



**CITIZEN'S CHARTER**

**ASSESSMENT OF LAND**

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSONS IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip	Receives and evaluates request	3 mins	Receiving Personnel	NONE	<b>New/Reassessment</b> 1. Duly filled out CASSO RTF No. 02 2. Supporting Documents: 2.1 Copy of order of award from DENR 2.2 Certification from DENR that the Patent issued is in order 2.3 Approved survey plan or BL Form No. V-37  Additional Requirement <b>*If land is covered by an existing Tax Declaration in the name of a private person:</b> a. Transfer of rights from DENR, Waiver of Rights, or City Council Resolution for the re-allocation (if situated in Workingmen's Village) b. Certificate of non-delinquency  <b>Subdivision/Consolidation</b> 1. Certified Copy of Title (if titled) 2. Subdivision/Consolidation Plan 3. Certificate of non-delinquency
2	Submits requirements	Identifies transaction type	5 mins	TMD Personnel		
		Issues JO No.	1 min	Administrative Personnel		
		Plots and processes eFAAS and eMap (TMD)	<b>New, Reassessment or Consolidation</b> 5 working days  <b>Subdivision</b> 8 working days for a maximum of 10 lots and additional one (1) day for every additional 10 lots	TMD Personnel		
		Reviews and approves tax mapping data		Chief, TMD		
		Encoding of assessment data (AAD)		AAD Clerk		
		Review and approval of assessment data		Chief, Appraisal & Assessment Division		
		Final Review and approval		City Assessor/ Assistant City Assessor		
Printing and Releasing of TD and NOA	Records and Statistics Division					
3	Claims tax declaration and Notice of Assessment	Issues copy of TD and Notice of Assessment to Property owner/ Authorized Representative	2 mins	Records and Statistics Division		



**CITIZEN'S CHARTER**

**ASSESSMENT OF BUILDING AND OTHER STRUCTURES**

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/ S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip	Receives and evaluates request	3 mins	Receiving Personnel	NONE	<b>New Assessment</b> 1. Duly filled out CASSO RTF No. 01 2. Supporting Documents: *Pictures of the structure (interior and exterior) with the owner if possible *Barangay Certification, *Sworn Statement of True and Fair Market Value *Building Permit/ Occupancy Permit, Floor Plan (if with Building Permit *Photocopy of valid ID *Authorization Letter and photocopy of valid ID (for authorized representative)  3. Tax Declaration Applicant  <b>Reassessment</b> 1. Duly filled out CASSO RTF No. 01 2. Supporting Documents: a. Pictures of the structure (interior and exterior) with the owner if possible 3. Tax Declaration Applicant
2	Submits requirements	Identifies building location	5 mins	TMD Personnel		
		Schedules inspection	1 min	AAD Receiving Personnel		
		Inspects property and gathers data Prepares manual FAAS	14 working days from date of inspection	Appraiser		
				Administrative Personnel		
				TMD Personnel		
		Issues JO No.		Chief, TMD		
		Assigns PIN and processing of eFAAS		Appraiser		
		Reviews and approves tax mapping data		Assistant City Assessor		
		Encoding of assessment data (AAD)		City Assessor		
Review and approval of assessment data		RSD Personnel				
Final Review and approval						
Printing and Releasing of TD and NOA						
3	Claims tax declaration and Notice of Assessment	Issues copy of TD and Notice of Assessment to Property owner/ Authorized Representative	2 mins	Records and Statistics Division		

**TRANSFER OF REAL**



# CITIZEN'S CHARTER

# PROPERTIES



# CITIZEN'S CHARTER

# ASSESSMENT OF MACHINERY

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip	Receives and evaluates request	3 mins	Receiving Personnel	NONE	1. Duly filled out CASSO RTF No. 03 2. Supporting Documents:
2	Submits requirements	Issues JO No.	2 mins	Administrative Personnel		2.1 Certified true copy of title (if titled property)
		Plots (if land) and processes eFAAS and eMap (TMD)	1 min	TMD Personnel		2.2 Deed of conveyance: Deed of Sale / Deed of Donation / Extra Judicial Settlement / Court Order / Sheriff Final Certificate of Sale, etc.
		Reviews and approves tax mapping data	5 working days	Chief, TMD	2.3 Certificate Authorizing Registration (BIR-CAR)	
		Encoding of assessment data (AAD)		AAD Clerk	2.4 Transfer tax receipt	
		Review and approval of assessment data		Chief, Appraisal & Assessment Division	2.5 Certificate of Non-delinquency	
		Final Review and approval		City Assessor/ Assistant City Assessor	2.6 Subdivision Plan, if transfer of portion of land only.	
Printing and Releasing of TD and NOA	Records and Statistics Division	*Other documentary attachments that may be needed				
3	Claims tax declaration and Notice of Assessment	Issues copy of TD and Notice of Assessment to Property owner/ Authorized Representative	2 mins	Records and Statistics Division		

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip	Receives and evaluates request	3 mins	Receiving Personnel	NONE	<b>New Assessment</b> 1. Duly filled out CASSO RTF No. 02 2. Supporting Documents: <b>With Mechanical Permit:</b> a. Mechanical Permit b. Certificate of Operation from CBAO <b>Without Mechanical Permit:</b> a. Sworn statement or list of machineries duly certified or notarized b. Barangay Certificate stating the following: - Owner of machinery or business - Owner of building where machinery is located - Date of Operation 2. Pictures of machinery and business location 3. Photocopy of valid Gov't ID of owner 4. Authorization letter and valid government ID of representative, <b>if requested by a representative.</b> 3. Tax Declaration Applicant  <b>Reassessment</b> 1. Duly filled out CASSO RTF No. 01 2. Certificate of Non-delinquency
2	Submits requirements	Identifies location of machinery	5 mins	TMD Personnel		
		Schedules inspection	1 min	AAD Receiving Personnel		
		Inspects property and gathers data Prepares manual FAAS	14 working days from date of inspection	Appraiser		
		Issues JO No.		Administrative Personnel		
		Assigns PIN and processing of eFAAS		TMD Personnel		
		Reviews and approves tax mapping data		Chief, TMD		
		Encoding of assessment data (AAD)		Appraiser		
		Review and approval of assessment data		Assistant City Assessor		
		Final Review and approval		City Assessor		
Printing and Releasing of TD and NOA	RSD Personnel					
3	Claims tax declaration and Notice of Assessment	Issues copy of TD and Notice of Assessment to Property owner/ Authorized Representative		2 mins	Records and Statistics Division	



# CITIZEN'S CHARTER

## CANCELLATION OF ASSESSMENT

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip	Receives and evaluates request	3 mins	Receiving Personnel	NONE	<p><b>New Assessment</b></p> <ol style="list-style-type: none"> <li>Duly filled out CASSO RTF No. 02</li> <li>Supporting Documents:               <ul style="list-style-type: none"> <li><b>With Mechanical Permit:</b> <ol style="list-style-type: none"> <li>Mechanical Permit</li> <li>Certificate of Operation from CBAO</li> </ol> </li> <li><b>Without Mechanical Permit:</b> <ol style="list-style-type: none"> <li>Sworn statement or list of machineries duly certified or notarized</li> <li>Barangay Certificate stating the following:                   <ul style="list-style-type: none"> <li>Owner of machinery or business</li> <li>Owner of building where machinery is located</li> <li>Date of Operation</li> </ul> </li> <li>Pictures of machinery and business location</li> <li>Photocopy of valid Gov't ID of owner</li> <li>Authorization letter and valid government ID of representative, if requested by a representative.</li> </ol> </li> <li>Tax Declaration Applicant</li> </ul></li></ol> <p><b>Reassessment</b></p> <ol style="list-style-type: none"> <li>Duly filled out CASSO RTF No. 01</li> <li>Certificate of Non-delinquency</li> </ol>
2	Submits requirements	Identifies location of machinery	5 mins	TMD Personnel		
		Schedules inspection	1 min	AAD Receiving Personnel		
		Inspects property and gathers data Prepares manual FAAS	14 working days from date of inspection	Appraiser		
				Administrative Personnel		
				TMD Personnel		
		Issues JO No.	Chief, TMD			
		Assigns PIN and processing of eFAAS	Appraiser			
		Reviews and approves tax mapping data	Assistant City Assessor			
		Encoding of assessment data (AAD)	City Assessor			
Review and approval of assessment data	RSD Personnel					
Final Review and approval						
Printing and Releasing of TD and NOA						
3	Claims tax declaration and Notice of Assessment	Issues copy of Notice of Cancellation to Property owner/ Authorized Representative	2 mins	Records and Statistics Division		



# CITIZEN'S CHARTER

## ISSUANCE OF CERTIFICATES

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip and sub its requirements	Receives and verifies request and supporting documents	3 mins	RSD Personnel	P 50.00/ certification	<ol style="list-style-type: none"> <li>Duly filled out CASSO Form No. 01</li> <li>Official Receipt</li> <li>Documentary Stamp/s</li> <li>Identification Card</li> <li>Authorization Letter and photocopy of valid ID of owner, if representative</li> </ol>
		Collects payment and issues Official Receipt	2 mins	CASSO Deputized Collecting Officer		
		Retrieves and prints document	2 mins (electronic) 30 mins (manual)	RSD Personnel		
		Certifies and releases document	3 mins	Chief, Records and Statistics Division		



# CITIZEN'S CHARTER

## HISTORY OF REAL PROPERTY

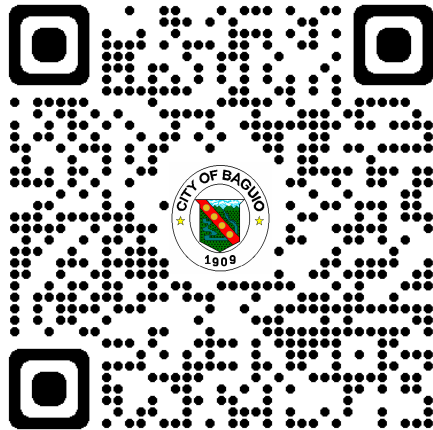
STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip and sub its requirements	Receives and verifies request and supporting documents	3 mins	RSD Personnel	P 100.00/ certification	<ol style="list-style-type: none"> <li>Duly filled out CASSO Form No. 01</li> <li>Official Receipt</li> <li>Documentary Stamp/s</li> <li>Identification Card</li> <li>Authorization Letter and photocopy of valid ID of owner, if representative</li> </ol>
		Collects payment and issues Official Receipt	2 mins	CASSO Deputized Collecting Officer		
		Retrieves documents, encodes and prints of history of real property	5 working days	RSD Personnel		
		Reviews, certifies and releases history of real property	3 mins	Chief, Records and Statistics Division		



# CITIZEN'S CHARTER

## ANNOTATION/ CANCELLATION OF ENCUMBRANCE

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON/S IN CHARGE	FEES	REQUIREMENTS
1	Fills-out request slip and sub its requirements	Receives and verifies request and supporting documents	3 mins	RSD Personnel	P 50.00/ annotation/ cancellation and P50.00/ annotated document	1. Duly filled out CASSO Form No. 01 2. Official Receipt 3. Documentary Stamp/s 4. Identification Card 5. Authorization Letter and photocopy of valid ID of owner, if representative
		Collects payment and issues Official Receipt	2 mins	CASSO Deputized Collecting Officer		
		Reviews documents, annotates/ cancels encumbrance, encodes and prints of history of real property	5 working days	RSD Personnel		
		Reviews, certifies and releases annotated tax declaration	3 mins	Chief, Records and Statistics Division		



baguiocityassessor@gmail.com



(074) 304 – 1827 | 300 – 6526  
300 - 6525



2F City Hall, Baguio City