.5 Sketch plan (if needed)
- 1.6 Latest tax receipt
- 1.7 Certificate Authorizing Registration
- 1.8 Transfer Tax
- 1.9 Valid ID (Owner & Requester)
- 2.0 Authorization letter/SPA if filed by representative
- 2.1 Affidavit (if needed)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
			Simple	Complex	
Fill up and submit request slip and requirements and pay the prescribe fees at the Municipal Treasurer's Office	1.1 receive request slip and requirements 1.2 Fill up the routing slip 1.3 Pull out PRF/FAAS 1.4 Issue order of payment 1.5 Receiver OR and affixed initial and date 1.6 Forward to M.A. for review	100.00 per Tax Declaration	10 minutes	25 minutes	Rocelyn R. Fabro Edna L. Generosa
	1.7 Review and approve the request 1.8 Forward routing slip to Records Division		15 minutes	25 minutes	Diana A. Fernandez
	1.9 Record the request/transaction in the log book and forward to the assigned personnel in the tax mapping division for processing		5 minutes	10 minutes	Lenie F Carolino Edna L. Generosa
	2.0 Prepare and finalize Field Appraisal and Assessment Sheet (FAAS)	* Highly complex application (20 working days and renewable	1 working day	3 to 5 working days	Jerry M. Federico Ernesto G. Domingo Demetrio Ocampo, Jr.

		for another 20 days)			
	2.0 Prepare endorsement and transmittal for review and approval of the Municipal Assessor		30 minutes	1 hour	Rocelyn R Fabro
	2.1 Final Review and signature of the Municipal Assessor and Forwarded to the Provincial Assessor's Office for review and approval of the Provincial Assessor.		30 minutes	1 hour	Diana A Fernandez
Total Processing LGU Time(Exclusive of time to pay at MTO)			1day1hr 30 minutes	4days 3hrs	