



**OFFICE OF THE CITY ASSESSOR**  
G/F Floor, Old City Hall Building Tabaco City

SERVICE	TRANSACTION		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
<b>ISSUANCE OF TAX DECLARATION FOR TRANSFER OF OWNERSHIP</b>	A.	FOR TRANSFER OF OWNERSHIP	30 minutes for single transaction	1. Photocopy or Certified Copy of Title of New Owner (if Titled) 2. Deed of Conveyance (Sale/Donation/ Inheritance, etc.) 3. Certificate Authorizing Registration (CAR) issued by BIR 4. Transfer Tax Receipt 5. Real Property Tax Clearance issued by the City Treasurer's Office	<ul style="list-style-type: none"> <li>• Muriel B. Imperial, REA</li> <li>• Sheila B. Calisin</li> <li>• Rhona Lyn R. Regalado</li> <li>• Irene Marie B. Geremiano</li> <li>• Tirso L. Balasta Jr.</li> <li>• Kristine Joy Dela Cruz</li> </ul>	Php 100.00 per Real Property Unit (RPU)	G2C G2B	Simple
	B.	REASSESSMENT/ RECLASSIFICATION	15 minutes for single transaction	1. Signed request of the owner for reclassification or reassessment 2. Pictures of the owner for reclassification or reassessment 3. Survey or subdivision plan 4. DAR Clearance 5. Development Permit/Zoning Certification 6. Sangguniang		Inspection Fee Php 200.00 per RPU		



				Panlungsod Resolution 7. Real Property Tax Clearance			
	C.	NEW DISCOVERY					
	C1	Land (Titled)	30 minutes	1. Original Certificate of Title (Photocopy) 2. Approved Survey Plan 3. Sworn Statement of Owner		Inspection Fee Php 200.00 per RPU	
	C2	Land (Untitled)	30 minutes	1. Approved Survey Plan 2. DENR Certification that Lot is within alienable and disposable 3. Barangay Certification			
	C3	Building/Other Structures	20 minutes	1. Building Permit 2. Certificate of Completion/ Occupancy Certificate 3. Pictures of the property 4. Inspection Report			
	C4	Machineries	15 minutes	Sworn Statement and/or Acquisition Cost			
<b>ISSUANCE OF CERTIFIED COPIES OF ASSESSMENT RECORDS/ CERTIFICATE OF NO PROPERTY</b>		CERTIFIED COPY OF TAX DECLARATION	15 minutes	1. Real Property Tax Clearance 2. Official Receipt (Certified Tax Declaration/ Assessment Records and Service Fee)	• Muriel B. Imperial, REA	Php 100.00 per RPU	
		CERTIFICATE OF NO PROPERTY		1. Barangay Certification 2. Official Receipt (Certification fee and Service fee)	• Sheila B. Calisin • Rhona Lyn R. Regalado	Php 100.00 Service fee	



				3.Documentary Stamp	<ul style="list-style-type: none"> <li>• Irene Marie B. Geremiano</li> <li>• Tirso L. Balasta Jr.</li> <li>• Kristine Joy Dela Cruz</li> </ul>			
<b>ISSUANCE OF CERTIFICATE OF WITH/ NO IMPROVEMENTS LANDHOLDINGS/ OTHER CERTIFICATION</b>	A.	CERTIFICATE OF LAND WITH IMPROVEMENT	15 minutes	1. Official Receipt of Required Fees	• Muriel B. Imperial, REA	Php100.00 per certificate/ Php100.00 service fee		
	B.	CERTIFICATE OF LAND WITHOUT IMPROVEMENT		1.Documentary Stamp	• Sheila B. Calisin			
		CERTIFICATE OF TOTAL LANDHOLDINGS			• Rhona Lyn R. Regalado			
		OTHER CERTIFICATIONS			<ul style="list-style-type: none"> <li>• Irene Marie B. Geremiano</li> <li>• Tirso L. Balasta Jr.</li> <li>• Kristine Joy Dela Cruz</li> </ul>			
<b>ANNOTATION/ CANCELLATION OF LIENS AND ENCUMBRANCES</b>	A.	ANNOTATION	15 minutes	1. Notice of Liens/ Encumbrances 2. Official Receipt of required fees	<ul style="list-style-type: none"> <li>• Muriel B. Imperial, REA</li> <li>• Sheila B. Calisin</li> <li>• Rhona Lyn R. Regalado</li> <li>• Irene Marie B. Geremiano</li> </ul>	Php 100.00 per RPU		
	B.	CANCELLATION	15 minutes	1. Notice of Cancellation of Liens and Encumbrances 2. Official Receipt of	<ul style="list-style-type: none"> <li>• Tirso L. Balasta Jr.</li> <li>• Kristine Joy Dela Cruz</li> </ul>	Php 100.00 per RPU		



				required fees				
<b>ANNOTATION/ CANCELLATION OF MORTGAGES</b>	A.	ANNOTATION	15 minutes	1. Notice of Mortgage 2. Official Receipt of required fees	<ul style="list-style-type: none"> <li>• Muriel B. Imperial, REA</li> <li>• Sheila B. Calisin</li> <li>• Rhona Lyn R. Regalado</li> <li>• Irene Marie B. Geremiano</li> <li>• Tirso L. Balasta Jr.</li> <li>• Kristine Joy Dela Cruz</li> </ul>	Php10.00 per 1,000 of Mortgage Consideration		
		CANCELLATION	15 minutes	1. Notice of Cancellation of Mortgage 2. Official Receipt of required fees				
<b>APPRAISAL ON LOTS OFFERED FOR SALE TO THE CITY GOVERNMENT</b>	A.	APPRAISAL RESOLUTION	7 - 15 days	1. Offer to Sale 2. Certified Copy of Mortgage 3. Deed of Conveyance	<ul style="list-style-type: none"> <li>• Appraisal Committee</li> </ul>	1% of the appraise value stipulated in the Appraisal Resolution but fee shall		