



Provincial Assessor's Office



1. Annotation of Encumbrances on the Tax Declarations (Manual and Online Transactions)

Issuance of annotation of encumbrances on the tax declarations is issued to individuals that request to annotate encumbrances in the tax declarations for loan and mortgage purposes, adverse claims, notice of lis pendens, etc.

Real Properties under the municipalities of SND, Sapad, Nunungan, Pantao Ragat, Baloi, Tangkal, Pantar, Kauswagan, Matungao, Poona Piagapo, Munai, Magsaysay and Tagoloan are considered as Manual Transactions.

On the other hand, Online Transactions are those real properties in the Municipalities of Baroy, Tubod, Kapatagan, Lala, Linamon, Salvador, Bacolod, Kolambugan, and Maigo.

Office or Division:	Provincial Assessor's Office
Classifications:	Simple
Type of Transactions:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> Taxpayers/Real Property Owners, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Original Copy of the Mortgage Contract and registered in the Registry of Deeds or Sheriffs Order/Court Order/Notice of Levy/Lis pen dens(1 copy only) 	<ul style="list-style-type: none"> Bank where the mortgage was executed/Regional Trial Court (RTC), Supreme Court, Municipal Trial Court (MTC), BIR
<ul style="list-style-type: none"> Owners' Copy of Tax Declaration(1 copy only) 	<ul style="list-style-type: none"> Provincial Assessors 's Office/Municipal Assessor's Office
<ul style="list-style-type: none"> Official Receipt of the Annotation Fee(1 copy only) 	<ul style="list-style-type: none"> Provincial Treasurer's Office-Counter 4

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and informs the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I
	1.1 Endorses the client to the concerned staff.	None	1 minute	Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog



				DEMO II Lorderick D. Ancheta Draftsman I
2. Proceeds to Concern Service Provider and presents the required documents for initial assessment and verification	2.Receives the required documents and checks for completeness and authenticity	None	6Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	2.1 Advises the client to pay the necessary fee/s to the Provincial Treasurer's Office	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
3. Pays the required fees at the Provincial Treasury Office. *Make sure to secure Official Receipt that will be issued upon payment	None	None		
4. Returns to the Provincial Assessor's Office for the processing	4. Checks the Official Receipt	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I



	4.1 Starts processing the request	None	15 Minutes (Online Transaction) 30 Minutes (Manual Transaction)	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.2 Reviews and approves the tax declaration.	None	8 Minutes	Camilo M. Diacor, Jr Acting department Head
5. Receives the Annotated/Cancelled Tax Declaration together with the documents	5. Provides the client the approved Annotated/Cancelled Tax Declaration	None	2 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
TOTAL:		None	Manual: 50 Minutes Online: 35 Minutes	



2. Cancellation of Encumbrances on the Tax Declarations (Manual and Online Transactions)

Issuance of cancellation of encumbrances on the tax declarations is issued to individuals that request to cancel the annotated tax declarations such mortgage, adverse claims, notice of lis pendens, bail bond, lis pendens, notice of tax lien, hold order, certificate of sales and agreement.

Real Properties under the municipalities of SND, Sapad, Nunungan, Pantao Ragat, Baloi, Tangkal, Pantar, Kauswagan, Matungao, Poona Piagapo, Munai, Magsaysay and Tagoloan are considered as Manual Transactions.

On the other hand, Online Transactions are those real properties in the Municipalities of Baroy, Tubod, Kapatagan, Lala, Linamon, Salvador, Bacolod, Kolambugan, and Maigo.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> Taxpayers/Real Property Owners, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Original Copy of the Discharge of Contract and registered in Registry of Deeds or Cancellation Documents(1 copy only) 		<ul style="list-style-type: none"> Bank where the mortgage was executed/Regional Trial Court (RTC), Supreme Court, Municipal Trial Court (MTC), BIR 		
<ul style="list-style-type: none"> Owners' Copy of Tax Declaration with annotated encumbrance(1 copy only) 		<ul style="list-style-type: none"> Provincial Assessors 's Office/Municipal Assessor's Office 		
<ul style="list-style-type: none"> Official Receipt of the Cancellation Fee(1 copy only) 		<ul style="list-style-type: none"> Provincial Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and informs the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I
	1.1Endorses the client to the concerned staff.	None	1 Minute	Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog



				DEMO II Lorderick D. Ancheta Draftsman I
2. Proceeds to Concern Service Provider and presents the required documents for initial assessment and verification	2.Receives the required documents and checks for completeness and authenticity	None	6Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	2.1 Advises the client to pay the necessary fee/s to the Provincial Treasurer's Office	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
3. Pays the required fees at the Provincial Treasury Office. *Make sure to secure Official Receipt that will be issued upon payment	None	None		
4. Returns to the Provincial Assessor's Office for the processing	4.Checks the Official Receipt	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I



	4.1 Starts processing the request	None	15 Minutes (Online Transaction)	Churchill A. Bancale Assessment Clerk I
		None	30 Minutes (Manual Transaction)	Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.2 Reviews and approves the tax declaration.		8 Minutes	Camilo M. Diacor, Jr Acting Department Head
5. Receives the Annotated/Cancelled Tax Declaration together with the documents	5. Provides the client the approved Annotated/Cancelled Tax Declaration		2 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
TOTAL:		None	Manual: 50 Minutes Online: 35 Minutes	



3. Securing Certifications on Real Property Landholding, No Improvement, No Property, Certified True Copy (Manual and Online Transactions)

The Provincial Assessor's Office provides Certified True Copy of Tax Declaration, Certificate of Property or No Property Holding and Certificate of No Improvements upon the request of the owner or his authorized representatives, as well as any government agency or private entity.

This service allows the taxpayers to obtain a duplicate copy of Tax Declaration, listing of his/her Property Holdings, No Property Holdings and No Improvements of his property as reference for payment of taxes and for other purposes.

Office or Division:	Provincial Assessor's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	<ul style="list-style-type: none"> Taxpayers/Real Property Owners, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official Receipt of the Certification Fee(1 copy only) 		<ul style="list-style-type: none"> Provincial Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and informs the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I
	1.1 Endorses the client to the concerned staff.	None	1 Minute	Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I



2. Proceeds to Concern Service Provider	2. Interviews the client for information	None	4 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	2.1 Verifies the records in the System and in the Assessment Roll	None	5 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	2.2 Advises the client to pay the necessary fee/s to the Provincial Treasurer's Office	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
3. Pays the required fees at the Provincial Treasury Office. *Make sure to secure Official Receipt that will be issued upon payment	None	None		



4. Returns to the Provincial Assessor's Office for the processing	3.Checks the Official Receipt	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.1 Starts processing the request	None	12 Minutes (Online Transaction) 27 Minutes (Manual Transaction)	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.2 Reviews and approves the certification.	None	8Minutes	Camilo M. Diacor, Jr Acting Department Head
5. Receives the approved certification	5.Provides the client the approved certification	None	2Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
TOTAL:		None	Manual: 50Minutes Online: 35Minutes	



4. Securing Certifications on Land History

The service provides the property owners the history of tax declaration from the time it was declared for the first time up to present. It will also show when and what documents had been presented and submitted to the office. Any person or entity other than the property owner can secure this document.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> Taxpayers/Real Property Owners, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official Receipt of the Certification Fee(1 copy only) 		<ul style="list-style-type: none"> Provincial Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and informs the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancala Assessment Clerk I
	1.1 Endorses the client to the concerned staff.	None	1 Minute	Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I
2. Proceeds to Concern Service Provider	2. Interviews the client for information	None	4 Minutes	Churchill A. Bancala Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I



	2.1 Verifies the records in the System and in the Assessment Roll	None	5 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	2.2 Advises the client to pay the necessary fee/s to the Provincial Treasurer's Office	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
3. Pays the required fees at the Provincial Treasury Office. *Make sure to secure Official Receipt that will be issued upon payment	None	None		



4. Returns to the Provincial Assessor's Office for the processing	4.Checks the Official Receipt	None	1 minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.1Starts processing the request	None	3 Hours	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	4.2Reviews and approves the certification.	None	8Minutes	Camilo M. Diacor, Jr Acting Department Head
5. Receives the approved certification	5.Provides the client the approved certification	None	2Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
TOTAL:		None	3 Hours And 23 Minutes	



5. Provision of Owner's Copy of Tax Declaration-New, Transfer and Revised (Manual and Online Transaction)

The Owner's Copy of Tax Declaration will be issued to property owners as evidence of ownership in accordance with the provision of the Local Government Code of 1991. All real properties will be appraised and assess at its true & fair market value for taxation purposes. It is the duty of the person owning the property to file a sworn statement in the office of the Assessor declaring the true value of the property.

The owner's copy of updated tax declaration is secured upon transfer of ownership of real property from the previous to the new owner. This is done to update the records of the Municipal government and to transfer real property taxation to the new owner.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE	
Classifications:	Simple	
Type of Transactions:	G2G – Government to Government, G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> Taxpayers/Real Property Owners, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For New Assessment of Real Property (Untitled Property)		
<ul style="list-style-type: none"> Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> Officer of the Day- Provincial Assessor's Office 	
<ul style="list-style-type: none"> Field Appraisal Assessment Sheets (FAAS),(2 copies) Tax Declarations (3 copies) (TD), Notice of Assessment.(2 copies) 	<ul style="list-style-type: none"> Municipal Assessor's Office where the property is located. 	
<ul style="list-style-type: none"> Approved Application for Homestead, Sales, Free and Lease Patent.(1 copy only) 	<ul style="list-style-type: none"> Community Environment and Natural Resources Office (CENRO)-Iligan City/ CENRO-Kolambugan. 	
<ul style="list-style-type: none"> Approved survey plan (Cadastral Survey/ prepared by Licensed Geodetic Engineer)(1 copy only) 	<ul style="list-style-type: none"> Department of Environment of Natural Resources (DENR)- Region 10 	
<ul style="list-style-type: none"> Ocular inspection /investigation report(1 copy only) 	<ul style="list-style-type: none"> Municipal Assessor's Office where the property is located. 	



<ul style="list-style-type: none"> • Official Receipt of Real Property Taxes (10 years plus current year or 11 years) (1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's Office where the property is located.
<ul style="list-style-type: none"> • Certification if the area is situated along the seashore line. 	<ul style="list-style-type: none"> • Philippine Ports Authority/Sangguniang Bayan where the property is located.
<ul style="list-style-type: none"> • Certification if the area is within the Road Right of Way. (1 copy only) 	<ul style="list-style-type: none"> • Department of Public Work and Highway (DPWH)-Iligan City
<ul style="list-style-type: none"> • Resolution Waiver of Right signed by the Municipal Mayor if the area is within the Municipal Public property. (1 copy only) 	<ul style="list-style-type: none"> • Sangguniang Bayan where the property is located.
For Land on Public Domain (Cultural Minorities)	
<ul style="list-style-type: none"> • Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Certification the lands had been occupied cultivated and possessed by the cultural minorities prior to July 4, 1955/Certification from the Barangay Captain that the declarant is the present possessor and occupant of the land.(1 copy only) 	<ul style="list-style-type: none"> • National Commission for Indigenous Peoples (NCIP)/Barangay Hall where the property is located.
<ul style="list-style-type: none"> • Sketch plan of the area.(1 copy only) 	<ul style="list-style-type: none"> • Any Registered/License Geodetic Engineer.
<ul style="list-style-type: none"> • Certification that is within the alienable and disposable area and stating the area of land or Certification of the adjoining owners duly sworn by the Barangay Captain and /or the Municipal Mayor.(1 copy only) 	<ul style="list-style-type: none"> • Provincial Environment and Natural Resources Office (PENRO)-Lanao del Norte/ Community Environment and Natural Resources Office (CENRO)-Iligan City/ CENRO-Kolambugan or Barangay Hall or Municipal hall where the property is located.
<ul style="list-style-type: none"> • Certification that the tax declaration does not duplicate in the previous assessment.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Assessor's Office where the property is located.
<ul style="list-style-type: none"> • Payment of Real Property Taxes (10 years plus current year or 11 years). 	<ul style="list-style-type: none"> • Municipal Assessor's Office where the property is located.
For all Kinds of Land, Titled Properties (Transferred to another owner)	



<ul style="list-style-type: none"> • Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Certified true copy of Title (1 copy only) 	<ul style="list-style-type: none"> • Registry of Deeds (ROD)
<ul style="list-style-type: none"> • Approved survey plan signed by the Director of LMB-DENR.(1 copy only) 	<ul style="list-style-type: none"> • Department of Environment of Natural Resources (DENR)- Region 10
<ul style="list-style-type: none"> • Official Receipt of Payment of Real Property Taxes.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located
<ul style="list-style-type: none"> • Certification of Real Property Tax Clearance.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located
<ul style="list-style-type: none"> • Notarized Deed of Conveyance (Deed of Sale, Deed of Donation, Extra Judicial Partition/Settlement & others).(1 copy only) 	<ul style="list-style-type: none"> • Any Law Office or Registered Lawyer
<ul style="list-style-type: none"> • BIR clearance (Capital Gains Tax, Estate Tax)(1 copy only) 	<ul style="list-style-type: none"> • Bureau of Internal Revenue (BIR)
<ul style="list-style-type: none"> • Official Receipt of Transfer Tax payment (1 copy only) 	<ul style="list-style-type: none"> • Provincial Treasurer's Office
<ul style="list-style-type: none"> • DAR clearance for Agricultural land(1 copy only) 	<ul style="list-style-type: none"> • Municipal Agrarian Reform Office (MARO) where the property is located.
For all Kinds of Land, Untitled Properties (Transferred to another owner)	
<ul style="list-style-type: none"> • Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Approved survey plan signed by the Director of LMB-DENR.(1 copy only) 	<ul style="list-style-type: none"> • Department of Environment of Natural Resources (DENR)- Region 10
<ul style="list-style-type: none"> • Deed of Conveyance (Deed of Sale, Deed of Donation, Extra Judicial Partition/Settlement, etc.) and registered at Registry of Deeds.(1 copy only) 	<ul style="list-style-type: none"> • Any Law Office or Registered Lawyer
<ul style="list-style-type: none"> • Official Receipt of Payment of Real Property Taxes (10 years plus current year or 11 years).(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located.
<ul style="list-style-type: none"> • Certification of Real Property Tax Clearance(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located.



<ul style="list-style-type: none"> • BIR clearance (Capital Gains Tax, Estate Tax)(1 copy only) 	<ul style="list-style-type: none"> • Bureau of Internal Revenue (BIR)
<ul style="list-style-type: none"> • Official Receipt of Transfer fee tax payment (1 copy only) 	<ul style="list-style-type: none"> • Provincial Treasurer's Office
<ul style="list-style-type: none"> • DAR clearance for Agricultural land(1 copy only) 	<ul style="list-style-type: none"> • Municipal Agrarian Reform Office (MARO) where the property is located.
For New Assessment for all Kinds of Real Properties (Titled Properties)	
<ul style="list-style-type: none"> • Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Certified true copy of the title(1 copy only) 	<ul style="list-style-type: none"> • Registry of Deeds (ROD)
<ul style="list-style-type: none"> • Approved application for Homestead, Sales, Free and Lease Patent etc. from the Director of the LMB-DENR.(1 copy only) 	<ul style="list-style-type: none"> • Community Environment and Natural Resources Office (CENRO)-Iligan City/ CENRO-Kolambugan.
<ul style="list-style-type: none"> • Approved survey plan (Cadastral survey/private survey prepared by Licensed Geodetic Engineer) from the Director of the LMB-DENR.(1 copy only) 	<ul style="list-style-type: none"> • Department of Environment of Natural Resources (DENR)- Region 10
<ul style="list-style-type: none"> • Affidavit of Ownership/Sworn statement declaring the true Market Value of the Real Property filed by the Owner/administrator.(1 copy only) 	<ul style="list-style-type: none"> • Owner of the Real Property/ Any Law Office or Registered Lawyer
<ul style="list-style-type: none"> • Ocular inspection/investigation report.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Assessor's Office where the property is located.
<ul style="list-style-type: none"> • Official Receipt of Payment of Real Property Taxes (10 years plus current year or 11 years).(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located.
For New Assessment for all Types of Buildings	
<ul style="list-style-type: none"> • Client Service Request Form (<i>Manual Transaction only</i>)(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Certified true copy of the approved building permit, building plan, certificate of occupancy permit from local official concern.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Engineering's Office where where the building will be located.



<ul style="list-style-type: none"> • Notice of the date of inspection if the owner/administrator is not around during the discovery. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Report of the inspection of the building and other structure.(1 copy only) 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Accomplished affidavit of ownership or sworn statement of the market value of the property in the absence of a building permit or Certificate of Completion or Certificate of Occupancy permit from the local official concern 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Official Receipt of Payment of Real Property Taxes.(1 copy only) 	<ul style="list-style-type: none"> • Municipal Treasurer's office where the property is located.

For New Assessment for all Types of Machinerics

<ul style="list-style-type: none"> • Client Service Request Form(1 copy only) 	<ul style="list-style-type: none"> • Officer of the Day- Provincial Assessor's Office.
<ul style="list-style-type: none"> • Accomplished affidavit of ownership or sworn statement of the market value(1 copy only) 	<ul style="list-style-type: none"> • Owner of the Real Property/ Any Law Office or Registered Lawyer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and inform the OD of the request (for Manual Transaction only)	1. Gives the Log Book to the client.	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	1.1 Endorses the client to the concerned staff.	None	1 Minute	Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I



<p>2. Proceeds to Concern Service Provider and submit the requirements for evaluation.</p>	<p>2. Evaluates documentary requirements as to the completeness and authenticity. And advises the clients to complete missing documents, if any.</p>	<p>None</p>	<p>30 Minutes</p>	<p>Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I</p>
<p>3. Waits while the request is still being process.</p>	<p>2.1 Examines the information provided in the Tax Declaration (TD) and Field Appraisal Assessment Sheet (FAAS) and cross checking of existing assessment records.</p>	<p>None</p>	<p>30 Minutes</p>	<p>Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I</p>
	<p>2.2 Tax Declarations and Field Appraisal Assessment Sheet are examine as to correct appraisal and assessment.</p>	<p>None</p>	<p>30 Minutes</p>	<p>Brenda B. Gallardo</p>
	<p>3. Reviews and verifies the real property transaction, enters the</p>	<p>None</p>	<p>1 Hour</p>	<p>Caridad S. Paglinawan</p>



	data into the Tax Map Control Roll (TMCR) and validates the Property Index Number (PIN).			
	3.Approves the new Tax Declaration.	None	10 Minutes	Camilo M. Diacor, Jr Deaprtment Head
*for Manual Transaction	8.A Assigns number in the approved Tax Declaration . Then, segregates the documents for owner's copy and office file.	None	10 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II
*for Online Transaction	8.B Issues the Notice of Assessment (NOA) together with the owner's copy approved TD.	None	5 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
4. Signs the NOA and receives the duplicate copy of NOA and approved Tax Declaration.	4.Provides to the client the(NOA) together and the owner's copy of approved TD.	None	2Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I



TOTAL:	None	Manual Transaction: 2 Hours And 54 Minutes Online Transaction: 2 Hours And 49Minutes	
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6. Receiving of Documents

Memoranda, Travel Orders, Letters and any other forms of communications are received, skimmed read and recorded to disseminate properly to the concern staff and in the office.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> Any person who wants to avail the service, Government Agencies, LGUS, GOCCs, Banks and any other Private Agencies/Companies, Private Individuals 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memoranda, Travel Orders and Letters (1 copy only)		PGLDN and Concerned Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and inform the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Darftsman I
	1.1 Endorses the client to the concerned staff.	None	1 Minute	
2. Proceeds to Administrative Staff and provides the document.	2. Examines and receives the document presented.	None	4 Minutes	Cezrea M. Perez DEMO II
3. Receives the duplicate copy of document.	3. Provides the duplicate copy of document.	None	1 Minute	Cezrea M. Perez DEMO II
TOTAL:		None	7 Minutes	



7. Technical Assistance to Electronic-Statement of Revenue and Expenditure (E-Sre) Focal Person and Municipal Assessor

E-SRE Municipal Focal Person and Municipal Assessors ask for assistance in their report when there are errors occur or when there's a need to be coached, consulted, updates or troubleshoots in the system. Since, the LGU System allows the Municipal Assessors to encode data needed in order to generate the SRE and QRRPA reports.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> Focal Person/s of the electronic-Statement of Revenue and Expenditure (e-SRE) and Municipal Assessors of the 22 Municipalities of Lanao del Norte 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Prescribe laptop with e-SRE software installed. 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
<ul style="list-style-type: none"> Hard Copy of Quarterly Report on Real Property Assessment (QRRPA). 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and inform the OD of the request.	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I
	1.1 Endorses the client to the concerned staff.	None	1 Minute	Jade B. Palso DEMO II Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I



2. Proceeds to the Provincial e-SRE Focal Person.	2. Interviews the client for information of the concern or problem.	None	18 Minutes	Cezrea M. Perez DEMO I
	2.1 Assists and coaches the eSRE Municipal Focal Person.	None	1 Hour and 40 Minute	Cezrea M. Perez DEMO I
TOTAL:		None	2 Hours	



8. Approval of Municipality Electronic-Statement of Revenue and Expenditure (E-Sre) Reports

The Municipal Assessors and their focal persons submit to the DOF-BLGF, through their Quarterly Report on Real Property Assessment (QRRPA) Reports through the e-SRE System. The provincial assessor reviews the data provided by the municipal assessors to ensure consistency with the records of Provincial Assessor's Office. The approved reports will then be reviewed and processed by regional and central users.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> Focal Person/s of the electronic-Statement of Revenue and Expenditure (e-SRE) and Municipal Assessors of the 22 Municipalities of Lanao del Norte 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Submitted QRRPA Report at e-SRE website 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the QRRPA Report in the e-SRE Website and informs the Provincial Focal Person of the submission	1. Log in the e-SRE Website	None	2Minutes	Cezrea M. Perez DEMO I
	1.1 Checks if municipal assessors have already submitted the report have.	None	3Minutes	Cezrea M. Perez DEMO I
	1.2 Reviews the QRRPA Report carefully.	None	1 Hour	Cezrea M. Perez DEMO I
	1.3 Approves the QRRPA Report.	None	55 Minutes	Camilo M. Diacor, Jr Acting Department Head
TOTAL:		None	2 Hours	



9. Online Enhanced Tax Revenue Assessment and Collection System (Etracs) Technical Assistance to Municipalities of Lanao Del Norte

Municipal ETRACS users ask technical assistance to properly execute the transactions using the system and eliminate error.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> Municipal Assessors and any staff in the Assessor's Office in the municipalities of Tubod, Baroy, Lala, Kapatagan, Salvador, Kolambugan, Maigo, Bacolod, and Linamon, Lanao del Norte 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Computer with ETRACS and with Internet Connection 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
<ul style="list-style-type: none"> Team Viewer 				
<ul style="list-style-type: none"> Cellphone 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Contacts the Assigned Provincial Assessor's Staff	1. Log-in to the Team Viewer	None	5Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
	1.1 Interviews the client on what concern or problem to be assisted	None	10 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
2. Provides the access code to the Assessor Staff	2.Asks for the access code and assists or coaches the Municipal ETRACS user.	None	45 Minutes	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II Cezrea M. Perez DEMO I
TOTAL:		None	1 Hour	



10. Onsite Technical Assistance to Municipal Assessors of Lanao Del Norte

The Municipal Assessor ask technical assistance when they need coaching on the proper assessment and appraisal of land, building, and machinery.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> The 22 Municipal Assessors of Lanao del Norte 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter from the Requesting Municipality (1 copy only) 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
<ul style="list-style-type: none"> Memorandum from the Provincial Governor/ Provincial Administrator 		<ul style="list-style-type: none"> Provincial Government of Lanao del Norte 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and inform the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II
	1.1 Endorses the client to the Administrative staff.	None	1 Minute	Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I
2. Proceeds to Administrative Staff and provides the request letter.	2. Examines and receives the request letter presented.	None	4 Minutes	Cezrea M. Perez DEMO I
	3. Provides the duplicate copy of letter.	None	1 Minute	Cezrea M. Perez DEMO I



3. Receives the duplicate copy of letter.	3.1 Advises the client that they will be informed in advance for the scheduled technical assistance in their municipality.	None	1 Minute	Cezrea M. Perez DEMO I
	3.2 Upon approval of the Memorandum, informs the requesting municipality of the travel.	None	2 Minutes	Cezrea M. Perez DEMO I
4. Brings the necessary assessment documents for ocular inspection and assessment	4. Upon arrival, conducts an ocular inspection and assessment of Land and Building per classification and Machinery if any. (includes travel time)	None	7 Hours 50 Minutes	Camilo M. Diacor, Jr Acting Department Head Jade B. Palso DEMO II Phillip Steven O. Parojinog DEMO II
TOTAL:		None	1 Day	



11. Technical Assistance to Municipal Assessors of Lanao Del Norte

The Municipal Assessor personally visits the Provincial Assessor's Office (PASSO) and ask technical assistance when they need coaching on the proper assessment and appraisal of land, building, and machinery.

Office or Division:	PROVINCIAL ASSESSOR'S OFFICE			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> The 22 Municipal Assessors of Lanao del Norte 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Field Appraisal Assessment Sheets (FAAS)/Tax Declarations (TD) 		<ul style="list-style-type: none"> Municipal Assessor's Office 		
		<ul style="list-style-type: none"> Municipal Assessor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the PASSO Client's Log Book and inform the OD of the request	1. Gives the Log Book to the client	None	1 Minute	Churchill A. Bancale Assessment Clerk I Jade B. Palso DEMO II
	1.1 Endorses the client to the Concerned Staff.	None	1 Minute	Cezrea M. Perez DEMO I Phillip Steven O. Parojinog DEMO II Lorderick D. Ancheta Draftsman I
2. Proceeds to concerned staff.	2. Interviews the client on what concern or problem to be assisted.	None	18 Minutes	Jade B. Palso DEMO II
3. Provides the FAAS, TD and other assessment documents	3. Assists and coaches the Municipal Assessor.	None	3 Hours and 40 Minutes	Jade B. Palso DEMO II
TOTAL:		None	4 Hours	