

TRANSFER OF OWNERSHIP OF TAX DECLARATION

Transfer of ownership from the previous owner to the new owner. New Tax Declaration can be used for any legal transaction, for loan purposes or for reference of the new owner.

Office/Division:	OFFICE OF THE MUNICIPAL ASSESSOR			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
	G2C - Government to Citizen			
	G2B - Government to Business			
Who may avail?	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Title (2 photocopies needed per type of copy if available)			Registry of Deeds (ROD)	
Deed of Conveyance: - Transfer of Rights - Deed of Sale/Donation - Extrajudicial Settlement of Estate - Affidavit of Self Adjudication (Sole Heir) - Others (Specify) _____ (2 photocopies needed per type of copy)			Notary Public	
Tax Clearance (2 photocopies needed per type of copy)			Provincial/Municipal Treasurer's Office	
Transfer Tax (2 photocopies needed per type of copy)			Provincial Treasurer's Office - Land Tax Division	
Electronic Certificate of Authorizing Registration (eCAR) (2 photocopies needed per type of copy)			BIR - Koronadal City	
Sworn Statement declaring the True Current and Fair Market Value of Properties			Municipal Assessors Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select Transfer of Ownership	2. Validate/verify property record	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
3. Submit pertinent documents needed for transfer	3.1 Evaluate pertinent documents and review for completeness.	None	15 minutes	EVENEZER R. CARISMA JR LAOO-I
	3.2 Prepare Field Appraisal & Assessment Sheet (Assign respective PIN)	None	20 minutes	EVENEZER R. CARISMA JR LAOO-I

	3.2.1 Assign Property Index Number.	None		EVENEZER R. CARISMA JR LAOO-I
	3.2.2 Fill-up the forms prescribed.	None		
	3.2.3 Compute the area multiplied by the approved Schedule of Market Value.	None		
	3.3 The Municipal Assessor signs for Recommending Approval and submit it to the Provincial Assessors Office for final approval of the Provincial Assessor.	None	3 days	SHIRLEY M. SENECA, REA Municipal Assessor
	3.4 Wait for the Provincial Assessor's approval.	None	7 days	ENGR.RITCHIE A. BALLESTA, REA Provincial Assessor
4.Return to the scheduled time to receive Notice of Assessment & Tax Declaration.	4. Furnish a copy of the Notice of Assessment and New Tax Declaration for the property transferred to the client.	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL			10 days, 53 minutes	

SEGREGATION/CONSOLIDATION

The Municipal Assessors Office is also mandated to Subdivide and Consolidate lands, for proper taxation purposes, based on approved subdivision plans submitted by the owner or any transacting public.

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	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Title (2 photocopies needed per type of copy if available)		Registry of Deeds (ROD)		
Deed of Conveyance: - Affidavit of Consolidation (2 photocopies needed per type of copy)		Notary Public		
Tax Clearance (2 photocopies needed per type of copy)		Provincial/Municipal Treasurer's Office		
Sworn Statement declaring the True Current and Fair Market Value of Properties		Municipal Assessors Office		
Subdivision Plan (2 photocopies needed per type of copy) (as needed)		Bureau of Lands - Koronadal City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select Segregation/Consolidation	2. Validate/verify property record	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
3. Submit pertinent documents needed for Segregation/Consolidation	3.1 Evaluate pertinent documents and review for completeness.	None	15 minutes	EVENEZER R. CARISMA JR LAOO-I
	3.2 Prepare Field Appraisal & Assessment Sheet (Assign respective PIN)	None	20 minutes	
	3.2.1 Assign Property Index Number.	None		
	3.2.2 Fill-up the forms prescribed.	None		
	3.2.3 Compute the area multiplied by the approved	None		

	Schedule of Market Value.			
	3.3 The Municipal Assessor signs for Recommending Approval and submit it to the Provincial Assessors Office for final approval of the Provincial Assessor.	None	3 days	SHIRLEY M. SENECA, REA Municipal Assessor
	3.4 Wait for the Provincial Assessor's approval.	None	7 days	ENGR.RITCHIE A. BALLESTA, REA Provincial Assessor
4.Return to the scheduled time to receive Notice of Assessment & Tax Declaration.	3. Furnish a copy of the Notice of Assessment and New Tax Declaration for the property transferred to the client.	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL		NONE	10 days, 53 minutes	

**CANCELLATION OF ASSESSMENT
(TOTAL DEMOLITION/CESSATION OR RETIREMENT OF MACHINERY OPERATION)**

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	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Tax Clearance (2 photocopies needed per type of copy)			Provincial/Municipal Treasurer's Office	
Sworn Statement declaring the True Current and Fair Market Value of Properties			Municipal Assessors Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for a Cancellation of Assessment.	2. Validate/verify property record	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
3. Submit pertinent documents needed for Cancellation.	3.1 Evaluate pertinent documents and review for completeness.	None	15 minutes	EVENEZER R. CARISMA JR LAOO-I
	3.2 Set the date to conduct ocular inspection and advise Client when to return.	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
	3.3 Conduct Inspection for the actual status of property as requested.	None	1 hour	EVENEZER R. CARISMA JR LAOO-I
	3.4 If the property is cancellable as per inspection fill-up Notice of Cancellation Form (6 Sheets)	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
	3.5 Recommending approval of the Municipal Assessor and submit it to	None	3 days	SHIRLEY M. SENECA, REA Municipal Assessor

	Provincial Assessors Office for approval.			
	3.6 Wait for the Provincial Assessor's approval.	None	10 days	ENGR.RITCHIE A. BALLESTA, REA Provincial Assessor
4. Client claims the Notice of Cancellation.	4. Furnished a copy of Notice of Cancellation to the person requesting.	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL			13 days 1 hour and 48 minutes	

OCULAR ON FIELD INSPECTION FOR RE-ASSESSMENT OF PROPERTIES

Request for an ocular inspection wherein the client demands in support to any adjustments made on the existing tax declaration on office file.

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Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Clearance (2 photocopies needed per type of copy)		Provincial/Municipal Treasurer's Office		
Sworn Statement declaring the True Current and Fair Market Value of Properties		Municipal Assessors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for Ocular Inspection.	2. 1 Verify the data on the records.	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
	2.2 Issue service fee slip.		3 minutes	
3. Proceed to Treasurer's Office for payment of fees.	3. Issue of Official Receipt	₱130.00/ copy Including DST	10 minutes	MARILYN A. DELA CRUZ RCC-II (Collector) RENELA G. DERLA RCC-III (Collector) Municipal Treasurer's Office
4. Presents the Official Receipt	4. Receive the Official Receipt.	None	2 minutes	EVENEZER R. CARISMA JR LAOO-I
5. Waits for the schedule of the inspection	5.1 Set the date to conduct ocular inspection and advise Client when to return.	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
	5.2 Conduct ocular inspection on the date scheduled.	None	1 hour	

	5.3 Prepare the Inspection Team Report and FAAS for Re-assessment.	None	20 minutes	EVENEZER R. CARISMA JR LAOO-I
	5.4 Recommending approval of the Municipal Assessor and submit it to Provincial Assessor's Office for approval.	None	3 days	SHIRLEY M. SENECA, REA Municipal Assessor
	5.5 Wait for the Provincial Assessor's approval.	None	10 days	ENGR. RITCHIE A. BALLESTA, REA Provincial Assessor
6. Client claims the approved assessment for the re-assessed property inspected.	6. Furnished the approved assessments to clients	None	5 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL		₱130.00	13 days 1 hours and 58 minutes	

ISSUANCE OF TRUE COPY OF TAX DECLARATION

Tax Declaration is a document that describes the property in a nutshell. It can be used and submitted for loan purposes, for transfer or for reference. Tax Declaration is easily generated in the computer system.

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Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
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	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authorization Letter/Special Power of Attorney (SPA)		Client		
Valid Identification Card (ID) of Owner or Authorized Representative		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for True Copy of Tax Declaration	2. 1 Verify the data on the records.	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
	2.2 Issue service fee slip.		3 minutes	
	2.3 Prepare Tax Declaration		10 minutes	
3. Proceed to Treasurer's Office for payment of fees.	3. Issue Official Receipt	₱130.00/ copy Including DST	10 minutes	MARILYN A. DELA CRUZ <i>RCC-II (Collector)</i> RENELA G. DERLA <i>RCC-III (Collector)</i> Municipal Treasurer's Office
4. Return to Assessor's Office and present the Official Receipt.	4. Release tax declaration to the person requesting.	None	3 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL		₱130.00	39 minutes	

FILLING OF SWORN STATEMENT

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Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
	G2C - Government to Citizen			
	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cedula, any Valid ID or TIN Number		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for Filing of Sworn Statement.	2. Validate/verify property record	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
3. Present Valid ID or TIN Number	3.1 Prepare the Certification of Late Filing Form to calculate the amount to be paid by the client.	None	7 minutes	EVENEZER R. CARISMA JR LAOO-I

	3.2 Prepare the Sworn Statement Form to be filled-out by the Client.		7 minutes	
4. Proceed to Treasurer's Office for payment of fees.	4. Issue Official Receipt	* 1/2 of 1% of the Total Assessed Value + ₱ 100.00/ (Standard Fine)	10 minutes	MARILYN A. DELA CRUZ <i>RCC-II (Collector)</i> RENELA G. DERLA <i>RCC-III (Collector)</i> Municipal Treasurer's Office
5. Return to Assessor's Office and present the Official Receipt.	5. Release Owner's Copy of Sworn Statement.	None	3 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL		* 1/2 of 1% of the Total Assessed Value + ₱ 100.00/ (Standard Fine)	40 minutes	

ISSUANCE OF TAX MAP

A tax map can be requested to identify particular location of a property based on the latest Tax Mapping Record, whether manual or Geographical Information System (GIS) Certificate of Property Location and Adjoining Lots. Ownership is also issued for purpose of stating the exact location of property based on records available, however, the certification can only serve as reference, but not to be used as evidence for settling boundary disputes.

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	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card (ID) of Owner or Authorized Representative		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for Tax Map	2. 1 Verify the data on the records.	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
	2.2 Issue service fee slip.		3 minutes	
	2.3 Prepare Taxation Map		10 minutes	
3. Return to Assessor's Office and present the Official Receipt.	3. Release Tax Map to the person requesting.	None	3 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL			29 minutes	

ISSUANCE OF VARIOUS CERTIFICATION

Issuance of certificates for any legal/official use. The client has to declare her/his intent and purpose of the certification needed.

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	G2B - Government to Business			
Who may avail:	Owners of Real Properties or any Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid Identification Card (ID) of Owner or Authorized Representative			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to information desk and logbook	1. Give the logbook to the client	None	3 minutes	MASSO Staff
2. Fill-up Transaction Request Slip and select request for Certification	2. 1 Verify the data on the records.	None	10 minutes	EVENEZER R. CARISMA JR LAOO-I
	2.2 Issue service fee slip.		3 minutes	
	2.3 Prepare certification.		10 minutes	
2. Proceed to Treasurer's Office for payment of fees.	2. Issue of Official Receipt	₱130.00/ copy Including DST	10 minutes	MARILYN A. DELA CRUZ <i>RCC-II (Collector)</i> RENELA G. DERLA <i>RCC-III (Collector)</i> Municipal Treasurer's Office
3. Return to Assessor's Office and present the official receipt.	3. Release certification to the person requesting.	None	3 minutes	EVENEZER R. CARISMA JR LAOO-I
TOTAL		₱130.00	39 minutes	

Feedback and Complaints Mechanics

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Visit the Municipal Assessor's Office or upon your transaction at the said office, state the complaint at the front desk, Office staff to record the complaint.
How feedback is processed	Staff member or the designated individual from the Municipal Assessor's Office will forward the recorded request to the concerned staff to facilitate and assess the issue. Records and analyze all submitted feedback and categorized based on topics or issues to streamline the analysis, prioritization and response on the issue or concern submitted.
How to file a complaint	Ask the designated staff at the information desk of the Municipal Assessor's Office for a client complain form and write down your complaint, make sure to provide the following information: -Name of the person being complained -Date, time and place of the incident -Evidence Complaints can also be filed via Facebook account "Tantangan Assessor" or email at this contact information: massotantangan02@gmail.com
How complaints are processed	The designated staff from Municipal Assessor's Office will forward the recorded complaints to the concerned staff to facilitate and assess the issue. Upon evaluation the designated staff from Mayor's Office shall start the investigation and call the attention of concern or involved individuals for further explanation The said staff will submit a report anchored to the result of the investigation to the Municipal Mayor for appropriate action. The designated staff will relay the result of the investigation to the client complaint.
Contact Information of Municipal Assessor's Office	For inquiries and further information clients may email us at massotantangan02@gmail.com