

# MUNICIPAL ASSESSOR'S OFFICE

## SECURING VARIOUS CERTIFICATION OF REAL PROPERTIES (Lands, Buildings and Machineries)

### A. ABOUT THE SERVICE

This regulatory service is for concerned individuals who wants to secure Transfer Certificate of Title (TCT) as the new owner, of the property likewise it is one of the requirements for loan purposes and other financial institutions and needed as basis of payment of taxes due to Bureau of Internal Revenue (BIR) as supporting document an individual need to secure, Certified True Copy of Tax Declaration, Certification of no/with improvement, Certificate of Property holdings/No Property Holdings.

### B. REQUIREMENTS

Certification from the Barangay Captain that there is no improvement exists in their properties and updated realty tax.

### C. FEES

Imposition of fees based on:

- Article III Section 3.02 of the Revenue Code of 1999 of the Municipality of Paniqui.
- Certification Fee – P 100.00

**D. DURATION** : 30 Minutes

**E. AVAILABILITY OF THE SERVICE** : Monday to Friday @ 8:00 am to 5:00 pm

### HOW TO AVAIL OF THE SERVICES

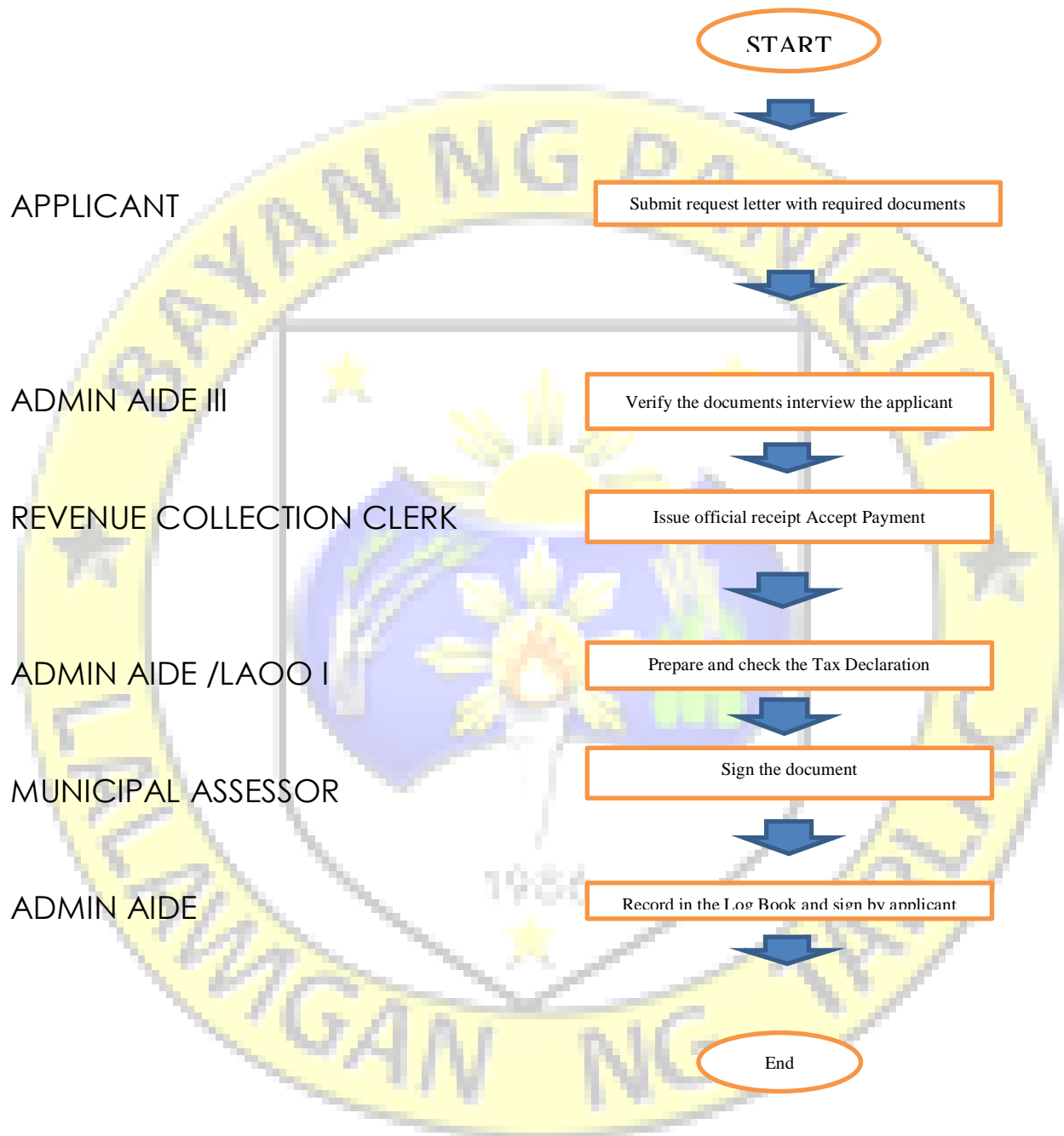
STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Submit request letter with required Documents	Check the Documents	2 minutes	Adm. Aide III		
2	Answer needed Information	Verify documents interview the Applicant	5 minutes	Adm. Aide III		
3	Proceed to MTO for the payment of service fee	Issue O.R Accept Payment	3 minutes	Adm. Aide III	P100	
4	Wait for approval	Prepare and check the tax declaration	18 minutes	LAOO I		Tax Declaration
5		Sign the Document	1 minute	Municipal Assessor		
6	Claim	Record in the Log Book and sign by Applicant	1 minute	Adm. Aide III		

End of Transaction- Duration of Service - **30 minutes**

## WORK FLOW

### PERSON RESPONSIBLE

### PROCEDURE FLOW



# SECURING TAX DECLARATIONS OF NEW BUILDING AND MACHINERIES AND LANDS

## A. ABOUT THE SERVICE

The Municipal Assessor's Office is responsible in appraisal and assessment of new buildings and machineries. Any person/individual/Firm/Corporation that owns a real property shall notify the Assessor's Office for an ocular inspection of said real property for taxation purposes.

## B. REQUIREMENTS

Certificate of Completion/Occupancy, Floor plans of the building, building permit, Cash Invoice of Machineries. TCT's

## C. FEES

Imposition of fees based on:

- Rules and Regulations Implementing the Local Government Code of 1991 under Republic Act 7160.
- Rules XXXI
- Under Act 324 Rates of Levy
- Basic Real Property Tax, Not Exceeding One Percent (1%) of the Assessed Value
- Under Article 326 Additional Levy on Real Property for the Special Education Fund (SEF) as annual tax of one percent (1%) on the Assessed Value of Real Property which shall be in addition to the Basic Real Property Tax.

**D. DURATION :** 65 Minutes

## E. AVAILABILITY OF THE SERVICE

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

## OCULAR INSPECTION OF LANDS, BUILDINGS, and MACHINERIES

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

STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Request for Ocular Inspection of lands, buildings and machineries	Order the Adm. Aide III, LAOO I, Draftsman	1 minute	Admin. III/LAOO I Draftsman		
2		Ocular Inspection of lands, buildings and machineries inter the Applicant	40 minutes	Adm. III/LAOO I Draftsman	P100.00	FAAS
3	Proceed to MTO for the payment of service fee	Issue O.R. Accept Payment	3 minutes	Adm. III/LAOO I		Tax Declaration
4	Wait for approval	Prepare the Tax	15 minutes	Draftsman Municipal Assessor		
5		Declaration Review and sign the documents	5 minutes	Adm. Aide III		
6	Claim	Record in the log book and sign by the applicant	1 minute			

End of Transaction: Duration of Service – 65 minutes

**PERSON RESPONSIBLE**

**PROCEDURE FLOW**

**START**

APPLICANT

Request for ocular inspection of lands, bldgs., and machineries

ADMIN AIDE III

Order the Admin. Aide III, LAOO I, Draftsman

ADMIN AIDE III/LAOO I/DRAFTSMAN

Ocular inspection of lands, bldgs., and machineries, interview the applicant

REVENUE COLLECTION CLERK

Issue official receipt Accept

ADMIN AIDE/ LAOO 1

Prepare the Tax Declaration

MUNICIPAL ASSESSOR

Review and Sign the documents

ADMIN AIDE III

Record in the Log Book and sign by applicant

**END**

## SECURING TAX DECLARATIONS FOR REAL PROPERTY OWNERSHIP

### F. ABOUT THE SERVICE

The Municipal Assessor's Office determines the transfer of property from one owner to another on the basis of required documents. Any person / individual / Firm / Corporation who intends to transfer real property ownership shall notify this office from the date of such transfer.

### G. REQUIREMENTS

Transfer Certificate of Title (TCT), Deed of Conveyance, Subdivision Plans, Agreement of Subdivision/Affidavit of Request, Tax Clearance/ Tax Receipts, Transfer Tax, Certificate of Authorizing Registration (CAR)

### H. FEES

Imposition of fees based on:

- Rules and Regulations Implementing the Local Government Code of 1991 under Republic Act 7160.
- Rules XXXI
- Under Act 324 Rules of Levy
- Basic Real Property Tax, Not Exceeding One Percent (1%) of the Assessed Value
- Under Article 326 Additional Levy on Real Property for the Special Education Fund (SEF) an annual tax of one percent (1%) on the assessed value of real property which shall be in addition to the basic real property tax.

**I. DURATION** : 50 Minutes

**J. AVAILABILITY OF THE SERVICE** : Monday to Friday @ 8:00 am to 5:00 pm

### SECURE TAX DECLARATION (TRANSFER OF OWNERSHIP)

STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Submit request letter with required documents.	Evaluate the Documents Presented	4 minutes	Adm. Aide III		
2	Answer needed Information	Verify documents interview the applicant	15 minutes	Adm. Aide III		
3	Wait for approval	Prepare and check the tax declaration	20 minutes	Adm. Aide III Draftsman		Tax Declaration
4		Review & Sign the tax declaration	10 minutes	Municipal Assessor		
5	Claim	Record in the Log Book and sign by the applicant	1 minute	Adm. Aide III		
End of Transaction: Duration of Service			:	<b>50 minutes</b>		

# WORK FLOW

## PERSON RESPONSIBLE

## PROCEDURE FLOW

