

# ZEN'S CHARTER

## Local Government Unit of Cabadbaran City TY ASSESSOR'S OFFICE Department

- Titles:**
- I. PREPARATION OF TAX DECLARATION OF LAND (new)
  - II. PREPARATION OF TAX DECLARATION (transfer/revision/consolidation/subdivision)
  - III. ISSUANCE OF TAX DECLARATION OF BUILDING/ IMPROVEMENTS (new)
  - IV. ISSUANCE OF CERTIFIED MACHINE COPY OF TAX DECLARATION.
  - V. ISSUANCE OF CERTIFICATION OF LAND HOLDINGS, EXISTING IMPROVEMENTS AND ENCUMBRANCES.

TYPE OF TRANSACTION	STEPS	LOCATIONS OF TRANSACTION PER STEP	PROCESSING TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEE/S
TAX DECLARATION (new) Subject to	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Submit requirements for verification.	Appraisal Division	6 minutes		1. Alienable & Disposable Land Certificate (CENRO) 2. Title 3. Barangay certification as actual occupant 4. Approved survey plan 5. Sworn Statement 6. Technical Description	None	Marianne Jimenez, Arael C. Amiana
	3. Conduct ocular inspection.	Taxmapping / Appraisal Division	3 hours		1. Inspection fee	₱ 265.00	Greg Jemuel S. Eler, Rommel S. Ampong
	4. Prepare tax declaration.	Appraisal Division/ Assessment Division/ Taxmapping Division	1 hour		1. Declaration fee 2. Inspection Report	₱ 115.00	Greg Jemuel S. Eler, Marianne Jimenez, Christian Glen Abrau Rommel S. Ampong
TAX DECLARATION (DEC.)	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo,
	2. Submit Requirements.	Appraisal Division/ Assessment Division	6 minutes		1. Registered Deed of Conveyance 2. Title / Photo copy/ Certified 3. BIR Clearance 4. Approved Plan/ Sketch Plan/Tech. Description 5. Tax Clearance 6. Transfer Tax	None	Marianne Jimenez, Arael C. Amiana, Lilibeth P. Agang
	3. Checking of boundary & verification of tax maps.	Tax Mapping Division	15 minutes			None	Rommel S. Ampong

	4. Prepare tax declaration.	Appraisal Division/ Assessment Division	1 hour		Declaration fee	₱ 115.00	Marianne Jimenez, Aranel C. Amiana, Lilibeth P. Agang, Christian Glen Abrau
ING/ )	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Submit requirements and ask for schedule of ocular inspection.	Appraisal Division	6 minutes		1. Approved Building Plan 2. Certificate of Occupancy 3. Sworn Statement	None	Greg Jemuel S. Eler, Timoteo L. Curato, Christian Glen Abrau
	3. Conduct ocular inspection.		3 hours		Inspection Fee	₱ 265.00	Greg Jemuel S. Eler, Timoteo Curato, Christian Glen Abrau
	4. Verify tax map for PIN	Tax mapping Division	15 minutes				Ronnel S. Ampong
	5. Prepare tax declaration of building/ improvement.	Appraisal Division/ Assessment Division	1 hour		Declaration fee	₱ 115.00	Greg Jemuel S. Eler, Timoteo L. Curato, Christian Glen Abrau
ED	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes		1. Letter request 2. Deed of Conveyance 3. Sketch plan 4. Title		Lilibeth P. Agang, Alfred Monteagudo
	2. Have record verified.	Taxmapping/ Administrative, Records and Management Division	30 minutes				Marianne Jimenez, Alfred Monteagudo, Aranel C. Amiana, Lilibeth P. Agang Ronnel S. Ampong
	3. Prepare certified true copy of tax declaration	Administrative, Records and Management Division	5 minutes		Official receipt of true copy	₱ 115.00	Marianne Jimenez, Alfred Monteagudo, Aranel C. Amiana, Lilibeth P. Agang
ATION: ENTS/ NCES ATION	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Submit requirements and have records verified.	Administrative, Records and Management Division	35 minutes		1. Business permit application 2. Deed of Conveyance 3. Death Certificate		Marianne Jimenez, Aranel C. Amiana, Lilibeth P. Agang, Alfred Monteagudo

	3. Prepare certificate of land holding/ existing improvements/liens & encumbrances/business	Administrative, Records and Management Division	1 hour		Certification fee	₱ 115.00	Marianne Jimenez, Alfred Monteagudo, Lilibeth P. Agang, Aranel C. Amiana
	1. Log-in and secure list of requirements	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Have records verified	Tax mapping Division	3 minutes				Ronnel S. Ampong
	3. Prepare vicinity map/sketch plan.	Tax Mapping Division	1 hour		Sketch plan/ Vicinity map fee	₱ 265.00	Ronnel S. Ampong
	1. Log-in and secure list of requirements	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Submit requirements	Administrative, Records, Management and Appraisal Division	6 minutes		1. Owner's Letter Request 2. Tax Clearance 3. Barangay Certification 4. Court Order		Marianne Jimenez, Aranel C. Amiana, Lilibeth P. Agang
	3. Conduct ocular inspection.	Taxmapping& Appraisal Division	3 hours		Inspection Fee	₱ 265.00	Greg Jemuel S. Eler, Ronnel S. Ampong Timoteo Curato, Christian Glen Abrau
	4. Prepare cancellation of lands, buildings and machineries.	Administrative, Records and Management Division	30 minutes		1. Inspection Report 2. Cancellation fee	₱ 115.00	Marianne Jimenez, Aranel C. Amiana
IED TS	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Have record verified.	Administrative, Records and Management Division	90 minutes		Verification fee	₱ 65.00	Marianne Jimenez, Alfred Monteagudo, Aranel C. Amiana
	3. Issue certified copy of document.	Administrative, Records and Management Division	15 minutes		Official receipt of certified copy of document	₱ 115.00	Marianne Jimenez, Alfred Monteagudo, Aranel C. Amiana
	1. Log-in and secure list of requirements.	Customer's Assistance Desk	3 minutes				Lilibeth P. Agang, Alfred Monteagudo
	2. Submit requirements for verification verified.	Administrative, Records and Management Division	15 minutes		Contract Title Tax Declaration Taxes		Marianne Jimenez, Alfred Monteagudo, Aranel C. Amiana
	3. Annotate liens & encumbrances.	Administrative, Records and Management Division	15 minutes		Annotation fee	₱ 115.00	Marianne Jimenez, Alfred Monteagudo

Prepared by: JUNIE P. VINATERO, REA  
City Assessor

Approved by: KATRINA MARIE "KAT" O. MORTOLA  
City Mayor