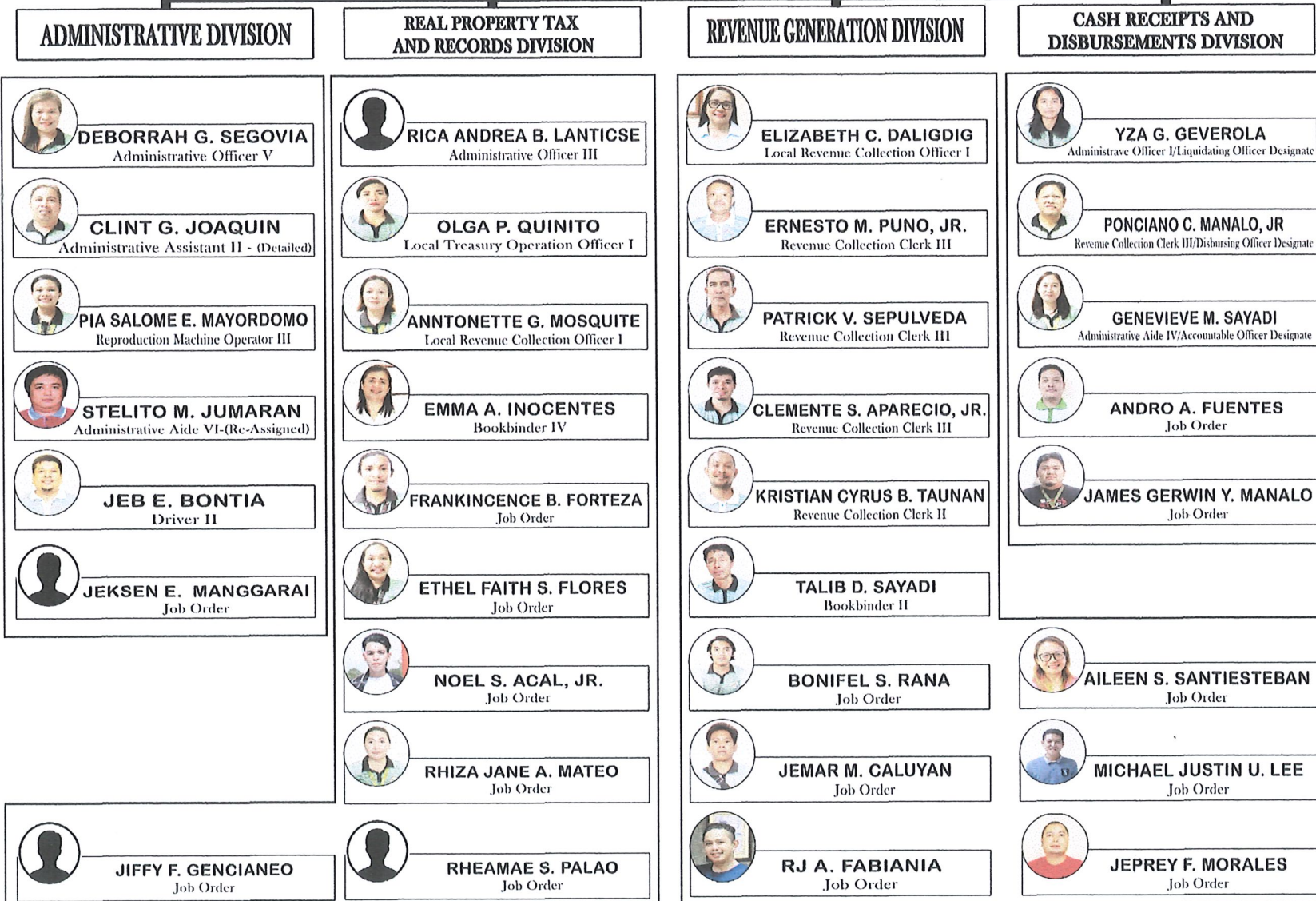




# OFFICE OF THE MUNICIPAL TREASURER

  
**ELSIE C. OSTIQUE**  
 Acting Municipal Treasurer

  
**ELSIE C. OSTIQUE**  
 Assistant Municipal Treasurer



# MUNICIPAL TREASURER'S OFFICE FUNCTIONAL CHART

Municipal Treasurer



\*Shall take charge of the treasury office, perform the duties provided for under Book II of the LGC

\* Take custody and exercise proper management of the funds of LGU concerned.

\*Submit to the LCE certified statement of income and expenditures for budget preparation purposes.

\* Attend conference/meeting called by the following:

- BLGF
- REGATA conference
- PHALTRA conventions
- Committee meetings
- Initiates/conducts conference /meetings with coordinating national and local agencies.



Assistant Municipal Treasurer



Administrative Section

Real Property Tax and Records Section

Revenue Generation Section

Cash Receipts and Disbursements Section

\* Receive incoming communication

\* Prepare outgoing

\*Updating of records both RPT and local sources. (RPT delinquencies)

\*Prepare and submit data on local sources (RPT, Bus. Taxes, Fees & Charges, Econ.

\*Conduct spot audit on office collectors

\*Disburses/controls fund in

communication

- \* Prepare travel order
- \* Prepare SPMS
- \* Submit IPCR/OPCR to HR
- \* Monitor absences & tardiness
- \* Verify application for leave
- \* Strengthen close coordination with other departments
- \* Implementation of findings after audit of COA, BLGF, PTO
- \* Prepare vouchers of salaries and wages and other claims for cash advance
- \* Implement findings/ recommendations embodied the COA Annual Audit Report
- \* Conduct investigation and in recommends disciplinary actions to proper authorities
- \* Quarterly meeting of treasurers
- \* Send employees to various trainings conducted by PTO and other agencies
- \* Conduct capability-building seminar for treasury personnel in the province (PTO & MTOs)
- \* Continuously empower employees through convention, conference and meetings
- \* Acts/answers communications/ queries
- \* Facilitates renewal of fidelity bond of accountable officers
- \* Update treasury personnel on current issues
  - Conduct staff meeting
  - Disseminate issuances issued by LCE

- \*Target and compute most delinquent tax payer per brgy. with notices/demands (1st, 2nd, 3rd and final demand)
- \*Cleansing of RPT records by updating the tax card and records to determine actual delinquencies per brgy.
- \*Clearance or settlement of RPT as requirement in securing business permits and clearances.
- \*Require submission of monthly utilization report of accountable forms officers to COA/PTO.
- \*SRE submission with annexes.
- \*Prompt preparation and submission of technical reports to PTO.
- \*Submit collection report on RPT, Fees and Charges and Economic Enterprise.
- \*Prepare collection trend chart or graphs.
- \*Posting of collections to RPTAR and index card
- \*Submission of collection report per brgy.
- \*Submit reports to PTO
  - Monthly report of Accountability Accountable Forms
  - Annual Plans and Programs/ TCEP/UPE
- \*Systemic records management.

- Enterprise
- \*Revenue Target- Target setting with field collectors
- \*Attend conference on Target Setting conducted by PTO
- \*Revision of Revenue Codes (Tax Rate, Fees & Charges using LFC toolkit)
- \*Target setting on Brgys.
- \*Assist the BPLO to use PRESUMPTIVE and BREAK-EVEN sales methods in determining Gross sales of business taxpayers
- \*Personally approached residents/taxpayers especially local officials to promptly settle their RPT to serve as models to others
- \*Conduct Tax Information/ Education Campaign together with the office of the Mun. Assesor thru attendance to sessions-meetings (SB), Pulong-pulong, (ABC and PTCA meetings)
- \*Posting of tarpaulins, distribution of leaflets, use of social media
- \*Seek assistance from brgy. officials for the distribution of tax bill
- \*Issuance of official receipts for all collections
- \*Analyze revenue collection based on BLGF target
- \*Maintain a comprehensive and relevant fiscal and

line with NGAs and COAs rules and regulations:

- General Fund
- Trust fund
- Special Education Fund
- Special Account
- \*Deposit intact daily collections
- \*Prompt remittance of statutory obligations and provincial impositions
- \*Prompt liquidation of cash advances for salaries and wages and other claims
- \*Conduct daily cash audit on cashiers and disbursing officers

-Disseminate national  
issuances affecting  
local agencies

\* Conduct staff development  
training

\* Require treasury personnel to  
submit IPCR, Statement of Assets  
and Liabilities and PDS/other  
internal reports

\* Participate in special programs  
of the municipality

- Environmental Management  
Program

- Gender Development

financial database system



# MUNICIPAL TREASURER'S OFFICE

## ***VISION***

The Office of the Municipal Treasurer is an efficient and progressive organization for fiscal administration particularly in the collection, custody and disbursement of funds with responsible, honest, competent and approachable staff to support the local government achieves its financial goals and objectives.

## ***MISSION***

The Official of the Municipal Treasurer shall generate revenues thru efficient collection of taxes, fees and charges accruing to the local government in accordance with existing laws and ordinances, and to take custody and exercise proper management of funds of the Municipality and its development wells.



Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### COMMUNITY TAX CERTIFICATE

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	Those who are residents in the Municipality				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up CTC form	a. Interview and encode clients details.	RCC III	5-10 minutes	None
		b. Compute Community Tax	RCC III	5-10 minutes	None
2	Pay the required community tax.	Issuance of Community Tax Certificate	RCC III	5-10 minutes	Community Tax
3	Sign and claim the community tax certificate	Release CTC to client.	RCC III	5-10 minutes	None



Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### CERTIFIED TRUE COPY of PERMITS

Office/Division:		Municipal Treasurer's Office			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		All			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up request form	a. Receive and record client's request	Admin. Aide IV	5-10 minutes	None
		b. Review documentary requirements	Admin. Officer III	5-10 minutes	None
		c. Issue order of payments	RCC III	5-10 minutes	None
2	Pay the required fee	a. Collect payment and issue official receipt	RCC III	5-10 minutes	150.00
		b. Prepare client's requested copy of file	RCC III	5-10 minutes	None
		c. Certify client's requested copy of file	Acting Mun. Treas.	5-10 minutes	None
3	Claim the requested copy of file	Release the requested copy of file	Admin. Officer III	5-10 minutes	None



Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### CERTIFIED MACHINE/SYSTEM COPY OF DOCUMENTS

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up request form	a. Receive and record client's request form	Admin. Aide IV	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
		c. Collect payment and issue Official Receipt	RCC III	5-10 minutes	None
2	Pay the required fee	a. Prepare the Certified Machine/System Copy of Documents	Admin. Asst. II	5-10 minutes	120.00/135.00
		b. Approve the Certified Machine/System Copy of Documents	Acting Mun. Treas.	Variable	None
3	Claim the requested Certification	Release Certified Machine/System Copy of Documents	RCC III	5-10 minutes	None





Republic of the Philippines  
 Province of Davao Occidental  
**Municipality of Malita**

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### CERTIFICATION FEE

Office/Division:		Municipal Treasurer's Office			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		Those who are residents in the Municipality			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up request form	a. Receive and record client's request form	Admin. Aide IV	5-10 minutes	None
		b. Issue order of payment	Admin. Asst. II	5-10 minutes	None
		c. Collect payment and issue Official Receipt	RCC III	5-10 minutes	None
2	Pay the required Certification Fee	a. Prepare Certification	Admin. Asst. II	5-10 minutes	180.00
		b. Approve Certification	Acting Mun. Treas.	5-10 minutes	None
3	Claim the requested Certification	Release Certification to client.	RCC III	5-10 minutes	None



Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### RECEIVING OF APPROVED DISBURSEMENT VOUCHER FOR CHECK ISSUANCE

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2G- Government to Government				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Submit approved Disbursement Vouchers / Obigation Requests and Supporting Documents	a. Stamped received by MTO staff with date and signature	Admin. Aide IV	5-10 minutes	None
		b. Verifies completeness of signatories on the DV and supporting documents.	Admin. Aide IV	5-10 minutes	None
		c. If incomplete, return to Accounting Office.	Admin. Aide IV	5-10 minutes	None
		d. If complete, cashier prepares check and forward to treasurer for signature.	Cashier	5-10 minutes	None
		e. Prepares report of check issued (RCI) and check register.	Cashier	5-10 minutes	None
		f. Treasurer reviews the amount against DVs and SDs and signs the check.	Acting Mun. Treas.	Variable	None
		g. Forward DVs and SDs with check to Accounting Office for Issuance by the Accountant. Advice of check issued (ACIC).	Admin. Aide IV	5-10 minutes	None
		h. Forward DVs and SDs with check to Mayor's Office. Mayor countersigns the check. Mayor's Office return the DVs and SDs with check to Treasurer's Office.	Admin. Aide VI	5-10 minutes	None
		i. Cashier receives DVs and SDs with check from Mayor's Office. Verifies completeness of signatures in the check.	Cashier	5-10 minutes	None
2	Inform the payee that the check is ready to be claimed. Go to Treasurer's Office for the releasing of check.	a. Release the original check to the payee.	Cashier	5-10 minutes	None





Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### RECEIVING OF APPROVED DISBURSEMENT VOUCHER FOR CHECK ISSUANCE

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2G- Government to Government				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Submit approved Disbursement Vouchers / Obigation Requests and Supporting Documents	a. Stamped received by MTO staff with date and signature	Admin. Aide IV	5-10 minutes	None
		b. Verifies completeness of signatories on the DV and supporting documents.	Admin. Aide IV	5-10 minutes	None
		c. If incomplete, return to Accounting Office.	Admin. Aide IV	5-10 minutes	None
		d. If complete, cashier prepares check and forward to treasurer for signature.	Cashier	5-10 minutes	None
		e. Prepares report of check issued (RCI) and check register.	Cashier	5-10 minutes	None
		f. Treasurer reviews the amount against DVs and SDs and signs the check.	Acting Mun. Treas.	Variable	None
		g. Forward DVs and SDs with check to Accounting Office for Issuance by the Accountant. Advice of check issued (ACIC).	Admin. Aide IV	5-10 minutes	None
		h. Forward DVs and SDs with check to Mayor's Office. Mayor countersigns the check. Mayor's Office return the DVs and SDs with check to Treasurer's Office.	Admin. Aide VI	5-10 minutes	None
		i. Cashier receives DVs and SDs with check from Mayor's Office. Verifies completeness of signatures in the check.	Cashier	5-10 minutes	None
2	Inform the payee that the check is ready to be claimed. Go to Treasurer's Office for the releasing of check.	a. Release the original check to the payee.	Cashier	5-10 minutes	None



Republic of the Philippines  
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Municipality of Malita

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### MTO RECEIVING AND RELEASING OF PURCHASE REQUEST

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2G- Government to Government				
Who may avail:	Those who are employees of the Local Government of Malita				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Submit Purchase Request (PR)	a. Stamped received by MTO staff with date and signature	Admin. Aide IV	5-10 minutes	None
		b. Verifies and check if there is funds available for the purpose and as to completeness of signatories on the PR's.	Admin. Aide IV	5-10 minutes	None
		c. If incomplete, return to the concerned	Admin. Aide IV	5-10 minutes	None
		d. If complete, Treasurer reviews the PR's supporting documents and signed.	Acting Mun. Treas.	Variable	None
2	Receive the signed Purchase Request	a. Release the Purchase Request (PR) with stamped received by MTO Staff with date and signature.	Admin. Aide IV	5-10 minutes	None





Republic of the Philippines  
 Province of Davao Occidental  
**Municipality of Malita**

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### REMITTANCE OF COLLECTION TO LIQUIDATING OFFICER

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Submit issued/consumed stub with Report of Collections and Deposits filled in form with collector's signature	Receive and check collector's remittances	Collector	5-10 minutes	None
2	Remit the total amount collected as to the amount appeared in the RCD	Check/recount collector's cash/check remitted	Liquidating Officer	5-10 minutes	None
3	Get the copy of RCD and remaining OR stubs/s	Release collector's copy of RCD with Liquidating Officer's signature and remaining Official Receipt/s stub/s	Liquidating Officer	5-10 minutes	None
		Prepare Deposit slip with corresponding amount per account	Liquidating Officer	5-10 minutes	None
		Prepare Report of Daily Collections and Deposits	Liquidating Officer	5-10 minutes	None
		Record to Liquidating Officer's cash book the daily transaction	Liquidating Officer	5-10 minutes	None



Republic of the Philippines  
 Province of Davao Occidental  
**Municipality of Malita**

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### DISBURSEMENT

Office/Division:		Municipal Treasurer's Office			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		All			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	a. Affix signature in the payroll	Receive payroll and check for the names with signature	Disbursing Officer	5-10 minutes	None
	b. Submit Payroll with signature of the recipient				
2	Receive the cash disbursed	a. Disburse the cash amount as to what appeared in the payroll under the recipient's name	Disbursing Officer	5-10 minutes	None
		b. Liquidate the Cash Advances made by the Disbursing officer	Disbursing Officer	5-10 minutes	None
		c. Prepare Report of Disbursement	Disbursing Officer	5-10 minutes	None
		d. Record to cash book	Disbursing Officer	5-10 minutes	None



Republic of the Philippines  
 Province of Davao Occidental  
**Municipality of Malita**

## CITIZEN'S CHARTER

### MUNICIPAL TREASURER'S OFFICE

#### ACCOUNTABLE FORM

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Submit Requisition and Issue Slip	a. Receive and record client's request form	Admin. Aide IV	5-10 minutes	None
		b. Client's RIS for signature by the Treasurer	Acting Mun. Treasurer	5-10 minutes	None
		c. Collect client's approved RIS and RCD	Admin. Aide IV	5-10 minutes	None
		d. Check client's consumed Accountable Form stub	Admin. Aide IV	5-10 minutes	None
		e. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	a. Issuance of official receipt	RCC III	5-10 minutes	230.00
3	Claim the requested Tax Clearance	Release new Accountable Form stub	Admin. Aide IV	5-10 minutes	None





**CITIZEN'S CHARTER**

**MUNICIPAL TREASURER'S OFFICE**

<b>REGULATORY FEES AND OTHER MUNICIPAL CHARGES</b>					
Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up request form.	Issue order of payment as per (Mun. Local Revenue Code).	RCC III	5-10 minutes	None
2	Pay the required fees and charges.	Issuance of official receipt.	RCC III	5-10 minutes	As per Mun. Local Revenue Code.
3	Claim the official receipt.	Release the official receipt.	RCC III	5-10 minutes	None

<b>CERTIFICATION OF OWNERSHIP OF LARGE CATTLE</b>					
Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Present Brgy. Certification	Issue order of payment.	RCC III	5-10 minutes	None
2	Pay the required fees.	Issuance of official receipt.	RCC III	5-10 minutes	P105.00 - Cattle
3	Claim the official receipt.	Release the official receipt.	RCC III	5-10 minutes	None





**CITIZEN'S CHARTER**

**MUNICIPAL TREASURER'S OFFICE**

<b>TRANSFER OF OWNERSHIP OF LARGE CATTLE</b>					
<b>Office/Division:</b>	Municipal Treasurer's Office				
<b>Classification:</b>	SIMPLE				
<b>Type of Transaction:</b>	G2C- Government to Citizen				
<b>Who may avail:</b>	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Present Brgy. Cert. of transfer of ownership	Issue order of payment.	RCC III	5-10 minutes	None
2	Pay the required fees.	Issuance of official receipt.	RCC III	5-10 minutes	P 110.00 - Cattle
3	Claim the official receipt.	Release the official receipt.	RCC III	5-10 minutes	None



**CITIZEN'S CHARTER**  
**MUNICIPAL TREASURER'S OFFICE**

<b>REAL PROPERTY TAX PAYMENT</b>					
Office/Division:		Municipal Treasurer's Office/ Real Property Section			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		Those who have Real Property within the Municipality			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Present previous Official Receipts (OR) / Tax Declaration/ Deed of Sale/ Transfer of Rights & Sale of Improvements	a. Verify and compute Real Property Tax	Admin Aide VI	15 minutes	None
		b. Prepare Tax bill	Admin Aide VI	5-10 minutes	None
2	Pay the required amount in the Tax Bill	Issuance/Released of Official Receipt	RCC II	5-10 minutes	RP Taxes

<b>ISSUANCE OF TAX CLEARANCE</b>					
Office/Division:		Municipal Treasurer's Office/ Real Property Section			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		Those who have Real Property within the Municipality			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	MTO Actions			
1	Fill-up request form	a. Receive and record client's request form	Admin. Aide IV	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	a. Collect payment and issue Official Receipt	RCC III	5-10 minutes	200.00
		b. Prepare Tax Clearance	LRCO I	5-10 minutes	None
		c. Approve Tax Clearance	Acting Mun. Treas.	Variable	None
3	Claim the requested Tax Clearance	Release Tax Clearance	RCC III	5-10 minutes	None

**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 MAYOR**



**CHARITO L. MARIANO**  
**MUNICIPAL ASSESSOR - DESIGNATE**



**CHARITO L. MARIANO**  
**SUPERVISING ADMINISTRATIVE OFFICER**

## ADMINISTRATIVE DIVISION



**DEHESA J. EMBODO**  
**ADMIN. ASSISTANT I**



**FEBRINA G. SEPULVEDA**  
**ADMIN. AIDE II**



**CHRISTOPHER E. LOPEZ**  
**JOB ORDER**



**MARK JULIUS G. DAYAG**  
**JOB ORDER**

## TAX MAPPING DIVISION



**MARLITO S. GILMORE**  
**DRAFTSMAN II**



**NEIL JOHN C. BANGYAO**  
**JOB ORDER**



**BANISEL P. LUTIAN**  
**JOB ORDER**

## APPRAISAL DIVISION



**BELINDA A. TOGONON**  
**LAOO - I**



**LOREFE L. PASANA**  
**BOOKBINDER IV**



**ALLESSANDRA T. ALBERT**  
**JOB ORDER**





**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"> <li>• Check the required documents</li> <li>• Verify the Specified FAAS/TD's</li> <li>• Make new FAAS</li> <li>• Affix the PIN No. and boundaries to FAAS</li>   <li>• Review/Correct/Check the computation of FAAS</li> <li>• Make Tax Declaration and Transmittal and indorse documents to the Municipal Assessors for Recommending Approval</li> <li>• Provincial Screening</li> <li>• Sign the documents for PASSO approval</li> <li>• Segregate Approved FAAS/TD's for MASSO copy and for owner's copy</li>   <li>• Encode the approved FAAS/TDs in the Assessment Roll</li> <li>• Encode the approved FAAS/TDs in the Record of Assessment (ROA)</li> </ul>	<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"> <li>Record the transaction in the logbook</li> <li>Release the owner's copy of approved Tax Declarations (TD's)</li> </ul>	5-10 minutes	MASSO Staff		
<b>END OF TRANSACTION</b>						

**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** :

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)</b>	<b>PERSON IN CHARGE</b>	<b>FEEES</b>	<b>FORMS</b>
1	Present required documents to the Person-in-charge Sign Sworn Statement Form	<ul style="list-style-type: none"> <li>Check the required documents</li> <li>Verify the Specified FAAS/TD's</li> <li>Make new FAAS</li> </ul>		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"> <li>• Affix the PIN No. and boundaries to FAAS</li> <li>• Review/Correct/Check the computation of FAAS</li> <li>• Make Tax Declaration and Transmittal and indorse documents to the Municipal Assessors for Recommending Approval</li> <li>• Provincial Screening</li> <li>• Sign the documents for PASSO approval</li> <li>• Segregate Approved FAAS/TD's for MASSO copy and for owner's copy</li> <li>• Encode the approved FAAS/TDs in the Assessment Roll</li> <li>• Encode the approved FAAS/TDs in the Record of Assessment (ROA)</li> <li>• Record the transaction in the logbook</li> <li>• Release the owner's copy of approved Tax Declarations (TD's)</li> </ul>	<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>		
<b>END OF TRANSACTION</b>						

**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 :**

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

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



**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"> <li>• Check the required documents</li> <li>• Verify the Specified FAAS/TD's</li> <li>• Make new FAAS</li> <li>• Affix the PIN No. and boundaries to FAAS</li> <li>• Review/Correct/Check the computation of FAAS</li> <li>• Conduct Ocular Inspection of property</li> <li>• Make Tax Declaration and Transmittal and indorse documents to the Municipal</li> </ul>	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"> <li>• Provincial Screening</li> <li>• Sign the documents for PASSO approval</li> <li>• Segregate Approved FAAS/TD's for MASSO copy and for owner's copy</li> </ul> <ul style="list-style-type: none"> <li>• Encode the approved FAAS/TDs in the Assessment Roll</li> <li>• Encode the approved FAAS/TDs in the Record of Assessment (ROA)</li> </ul> <ul style="list-style-type: none"> <li>• Record the transaction in the logbook</li> <li>• Release the owner's copy of approved Tax Declarations (TD's)</li> </ul>	<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>		
<b>END OF TRANSACTION</b>						

**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** :

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORMS</b>
<b>1</b>	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"> <li>• Check the required documents</li> <li>• Verify the Specified FAAS/TD's</li> <li>• Make new FAAS</li> <li>• Affix the PIN No. and boundaries to FAAS</li>   <li>• Review/Correct/Check the computation of FAAS</li> <li>• Conduct Ocular Inspection of property</li> <li>• Make Tax Declaration and Transmittal and indorse</li> </ul>	<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	documents to the Municipal Assessors for Recommending Approval <ul style="list-style-type: none"> <li>• Provincial Screening</li> <li>• Sign the documents for PASSO approval</li> <li>• Segregate Approved FAAS/TD's for MASSO copy and for owner's copy</li>   <li>• Encode the approved FAAS/TDs in the Assessment Roll</li> <li>• Encode the approved FAAS/TDs in the Record of Assessment (ROA)</li>   <li>• Record the transaction in the logbook</li> <li>• Release the owner's copy of approved Tax Declarations (TD's)</li> </ul>	VARIABLE  5-10 minutes    5-10 minutes    5-10 minutes	PASSO Staff Provincial Assessor  MASSO Staff    MASSO Staff    MASSO Staff		
<b>END OF TRANSACTION</b>						



**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** :

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORMS</b>
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> <li>• Check the required documents</li> <li>• Verify the Specified FAAS/TD’s</li> <li>• Advice client to pay to the Treasurer’s Office for Certification Fee</li> </ul>	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"> <li>• Issue Official Receipt (O.R)</li> </ul>	VARIABLE	Revenue Collector	200	

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

### 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** :

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

**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** :

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORMS</b>
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> <li>• Check the required documents</li> <li>• Verify the Specified FAAS/TD’s</li> <li>• Advice client to pay to the Treasurer’s Office for Certification Fee</li> </ul>	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"> <li>• Issue Official Receipt (O.R)</li> </ul>	VARIABLE	Revenue Collector	200	



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

**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** :

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMTANCE)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORMS</b>
1	Present required documents to the Person-in-charge	<ul style="list-style-type: none"> <li>• Check the required documents</li> <li>• Received the copy of Court Order</li> <li>• Stamp/Annotates Bail bond or Cancel Bail bond</li> <li>• Review/Check Correct and initial and endorse the documents to the Municipal Assessor's Approval</li>   <li>• Sign the annotated documents</li> </ul>	 5-10 minutes    5-10 minutes	Assessment Clerk  Record Officer  Assessment Clerk   Municipal Assessor		
<b>END OF TRANSACTION</b>						