

Citizens Charter

Office of the City Assessor City of Lapu-Lapu

Summary of Frontline Services:

- A. Transfer Transaction of a Real Property Unit (RPU) – for Simple Transaction;
 - B. Transfer Transaction of a Real Property Unit (RPU) – for Complex Transaction, such as but not limited to, subdivision, segregation, consolidation, etc.;
 - C. Issuance of New Tax Declaration (TD) for Buildings, Machineries and other Improvements;
 - C.1. For Buildings and Structures with approved Building Permits and Certificate of Occupancy;
 - C.2. For Buildings and Structures with NO approved Building Permits or Certificate of Occupancy;
 - C.3. For Machineries and other Improvements
 - D. Re-Validation of Assessment, Classification, Taxability of a Real Property Unit (RPU) for Lands, Buildings, Machineries and other Improvements;
 - E. Cancellation of Tax Declaration (TD) for Buildings, Machineries and other Improvements;
 - F. Issuance of New Tax Declaration for Lands Declared for the First Time;
 - G. Reproduction of Vicinity Maps and/or Lot Plans;
 - H. Verification of Property Locations and Lot Profiles;
 - I. Ocular Inspection for RPU Location, Verification of the Existence or Non-Existence of the Improvements on a Specified Area;
 - J. Issuance of Certification (Property Holdings, No Property Holdings, No Improvement and others);
 - K. Issuance of Certified True Copy of the Tax Declaration (TD);
 - L. Inscription or Cancellation of an Annotation – RPU Mortgage, Extra-Judicial and Judicial Foreclosure of Mortgage, Redemption, Lease Contract, Conveyances, Tax Lien, Notice of Levy on Attachment, Agreement of Road Right of Way, Lis Pendens, Adverse Claims, Court Decisions and others;
 - M. Verification - Trace Back or History of an RPU;
 - N. Verification - On the Current Status of the Tax Declaration (TD)
-

A. Transfer Transaction of a Real Property Unit (RPU) – for Simple Transaction

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Photocopy of the Deed of Conveyance - (Sale, Donation, Barter, Exchange, Transfer, etc.);
 3. Photocopy of the Certificate Authorizing Registration (CAR) issued by the BIR;
 4. Current Real Property Tax Clearance;
 5. Photocopy of the Official Receipt (OR) of Transfer Tax payment;
 6. Proof of Registration at the Register of Deeds or Photocopy of Title;
 7. Photocopy of the Special Power of Attorney (SPA) – if applicable;
 8. Photocopy of the Secretary's Certificate – if applicable;
 9. Photocopy of the Sketch Map or Approved Plan – if applicable;
 10. Photocopy of the Court Order with Certificate of Finality – if applicable;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the letter-request with the required supporting documents. Conduct initial review and determine its completeness	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Examine and evaluate the supporting documents. Dispatch the same to the Encoders for encoding to the RPAS.	20 minutes per RPU	Victor S. Lastimoso, Regino A. Igot or Ernesto D. Imbong, Jr.
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	30 minutes per RPU	Romeo P. Potot, Delia A. Sagarino or Edilberto P. Leonado
		Update the Post Tax Mapping Control Roll (PTMCR) and review the assigned PIN	10 minutes per RPU	Alfredo S. Pillena
		Review and recommend for approval of the Tax Declaration (TD)	30 minutes per RPU	Victor S. Lastimoso, Regino A. Igot or Ernesto D. Imbong, Jr.

		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac
2	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

B. Transfer Transaction of a Real Property Unit (RPU) – for Complex Transaction, such as but not limited to, subdivision, segregation, consolidation, etc.:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU’s) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Photocopy of the Deed of Conveyance - (i.e. Extra-Judicial Declaration or Settlement of Heirs, Affidavit of Adjudication, Sale, Donation, Barter, Exchange, Transfer, etc.);
 3. Photocopy of the Certificate Authorizing Registration (CAR) issued by the BIR;
 4. Current Real Property Tax Clearance;
 5. Photocopy of the Official Receipt (OR) of Transfer Tax payment;
 6. Proof of Registration at the Register of Deeds or Photocopy of Title;
 7. Photocopy of the Special Power of Attorney (SPA) – if applicable;
 8. Photocopy of the Secretary’s Certificate – if applicable;
 9. Photocopy of the Sketch Map or Approved Plan (Subdivision, Segregation, Consolidation, etc.) – if applicable;
 10. Photocopy of the Court Order with Certificate of Finality – if applicable;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the letter-request with the required supporting documents. Conduct initial review and determine its completeness	20 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Examine and evaluate the supporting documents. Dispatch the same to the Encoders for encoding to the RPAS.	40 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes per RPU	Romeo P. Potot, Delia A. Sagarino, Edilberto P. Leonado
		Update the Post Tax Mapping Control Roll (PTMCR) and review the assigned PIN	20 minutes per RPU	Alfredo S. Pillena

		Review and recommend for approval of the Tax Declaration (TD)	60 minutes per RPU	Victor S. Lastimoso, Regino A. Igot or Ernesto D. Imbong, Jr.
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	20 minutes per RPU	Leodivin B. Omandac
2	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	20 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.	20 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

C. Issuance of New Tax Declaration (TD) for Buildings, Machineries and other Improvements;

C.1. For Buildings and Structures with approved Building Permits and Certificate of Occupancy;

- Who may avail of the service:

1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:

Four Buildings or structures with Building Permit and/or Certificate of Occupancy;

1. Photocopy of approved Building Permit;
2. Photocopy of approved Certificate of Occupancy;
3. Photocopy of Building Plans (Floor Area Plan, Site Development Plan, etc.);
4. FAAS;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Apply Certificate of Occupancy at the Office of the Building Official (OBO), LLC			
	Preferably, Client should be present in the conduct of the Ocular Inspection	Conduct Ocular Inspection together with the Office of the Building Official (OBO) every Tuesdays and Thursdays	2 hours per RPU	Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
2	The Office of the Building Official (OBO) will transmit copies of approved Certificate of Occupancy, approved Building Permit, Plans, etc. Note: To fast-track the process, the Client may furnish the Office copies of the approved Certificate of Occupancy and Building Permits.	Receive the transmittal letter from the Office of the City Engineer with the required documents and dispatch the same accordingly	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Prepare Field Appraisal & Assessment Sheet (FAAS) and Assign Property Index Number (PIN)	30 minutes per RPU	Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	30 minutes per RPU	Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	10 minutes per RPU	Alfredo S. Pillena

		Review and recommend for approval of the Tax Declaration (TD)	10 minutes per RPU	Victor S. Lastimosa
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac
3	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

C.2. For Buildings and Structures with NO approved Building Permits or Certificate of Occupancy;

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU’s) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details;
 2. Affidavit of Ownership or Sworn Statement of the Market Value of the RPU;
 3. Building Plans – if applicable;
 4. Affidavit of Consent – if owner of the Building or Structure is not the owner of the land;
 5. FAAS;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the required documents and dispatch the same accordingly	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Review and determine the completeness of the required documents	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
2	Preferably, Client should be present in the conduct of Ocular Inspection	Conduct Ocular Inspection every Mondays, Wednesdays and Fridays	2 hours per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	10 minutes per RPU	Alfredo S. Pillena
		Review and recommend for approval of the Tax Declaration (TD)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac

3	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

C.3. For Machineries and other Improvements;

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details;
 2. Affidavit of Ownership or Sworn Statement of the Market Value of the RPU;
 3. FAAS

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the required documents and dispatch the same accordingly	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Review and determine the completeness of the required documents	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
2	Preferably, Client should be present in the conduct of Ocular Inspection	Conduct Ocular Inspection every Mondays, Wednesdays and Fridays	2 hours per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	10 minutes per RPU	Alfredo S. Pillena
		Review and recommend for approval of the Tax Declaration (TD)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac
3	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado

		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib
--	--	---	--------------------	---

D. Re-Validation of Assessment, Classification, Taxability of Real Property Units (RPU) for Land, Buildings, Machineries and other Improvements;

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU’s) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Updated Tax Clearance;
 3. Pictures of the RPU’s;
 4. Relevant documents (i.e. Proof of Exemption, approved Plans, Certifications, Affidavits, etc.);
 5. FAAS;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the required documents and dispatch the same accordingly	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Review and determine the completeness of the required documents	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
2	Preferably, Client should be present in the conduct of Ocular Inspection	Conduct Ocular Inspection every Mondays, Wednesdays and Fridays	2 hours per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	10 minutes per RPU	Alfredo S. Pillena
		Review and recommend for approval of the Tax Declaration (TD)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac

3	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents at the Data Management System (DMS) and file the same.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

E. Cancellation of Tax Declaration (TD) for Buildings, Machineries and other Improvements;

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Updated Tax Clearance;
 3. Pictures of the RPU's;
 4. Relevant documents (i.e. Certifications, Demolition Permits, Affidavits, etc.);

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the letter-request with the required documents and dispatch the same accordingly	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
2	Preferably, Client should be present in the conduct of Ocular Inspection	Conduct Ocular Inspection	2 hours per RPU	Victor S. Lastimoso, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Cancel the TD at the Real Property Assessment System (RPAS) and the hard copy of the Tax Declaration (TD)	30 minutes per RPU	Victor S. Lastimoso, Regino A. Igot, Ernesto D. Imbong, Jr. or Bien Hope B. Omandac
		Forward Cancelled Tax Declaration (TD) with Documents to the Records Management Division for proper Documentation	10 minutes per RPU	Jesusa I. Pakib
3	If necessary, claim Certified Photocopy of the Cancelled Tax Declaration (TD)	Release Certified Photocopy of the Cancelled Tax Declaration (TD)	10 minutes per RPU	Mary Lorefiels S. Vinculado
		File the Supporting Documents.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

F. Issuance of New Tax Declaration for Lands Declared for the First Time:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 - **For Untitled RPU's;**
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Survey Plan with Technical Description prepared by a Licensed Geodetic Engineer and duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources (DENR);
 3. Certification – issued by the Community Environment and Natural Resources Office (CENRO), stating among others that the subject land is within the Alienable and Disposable (A & D) area;
 4. Sworn Statement declaring the Market Value of the subject RPU executed by the Declarant, Administrator or Beneficial User;
 5. Affidavit of Ownership executed by the applicant stating among others that the Applicant is in long, continuous and notorious possession of the subject RPU;
 6. Certification issued by the concerned Punong Barangay stating that the Applicant is the present possessor and occupant of the subject RPU;
 7. Affidavit executed by the adjoining RPU owners stating that the Applicant is the present possessor and occupant of the subject RPU duly sworn to by the Punong Barangay and/or the City Mayor;
 8. Copy of the Index of Decrees, if applicable;
 9. Court Order or Decisions, if applicable;
 10. An Ocular Inspection with Investigation Report by the City Assessor or his/her Authorized Representative;
 11. Proof of payment for ten (10) years back of the Real Property Taxes (RPT);
 12. FAAS.

 - **For Titled RPU's;**
 1. Letter request with contact details (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Photocopy of the Certified True Copy of the Free Patent, Homestead, Miscellaneous Sales Application (MSA) and the like, of the subject RPU;
 3. Photocopy of the Certified True Copy of the Title issued by the Register of Deeds (RD), certifying among others that the original copy of which is intact and existing in the concerned RD;
 4. Photocopy of the Certificate Authorizing Registration (CAR) issued by the BIR;
 5. Approved Survey Plan of the subject RPU;
 6. Proof of payment for ten (10) years back of the Real Property Taxes (RPT);
 7. FAAS.

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit letter-request with supporting documents	Receive the letter request, required documents and dispatch the same for review and determination of completeness	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
2	Preferably, Client should be present in the conduct of Ocular Inspection	Review and determine the completeness of the required documents	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Conduct Ocular Inspection	2 hours per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Assign Property Identification Number (PIN)	30 minutes per RPU	Alfredo S. Pillena
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	30 minutes per RPU	Romeo P. Potot, Delia A. Sagarino or Edilberto P. Leonado
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	10 minutes per RPU	Alfredo S. Pillena
		Review and recommend for approval of the Tax Declaration (TD)	10 minutes per RPU	Victor S. Lastimosa, Regino A. Igot or Ernesto D. Imbong, Jr.
		Approve the Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS)	10 minutes per RPU	Leodivin B. Omandac
3	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Validate the approved TD and release the same to the Client/s.	10 minutes per RPU	Mary Lorefiels S. Vinculado
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	10 minutes per RPU	Norma A. Augusto, Wennie D. Cañete or Jesusa I. Pakib

G. Reproduction of Vicinity Maps and/or Lot Plans:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Filled-up Request Form; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Copy of Sketch Plan or Approved Plan (Subdivision, Segregation, Consolidation, etc.), if no copy on file;
 4. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit Request Form	Receive Request Form with Official Receipts	10 minutes per RPU	Leonardo B. Tumulak, Jr or Eleno A. Miano
		Verify Sketch and/or Subdivision Plan is available on file	30 minutes per RPU	Leonardo B. Tumulak, Jr or Eleno A. Miano
	If not available Plans on file, the Client has to provide or submit a copy of the Sketch and/or Subdivision Plan for scanning purposes	Receive copy of the Sketch and/or Subdivision Plan and Scan the same for filing purposes	30 minutes per RPU	Ariel Pejo or Ronnie Awa (both Casual)
		Prepare Lot Plan and/or Vicinity Map	30 minutes per RPU	Leonardo B. Tumulak, Jr or Eleno A. Miano
		Review and Approve	10 minutes per RPU	Alfredo S. Pillena
2	Claim copies of Lot Plan and/or Vicinity Map	Release Lot Plan and/or Vicinity Map	10 minutes per RPU	Leonardo B. Tumulak, Jr or Eleno A. Miano

H. Verification of Property Locations and Lot Profiles:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Filled-up Request Form; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit Request Form	Receive Request Form with Official Receipts	10 minutes per RPU	Ariel Pejo or Ronnie Awa
		Verify the information requested in the Real Property Assessment System (RPAS)	30 minutes per RPU	Ariel Pejo or Ronnie Awa
		Printing of Maps	10 minutes per RPU	Ariel Pejo or Ronnie Awa
		Review and Certify Printed Maps based on available copy on file	10 minutes per RPU	Alfredo S. Pillena

I. Ocular Inspection for RPU Location, Verification of the Existence or Non-Existence of the Improvements on a Specified Area:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s.

- Requirements:
 1. Filled-up Request Form; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit Letter Request	Receive Letter Request with Official Receipts	10 minutes per RPU	Alfredo S. Pillena
		Review Request for availability of Field Worker	10 minutes per RPU	Alfredo S. Pillena
		Conduct Ocular Inspection according to the availability of the assigned Personnel	2 hours per RPU	Alfredo S. Pillena or Eleno A. Miano
		Indicate remarks on the status of the Real Property Unit (RPU) Inspected on the Letter Request	10 minutes per RPU	Alfredo S. Pillena or Eleno A. Miano

J. Issuance of Certification (Property Holdings, No Property Holdings, No Improvement and others):

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s;
 3. Government Agencies.

- Requirements:
 1. Filled-up Request Form or Letter-Request; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Fill-up Request Form	Assist the Client	10 minutes per RPU	Noly L. Siaton
		Verify the information requested in the Real Property Assessment System (RPAS)	10 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib
	Pay the corresponding fees to the Office of the City Treasurer and submit the Official Receipt as proof of payment	Receive Request Form with Official Receipts (OR)	10 minutes per RPU	Noly L. Siaton
2		Printing of the Certification	10 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado, Jesusa I. Pakib or Analou S. Setias
		For the Certification of No Improvement only - Validate and Confirm at the Tax Mapping Division	10 minutes per RPU	Alfredo S. Pillena
		Review and Approve	10 minutes per RPU	Nieves O. Zarraga, Nixon A. Paquibot or Jesusa I. Pakib
3	Claim copy of the Certification	Release copy of the Certification	10 minutes per RPU	Noly L. Siaton

K. Issuance of Certified True Copy of the Tax Declaration (TD):

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU’s) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s;
 3. Government Agencies.

- Requirements:
 1. Filled-up Request Form or Letter-Request; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Fill-up Request Form	Assist the Client	10 minutes per RPU	Noly L. Siaton
	Pay the corresponding fees to the Office of the City Treasurer and submit the Official Receipt as proof of payment	Receive Request Form with Official Receipts (OR)	10 minutes per RPU	Noly L. Siaton
		Verify the information requested in the Real Property Assessment System (RPAS)	10 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib
2		Retrieve the hard copy of the Tax Declaration (TD) for counter checking	20 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib
		Counter check Tax Declaration (TD) with the Real Property Assessment System (RPAS)	20 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib
		Print Certification	10 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib
		Review and Approve	10 minutes per RPU	Nieves O. Zarraga, Nixon A. Paquibot or Jesusa I. Pakib

3	Claim copy of the Certification	Release copy of the Certification	10 minutes per RPU	Noly L. Siaton
---	---------------------------------	-----------------------------------	--------------------	----------------

L. Inscription and/or Cancellation of an Annotation – RPU Mortgage, Extra-Judicial and/or Judicial Foreclosure of Mortgage, Redemption, Lease Contract, Conveyances, Tax Lien, Notice of Levy on Attachment, Agreement of Road Right of Way, Lis Pendens, Adverse Claims, Court Decisions and others:

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s;
 3. Government Agencies;
 4. Adverse Claimants.

- Requirements:
 1. Notarized Letter-Request with contact details; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Annotation Fee and Documentary Stamps;
 3. Current Real Property Tax Clearance;
 4. Relevant Supporting Documents, such as but not limited to;
 - a. Court Order/Decision with Certificate of Finality;
 - b. Deed of Conveyances (Note: the requestor should provide relevant documents that will prove s/he has a rightful claim or interest on the involved RPU either as an heir or as a successor-in-interest, such as, Extra-Judicial Settlement, etc.);
 - c. Waiver or Quitclaim of Rights;
 - d. RPU Mortgage (Note: Mortgage involving non-Financial Institutions, the documents should be registered with the Register of Deeds);
 - e. Affidavit of Release or Discharge of Mortgage;
 - f. Affidavit of Consolidation;
 - g. Contracts, such as, Lease, Sell, etc. (Note: the letter-request should mention the validity of the annotation as specified in the contract. In the absence of which, the validity of the annotation will be limited to six (6) months only. As such, period of validity should be cited in the annotation thereof.);
 - h. Agreements. such as, Right of Way, Easement, etc. (Note: submit sketch plan or survey plan, if applicable);
 - i. Affidavit of Adverse Claims; Note:
 1. the annotation shall only be valid for a period of six (6) months from the date of entry;
 2. the annotation will be withdrawn or cancelled by the City Assessor in the event that NO actual case or appropriate judicial action is filed in a competent Court relative to the Adverse Claim within the six (6) month period without prior notice to the requesting party;
 3. in the event an actual case or appropriate judicial action is filed in a competent Court relative to or as consequence of the Adverse Claim within the sic (6) month period, it is the responsibility of the requesting party or its authorized representative to inform the Office and provide pertinent and necessary documents thereof.
 - j. Notice of Lis Pendens;

- k. Affidavit of Cancellation of Adverse Claims with supporting documents , such as, Certification from the Courts citing therein that NO pending case for the involved RPU
 - l. Certifications (Sale signed by the Sheriff or Clerk of Court);
 - m. Notice of Levy on Attachment;
 - n. Writ of Attachment;
 - o. Other documents may be allowed by law;
5. Annotations to “Hold Any Transaction/s” may be allowed subject to the following conditions and limitations, to wit;
- i. Notarized Letter-Request citing among others the hereunder conditions and limitations;
 - ii. That, the Requestor of the Annotation must be the Declarant or Heir/s thereof, Administrator, Beneficial User/s or its duly authorized representative/s; (Note: the requestor should provide relevant documents that will prove s/he has a rightful claim or interest on the involved RPU either as an heir or as a successor-in-interest, such as, Extra-Judicial Settlement duly published, Certificate of Publication etc.);
 - iii. That, the Annotation is valid for a period of six (6) months only from the date of annotation, but has an option to renew thru another application. No automatic renewal;
 - iv. That, the ONLY purpose of the annotation is to inform the Declarant/s or Heir/s thereof, Administrator, Beneficial User/s or its duly authorized representative/s of an in-coming transaction/s on the involved RPU, as such, the Office may issue certifications for the involved RPU;
 - v. That, the Annotation shall be withdrawn by the Office in the event when a new TITLE in favour of the Declarant is issued or released from RD and presented to this Office on the involved RPU;
 - vi. That, the Annotation may be withdrawn anytime by the same applicant or authorized representative provided that a consent is expressly given by the said applicant thru a letter-request;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit Notarized Letter-Request, Supporting Documents and Official Receipt (OR)	Receive the letter-request, supporting documents and dispatch the same to the Records Management Division.	10 minutes per RPU	Ivy S. Catagcatag, Marychu D. Endino or Santos Omandac
		Annotate or cancel the annotation in the Tax Declaration (hard copy) and in the RPAS	60 minutes per RPU	Jesusa I. Pakib or Kevin Augusto
		Print Certified True Copy of the amended Tax Declaration (TD)	10 minutes per RPU	Nixon A. Paquibot, Mary Lorefiels Vinculado or Jesusa I. Pakib

		Review and Approve	10 minutes per RPU	Nieves O. Zarraga, Lydia Y. Sanchez or Jesusa I. Pakib
2	Claim copy of the Certification	Release copy of the Certification	10 minutes per RPU	Ann Nancy N. Denoro or Norma A. Augusto

M. Verification - Trace Back or History of an RPU::

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU’s) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s;
 3. Government Agencies.

- Requirements:
 1. Filled-up Request Form or Letter-Request; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Relevant Supporting Documents;
 4. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Personnel		
1	Submit Letter Request, Supporting Documents and Official Receipt	Receive Letter Request with Official Receipts and Supporting Documents	10 minutes per RPU	Norma A. Augusto, Jesusa I. Pakib or Wennie D. Cañete
2	Pay the corresponding fees to the Office of the City Treasurer and submit the Official Receipt as proof of payment	Trace back (Simple) - manual trace up to the last five previous Declarant/s	4 hours per RPU	Norma A. Augusto, Jesusa I. Pakib or Wennie D. Cañete
		Trace back (Complex) - manual trace the previous Declarant/s up to the original Declarant/s	8 hours per RPU	Norma A. Augusto, Jesusa I. Pakib or Wennie D. Cañete
3	Claim Trace back Report	Release race back Report	10 minutes per RPU	Norma A. Augusto, Jesusa I. Pakib or Wennie D. Cañete

N. Verification - On the Current Status of the Tax Declaration (TD):

- Who may avail of the service:
 1. Declarant/s of the Real Property Units (RPU's) or its authorized representative/s;
 2. Beneficial User/s of the RPU or its authorized representative/s;
 3. Government Agencies.

- Requirements:
 1. Filled-up Request Form or Letter-Request; (Note: Letter of Authorization or Consent from the Owner or Declarant is required if requestor is not the Owner or Declarant);
 2. Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps;
 3. Relevant Supporting Documents;
 4. Current Real Property Tax Clearance;

- How to avail of the Service:

Steps	Follow these Steps		It will take you	Personnel to Approach
	Client	Teams with Assigned Barangays		
1	Proceed to the assigned Personnel with the Requirements, if available	Team A: Agus, Babag, Basak, Buaya, Ibo, Poblacion, Sabang, Sta. Rosa	10 minutes per RPU	Victor S. Lastimosa
		Team B: Bankal, Baring, Gun-ob, Calawisan, Caubian, Looc, Mactan, Pajo, Pangan-an, San Vicente, Talima	10 minutes per RPU	Regino A. Igot
		Team C: Canjulao, Caohagan, Cao-oy, Maribago, Marigondon, Pajac, Pusok, Subabasbas, Tingo, Tungasan	10 minutes per RPU	Ernesto D. Imbong, Jr.