



1. PAGKUHA NG:

- ◆ CERTIFIED TRUE COPY NG TAX DECLARATION / SIMPLE COPY OF TAX DECLARATION
- ◆ CERTIFICATE OF NON-IMPROVEMENT (SERTIPIKASYON NA WALANG KAGALINGAN) / CERTIFICATE OF WITH IMPROVEMENT (SERTIPIKASYON NA MAY KAGALINGAN)
- ◆ CERTIFICATE OF PROPERTY/LAND HOLDINGS (SERTIPIKASYON NG LAHAT NG ARI-ARIAN)

Ginagamit sa “transfer of ownership” ng titulo, loan at iba pang legal na dahilan

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer, Kumpanya, Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement: ◆Valid I.D. ng owner as requestor ◆Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative		File ng kliyente		
1. Amilyar o Buwis / Real Property Tax (RPT) ng ari-arian sa kasalukuyang taon (1 Orihinal o 1 photocopy)		File ng kliyente o sa Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinuniteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	<i>Revenue Collection Clerk</i> (Window 4) Treasurer's Office





1. PAGKUHA NG:

- ◆ **CERTIFIED TRUE COPY NG TAX DECLARATION / SIMPLE COPY OF TAX DECLARATION**
- ◆ **CERTIFICATE OF NON-IMPROVEMENT (SERTIPIKASYON NA WALANG KAGALINGAN) / CERTIFICATE OF WITH IMPROVEMENT (SERTIPIKASYON NA MAY KAGALINGAN)**
- ◆ **CERTIFICATE OF PROPERTY/LAND HOLDINGS (SERTIPIKASYON NG LAHAT NG ARI-ARIAN)**

4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Certified Copy of Tax Declaration- PHP 100.00 Simple Copy of Tax Declaration- PHP 50.00 Certificate of Land Holdings:- PHP 50.00/unit Certificate of Non-Improvement / With Improvement- PHP100.00	2 minuto	<i>Cashier (Window 5)</i> Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R.	5. Suriin ang resibo at i-proseso ang request.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
	<u>Para sa Certified True Copy ng Tax Declaration at Certification:</u> 5.1 Iberipika at aprubahan.	Wala	3 minuto	<i>Municipal Assessor-OIC</i> Assessor's Office
	<u>Para sa Simple Copy ng Tax Declaration</u> 5.2 Tatakan ng "Owner's Copy only. Pls. present this when paying your Tax"	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office





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- ◆ **CERTIFICATE OF NON-IMPROVEMENT (SERTIPIKASYON NA WALANG KAGALINGAN) / CERTIFICATE OF WITH IMPROVEMENT (SERTIPIKASYON NA MAY KAGALINGAN)**
- ◆ **CERTIFICATE OF PROPERTY/LAND HOLDINGS (SERTIPIKASYON NG LAHAT NG ARI-ARIAN)**

6. Hintaying tawagin upang kuhanin ang request.	6. Tawagin ang kliyente at isulat ang pag-release ng request. Papirmahin ang kliyente sa logbook upang patunay na ito ay kanyang natanggap.	Wala	2 minuto	<i>Frontline Officer Assessor's Office</i>
Total: (Para sa Certified True Copy ng Tax Declaration)		PHP100.00	15 minuto	
Total: (Para sa Simple Copy ng Tax Declaration)		PHP 50.00	14 minuto	
Total: (Para sa Certificate of Non- Improvement / With Improvement)		PHP 100.00	15 minuto	
Total: (Para sa Certificate of Land Holdings:)		PHP 50.00/unit	15 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.





2. PAGKUHA NG CERTIFICATE OF NO PROPERTY (SERTIPIKASYONG WALANG NAKADEKLARANG ARI-ARIAN)

Ginagamit ito ng mga pasyente, iskolar at NHA applicants, at iba pang legal na dahilan

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Sinumang tao na kinakailangan ng nasabing certificate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement: ♦ Valid I.D. ng owner as requestor ♦ Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative		File ng kliyente		
♦ Buong pangalan ng ikukuha ng certification, or (a) referral slip galing ng ospital (kung gagamitin sa medical/burial assistance) (b) Property verification request letter mula sa requesting agency (hal. bangko, scholarship, credit corporations etc.)		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer at sagutan ang Request Slip (Form No. ASS-010-Ø)	1. Tingnan sa Computer System (Real Property Information System) kung mayroong nakadeklarang ari-arian sa pangalang isinulat. Kung wala, ay maaari nang bigyan ng Order of Payment. Kung mayroon, ang dokumentong kailangang kunin ay Tax Declaration. (Tingnan ang mga hakbang sa <i>Service #1. Pagkuha ng Certified True Copy ng Tax Declaration/Simple Copy ng Tax Declaration</i>)	Wala	2 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office





2. PAGKUHA NG CERTIFICATE OF NO PROPERTY (SERTIPIKASYONG WALANG NAKADEKLARANG ARI-ARIAN)

4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Certification of No Property (for medical/social service)- PHP50.00 for scholarship - PHP30.00	2 minuto	Cashier (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R.	5. Suriin ang resibo at iproseso ang Certification of No Property.	Wala	2 minuto	Frontline Officer Assessor's Office
	5.1 Iberipika at aprubahan.	Wala	3 minuto	Municipal Assessor-OIC Assessor's Office
6. Hintaying tawagin upang kuhanin ang Certification of No Property.	6. Tawagin ang kliyente at isulat ang pag-release ng Certification. Papirmahin ang kliyente sa logbook upang patunay na ito ay kanyang natanggap.	Wala	2 minuto	Frontline Officer Assessor's Office
Total:	Certification of No Property (for medical/social service)- PHP50.00 for scholarship - PHP30.00		15 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.





3. PAGESASALIN NG ARI-ARIAN (TRANSFER OF OWNERSHIP)

Ginagamit upang masalin sa bagong may-ari ang isang ari-arian na nabenta (sale), namana (inherit) o ipinagkaloob (donate)

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative		File ng kliyente		
1. Certified True Copy o Orihinal na kopya ng Titulo. (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
2. Notaryadong Kasulatan sa Paglilipat (2 photo copies) Alinman sa mga sumusunod: (a) Deed of Sale (kung bentahan) (b) Deed of Donation (kung ipinagkaloob) (c) Deed of Extra-Judicial Settlement of Estate o Affidavit (d) Deed of Subdivision with Sale; Deed of Consolidation (e) Dacion en Pago; Certificate of Sale: Affidavit of (f) o iba pang kontratang may kaugnayan (deemed relevant)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Certificate Authorizing Registration (CAR) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
4. Buwis sa Paglilipat (Transfer Tax) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch) o Land Tax Office (Provincial Capitol)		
5. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
6. Sertipikasyon ng Kalihim (Secretary Certificate) / Board Resolution (kung ang nagbenta o bumili ay isang corporation o incorporation) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
7. DAR Clearance/Certificate o Notaryadong Affidavit of Non-Tenancy (kung lupang agricultural) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office





3. PAGSASALIN NG ARI-ARIAN (TRANSFER OF OWNERSHIP)

3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office
4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Transfer of Ownership Fee - PHP 100.00	2 minuto	Cashier (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R.	5. Tanggapin ang kopya ng O.R. Tatakan ng "Document Presented by:" stamp ang bawat pahina ng naisumiteng dokumento.	Wala	2 minuto	Frontline Officer Assessor's Office
6. Sulatan ng contact details ang mga dokumento at ibigay sa Frontline Officer. Maghintay sa kumpirmasyon ng estimated release date.	6. Tanggapin ang mga ipinasa na dokumento at iproseso ang Pagsasalin ng Ari-Arian (Transfer of Ownership)	Wala	3 minuto	Frontline Officer Assessor's Office
	6.1. Magtalaga ng bagong ARP (Assessment of Real Property) Number para sa pag-eencode.	Wala	2 minuto	Municipal Assessor o representative, Assessor's Office
	6.2. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide III o Assessment Clerk I Assessor's Office
	6.3. I-print ang transferred Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.4. Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	Municipal Assessor-OIC Assessor's Office





3. PAGSASALIN NG ARI-ARIAN (TRANSFER OF OWNERSHIP)

	6.5.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office. <i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i> <i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i>	Wala	3 araw	<i>Local Assessment Operations Office IV</i> Provincial Assessor's Office
7. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	7.Isulat ang pag–release ng aprubado at pirmedong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
Total:	Transfer of Ownership Fee - PHP 100.00		3 araw at 34 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.





4. PAGTATAMA SA NILALAMAN NG OHA / TAX DECLARATION

Kapag may nakitang error o mali sa OHA o tax declaration, kailangang ipatama ito

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative	File ng kliyente
1. Original na kopya ng Titulo (kung titled property)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
2. Approved plan at lot data computation (kung untitled property) (2 photocopies)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
3. Affidavit/Sworn Statement ng owner/requesting party (2 photocopies)	File ng kliyente
4. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)	File ng kliyente o sa Municipal Treasurer's Office
*5. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng backtaxes (kung may back taxes, 2 photocopies) *Note: <i>Applicable lamang sa mga nagpakorek ng sukat ng lote (lumaki ang sukat)</i>	File ng kliyente o sa Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	<i>Revenue Collection Clerk</i> (Window 4) Treasurer's Office





4. PAGTATAMA SA NILALAMAN NG OHA / TAX DECLARATION

4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Correction of Tax Declaration Fee - PHP 100.00	2 minuto	Cashier (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R.	5. Tanggapin ang kopya ng O.R. Tatakan ng "Document Presented by:" stamp ang bawat pahina ng naisumiteng dokumento.	Wala	2 minuto	Frontline Officer Assessor's Office
6. Sulatan ng contact details ang mga dokumento at ibigay sa Frontline Officer. Maghintay sa kumpirmasyon ng estimated release date.	6. Tanggapin ang mga ipinasa na dokumento.	Wala	3 minuto	Frontline Officer Assessor's Office
	6.1. Hanapin sa records section ang kasalukuyang record, at ikumpara ang maaaring pagbabago. Gumawa ng bagong assessment at magtalaga ng bagong ARP (Assessment of Real Property) Number para sa pag-eencode.	Wala	1 araw	Municipal Assessor o representative, Assessor's Office
	6.2. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.3. I-print ang Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.4. Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	Municipal Assessor-OIC Assessor's Office
	6.5. Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office. <i>Paalala: Ang araw ng pagpapapagapprove ay tuwing Martes at Huwebes lamang.</i> <i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i>	Wala	3 araw	Local Assessment Operations Office IV Provincial Assessor's Office





4. PAGTATAMA SA NILALAMAN NG OHA / TAX DECLARATION

7. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	7. Isulat ang pag-release ng aprubado at pirmedong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	<i>Frontline Officer Assessor's Office</i>
Total:	Correction of Tax Declaration Fee - PHP 100.00		4 araw at 32 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.





5. PAGBUO (CONSOLIDATION) AT PAGHAHATI (SUBDIVISION) NG ARI-ARIAN (CONSOLIDATION-SUBDIVISION OF PROPERTY)

Pangkaraniwang ginagamit ng mga developers at land owners sa pagbuo at pagbubuklod/paghahati ng mga ari-arian

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative	File ng kliyente
♦ Buong pangalan ng ikukuha ng certification, or (a) referral slip galing ng ospital (kung gagamitin sa medical/burial assistance) (b) Property verification request letter mula sa requesting agency (hal. bangko, scholarship, credit corporations etc.)	File ng kliyente
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative	File ng kliyente
1. Certified True Copy o Orihinal na kopya ng mga Titulo. For untitled land, approved Technical Description mula sa LRA / DENR / LMB (2 photocopies)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
2. Aprubadong Plano (Approved Subdivision Plan) mula sa LRA / DENR / LMB (2 photocopies)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
3. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)	file ng kliyente o sa Municipal Treasurer's Office
4. Sertipikasyon ng Kalihim (Secretary Certificate) / Board Resolution (kung isang corporation o incorporation) (2 photocopies)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
Additional Requirement if with transfer of ownership:	
5. Notaryadong Kasunduan ng Hatian (Partition Agreement) (2 photocopies)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)
6. Notaryadong Kasulatan sa Paglilipat (2 photo copies) Alinman sa mga sumusunod: (a) Deed of Sale (kung bentahan) (b) Deed of Donation (kung ipinagkaloob) (c) Deed of Extra-Judicial Settlement of Estate o Affidavit of Self-Adjudication at Affidavit of Publication (kung pamana o namayapa na ang orihinal na may-ari) (d) Deed of Subdivision with Sale; Deed of Consolidation and Subdivision with Sale (kung bentahan at isubdivide ang ari-arian)	File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)





**5. PAGBUO (CONSOLIDATION) AT PAGHAHATI (SUBDIVISION) NG ARI-ARIAN
(CONSOLIDATION-SUBDIVISION OF PROPERTY)**

(e) Dacion en Pago; Certificate of Sale: Affidavit of Consolidation (kung galing sa auction) (f) o iba pang kontratang may kaugnayan (deemed				
7. Certificate Authorizing Registration (CAR) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
8. Buwis sa Paglilipat (Transfer Tax) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch) o Land Tax Office (Provincial Capitol)		
9. DAR Clearance/Certificate o Notaryadong Affidavit of Non-Tenancy (kung lupang agricultural) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	<i>Revenue Collection Clerk</i> (Window 4) Treasurer's Office
4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Inspection Fee– PHP 200.00 Tax Declaration ng bawat ari-arian – PHP 100.00	2 minuto	<i>Cashier (Window 5)</i> Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R.	5. Tanggapin ang kopya ng O.R. Tatakan ng "Document Presented by:" stamp ang bawat pahina ng naisumiteng dokumento.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office
6. Sulatan ng contact details ang mga dokumento at ibigay sa Frontline Officer. Maghintay ng kumpirmasyon sa araw ng inspeksyon. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	6. Tanggapin ang mga ipinasa na dokumento at ipaalam ang araw ng inspeksyon.	Wala	3 minuto	<i>Frontline Officer</i> Assessor's Office





**5. PAGBUO (CONSOLIDATION) AT PAGHAHATI (SUBDIVISION) NG ARI-ARIAN
(CONSOLIDATION-SUBDIVISION OF PROPERTY)**

7. Sa araw ng inspeksyon, samahan ang mga Tax Mapper sa isasagawang ocular inspection. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	7.1 Inspeksyunin ang ari-arian.	Wala	30 minuto	<i>Tax Mappers Assessor's Office</i>
	7.2 Gawin ang Inspection Report ng ari-ariang sinuri.	Wala	1 araw	<i>Tax Mappers / Administrative Assistant II Assessor's Office</i>
	7.3 I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.	Wala	15 minuto	<i>Municipal Assessor -OIC Assessor's Office</i>
	7.4 I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	<i>Administrative Aide VI o Assessment Clerk I Assessor's Office</i>
	7.5.I-print ang bagong Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	<i>Administrative Aide VI o Assessment Clerk I Assessor's Office</i>
	7.6.Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	<i>Municipal Assessor-OIC Assessor's Office</i>
	7.7.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office. <i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i> <i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i>	Wala	3 araw	<i>Local Assessment Operations Office IV Provincial Assessor's Office</i>
8. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	8. Isulat ang pag–release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	<i>Frontline Officer Assessor's Office</i>





**5. PAGBUO (CONSOLIDATION) AT PAGHAHATI (SUBDIVISION) NG ARI-ARIAN
(CONSOLIDATION-SUBDIVISION OF PROPERTY)**

Total:	Inspection Fee– PHP 200.00 Tax Declaration ng bawat ari-arian – PHP 100.00	** 4 araw, 1 oras, at 17 na minuto	
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Paalala: Ang halaga ay para sa bawat isang ari-arian lamang.

** Tinatayang oras ng pagproseso pagkatapos ng petsa ng inspeksyon (estimated processing time after the date of inspection)





**6. PAGPAPATALA NG MGA BAGONG ARI-ARIAN
(NEW DECLARATION OF BUILDING / MACHINERY / LAND)**

Ipapatala ang mga gusali, makina o lupa sa unang pagkakataon para makapagbayad ng kaukulang buwis

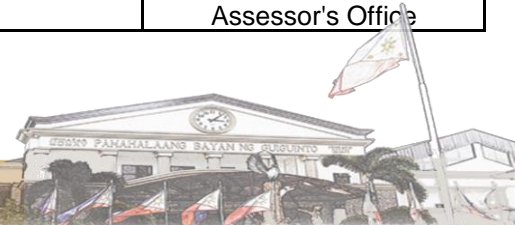
Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative ♦ Filled-out Field Inspection request form		File ng kliyente		
<u>Para sa Pagdeklara ng Building: (2 photocopies each)</u>				
1. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng lote kung saan itatayo ang building		File ng kliyente o sa Municipal Treasurer's Office		
2. Tax Declaration / Kopya ng titulo ng lupa kung saan itatayo ang building		File ng kliyente		
3. Building Permit		File ng kliyente o sa Municipal Engineering Office		
4. Contract of Lease (kung umuupa lamang)		File ng kliyente o sa Municipal Engineering Office		
<u>Para sa Pagdeklara ng Machinery: (2 photocopies each)</u>				
1. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng lote at building kung saan ii-install ang machinery		File ng kliyente o sa Municipal Treasurer's Office		
1. Kopya ng Tax declaration/title ng lote kung saan iinstall ang machinery		File ng kliyente		
2. Kopya ng Resibo ng acquisition cost, installation cost, hauling/transportation cost		File ng kliyente		
3. Listahan ng machinery (itemized list)		File ng kliyente		
4. Notaryadong Sworn Statement of ownership (Form No. ASS-008-Ø)		Form sa Municipal Assessor's Office; notaryadong kopya sa kahit saang otorisadong Notary Public		
<u>Para sa Pagdeklara ng Lote: (2 photocopies each)</u>				
1. Aprubadong Lot Plan		File ng kliyente		
2. Lot Data Computation		File ng kliyente		
3. Certified True Copy o Orihinal na kopya ng Titulo (or any document showing proof of ownership)		File ng kliyente		
4. DAR clearance (kung lupang agricultural)		File ng kliyente		
5. DENR Certification (kung lupang agricultural, alienable and disposable)		File ng kliyente		
6. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng 10-year backtaxes		File ng kliyente o sa Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	<i>Frontline Officer</i> Assessor's Office





**6. PAGPAPATALA NG MGA BAGONG ARI-ARIAN
(NEW DECLARATION OF BUILDING / MACHINERY / LAND)**

2. Sagutan ang Field Inspection Request form (Form No. ASS-010- Ø) at Order of Payment Form (Form No. ASS-002-4)	2. Bigyan ng Field Inspection Request form at pasagutan sa kliyente. Mag-issue ng Order of Payment Form (Form No. ASS-002-4) at pagbayarin sa Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office
4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Inspection Fee— PHP 200.00 Processing Fee for New Declaration - PHP 60.00	2 minuto	Cashier (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R. Maghintay ng kumpirmasyon sa araw ng inspeksyon. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	5. Tanggapin ang kopya ng O.R. at ipaalam ang araw ng inspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office
6. Sa araw ng inspeksyon, samahan ang mga tax mapper sa isasagawang ocular inspection. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	6.1 Inspeksyunin ang ari-ariang ipapadeklara.	Wala	30 minuto	Tax Mappers Assessor's Office
	6.2 Gawin ang Inspection Report ng ari-ariang sinuri.	Wala	1 araw	Tax Mappers / Administrative Assistant II Assessor's Office
	6.3 I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.	Wala	15 minuto	Municipal Assessor -OIC Assessor's Office
	6.4 I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office





**6. PAGPAPATALA NG MGA BAGONG ARI-ARIAN
(NEW DECLARATION OF BUILDING / MACHINERY / LAND)**

	6.5.I-print ang bagong Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	<i>Administrative Aide VI o Assessment Clerk I Assessor's Office</i>
	6.6.Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	<i>Municipal Assessor-OIC Assessor's Office</i>
	6.7.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office. <i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i> <i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i>	Wala	3 araw	<i>Local Assessment Operations Office IV Provincial Assessor's Office</i>
7. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	7. Isulat ang pag-release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	<i>Frontline Officer Assessor's Office</i>
Total:	Inspection Fee– PHP 200.00 + Processing Fee for New Declaration - PHP 60.00		**4 araw, 1 oras at 14 minuto	

Paalala: Ang halaga ay para sa bawat isang ari-arian lamang.

** Tinatayang oras ng pagproseso pagkatapos ng petsa ng inspeksyon (estimated processing time after the date of inspection)





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

Ginagamit kapag ang nabiling lupa ay may klasipikasyong hindi naayon sa uri ng kanilang paggagamitan

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement:				
♦Valid I.D. ng owner as requestor				
♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative		File ng kliyente		
1. Request letter para sa Reclassification o Filled-out Field Inspection request form		File ng kliyente		
2. Certified True Copy o Orihinal na kopya ng Titulo (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
4. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng backtaxes (kung may back taxes, 2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
5. Aprubadong kasulatan mula sa Kagawaran ng Repormang Pansakahan/ Department of Agrarian Reform (kapag ang irereclass ay mula sa bukid na sinasaka) (2 photocopies)		File ng kliyente o sa DAR		
6. Resolusyon ng pag-uuri mula sa Sangguniang Panlalawigan, Pambayan at Pambarangay. (kapag ang irereclass ay lupang agrikultural patungo sa Commercial o Industrial classification) (2 photocopies)		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinuniteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Inspection Fee: ₱200 + Reclassification fee: ♦ to Residential- ₱100 ♦ to Commercial/ Industrial- ₱2,000	2 minuto	Cashier I (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R. Maghintay ng kumpirmasyon sa araw ng inspeksyon. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	5. Tanggapin ang kopya ng O.R. at ipaalang araw ng inspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office
6. Sa araw ng inspeksyon, samahan ang mga tax mapper sa isasagawang ocular inspection. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	6.1. Inspeksyunin ang ari-ariang uuriin.	Wala	30 minuto	Tax Mappers Assessor's Office
	6.2. Gawin ang Inspection Report ng ari-ariang sinuri.	Wala	1 araw	Tax Mappers / Administrative Assistant II Assessor's Office
	6.3. I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.	Wala	15 minuto	Municipal Assessor -OIC Assessor's Office
	6.4. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.5. I-print ang bagong Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.6. Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	Municipal Assessor-OIC Assessor's Office





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

	<p>6.7.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office.</p> <p><i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i></p> <p><i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i></p>	Wala	3 araw	Local Assessment Operations Office IV Provincial Assessor's Office
7. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	7. Isulat ang pag–release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	Officer of the Day Assessor's Office
Total:			Inspection Fee: ₱200 + **4 araw, 1 oras at 14 minuto	
Reclassification fee: ♦ to Residential- ₱100 ♦to Commercial/ Industrial- ₱2,000				

Paalala: Ang halaga ay para sa bawat isang ari-arian lamang.

** Tinatayang oras ng pagproseso pagkatapos ng petsa ng inspeksyon (estimated processing time after the date of inspection)





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

Ginagamit kapag ang nabiling lupa ay may klasipikasyong hindi naayon sa uri ng kanilang paggagamitan

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirement:				
♦Valid I.D. ng owner as requestor				
♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative		File ng kliyente		
1. Request letter para sa Reclassification o Filled-out Field Inspection request form		File ng kliyente		
2. Certified True Copy o Orihinal na kopya ng Titulo (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
4. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng backtaxes (kung may back taxes, 2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
5. Aprubadong kasulatan mula sa Kagawaran ng Repormang Pansakahan/ Department of Agrarian Reform (kapag ang irereclass ay mula sa bukid na sinasaka) (2 photocopies)		File ng kliyente o sa DAR		
6. Resolusyon ng pag-uuri mula sa Sangguniang Panlalawigan, Pambayan at Pambarangay. (kapag ang irereclass ay lupang agrikultural patungo sa Commercial o Industrial classification) (2 photocopies)		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinuniteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Inspection Fee: ₱200 + Reclassification fee: ♦ to Residential- ₱100 ♦ to Commercial/ Industrial- ₱2,000	2 minuto	Cashier I (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R. Maghintay ng kumpirmasyon sa araw ng inspeksyon. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	5. Tanggapin ang kopya ng O.R. at ipaalang araw ng inspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office
6. Sa araw ng inspeksyon, samahan ang mga tax mapper sa isasagawang ocular inspection. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	6.1. Inspeksyunin ang ari-ariang uuriin.	Wala	30 minuto	Tax Mappers Assessor's Office
	6.2. Gawin ang Inspection Report ng ari-ariang sinuri.	Wala	1 araw	Tax Mappers / Administrative Assistant II Assessor's Office
	6.3. I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.	Wala	15 minuto	Municipal Assessor -OIC Assessor's Office
	6.4. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.5. I-print ang bagong Tax Declaration, FAAS at Notice of Assessment.	Wala	2 minuto	Administrative Aide VI o Assessment Clerk I Assessor's Office
	6.6. Susuriin at aaprubahan ni Municipal Assessor.	Wala	10 minuto	Municipal Assessor-OIC Assessor's Office





7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

	<p>6.7.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office.</p> <p><i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i></p> <p><i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i></p>	Wala	3 araw	Local Assessment Operations Office IV Provincial Assessor's Office
7. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	7. Isulat ang pag-release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	2 minuto	Officer of the Day Assessor's Office
Total:	<p style="text-align: right;">Inspection Fee: ₱200</p> <p style="text-align: center;">+</p> <p style="text-align: right;">Reclassification fee: ♦ to Residential- ₱100 ♦to Commercial/ Industrial- ₱2,000</p>		**4 araw, 1 oras at 14 minuto	

Paalala: Ang halaga ay para sa bawat isang ari-arian lamang.

** Tinatayang oras ng pagproseso pagkatapos ng petsa ng inspeksyon (estimated processing time after the date of inspection)





8. PAGBUBURA O PAGKAKANSELA NG NAKADEKLARANG ARI-ARIAN (CANCELLATION OF TAX DECLARATION)

Ginagawa ito kapag ang building ay nagiba na (demolished), ang machinery ay inalis na at ang lupa ay na-consolidate o na-subdivide.

Office or Division:	Municipal Assessor's Office/Provincial Assessor's Office
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirement: ♦Valid I.D. ng owner as requestor ♦Kung authorized representative: (a) Authorization Letter, o notaryadong Special Power of Attorney (S.P.A.) mula sa owner (b) Valid I.D. ng owner (c) Valid I.D. ng authorized representative	File ng kliyente
1. Request letter (2 photocopies)	file ng kliyente
2. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)	File ng kliyente o sa Municipal Treasurer's Office
3. Demolition Permit o Sertipikasyon galing Barangay Captain (kung demolished building) (2 photocopies)	File ng kliyente
4. Sworn Affidavit of owner (kung machinery/ies na naalis na)(2 photocopies)	File ng kliyente

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	2 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Order of Payment Form (Form No. ASS-002-4)	2. Ipadala ang Order of Payment sa kliyente at pagbayarin sa tanggapan ng Treasurer's Office.	Wala	2 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen. Ibigay ang Order of Payment sa Window 4.	3. Tawagin ang queuing number at ihanda ang Official Receipt (O.R.)	Wala	2 minuto	Revenue Collection Clerk (Window 4) Treasurer's Office
4. Bayaran ang kaukulang halaga	4. Tanggapin ang kaukulang halaga at ibigay ang Official Receipt (O.R.)	Inspection Fee: ₱200	2 minuto	Cashier (Window 5) Treasurer's Office
5. Bumalik sa frontline officer ng Assessor's Office dala ang kopya ng O.R. Maghintay ng kumpirmasyon sa araw ng inspeksyon. <i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i>	5. Tanggapin ang kopya ng O.R. at ipaalam ang araw ng inspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office





**8. PAGBUBURA O PAGKAKANSELA NG NAKADEKLARANG ARI-ARIAN
(CANCELLATION OF TAX DECLARATION)**

<p>6. Sa araw ng inspeksyon, samahan ang mga tax mapper sa isasagawang ocular inspection.</p> <p><i>Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.</i></p>	<p>6.1. Inspeksyunin ang ari-ariang uuriin.</p>	<p>Wala</p>	<p>30 minuto</p>	<p><i>Tax Mappers Assessor's Office</i></p>
	<p>6.2 Gawin ang Inspection Report ng ari-ariang sinuri.</p>	<p>Wala</p>	<p>1 araw</p>	<p><i>Tax Mappers / Administrative Assistant II Assessor's Office</i></p>
	<p>6.3 I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.</p>	<p>Wala</p>	<p>15 minuto</p>	<p><i>Municipal Assessor -OIC Assessor's Office</i></p>
	<p>6.4 I-encode sa Real Property Information System (RPTIS)</p>	<p>Wala</p>	<p>5 minuto</p>	<p><i>Administrative Aide VI Assessor's Office o Assessment Clerk I Assessor's Office</i></p>
	<p>6.5.I-print ang bagong Tax Declaration, FAAS at Notice of Assessment.</p>	<p>Wala</p>	<p>2 minuto</p>	<p><i>Administrative Aide VI Assessor's Office o Assessment Clerk I Assessor's Office</i></p>
	<p>6.6.Susuriin at aaprubahan ni Municipal Assessor.</p>	<p>Wala</p>	<p>10 minuto</p>	<p><i>Municipal Assessor-OIC Assessor's Office</i></p>
<p><i>Paalala: Ang araw ng pagpapa-approve ay tuwing Martes at Huwebes lamang.</i></p> <p><i>*based on Memorandum: RCR-03272024-006(Delegation of Authority to Process and Approve Assessment Transactions in the office of the Municipal Assessor of Guiguinto, Bulacan) & letter to Mayor dated March 27, 2024.</i></p>	<p>6.7.Susuriin at aaprubahan ni Local Assessment Operations Office IV mula sa Provincial Assessor's Office.</p>	<p>Wala</p>	<p>3 araw</p>	<p><i>Local Assessment Operations Office IV Provincial Assessor's Office</i></p>





**8. PAGBUBURA O PAGKAKANSELA NG NAKADEKLARANG ARI-ARIAN
(CANCELLATION OF TAX DECLARATION)**

7. Magtungo sa opisina para sa pagkuha ng Cancelled Tax Declaration at Notice of Cancellation.	7. Isulat ang pag-release ng aprubado at pirmedong Cancelled Tax Declaration at Notice of Cancellation. Papirmahin ang kliyente sa logbook.	Wala	2 minuto	<i>Officer of the Day</i> Assessor's Office
Total:		Inspection Fee— PHP 200.00	**4 araw, 1 oras, 14 minuto	

Paalala: Ang halaga ay para sa bawat isang ari-arian lamang.

** Tinatayang oras ng pagproseso pagkatapos ng petsa ng inspeksyon (estimated processing time after the date of inspection)

Prepared by:

ANNALYN H. ABRENICA

Assessment Clerk I

Noted by:

CRISANTO H. BONDOC

OIC- Mun. Assessor

Approved by:

ATTY. AGATHA PAULA A. CRUZ

Municipal Mayor

