

Republic of the Philippines Province of Bohol <b>Municipality of Loon</b>	Doc. Code:
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	Revision No.:
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	Page: 1
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

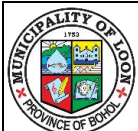


**VISION :** A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance  
**MISSION:** To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

## MUNICIPAL ASSESSOR'S OFFICE

### Frontline Service 1: Issuance of True Copy of Real Property Old/Latest/Revised Tax Declaration

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Complete the data/lot description</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let client fill out billing slip</li> <li>▪ Verify tax payment as to date</li> </ul>	3 min	Billing slip  Updated Real Property Tax		L. Patentes A. Sangarios A. Baratas	MASSO
2	<ul style="list-style-type: none"> <li>▪ Pay at MTO</li> <li>▪ Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records; if positive, instruct client to pay at MTO</li> </ul>	3 min	OR	P50/pc	L. Patentes R. Cuizon A. Baratas	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Produce true copy</li> <li>▪ Review and check records</li> <li>▪ Supply name of signatory</li> </ul>	3min			N. Oreña	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Affix initial and official seal</li> </ul>	2 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authenticate copy</li> <li>▪ Approve copy</li> </ul>	2 min			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>▪ Receive true copy</li> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the Tax Declaration</li> <li>▪ Release copy to client</li> </ul>	2 min			N. Oreña	MASSO
			15 min				

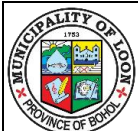


<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 2: Issuance of Real Property Certificate of Improvement or No Improvement**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Complete the required data/lot description</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let client fill out billing slip</li> <li>▪ Verify tax payment as to date</li> </ul>	3 min	<ul style="list-style-type: none"> <li>▪ Billing slip</li> <li>▪ Updated Real Property Tax</li> </ul>		<ul style="list-style-type: none"> <li>▪ A. Sangarios</li> <li>▪ L. Patentess</li> <li>▪ E. Saligumba</li> <li>▪ A. Baratas</li> </ul>	MASSO
2	<ul style="list-style-type: none"> <li>▪ Pay at MTO</li> <li>▪ Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records; if positive, instruct client to pay at MTO</li> </ul>	4 min	<ul style="list-style-type: none"> <li>▪ Official Receipt</li> </ul>	P50/pc	<ul style="list-style-type: none"> <li>▪ L. Patentess</li> <li>▪ R. Cuizon</li> <li>▪ A. Baratas</li> </ul>	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Produce certificate(s)</li> <li>▪ Review and check records</li> <li>▪ Supply name of signatory</li> </ul>	5min			<ul style="list-style-type: none"> <li>▪ N. Oreña</li> </ul>	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Affix initial and official seal</li> </ul>	2 min			<ul style="list-style-type: none"> <li>▪ R. Solarte</li> </ul>	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authenticate and approve the certificate</li> </ul>	2 min			<ul style="list-style-type: none"> <li>▪ R. Solarte</li> </ul>	MASSO
6	<ul style="list-style-type: none"> <li>▪ Receive certificate(s)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the certificate</li> </ul>	2 min			<ul style="list-style-type: none"> <li>▪ N. Oreña</li> </ul>	MASSO

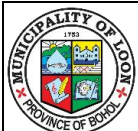
STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
	<ul style="list-style-type: none"> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Release copy to client</li> </ul>					
			18 min				



<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 3: Issuance of Real Property Certificate of Landholding or No Holding**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Complete the names</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let client fill out requisition slip</li> <li>▪ Verify tax payment as to date</li> </ul>	3 min	Billing slip  Updated Real Property Tax		E. Saligumba A. Sangarios L. Patentes A. Baratas	MASSO
2	<ul style="list-style-type: none"> <li>▪ Wait</li> <li>▪ Pay at MTO</li> <li>▪ Submit OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records if, positive, instruct client to pay at MTO</li> </ul>	4 min	OR	P50/pc	L. Patentes N.Oreña A. Baratas	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Produce certificate(s)</li> <li>▪ Review and check records</li> <li>▪ Supply name of signatory</li> </ul>	5 min			N. Oreña	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Affix initial and official seal</li> </ul>	2 min			R. Solarte A. Sangarios	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authenticate the certificate(s)</li> <li>▪ Approve the certificate(s)</li> </ul>	2 min			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>▪ Receive certificate(s)</li> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the certificate(s),</li> <li>▪ Release copy to client</li> </ul>	2 min			L. Patentes	MASSO
			18 min				

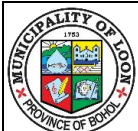


Doc. Code:	
Effectivity:	
Revision No.:	
Section No.:	
Page: 4	
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 4: Issuance of Certificate of Real Property Transfer of Ownership (Titled or Untitled)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Request for service at front desk</li> <li>Fill out the forms</li> </ul>	<ul style="list-style-type: none"> <li>Provide forms</li> <li>Let the client fill out requisition slip</li> <li>Verify tax payment as to date</li> </ul>	5 min	<ul style="list-style-type: none"> <li>Billing slip</li> <li>Updated Real Property Tax</li> </ul>		N. Oreña	MASSO MTO
2	<ul style="list-style-type: none"> <li>Pay at MTO</li> <li>Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>Verify records and check data</li> <li>Review documents submitted initially; if incomplete return immediately to client; if complete instruct client to pay at MTO</li> </ul>	8 min	OR	50/pc.	A. Sangarios	MASSO MTO
3	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Prepare FAAS, TDs and adjustments</li> </ul>	10 min			A. Sangarios	MASSO

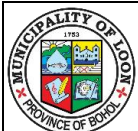
STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
		<ul style="list-style-type: none"> <li>Prepare endorsement of the request</li> </ul>				L. Patentess	
4	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Check (final) for endorsement</li> </ul>	20 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Submit to PASSO</li> <li>Make follow-up on request</li> </ul>	Depends on schedule of PASSO			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>Receive copy</li> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Post and record the TaxDec</li> <li>Release copy to client</li> </ul>	2 min			N. Oreña	MASSO
7	<ul style="list-style-type: none"> <li>Wait</li> </ul>		1 day or more			PASSO Staff or officer	PASSO
			45 min at LGU 1 day or more at PASSO				



Doc. Code:	
Effectivity:	
Revision No.:	
Section No.:	
Page:	5
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 5: Issuance of Real Property Sketch Plan or Vicinity Map**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Complete lot data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let the client fill out requisition slip</li> <li>▪ Verify tax payment as to date</li> </ul>	3 min	Billing slip Updated Real Property Tax		A. Sangarios L. Patentes A. Baratas	MASSO
2	<ul style="list-style-type: none"> <li>▪ Wait</li> <li>▪ Pay at MTO</li> <li>▪ Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records; if positive, instruct client to pay at MTO</li> <li>▪ Produce the plan(s)/map(s)</li> </ul>	5 min	OR	50/pc.	A. Sangarios L. Patentes	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draw plan/map based on file</li> <li>▪ Review and check records</li> <li>▪ Supply name of signatory</li> </ul>	Vicinity Map: 25 min Sketch Plan: 20 min			A. Sangarios L. Patentes A. Baratas	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Affix initial and official seal</li> </ul>	2 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authenticate and approve the certificate</li> </ul>	2 min			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>▪ Receive copy</li> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the plan/map</li> </ul>	2 min			N. Oreña	MASSO
			Vicinity map: 35 min Sketch plan: 30 min				

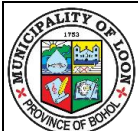


Doc. Code:	
Effectivity:	
Revision No.:	
Section No.:	
Page: 6	
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 6: Issuance of Certificate of Real Property Transfer or Subdivision / Consolidation**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Request for service</li> </ul>	<ul style="list-style-type: none"> <li>Let client fill out requisition slip</li> </ul>	3 min	Billing slip		N. Oreña	MASSO

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
	<ul style="list-style-type: none"> <li>at front desk</li> <li>Fill out the forms</li> </ul>	<ul style="list-style-type: none"> <li>Verify tax payment as to date</li> </ul>		Updated Real Property Tax			
2	<ul style="list-style-type: none"> <li>Wait</li> <li>Pay at MTO</li> <li>Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>Verify records and check data</li> <li>Review documents submitted initially; if incomplete return immediately to client; if complete, instruct client to pay at MTO</li> </ul>	5 min	OR	P50/pc	A. Sangarios	MASSO MTO
3	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Prepare FAAS, TDs and adjustments</li> <li>Prepare endorsement of the request signatory</li> </ul>	10 min			A. Sangarios	MASSO
4	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Check (final) for endorsement</li> </ul>	15 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Submit to PASSO</li> <li>Make follow-up on request</li> </ul>	Depends on schedule of PASSO			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Draw and update map with approved subdivision/consolidation</li> </ul>	25min	Approved cancellation/consolidation		R. Solarte	MASSO
7	<ul style="list-style-type: none"> <li>Receive copy</li> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Post and record TaxDec</li> <li>Release copy to client</li> </ul>	2 min			N. Oreña	MASSO
8	<ul style="list-style-type: none"> <li>Wait</li> </ul>		1 day or more			PASSO Staff or officer	PASSO
			1 hr at LGU 1 day or more at PASSO				

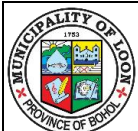


<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 7: Issuance of Real Property Cancellation of Tax Declaration**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Fill out the forms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let the client fill out requisition slip</li> <li>▪ Verify tax payment as to date</li> </ul>	3 min	<ul style="list-style-type: none"> <li>▪ Billing slip</li> <li>▪ Updated Real Property Tax</li> </ul>		<ul style="list-style-type: none"> <li>▪ N. Oreña</li> <li>▪ A. Sangarios</li> <li>▪ A. Baratas</li> </ul>	MASSO
2	<ul style="list-style-type: none"> <li>▪ Wait</li> <li>▪ Pay at MTO</li> <li>▪ Present OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records and check data</li> <li>▪ Review documents submitted initially; if incomplete return immediately to client; if complete, instruct client to pay at MTO</li> </ul>	5 min	OR	50/pc	<ul style="list-style-type: none"> <li>▪ A. Sangarios</li> <li>▪ L. Patentess</li> </ul>	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare FAAS, TDs and adjustments</li> <li>▪ Prepare endorsement of the request</li> </ul>	10 min			<ul style="list-style-type: none"> <li>▪ A. Sangarios</li> <li>▪ L. Patentess</li> </ul>	MASSO

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
						<ul style="list-style-type: none"> <li>▪ A. Baratas</li> </ul>	
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check (final) for endorsement</li> </ul>	20 min			<ul style="list-style-type: none"> <li>▪ R. Solarte</li> </ul>	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit to PASSO</li> <li>▪ Make follow-up on request</li> </ul>	Depends on schedule of PASSO			<ul style="list-style-type: none"> <li>▪ R. Solarte</li> </ul>	MASSO
6	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update and cancel records in the computerized list of TDs</li> </ul>	4 min			<ul style="list-style-type: none"> <li>▪ N. Oreña</li> </ul>	MASSO
7	<ul style="list-style-type: none"> <li>▪ Receive copy</li> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the TaxDec</li> <li>▪ Release copy to client</li> </ul>	2 min			<ul style="list-style-type: none"> <li>▪ PASSO Staff or officer</li> </ul>	PASSO
			43 min at LGU 1 day or more at PASSO				

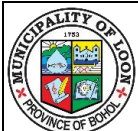


Doc. Code:	
Effectivity:	
Revision No.:	
Section No.:	
Page:	8
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 8: Transactions Involving Duplication (New tie-up / wrong tie-up, and others)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Fill out the forms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide forms</li> <li>▪ Let the client fill out billing slip.</li> <li>▪ Verify date of tax payment</li> </ul>	3 min	<ul style="list-style-type: none"> <li>▪ Billing slip</li> <li>▪ Updated Real Property Tax</li> </ul>		<ul style="list-style-type: none"> <li>▪ N. Oreña</li> <li>▪ A. Sangarios</li> <li>▪ L. Patentes</li> <li>▪ A. Baratas</li> </ul>	MTO
2	<ul style="list-style-type: none"> <li>▪ Wait</li> <li>▪ Pay at MTO</li> <li>▪ Submit OR at front desk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records and check data, review documents submitted initially; if incomplete return immediately if, complete let client pay at MTO</li> </ul>	8 min	OR	P50/pc	A. Sangarios	<ul style="list-style-type: none"> <li>▪ MASSO</li> <li>▪ MTO</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare FAAS, TDs and adjustments</li> <li>▪ Prepare endorsement of the request</li> </ul>	10 min			A. Sangarios	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check (final) for endorsement</li> </ul>	20 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit to Provincial Assessor's Office</li> <li>▪ Follow-up request</li> </ul>	Depends on schedule of PASSO			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>▪ Receive copy</li> <li>▪ Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post and record the TaxDec</li> <li>▪ Release copy to client</li> </ul>	4 min			<ul style="list-style-type: none"> <li>▪ N. Oreña</li> <li>▪ L. Patentes</li> </ul>	MASSO
7	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>		1 day			PASSO Staff or officer	PASSO
			42 min at LGU 1 day or more at PASSO				

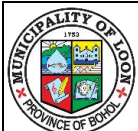




<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 9: Request for Location, Boundaries and Vicinity of Property on Field Maps**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Request for service at front desk</li> <li>▪ Supply complete names, lot number and barangay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify records</li> </ul>	3 min			A. Sangarios	MASSO
2	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scan field map and locate the property based on data provided by client</li> </ul>	20 min		P50/pc	L. Patentees A. Sangarios	MASSO MTO
3	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check records (TMCR, TD books, records of authenticity, perhaps in the cadastral maps on file). If necessary, draw/sketch to satisfy client</li> </ul>	10 min			L. Patentees	MASSO
4	<ul style="list-style-type: none"> <li>▪ Wait</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve map if necessary</li> </ul>	2 min			R. Solarte	MASSO
			35 min				



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Page: 10	
<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>ASSESSOR'S OFFICE</b>

**Frontline Service 10: Request for Tax Mapping / Assessment for New Discoveries: Residential, Commercial, Industrial, Machinery, and Others**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	ASSESSOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Request for service at front desk</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> </ul>	3 min			L. Patentes N. Oreña	MASSO
2	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Prepare needed equipment for inspection</li> <li>Check for exact location</li> <li>Inspect site and assess property</li> <li>Record data</li> </ul>	1 hr			L. Patentes A. Sangarios R. Solarte	MASSO MTO
3	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Compute data</li> <li>Prepare FAAS, TDs and adjustments</li> <li>Prepare endorsement of the request</li> </ul>	6 hr			L. Patentes A. Sangarios	MASSO
4	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Check (final) documents for endorsement</li> </ul>	30 min			R. Solarte	MASSO
5	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Submit to PASSO</li> <li>Make follow-up on request</li> </ul>	Depends on schedule of PASSO			R. Solarte	MASSO
6	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Update record in the computer</li> </ul>	30 min	Approved document		N. Oreña	MASSO
7	<ul style="list-style-type: none"> <li>Receive copy</li> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Post and record the TaxDec</li> <li>Release copy to client</li> </ul>	1 min			N. Oreña	MASSO
			7 hr at LGU 1 day or more at PASSO				