

OFFICE OF THE MUNICIPAL ASSESSOR



MUNICIPAL ASSESSOR'S OFFICE

VISION

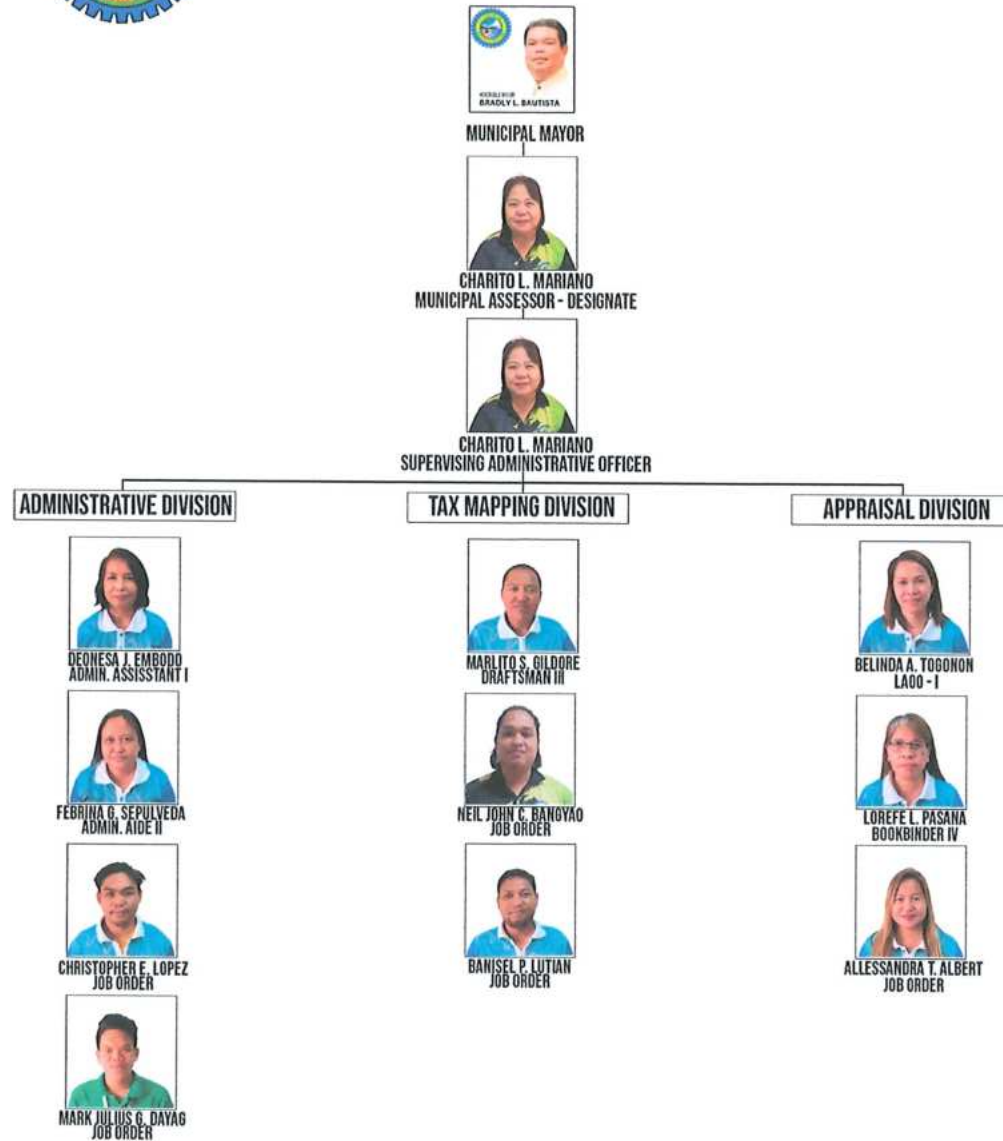
To be able to conduct progressive revision of assessment of real properties for tax purposes, conduct property classification of real property assessment by way of progressive revision, maintain effective tax mapping and assessment records.

MISSION

To maintain an effective identification and accounting system of real properties for taxation purposes, conduct discovery of new land parcels, buildings, machinery and other improvements thru ocular inspection, maintain effective assessment recording system, and establish computerized statistical data banking.



MUNICIPAL ASSESSOR'S OFFICE ORGANIZATIONAL CHART





MUNICIPAL ASSESSOR'S OFFICE
FUNCTIONAL CHART

MUNICIPAL ASSESSOR

- Take charge in the operation of the MASSO classification
- Assess all real properties for taxation
- Purposes whether Taxable or Exempt with in the Municipality of Malita to enhance real property tax

SUPERVISING ADMINISTRATIVE OFFICER

- Assist the Division Chief in directing and managing the day-to-day operations of the Division;
- Focus on supervising and ensuring quality of services by the administrative service units handling procurement, property & supply, general services & building administration;
- Ensure the undertaking of Complete Staff Work (CSW) on matters requiring the attention of the Division Chief prior to submission;
- Assumes the Division Chief's functions/duties in the latter's absence; and

ADMINISTRATIVE DIVISION

- Cancellation of previous FAAS/TAX DECLARATIONS in book of assessment
- Prepare Notice of Assessment
- Prepare and submit reports
- Update of Assessment Roll

TAX MAPPING DIVISION

- Assign of Property Index Number (PIN)
- Maintenance of Tax Map and Tax Mapping Control Roll

APPRAISAL DIVISION

- Appraise and assess all real property for taxation
- Prepare FAAS for revision, transfer, new application of undeclare real property
- Ocular Inspection/ Physical Counting of improvements



**MUNICIPAL ASSESSOR'S OFFICE
CITIZEN'S CHARTER**

Request for Transfer, Revision/Reclassification, Subdivision of Real Properties and New Discovery.

1. PROPERTIES AND NEW DISCOVERY

A. For Titled Property/Subdivision of Titled Property

About the service

The Municipal Assessor's Office may Transfer/Revise the Real Property within the territorial jurisdiction of the Municipality as per request of the Taxpayer.

Schedule of availability of service : Monday to Friday 8:00 am to 5:00 pm

Who may avail of the service : Taxpayer/Landowner

What are the requirements : Photocopy of approved Title issued by Registry of Deeds/Free Patent or Homestead Application

Photocopy of Latest Tax Receipt or Tax Clearance

Photocopy of Certificate Authorizing Registration from the BIR

Photocopy of Transfer Tax from the PTO-Province

Photocopy of NCIP Certification (If I.P)

Total Fess/Charges :

How to avail the services :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON IN CHARGE	FEES	FORMS
1	<p>Present required documents to the Person-in-charge Sign Sworn Statement Form Sign Inspection Form</p> <p>Advice when to return for the approve copy</p>	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Make new FAAS • Affix the PIN No. and boundaries to FAAS • Review/Correct/Check the computation of FAAS • Make Tax Declaration and Transmittal and indorse documents to the Municipal Assessors for Recommending Approval • Provincial Screening • Sign the documents for PASSO approval • Segregate Approved FAAS/TD's for MASSO copy and for owner's copy • Encode the approved FAAS/TDs in the Assessment Roll • Encode the approved FAAS/TDs in the Record of Assessment (ROA) 	<p>10-20 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>VARIABLE</p> <p>5-10 minutes</p> <p>5-10 minutes</p>	<p>Admin Aide II LAOO I</p> <p>Draftsman IV</p> <p>LAAO I</p> <p>Assessment Clerk</p> <p>PASSO Staff Provincial Assessor</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		

2	Received the approved Tax Declaration (TD) and sign in the logbook as proof of receipt	<ul style="list-style-type: none"> Record the transaction in the logbook Release the owner's copy of approved Tax Declarations (TD's) 	5-10 minutes	MASSO Staff		
END OF TRANSACTION						

B. For Untitled Property/ Subdivision of Untitled Property

About the service

The Municipal Assessor's Office may transfer/revise as per request of the Taxpayer/Owner

- Schedule of the availability of service** : Monday to Friday 8:00 am to 5:00 pm
Who may avail of the service : Taxpayer/Landowner
What are the requirements : Photocopy of Deed of Conveyance
Photocopy of Official Receipt of Transfer Tax
Photocopy of Latest Tax Receipt or Tax Clearance
Extra Judicial Partition of Estate
Photocopy of NCIP Certification (If I.P)
Total Fees/Charges :
How to avail the services :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON IN CHARGE	FEEES	FORMS
1	Present required documents to the Person-in-charge Sign Sworn Statement Form	<ul style="list-style-type: none"> Check the required documents Verify the Specified FAAS/TD's Make new FAAS 		Admin Aide II LAOO I		

2	<p>Sign Inspection Form</p> <p>Advice when to return for the approve copy</p> <p>Received the approved Tax Declaration (TD) and sign in the logbook as proof of receipt</p>	<ul style="list-style-type: none"> • Affix the PIN No. and boundaries to FAAS • Review/Correct/Check the computation of FAAS • Make Tax Declaration and Transmittal and indorse documents to the Municipal Assessors for Recommending Approval • Provincial Screening • Sign the documents for PASSO approval • Segregate Approved FAAS/TD's for MASSO copy and for owner's copy • Encode the approved FAAS/TDs in the Assessment Roll • Encode the approved FAAS/TDs in the Record of Assessment (ROA) • Record the transaction in the logbook • Release the owner's copy of approved Tax Declarations (TD's) 	<p>10-20 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>VARIABLE</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p>	<p>Draftsman IV</p> <p>LAOO I</p> <p>Assessment Clerk</p> <p>PASSO Staff Provincial Assessor</p> <p>MASSO Staff</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		
END OF TRANSACTION						

C. New Discovery for Other Improvements

About the Service

The Municipal Assessor's Office may assess the Real Property as per request of the Taxpayer/Landowner.

- Schedule of availability of services :** Monday to Friday 8:00 am to 5:00 pm
Who may avail of the service : Taxpayer/Landowner
What are the requirements : Photocopy of Free Patent, Home Stead or Miscellaneous Sales Application
 Photocopy of Lates Tax Receipt or Tax Clearance
 Certification of the Barangay Captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners Barangay Captain and/or the Municipal Mayor
 In case of the lands of the public domains occupied and possessed by National Cultural Communities prior to July 4,1995, a certification from a government community, National Commission for Indigenous People (NCIP) or other government agency, shall be submitted;
 Inspection Report duly signed by the Municipal Assessor and the Barangay Captain

How to avail the services :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge Sign Sworn Statement Form Sign Inspection Form	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Make new FAAS • Affix the PIN No. and boundaries to FAAS 	10-20 minutes	Admin Aide II LAOO I Draftsman IV		

2	<p>Advice when to return for the approve copy</p> <p>Received the approved Tax Declaration (TD) and sign in the logbook as proof of receipt</p>	<ul style="list-style-type: none"> • Review/Correct/Check the computation of FAAS • Make Tax Declaration and Transmittal and indorse documents to the Municipal Assessors for Recommending Approval • Provincial Screening • Sign the documents for PASSO approval • Segregate Approved FAAS/TD's for MASSO copy and for owner's copy • Encode the approved FAAS/TDs in the Assessment Roll • Encode the approved FAAS/TDs in the Record of Assessment (ROA) • Record the transaction in the logbook • Release the owner's copy of approved Tax Declarations (TD's) 	<p>5-10 minutes</p> <p>5-10 minutes</p> <p>VARIABLE</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p>	<p>LAOO I</p> <p>Assessment Clerk</p> <p>PASSO Staff Provincial Assessor</p> <p>MASSO Staff</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		
END OF TRANSACTION						

D. New Discovery for Building

About the Service

The Municipal Assessor's Office may assess the Real Property as per request of the Taxpayer/Landowner.

- Schedule of availability of services :** Monday to Friday 8:00 am to 5:00 pm
Who may avail of the service : Taxpayer/Landowner
What are the requirements : Photocopy of Building Permit
 Photocopy of Certificate of Occupancy
 Photocopy of Certificate of Completion
 Photocopy of Building Plan

How to avail the services :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge Sign Sworn Statement Form Sign Inspection Form Advice when to return for the approve copy	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Make new FAAS • Affix the PIN No. and boundaries to FAAS • Review/Correct/Check the computation of FAAS • Conduct Ocular Inspection of property • Make Tax Declaration and Transmittal and indorse documents to the Municipal 	10-20 minutes 5-10 minutes VARIABLE 5-10 minutes	Admin Aide II LAOO I Draftsman IV LAOO I MASSO Staff MASSO Staff		

2	Received the approved Tax Declaration (TD) and sign in the logbook as proof of receipt	<p>Assessors for Recommending Approval</p> <ul style="list-style-type: none"> • Provincial Screening • Sign the documents for PASSO approval • Segregate Approved FAAS/TD's for MASSO copy and for owner's copy <ul style="list-style-type: none"> • Encode the approved FAAS/TDs in the Assessment Roll • Encode the approved FAAS/TDs in the Record of Assessment (ROA) <ul style="list-style-type: none"> • Record the transaction in the logbook • Release the owner's copy of approved Tax Declarations (TD's) 	<p>VARIABLE</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p>	<p>PASSO Staff Provincial Assessor</p> <p>MASSO Staff</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		
END OF TRANSACTION						

E. Reclassification of Real Property

About the service

The Municipal Assessor's Office may Revise/Reclassify the Real Property as per request of the Taxpayer/Landowner

- Schedule of availability of service** : **Monday to Friday 8:00 am to 5:00 pm**
Who may avail of the service : **Taxpayer/Landowner**
What are the requirements : **Photocopy of approved Zoning Certification from the Municipal Planning Office**
Photocopy of Latest Tax Receipt or Tax Clearance
Photocopy of Title
Duration : **Process take 15 working days to finish**
Total Fees/Charges :
How to avail the services :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge Sign Sworn Statement Form Sign Inspection Form Advice when to return for the approve copy	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Make new FAAS • Affix the PIN No. and boundaries to FAAS • Review/Correct/Check the computation of FAAS • Conduct Ocular Inspection of property • Make Tax Declaration and Transmittal and indorse 	<p>10-20 minutes</p> <p>5-10 minutes</p> <p>VARIABLE</p> <p>5-10 minutes</p>	<p>Admin Aide II LAOO I</p> <p>Draftsman IV</p> <p>LAOO I</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		

2	Received the approved Tax Declaration (TD) and sign in the logbook as proof of receipt	<p>documents to the Municipal Assessors for Recommending Approval</p> <ul style="list-style-type: none"> • Provincial Screening • Sign the documents for PASSO approval • Segregate Approved FAAS/TD's for MASSO copy and for owner's copy <ul style="list-style-type: none"> • Encode the approved FAAS/TDs in the Assessment Roll • Encode the approved FAAS/TDs in the Record of Assessment (ROA) <ul style="list-style-type: none"> • Record the transaction in the logbook • Release the owner's copy of approved Tax Declarations (TD's) 	<p>VARIABLE</p> <p>5-10 minutes</p> <p>5-10 minutes</p> <p>5-10 minutes</p>	<p>PASSO Staff Provincial Assessor</p> <p>MASSO Staff</p> <p>MASSO Staff</p> <p>MASSO Staff</p>		
END OF TRANSACTION						

2. ISSUANCE OF CERTIFICATION OF IMPROVEMENTS / NO IMPROVEMENTS OF REAL PROPERTY

About the service

The Municipal Assessor's Office may issue a Certification of Improvements/ No Improvements as per request of the Taxpayer/Landowner

- Schedule of availability of services** : Monday to Friday 8:00 am to 5:00 pm
- Who may avail of the service** : Taxpayer/Landowner
- What are the requirements** : Latest Tax Receipt or Tax Clearance
Certification Fee from Municipal Treasures Office
- Duration** : Process takes 1 hour to finish
- Total Fees/Charges** : 200.00 Certification Fee (Municipal Treasurer's Office)
- How to avail the services** :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Advice client to pay to the Treasurer's Office for Certification Fee 	5-10 minutes	Admin Aide II Record Officer		
2	Proceed to Municipal Treasurer's Office (MTO) for payment of Tax due and Certification Fee	<ul style="list-style-type: none"> • Issue Official Receipt (O.R) 	VARIABLE	Revenue Collector	200	

3	Go back to the Municipal Assessor's Office and present the Official Receipt	<ul style="list-style-type: none"> • Received the Official Receipt • Prepare the requested documents • Review/Checks/Correct Initial and Endorse the documents to Municipal Assessor • Sign and seal the documents 	5-10 minutes	Assessment Clerk		
4	Received the approved Certification and sign in the logbook as proof of receipt	<ul style="list-style-type: none"> • Record the transaction in the logbook • Release the owner's copy of the Certification 	5-10 minutes	Municipal assessor		
END OF TRANSACTION						

3. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

About the service

The Municipal Assessor's Office may issue a Certified true copy of Tax Declaration as per request of the Taxpayer/Landowner

- Schedule of availability of services** : Monday to Friday 8:00 am to 5:00 pm
- Who may avail of the service** : Taxpayer/Landowner
- What are the requirements** : Latest Tax Receipt or Tax Clearance
Receipt of Certified true copy from Municipal Treasures Office
- Total Fees/Charges** : 250.00 Certification Fee (Municipal Treasurer's Office)
- How to avail the services** :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Advice client to pay to the Treasurer's Office for Certification Fee 	5-10 minutes	Admin Aide II Record Officer		
2	Proceed to Municipal Treasurer's Office (MTO) for payment of Tax due and Certification Fee	<ul style="list-style-type: none"> • Issue Official Receipt (O.R) 	VARIABLE	Revenue Collector	250	
3	Go back to the Municipal Assessor's Office and present the Official Receipt	<ul style="list-style-type: none"> • Received the Official Receipt • Prepare the requested documents • Review/Checks/Correct Initial and Endorse the documents to Municipal Assessor • Sign and Seal the documents 	5-10 minutes	Assessment Clerk		
4	Received the approved Tax Declaration and sign in the logbook as proof of receipt	<ul style="list-style-type: none"> • Record the transaction in the logbook • Release the Certified True Copy request by the taxpayer 	5-10 minutes	Municipal Assessor MASSO Staff		
END OF TRANSACTION						

4. ISSUANCE OF CERTIFICATION OF AGGREGATE LANDHOLDING / NO LANDHOLDING

About the service

The Municipal Assessor's Office may issue a Certification of Aggregate Landholding / No Landholding as per request of the Taxpayer/Landowner

- Schedule of availability of services** : Monday to Friday 8:00 am to 5:00 pm
- Who may avail of the service** : Taxpayer/Landowner
- What are the requirements** : Latest Tax Receipt or Tax Clearance
Certification Fee from Municipal Treasures Office
- Duration** : Process takes 1 hour to finish
- Total Fees/Charges** : 200.00 Certification Fee (Municipal Treasurer's Office)
- How to avail the services** :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)	PERSON IN CHARGE	FEES	FORMS
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> • Check the required documents • Verify the Specified FAAS/TD's • Advice client to pay to the Treasurer's Office for Certification Fee 	5-10 minutes	Admin Aide II Record Officer		
2	Proceed to Municipal Treasurer's Office (MTO) for payment of Tax due and Certification Fee	<ul style="list-style-type: none"> • Issue Official Receipt (O.R) 	VARIABLE	Revenue Collector	200	

3	Go back to the Municipal Assessor's Office and present the Official Receipt	<ul style="list-style-type: none"> • Received the Official Receipt • Prepare the requested documents • Review/Checks/Correct Initial and Endorse the documents to Municipal Assessor • Sign and seal the documents 	5-10 minutes	Assessment Clerk		
4	Received the approved Certification and sign in the logbook as proof of receipt	<ul style="list-style-type: none"> • Record the transaction in the logbook • Release the Certification request by the taxpayer 	5-10 minutes	Municipal Assessor		
END OF TRANSACTION						

5. ANNOTATION OF BAIL BOND OR CANCELLATION OF BAIL BOND

About the service

The Municipal Assessor's Office may annotate Bail bond or Cancel Bail Bond of Real Property as per request of the Bondsman

- Schedule of availability of services** : **Monday to Friday 8:00 am to 5:00 pm**
- Who may avail of the service** : **Accused and Bondsman**
- What are the requirements** : **Duplicate copy of Court Order**
- Total Fees/Charges** :
- How to avail the services** :

