

City Assessor's Office

External Service

External Services

1. TRANSFER OF REAL PROPERTY OWNERSHIP

A New Tax Declaration (TD) is issued to the new owner when there is a transfer of ownership of real property. This is done to update the records of the City Government and for taxation purposes. Since original copies of documents are required, online application is not allowed.

Office or Division:	Evaluation/ Appraisal/ Tax Mapping/ Records			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Real property owners within the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Letter request or duly accomplished request form				Information Officers
b. Certified true copy of Transfer Certificate of Title TCT) issued by Registry of Deeds (2 copies)				Registry of Deeds
c. Original duplicate copy of Deed of Conveyance (i.e., Deed of Absolute Sale; Deed of Extra Judicial Settlement of Estate; Deed of Donation) 2 copies				
d. Original Owner's Copy or Certified True Copy of Tax Declaration subject for Transfer				City Assessor's Office
e. Photocopy of Certificate Authorizing Registration (CAR) issued by BIR (2 copies)				Bureau of Internal Revenue
f. Tax Clearance (present year)				City Treasurer's Office
g. Photocopy of Official Receipt of Transfer Tax & Processing Fee				City Treasurer's Office
CLIENT STEPS	AGENCY ACTIONs	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR WALK-IN CLIENTS				
1. Clients submits duly filled up Request Form together with the complete documentary requirements	1.1 Check completeness and forwarded to the City Assessor to seek approval of request	P 100.00	5 minutes per request	<i>Assessment Clerk I Administrative Aide I</i>

	1.2 Assigns request to Assessment Officers	none	10 Minutes per request	<i>Tax Mapper II</i>
	1.3 The LAOO Evaluates submitted documentary	none	20 Minutes per request	<i>Local Assessment Operations Officer II</i>
2. Client submits other requirements upon evaluation	2.1 The LAOO to whom it is assigned prepares, signs and submits FAAS for approval	none	1 Hour per request	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment III</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer II</i>
	2.2 Approves FAAS	None	15 Minutes/FAAS	<i>CGDH I/ City Assessor</i>
	2.3 Assigns PIN & records FAAS in the Tax Mapping Roll	None	15 Minutes/FAAS	<i>Local Assessment Operations Officer III</i> <i>Local Assessment Operations Officer I</i> <i>Draftsman II</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i>
	2.4 Encodes FAAS and printouts	None	15 Minutes/TD	<i>Local Assessment Operations Officer IV</i> <i>Tax Mapping Aide</i>
	2.5 Signs Tax Declaration	None	15 Minutes/TD	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment Operations Officer II</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer III</i>
	2.6 Cancellation of Previous Tax Declaration	None	10 Minutes/TD	<i>Assessment Clerk II</i>
	2.7 Reviews and Signs the new Tax Declaration	None	5Minutes/TD	<i>CGDH I/ City Assessor</i>

3. Acknowledges receipt of the new tax declaration	3.1 Segregates documents and releases new Tax Declaration	None	10 Minutes/TD	<i>Tax Mapping Aide Assessment Clerk I Administrative Aide I</i>
	Total	100	3 Days	

External Services

2. ASSESSMENT OF BUILDING, MACHINERY AND OTHER STRUCTURES

Newly constructed buildings and other structures and newly installed machineries have to be declared for taxation purposes by the owner. Consequently, declarations have to be issued.

Office or Division:	Evaluation/ Appraisal/ Tax Mapping/ Records			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Real property owners within the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a) Letter request or duly accomplished request form		Information Officers		
b) Sworn Statement as to cost of the newly installed machineries		Registry of Deeds		
c) Copy of the approved Building Permit and /or Certificate of Completion of Occupancy Permit (for building)		City Engineer's Office		
d) Blueprint copy of the approved plan		City Engineer's Office		
e) Photocopy of Official Receipt of Transfer Tax & Processing Fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONs	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request/ecopy of request at the City Assessor's office e-mail address together with documentary requirements	1.1 Receiving Officer checks as to completeness of requirements and forwarded the same to the City Assessor for approval of request	None	5 Minutes per request	<i>Assessment Clerk I Administrative Aide I</i>
	1..2 For online, IT personnel acknowledge receipts of request and attached documents, forwards to the City Assessor for approval	None	5 Minutes per request	<i>Assessment Clerk II Tax Mapping Aide</i>

	1.3. City Assessor assigns request to Assessment Officers	None	5 Minutes per request	<i>CGDH I/ City Assessor</i>
	1.4 Checks/ verifies submitted requirements & calendar date of inspection	None	20 Minutes per request	<i>Local Assessment Operations Officer IV Local Assessment Operations Officer III Tax Mapper II Local Assessment Operations I Materials Laboratory Technician I</i>
2. Confirms schedule of inspection	2.1 Informs client of the schedule of inspection thru text or online messaging	None	3 Minutes per client	<i>Assessment Clerk I Administrative Aide I Assessment Clerk II Tax Mapping Aide</i>
	2.2 Conducts ocular inspection & assessment; prepares and signs report	None	3-4 Hours (may vary due to distance size of property & availability of transportation)	<i>Local Assessment Operations Officer IV Local Assessment Operations Officer III Tax Mapper II Local Assessment Operations Officer II Local Assessment Operations Officer I Materials Laboratory Technician I</i>
	2.3 Prepares and signs FAAS	None	1 Hour per tax declaration	<i>Local Assessment Operations Officer IV Local Assessment Operations Officer III Tax Mapper II Local Assessment Operations Officer II Materials Laboratory Technician I</i>

	2.4 Approves FAAS	None	15 Minutes/ FAAS	<i>CGDH I/ City Assessor</i>
	2.5 Assigns PIN & records FAAS in the Tax Mapping Roll	None	15 Minutes/ FAAS	<i>Local Assessment Operations Officer III Local Assessment Operations Officer I Draftsman II Assessment Clerk II Administrative Aide I</i>
	2.6 Assigns PIN & records FAAS in the Tax Mapping Roll	None	15 Minutes/ FAAS	<i>Local Assessment Operations Officer III Local Assessment Operations Officer I Draftsman II Assessment Clerk II Administrative Aide I</i>
	2.7 Encodes FAAS and printouts	None	15 Minutes/ FAAS	<i>Local Assessment Operations Officer IV Tax Mapper Aide</i>
	2.8 LAOO signs Tax Declaration	None	15 Minutes/TD	<i>Local Assessment Operations Officer IV Local Assessment Operations Officer III Tax Mapper II Local Assessment Operations Officer II</i>
	2.9 Reviews and Approved the Tax Declaration	None	5 Minutes/TD	<i>CGDH I/ City Assessor</i>
3. Acknowledges receipts of new Tax Declaration	3.1 Segregates documents and releases the Tax Declaration; for online, sends ecopy of Owner's Copy via email	None	2 Minutes/TD	<i>Tax Mapper Aide Assessment Clerk I Assessment Clerk II Administrative Aide I</i>
	Total	P 100.00	3 Days	

External Services

3. RE-ASSESSMENT, REVISION, CANCELLATION OF ASSESSMENT OF REAL PROPERTY

The Assessment records are being used as basis for annual real property tax computation. Property owners may request for this service for tax payment purposes

Office or Division:	Evaluation/ Appraisal/ Tax Mapping/ Records			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Real property owners within the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a) Letter request or duly accomplished request form			Information Officers	
b) Barangay Certification (for Cancelation)			Barangay where property is located	
c) Tax Clearance			City Treasurer's Office	
d) Photocopy of Official Receipts of Transfer Tax & Processing Fee			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONs	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request/ecopy of request at the City Assessor's Office e-mail address together with documentary requirements	1.1 Receiving Officer checks as to completeness of requirements and forwarded the same to the City Assessor's for approval request	None	5 Minutes per request	<i>Assessment Clerk I Administrative Aide I</i>
	1.2 For online, IT personnel acknowledgement receipts of request and attached documents, forwards to the City Assessor for approval	None	5 Minutes per request	<i>Assessment Clerk II Tax Mapper Aide</i>
	1.3 City Assessor assigns request to Assessment Officers	None	5 Minutes per request	<i>CGDH II/ City Assessor</i>

	1.4 Verifies records and evaluates, whether there is a basis for cancellation of assessment, revision or reassessment; when inspection is necessary request forwarded to LAOO	None	30 Minutes per request	<i>Local Assessment Operations Officer IV</i> <i>Tax Mapper Aide</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i>
	1.5 LAOO Checks/ verifies submitted requirements & calendar date of inspection	None	20 Minutes per request	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment Operations Officer III</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer II</i> <i>Local Assessment Operations Officer I</i> <i>Materials Laboratory Technician I</i>
2. Confirms schedule of inspection	2.1 Informs client of the schedule of inspection thru text or online messaging	None	10 Minutes per client	<i>Assessment Clerk I</i> <i>Administrative Aide I</i> <i>Assessment Clerk II</i> <i>Tax Mapper Aide</i>
3. Accompany Assessment Officers during inspection	3.1 Conducts ocular inspection & Assessment; prepares and signs report	None	3-4 Hours (may vary due to distance size of property & availability of transportation)	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment Operations Officer III</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer II</i> <i>Local Assessment Operations Officer I</i> <i>Draftsman II</i> <i>Material Laboratory Technician I</i>

	3.2 Prepares and signs FAAS	None	1 Hour per tax declaration	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment Operations Officer III</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer II</i> <i>Material Laboratory Technician I</i>
	3.3 Approves FAAS	None	15 Minutes/ FAAS	<i>CGDH I/ City Assessor</i>
	3.4 Prepares Notice of Cancellation, Revision or Correction	P 100.00	20 Minutes per document	<i>Local Assessment Operations Officer IV</i> <i>Tax Mapper Aide</i>
	3.5 Verifies, cancels previous TD	None	15 Minutes per Notice	<i>Assessment Clerk II</i> <i>Administrative Aide I</i>
	3.6 Approves Notice	None	5 Minutes per Notice	<i>CGDH I/ City Assessor</i>
4. Acknowledges receipts	4.1 Releases Notice; for online, sends e-copy of Owners Copy	None	5 Minutes/TD	<i>Tax Mapper Aide</i> <i>Assessment Clerk I</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i>
	Total	P 100.00	7.25 Hours	

External Services

4. ISSUANCE OF TRUE COPY OF TAX DECLARATION, CERTIFICATION OF PROPERTY HOLDING, NO IMPROVEMENT AND OTHER CERTIFICATION

Office or Division:	Evaluation/Records			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Real Property owners within the City of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a. Letter request or duly accomplished request form			Information Officers	
b. Xerox copy of ID and SPA or authorization of requesting party, if not the owner				
c. Official Receipt (for online, client sends receipts paid thru Legazpi City's Online)			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request/ecopy of request at the City Assessor's Office e-mail address together with documentary requirements	1.1 Receiving Officer checks as to completeness of requirements and verifies	None	5 Minutes per request	<i>Assessment Clerk I Administrative Aide I</i>
	1.2 For Online, IT personnel acknowledges receipts or request and attached documents, forwards to Evaluation	None	5 Minute per request	<i>Assessment Clerk II Tax Mapping Aide</i>
2. Client pays for the requested document	2.1 Prepares the requested documents	P 50.00 per document	20 Minutes per document	<i>Local Assessment Operations Officer IV Tax Mapping Aide</i>
	2.2 Verifies data in the print out	None	5 Minute	<i>Assessment Clerk II</i>
	2.3 Approves the document	None	5 Minute	<i>CGDH I/ City Assessor</i>

3. Acknowledge receipt of the requested document	3.1 Releases requested document; for online, send ecopy via e-mail	None	5 Minutes/ Document	<i>Tax Mapping Aide</i> <i>Assessment Clerk I</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i>
Total		P 100.00	45 Minutes	

External Services

5. VERIFYING HISTORY OF REAL PROPERTY

No online transaction for this service since original copies of documents are required.

Office or Division:	Records Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Real property owners within the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a. Letter request or duly accomplished request form			Information Officers	
b. Xerox copy of ID and SPA or authorization of requesting party, if not the owner				
c. Official Receipt (for online, client sends receipt paid thru Legazpi City's Online			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request/e-copy of request at the City Assessor's Office e-mail address together with documentary requirements	1.1 Receiving Officer checks as to completeness of requirements and verifies request	None	5 Minutes per request	<i>Assessment Clerk I Administrative Aide I</i>
	1.2 For Online, IT personnel acknowledges receipts or request and attached documents forwards to evaluation	None	5 Minutes per request	<i>Assessment Clerk II Tax Mapping Aide</i>
2. Pays research fee	2.1 Verifies, researches and documents history of the real property	None	1-2 Hours (may vary due to distance size of property & availability of transportation)	<i>Assessment Clerk II Administrative Aide I</i>
	2.2 Result of research presented to the City Assessor for approval of release of documents	None	15 Minutes per request	<i>Assessment Clerk II</i>

<p>3. Acknowledgement receipt of the requested document</p>	<p>3.1 Releases requested document; for online, send ecopy via e-mail</p>	<p>None</p>	<p>5 Minutes/ document</p>	<p><i>Tax Mapper Aide</i> <i>Assessment Clerk I</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i></p>
<p>TOTAL</p>		<p>P 100.00</p>	<p>2.30 Hours</p>	

External Services

6. SEGREGATION/CONSOLIDATION/SUBDIVISION OF REAL PROPERTY

Office or Division:	Records Management Division			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Real property owners within the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Letter request or duly accomplished request from		Information Officers		
b. Original Owner's Copy or Certified True Copy of Tax Declaration subject for transfer		City Assessor's Office		
c. Original duplicate copy of Deed of Conveyance (ie Deed of Absolute Sale; Deed of Extra Judicial Settlement of Estate; Deed of Donation) 2 copies				
d. Certified true copy of Transfer Certificate of Title (TCT) issued by Registry of Deeds (2 copies)				
e. Photocopy of Certificate Authorizing Registration (CAR) issued by BIR (2 copies)				
f. Tax Clearance (present year)				
g. Photocopy of Official Receipt of Transfer Tax & Processing Fee				
CLIENT STEPS	AGENCY ACTIONs	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits duly filled up Request form together with the complete documentary requirements	1.1 Checks completeness and forwarded to the City Assessor to seek approval or request	P 100.00	5 Minutes per request	<i>Assessment Clerk I Administrative Aide I</i>
	1.2 Assigns request to Assessment Officers	None	10 Minutes per request	<i>Tax Mapper II</i>
	1.3 The LAOO Evaluates submitted documentary	None	10 Minutes Per request	<i>Local Assessment Operations Officer II</i>

2. Client submits other requirements upon evaluation	2.1 The LAOO to whom it is assigned prepares, signs and submits FAAS for approval	None	1 Hour per request	<i>Local Assessment Operations Officer IV</i> <i>Local Assessment Operations Officer III</i> <i>Tax Mapper II</i> <i>Local Assessment Operations Officer II</i>
	2.2 Approves FAAS	None	15 Minutes/FAAS	<i>CGDH I/ City Assessor</i>
	2.3 Assigns PIN & records FAAS in the Tax Mapping Roll	None	15 Minutes/FAAS	<i>Local Assessment Operations Officer III</i> <i>Local Assessment Operation Officer I</i> <i>Draftsman</i> <i>Assessment Clerk II</i> <i>Administrative Aide I</i>
	2.4 Encodes FAAS and Prints	None	15 Minutes/TD	<i>Local Assessment Operation Officer IV</i>
	2.5 Signs Tax Declaration	None	15 Minutes/TD	<i>Local Assessment Operation Officer IV</i> <i>Local Assessment Operation Officer III</i> <i>Tax Mapper II</i> <i>Local Assessment Operation Officer II</i>
	2.6 Cancellation of Previous Tax Declaration	None	10 Minutes/TD	<i>Assessment Clerk II</i>
	2.7 Reviews and Signs the New Tax Declaration	None	5 Minutes/TD	<i>CGDH I/ City Assessor</i>
3. Acknowledges Receipt of the new TD	3.1 Segregates documents and releases new Tax Declaration	None	10 Minutes/TD	<i>Tax Mapper Aide</i> <i>Assessment Clerk I</i> <i>Administrative Aide I</i>
<i>Time may vary depending on the documents filed</i>				