

**ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION AND  
CERTIFICATES OF NO IMPROVEMENT**

Frontline Service

**MUNICIPALITY OF BACOLOR**

**ASSESSOR'S OFFICE**

Office

**MUNICIPAL ASSESSOR**

Head of Office

**A. ABOUT THE SERVICE:**

The documents are used for payment of capital gain taxes, records, court or any other legal purposes.

**B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or his duly authorized representative.

**C. REQUIREMENTS:**

1. Tax clearance or official receipt evidencing full payment of realty tax for the current year.
2. Authorization letter from the owner if the requesting party is not the real owner.

**D. FEES:**

1. Certified True Copy (CTC) - ₱80.00 per real property unit (RPU)
2. Certificate of No Improvement (CNI) – ₱70.00 per real property unit (RPU)

**E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

**F. HOW TO AVAIL OF THE SERVICE:**

<b><i>STEP APPLICANT/ CLIENT</i></b>	<b><i>DEPARTMENT ACTIVITY</i></b>	<b><i>PROCESSING TIME</i></b>	<b><i>PERSON/S RESPONSIBLE</i></b>	<b><i>FEES</i></b>	<b><i>FORMS</i></b>
1. Present necessary requirements	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
	Verify records	5 mins.	Assessment Clerk	None	None
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	CNI- ₱70.00 CTC- ₱80.00	None
3. Attach receipt (proof of payment)	Prepare certification	3 mins.	Assessment Clerk	None	None
	Verify certification	3 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Approve/sign certification	2 mins.	Municipal Assessor	None	None
4. Claim document	Record/release requested documents	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSATION: 20 Minutes</b>					

**HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# ISSUANCE OF CERTIFICATION OF PROPERTY HOLDINGS

Frontline Service

## MUNICIPALITY OF BACOLOR

### ASSESSOR'S OFFICE

Office

### MUNICIPAL ASSESSOR

Head of Office

#### **A. ABOUT THE SERVICE:**

This certification is issued to property owners for estate tax purposes, DAR purposes requested by farmer beneficiaries, and record/verification purposes.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or any individual who is in need of the said certification.

#### **C. REQUIREMENTS:**

1. For Estate Tax purposes - Affidavit of Extra-judicial Settlement of Estate or self- adjudication
2. For DAR purposes –Affidavit of Aggregate Landholdings
3. Tax clearance or official receipt evidencing full payment of realty tax

#### **D. FEES:**

₱70.00 per certification

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<i>STEP APPLICANT/CLIENT</i>	<i>DEPARTMENT ACTIVITY</i>	<i>PROCESSING TIME</i>	<i>PERSON/S RESPONSIBLE</i>	<i>FEES</i>	<i>FORMS</i>
1. Present necessary requirements	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
	Verify records	5 mins.	Assessment Clerk		None
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱70.00	None
3. Attach receipt (proof of payment)	Prepare certification	10 mins.	Assessment Clerk	None	None
	Verify certification	3 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Approve/sign certification	2 mins.	Municipal Assessor	None	None
4. Claim document	Record/release requested documents	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSACTION: 27 Minutes</b>					

#### **G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# **ISSUANCE OF CERTIFICATE OF NO PROPERTY**

Frontline Service

## **MUNICIPALITY OF BACOLOR**

### **ASSESSOR'S OFFICE**

Office

### **MUNICIPAL ASSESSOR**

Head of Office

#### **A. ABOUT THE SERVICE:**

The certificate is issued to a requesting person for medical, scholarship and other purposes.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Any person residing in Bacolor without real property.

#### **C. REQUIREMENTS:**

None

#### **D. FEES:**

₱70.00 per certification

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<b><i>STEP APPLICANT/CLIENT</i></b>	<b><i>DEPARTMENT ACTIVITY</i></b>	<b><i>PROCESSING TIME</i></b>	<b><i>PERSON/S RESPONSIBLE</i></b>	<b><i>FEES</i></b>	<b><i>FORMS</i></b>
1. Submit name of person and address	Interview client and issue payment slip	2 mins.	Receiving Clerk	None	Payment slip
	Verify records	3 mins.	Assessment Clerk	None	None
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱70.00	None
3. Attach receipt (proof of payment)	Prepare certification	3 mins.	Assessment Clerk	None	None
	Verify certification	2 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Approve/sign certification	1 min.	Municipal Assessor	None	None
4. Claim document	Record/release requested document	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSACTION: 15 Minutes</b>					

#### **G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# SIMPLE TRANSFER OF TAX DECLARATION

Frontline Service

## MUNICIPALITY OF BACOLOR

### ASSESSOR'S OFFICE

Office

### MUNICIPAL ASSESSOR

Head of Office

#### **A. ABOUT THE SERVICE:**

Declaration of the new or current owner of real property for taxation purposes.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or his duly authorized representative.

#### **C. REQUIREMENTS:**

##### *1. For real properties transferred June 2004 and above*

1. Certified true copy of title
2. Deed of Conveyance (Sale/Donation)
3. Clear photocopy of Certification Authorizing Registration (CAR)
4. Clear photocopy of RPT receipt for the current year or tax clearance
5. Clear photocopy of transfer tax receipt
6. Sworn statement (as per RA 7160, Sec. 202)

##### *2. For real properties transferred before June 2004*

1. Certified true copy of title
2. Clear photocopy of RPT receipt for the current year or tax clearance

#### **D. FEES:**

₱100.00 per real property unit (RPU)

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<b>STEP APPLICANT/CLIENT</b>	<b>DEPARTMENT ACTIVITY</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>	<b>FEES</b>	<b>FORMS</b>
1. Submit required documents	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱100.00	None
3. Attach receipt (proof of payment)	Verify previous declaration and prepare Field Appraisal and Assessment Sheet (FAAS)	15 mins.	Assessment Clerk	None	None
	Check/correct FAAS	5 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Print tax declaration and prepare Notice of Assessment	5 mins.	Assessment Clerk	None	None
	Cancel previous tax declaration	3 mins.	Assessment Clerk	None	None
	Approve/sign tax declaration	2 mins.	Municipal Assessor	None	None
4. Receive owner's copy of TD and NA	Record/release tax declaration and Notice of Assessment	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSACTION: 37 Minutes</b>					

**G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# **REVISION OF TAX DECLARATION**

Frontline Service

## **MUNICIPALITY OF BACOLOR**

### **ASSESSOR'S OFFICE**

Office

### **MUNICIPAL ASSESSOR**

Head of Office

#### **A. ABOUT THE SERVICE:**

The service is for request in correction of entry in the tax declaration.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or his duly authorized representative

#### **C. REQUIREMENTS:**

1. Clear photocopy of title if original owner's duplicate is presented.
2. Certified true copy of title if original owner's duplicate is not presented
3. Tax clearance or official receipt evidencing full payment of realty tax for the current year.

#### **D. FEES:**

₱100.00 per real property unit (RPU)

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<b><i>STEP APPLICANT/CLIENT</i></b>	<b><i>DEPARTMENT ACTIVITY</i></b>	<b><i>PROCESSING TIME</i></b>	<b><i>PERSON/S RESPONSIBLE</i></b>	<b><i>FEES</i></b>	<b><i>FORMS</i></b>
1. Submit required documents	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
2. Pay the required fee to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱100.00	None
3. Present receipt (proof of payment)	Verify previous declaration and prepare Field Appraisal and Assessment Sheet (FAAS)	15 mins.	Assessment Clerk	None	None
	Check/correct FAAS	5 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Print tax declaration and prepare Notice of Assessment	5 mins.	Assessment Clerk	None	None
	Cancel previous tax declaration	3 mins.	Assessment Clerk	None	None
	Approve/sign tax declaration	2 mins.	Municipal Assessor	None	None
4. Receive owner's copy of TD and NA	Record/release tax declaration and Notice of Assessment	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSACTION: 37 Minutes</b>					

**G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# TRANSFER OF CONSOLIDATED AND/OR SUBDIVIDED PROPERTIES

Frontline Service

## MUNICIPALITY OF BACOLOR

### ASSESSOR'S OFFICE

Office

### MUNICIPAL ASSESSOR

Head of Office

#### **A. ABOUT THE SERVICE:**

The service involves the declaration of the new owner of a certain real property for taxation purposes and the assigning of a new property identification number (PIN) to each and every parcel of lot as part of tax mapping maintenance.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or his authorized representative

#### **C. REQUIREMENTS:**

1. Clear photocopy of titles
2. Deed of Conveyance (Sale/Donation)
3. Clear photocopy of Certification Authorizing Registration (CAR)
4. Clear photocopy of RPT receipt for the current year or tax clearance
5. Clear photocopy of transfer tax receipt
6. Three (3) copies of approved subdivision and/or consolidation plan
7. Agreement of partition (if multiple owner)
8. Sworn statement as per Sec. 202 of RA 7160

#### **D. FEES:**

₱100.00 per real property unit (RPU)

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<i>STEP APPLICANT/CLIENT</i>	<i>DEPARTMENT ACTIVITY</i>	<i>PROCESSING TIME</i>	<i>PERSON/S RESPONSIBLE</i>	<i>FEES</i>	<i>FORMS</i>
1. Submit required documents	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱100.00	None
	Verify previous declaration and update tax map and plot new PIN	10 mins.	Assessment Clerk	None	None
	Check tax map if updated and PIN is correct	5 mins.	Assessment Officer	None	None
	Prepare RIAP and certification	5 mins.	Assessment Clerk	None	None
3. Attach receipt (proof of payment)	Prepare Field Appraisal and Assessment Sheet (FAAS)	5 mins.	Assessment Clerk	None	None
	Check/correct FAAS	5 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Print tax declaration and prepare Notice of Assessment	5 mins.	Assessment Clerk	None	None
	Cancel previous tax declaration	3 mins.	Assessment Clerk	None	None
	Approve/sign tax declaration	2 mins.	Municipal Assessor	None	None
4. Receive owner's copy of TD and NA	Record/release tax declaration and Notice of Assessment	2 mins.	Releasing Clerk	None	None
<b>END OF TRANSACTION: 47 Minutes</b>					

**G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor

# **SIMPLE CONSOLIDATED AND/OR SUBDIVIDED PROPERTIES**

Frontline Service

## **MUNICIPALITY OF BACOLOR**

### **ASSESSOR'S OFFICE**

Office

### **MUNICIPAL ASSESSOR**

Head of Office

#### **A. ABOUT THE SERVICE:**

The service involves the assigning of a new property identification number (PIN) to each and every parcel of lot as part of tax mapping maintenance.

#### **B. WHO CAN AVAIL OF THE SERVICE:**

Real property owners within the municipality or his authorized representative

#### **C. REQUIREMENTS:**

1. Clear photocopy of titles (if titled individually)
2. Clear photocopy of RPT receipt for the current year or tax clearance
3. Three (3) copies of approved subdivision and/or consolidation plan

#### **D. FEES:**

₱100.00 per real property unit (RPU)

#### **E. AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00am to 5:00pm

#### **F. HOW TO AVAIL OF THE SERVICE:**

<i><b>STEP APPLICANT/CLIENT</b></i>	<i><b>DEPARTMENT ACTIVITY</b></i>	<i><b>PROCESSING TIME</b></i>	<i><b>PERSON/S RESPONSIBLE</b></i>	<i><b>FEES</b></i>	<i><b>FORMS</b></i>
1. Submit required documents	Receive/check requirements and issue payment slip	3 mins.	Receiving Clerk	None	Payment slip
2. Pay the required fees to the cashier	Assign and record routing slip	2 mins.	Receiving Clerk	₱100.00	None
	Verify previous declaration and update tax map and plot new PIN	10 mins.	Assessment Clerk	None	None
	Check tax map if updated and PIN is correct	5 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Prepare RIAP and certification	5 mins.	Assessment Clerk	None	None
4. Attach receipt (proof of payment)	Prepare Field Appraisal and Assessment Sheet (FAAS)	5 mins.	Assessment Clerk	None	None
	Check/correct FAAS	5 mins.	Assessment Officer and/or Municipal Assessor	None	None
	Print tax declaration and prepare Notice of Assessment	5 mins.	Assessment Clerk	None	None
	Cancel previous tax declaration	3 mins.	Assessment Clerk	None	None
	Approve/sign tax declaration	2 mins.	Municipal Assessor	None	None
4. Receive owner's copy of TD and NA	Record/release tax declaration and Notice of Assessment	2 mins.	Releasing Clerk	None	None

**END OF TRANSACTION: 47 Minutes**

**G. HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Visit the Office of the Municipal Assessor and ask for the Municipal Assessor