



OFFICE OF THE CITY ASSESSOR

External Services



1. ISSUANCE OF TAX DECLARATION OF SIMPLE TRANSFER OF OWNERSHIP (SALE/DONATION/ESTATE)

Transfer of ownership which the ownership of a property is transferred from one person to another includes the purchase of a property, assumption of mortgage debt, exchange of possession, donation or legacy of a property.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Land Title - 1 certified true copy or photocopy Deed of Conveyance (Deed of Absolute Sale, Donation, Extrajudicial & others) - 1 photocopy BIR (Certificate of Authorizing Registration) - 1 photocopy Transfer Tax Receipt - 1 photocopy Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy Identification Card: <ul style="list-style-type: none"> Driver's License Senior Citizens ID Voter's ID Company ID SSS UMID Card GSIS UMID Card PRC ID PhilID/ePhilID <p>Additional Document if Requesting Party is Not the Real Owner:</p> <ol style="list-style-type: none"> Special Power of Attorney/Authorization Letter from the owner - 1 photocopy <p>Additional Document for Extrajudicial:</p> <ol style="list-style-type: none"> Affidavit of Publication - 1 photocopy 	<p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds / Bureau of Internal Revenue</p> <p>Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Land Transportation Office</p> <p>Municipal/City Social Welfare & Development Office</p> <p>Commission on Election</p> <p>Employer</p> <p>Social Security System</p> <p>Government Service Insurance System</p> <p>Professional Regulation Commission</p> <p>Philippine Statistics Authority (PSA)</p> <p>To be provided by the client</p> <p>To be provided by the client</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify documents and issue order of payment	None	8 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor City Assessor's Office
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P100.00 / TD as per City Ordinance No. 1, S-2006 Sec.352(d)	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the City Assessor's Office and present the Official Receipt	3.1 Check and give Assessment Real Property Number (ARP No.) to the encoder.	None	2 minutes	Caezar P. Pineda Administrative Assistant I Ma. Fe Evangeline B. Francisco Administrative Assistant III City Assessor's Office
	3.2 Encode/ Process/ Prepare Tax Declaration of Simple Transfer, Notice of Assessment and Index Card	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Irene C. Villanueva Carlito S. Hilario Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I



	3.3 Review tax declaration and approve	None	3 minutes	<p>Arcgene M. Cabrera Administrative Aide IV</p> <p>Lucita C. Torres Tax Mapper Aide City Assessor's Office</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
4. Receive the signed Tax Declaration	4.1 Record and release Tax Declaration to Client	None	2 minutes	Caesar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	P100.00 per tax declaration	40 minutes	

2. ISSUANCE OF TAX DECLARATION OF SIMPLE PARTITION / SUBDIVISION

A partition/subdivision of property/parcel of land divided/split into smaller ones that are easier to sell and develop.

Office or Division:	Office of the City Assessor
Classification:	Highly Technical
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



<ol style="list-style-type: none"> 1. Land Title - 1 certified true copy or photocopy 2. Approved Partition/Subdivision Plan - 1 blue print or 1 photocopy 3. Request Letter – 1 original copy 4. Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy 5. Identification Card: <ul style="list-style-type: none"> • Driver's License • Senior Citizens ID • Voter's ID • Company ID • SSS UMID Card • GSIS UMID Card • PRC ID • PhilID/ePhilID 		<p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds</p> <p>To be provided by the client</p> <p>Owner's file copy / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Land Transportation Office</p> <p>Municipal/City Social Welfare & Development Office</p> <p>Commission on Election</p> <p>Employer</p> <p>Social Security System</p> <p>Government Service Insurance System</p> <p>Professional Regulation Commission</p> <p>Philippine Statistics Authority (PSA)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify the documents & inform the client on the schedule date of ocular inspection	None	20 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and advise the client to wait on the status of request	None	4 hours	Reynaldo C. Guariño Tax Mapper I Carlito S. Hilario Assessment Clerk I
	2.2 Prepare, sketch & compute floor area (if there's an improvement)	None	3 hours	Jose Sener D. Sakay Administrative Asst. III Federico V. Berboso Ronald L. Soriano Draftsman I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Prepare partition slip, Assign Property Index Number (PIN)	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I
	2.4 Check and give Assessment Real Property Number (ARP no.) to the encoder	None	5 minutes	Caezar P. Pineda Administrative Assistant I
	2.5 Encode multiple land title and printing of Tax Declaration, Field Appraisal Assessment Sheet (FAAS) and Notice of Assessment (NOA)	None	60 Calendar days	Luz C. Mutya Local Assessment Operations Officer III Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III Irene C. Villanueva Assessment Clerk I City Assessor's Office
	2.6 Review, check and approve tax declaration.	None	5 working days	Lily D. Telan Assistant City Assessor



	2.7 Inform the client to pay the necessary fees.	None	5 minutes	<p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100 per tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration	None	10 minutes	<p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	TOTAL:	P100.00 per tax declaration	66 days and 10 minutes	



3. ISSUANCE OF TAX DECLARATION OF SIMPLE PARTITION / SUBDIVISION WITH SALE, DONATION OR EXTRAJUDICIAL

A partition/subdivision of property/parcel of land divided/split into smaller ones with partition agreement between the Seller and the Buyer, Donor and the Donee or Heirs.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Land Title - 1 certified true copy or photocopy	Owner's File Copy / Registry of Deeds
2. Deed of Conveyance (Deed of Absolute Sale, Donation, Extrajudicial & others) - 1 photocopy	Owner's File Copy / Registry of Deeds
3. Partition Agreement - 1 photocopy	Owner's File Copy / Registry of Deeds
4. BIR (Certificate of Authorizing Registration) - 1 photocopy	Owner's File Copy / Registry of Deeds / Bureau of Internal Revenue
5. Transfer Tax Receipt - 1 photocopy	Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan Owner's File Copy / Registry of Deeds/ Geodetic Engineer
6. Approved Partition/Subdivision Plan - 1 original copy	Owner's File Copy / Registry of Deeds/
7. Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy	City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
8. Identification Card – 1 photocopy	Land Transportation Office Municipal/City Social Welfare & Development Office Commission on Election Employer Social Security System Government Service Insurance System Professional Regulation Commission Philippine Statistics Authority (PSA)
Additional Document if Requesting Party is Not the Real Owner:	
1. Special Power of Attorney / Authorization Letter from the owner - 1 photocopy	To be provided by the client



Additional Document for Extrajudicial: 1. Affidavit of Publication - 1 photocopy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify the documents & inform the client on the schedule of ocular inspection	None	20 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Reynaldo C. Guariño Tax Mapper I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office
2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and advise the client on the status of request	None	3 hours	Reynaldo C. Guariño Tax Mapper I Carlito S. Hilario Assessment Clerk I
	2.2 Prepare, sketch & compute floor area (if there's an improvement)	None	30 minutes	Jose Sener D. Sakay Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Prepares partition slip,	None	25 minutes	Reynaldo C. Guariño Tax Mapper I



	Assign Property Index Number (PIN)			<p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Assistant I</p>
	2.3 Check and give Assessment Real Property Number (ARP no.) to the encoder	None	2 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Ma. Fe Evangelina B. Francisco</p>
	2.4 Encode minimal land title and printing of Tax Declaration, Field Appraisal Assessment Sheet (FAAS) and Notice of Assessment (NOA)	None	50 minutes	<p>Jose Sener D. Sakay Ma. Raquel R. Perez Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
.	2.5 Review, check and approve tax declaration	None	30 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
	2.6 Inform the client to pay the necessary fees	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangelina B. Francisco Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100.00 / TD as per City Ordinance No. 1, S-2006 Sec.352 (d)	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Assistant V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration to Client and Notice of Assessment to the Client	None	5 minutes	<p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	TOTAL:	P100.00 per Tax Declara- tion	5 hours 57 minutes	



4. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION / PHOTOCOPY OF OLD TAX DECLARATION FOR COURT PURPOSES/TITLING OF PROPERTY

Tax Declaration is a property record, which is a traditional assessment document maintained by the City Assessor, showing, the classification, market value and assessed values of the property as the basis for the collection of real property tax.

Issuance of old tax declaration use for BIR requirements for Estate tax and for verification and legal purposes.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Land Title or Latest Real Property Tax Receipt and other reference for property identifications, if any - 1 Original or 1 photocopy 2. Valid government issued ID - 1 photocopy <ul style="list-style-type: none"> • SSS UMID Card • GSIS UMID Card • Driver's License • PRC ID • Voter's ID • TIN ID • Valid or Latest Passport • Postal ID • NBI Clearance • Senior Citizen ID • PhilID/ePhilID 	To be provided by the owner/client/representative. Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) City Social Welfare & Development Office (CSWDO) Philippine Statistics Authority (PSA)
Additional Requirements If Requesting Party is Not the Real Owner:	
1. Owner's Authorization Letter (stating reason or purpose of the request) - 1 original copy 2. Valid government issued ID - 1 photocopy	To be provided by the Owner/Client/ Authorized Representative To be provided by the Owner/client/Authorized Representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record, receive and verifies property requested and issue order of payment	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative, Assistant III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50 per tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Assistant V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare, review, certify true copy of tax declaration	None	15 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco</p>



				<p>Ma. Raquel R. Perez Administrative, Assistant III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Arcgene M. Cabrera Rosauro R. Villegas Administrative Aide IV City Assessor's Office</p>
	4.1 Approve and sign	None	3 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
4. Receive the certified true copy of Tax Declaration	4.2 Assign control number, put documentary stamp, dry seal and release tax declaration	None	2 minutes	<p>Lucita C. Torres Tax Mapper Aide City Assessor's Office</p>
	TOTAL:	P50.00 per tax Declara- tion	30 minutes	



5. ISSUANCE OF CERTIFICATIONS OF NO IMPROVEMENT (WITH IMPROVEMENT/ NO IMPROVEMENT)

Certification of non-improvement is a proof that the property (land) is idle or vacant.

Certification with improvement that the property (land) has permanent structures adhered to the land usually used for habitation, commercial and industrial purposes and for other various uses.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Affidavit of non-improvement - 1 Photocopy		Notary Public		
2. Authorization Letter from the owner if the requesting party is not the real owner - 1 Original Copy		To be provided by the client/representative.		
3. Latest Real Property Tax Receipt - 1 Original Copy or 1 photocopy		To be provided by the client/representative.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents required	1.1 Record, verify (Index card, Ownership Record Form (ORF) & Tax declaration book	None	5 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Lucita C. Torres Tax Mapper Aide City Assessor's Office
	1.2 For certification of non-improvement * if no improvement in record said property is subject for inspection/ocular inspection	None	2 minutes	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I Jose Sener D. Sakay Administrative Assistant III
		None	1 hour	



	<p>* If with improvement but not reflected in our record said improvement is subject for inspection/ocular inspection.</p> <p>1.3 issue Order of Payment</p>	None	5 minutes	<p>Carlito S. Hilario Assessment Clerk I</p> <p>Rosauo R. Villegas Administrative Aide IV City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50.00 / certification	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare the certification being request	None	15 minutes	<p>Reynaldo C. Guariño Tax Mapper I</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Arcgene M. Cabrera Rosauo R. Villegas Administrative Aide IV City Assessor's Office</p>



	3.2 Review the certification and sign	None	3 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
4. Receive the signed certification	4.1 Assign control number, put documentary stamp, dry seal and release	None	2 minutes	Lucita C. Torres Tax Mapper Aide City Assessor's Office
	TOTAL:	P50.00 per certification	1 hour and 37 minutes	

6. ISSUANCE OF CERTIFICATIONS OF NO PROPERTY/PROPERTY LANDHOLDING AND CERTIFICATION OF ACTUAL LOCATION

Certification of property holdings is a document certifying the number and details of the properties. Certification of actual use, the place where the property is exactly situated/located.

Certification of no property issued on the request of the applicant if there is no property declared in the records.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Gov't to Client / Gov't to Business/ Gov't to Gov't
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter/Access Letter from the Client or concern Agency.- 1 Original Copy	To be provided by the client/representative
2. Latest Real Property Tax Receipt – 1 Photocopy	To be provided by the client/representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record, review, verify the documents & issue order of payment	None	5 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Lucita C. Torres Tax Mapper Aide City Assessor's Office
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50.00 per certification	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare/type the certification	None	15 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Federico V. Berboso Ronald L. Soriano Draftsman I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Arcgene M. Cabrera Rosauro R. Villegas Administrative Aide IV City Assessor's Office



	3.2 Review and sign	None	3 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
4. Receive the signed certification	4.1 Put documentary stamp, dry seal and release	None	2 minutes	Lucita C. Torres Tax Mapper Aide City Assessor's Office
	TOTAL:	P50.00 per certification	30 minutes	

7. ISSUANCE OF TAX DECLARATION FOR NEW ASSESSMENT / RE-ASSESSMENT / RE-CLASSIFICATION / CORRECTION OR UPDATING OF RECORDS

New Assessment, real property discovered and assessed/valued upon discovery.

Reassessment is the assigning of new assessed values to property, particularly real estate, as the result of a general, partial or individual reappraisal of the property.

Reclassification refers to the act of specifying how lands shall be utilized as embodied in the land use plan, subject to the requirements and procedures for land use conversion.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. New Assessment 1. Written Request - 1 Original Copy 2. Building Permit or Certificate of Occupancy - 1 Photocopy	To be provided by the client To be provided by the client / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan



B. Re-Assessment/Re-Classification 1. Written Request - 1 Original Copy 2. Latest Real Property Tax Receipt - 1 photocopy 3. Land Title - 1 photocopy		To be provided by the client To be provided by the client To be provided by the client / Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirements	1.1 Receive, review, verify the documents & inform the client on the schedule of ocular inspection	None	15 minutes	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and inform client to wait on the status of request	None	1 working day or depend on the location of subject property	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I
	2.2 Sketch & computation of floor area	None	30 minutes	Jose Sener D. Sakay Administrative Asst. III Carlito S. Hilario Assessment Clerk I Caezar P. Pineda Administrative Assistant I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Appraise and assess	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
	2.4 Encode Data and Assign Assessment Real Property Number (ARP no.)	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I



				<p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez, Administrative Asst. III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	2.5 Review, check and approve tax declaration	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
	2.6 Inform the client to pay the necessary fees	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100 per tax declaration	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration	None	10 minutes	Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	P100.00 per Tax Declaration	1 day, 1 hour and 55 minutes	

8. ISSUANCE OF TAX DECLARATION FOR CORRECTION OR UPDATING OF RECORDS

Correction is the action or process of updating of records or correcting the data such as property owner's name, Title number, boundaries, area, property index number, and others.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government06			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transfer Certificate of Title - 1 photocopy		To be provided by the client / Registry of Deeds		
2. Latest Real Property Tax Receipt - 1 photocopy		To be provided by the client / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
3. Registry of Deeds Certification - 1 Original copy		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements	1.1 Record, review, verify the documents and Issue order of payment	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P100.00 / tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Issue Assessment Real Property Number (ARP No). Encode/ Process/ Prepare Tax Declaration and Notice of Assessment	None	20 minutes	<p>Reynaldo C. Guariño Tax Mapper I</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Federico V. Berbos Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Asst. I City Assessor's Office</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor</p>



	3.2 Review tax declaration and sign	None	5 minutes	City Assessor's Office
4. Receive the signed Tax Declaration	4.1 Release Tax Declaration	None	5 minutes	Caezar P. Pineda Administrative Asst. I City Assessor's Office
	TOTAL:	P100.00 per tax Declaration	40 minutes	

9. ISSUANCE OF NOTICE OF CANCELLATION (BUILDING/MACHINERY)

Real property that already demolished/dilapidated (building) and defective/pulled out (machinery).

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request - 1 Original Copy		To be provided by the client		
2. Latest Real Property Tax Receipt - 1 photocopy		To be provided by the client / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
3. Picture of the Building - 1 photocopy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirements	1.1 Review requirements. Verify records (Index Card/Ownership Record Form (ORF))	None	5 minutes	Lily D. Telan Assistant City Assessor
	1.2 Ocular Inspection	None	1 hour (depend	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office Reynaldo C. Guariño Tax Mapper I Jose Sener D. Sakay Administrative Asst. III



	1.3 Cancellation of property (building/ Machinery)	None	on the location of property) 5 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III Federico V. Berboso Ronald L. Soriano Draftsman I Caezar P. Pineda Administrative Assistant I City Assessor's Office
	1.4 Review and sign	None	5 minutes	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
2. Receive copy of signed notice of cancellation	2. Assign control no. and annotate Field Appraisal Assessment Sheet (FAAS) (regarding the cancellation)	None	5 minutes	Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	None	1 hour and 20 minutes	



10. ISSUANCE OF NOTICE OF ASSESSMENT

It indicates what the local assessor determines your property is worth and how much of that value is taxable.

Office or Division:	Office of the City Assessor (<i>New City Hall / City Hall Annex-Camalig</i>)			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Real Property Tax Receipt - 1 Original or 1 photocopy		To be provided by the client / Registry of Deeds		
2. Transfer Certificate of Title - 1 Original or 1 photocopy		To be provided by the client		
3. Documents pertaining to the concern property - 1 original copy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Receive/ check / verify the Real Property Tax Receipt or the document	None	10 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III
	1.2 Issue Notice of Assessment	None	5 minutes	Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	None	15 minutes	