



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF MARCOS

OFFICE OF THE MUNICIPAL ASSESSOR

HEAD: JOSE B. PACORSA-MUNICIPAL ASSESSOR
STAFF: Vacant – Local Assessment Operations Officer I
Perfecto D. Abella Jr. – Draftsman II
Janssenia Arnoldina T. Franco – Assessment Clerk II
Rosemarie C. Sablot – Administrative Aide VI

Contract of Services:

Draftsman Aide
Data Controller
Data Encoder
Etracs Operator

The office ensures the implementations of laws and policies governing appraisal and assessment of real properties for taxation purposes. It recommends ways and means to enhance practices in the valuation of real properties.

FRONTLINE SERVICES:

- A. PROCESSING OF TAX DECLARATION/FAAS UPON TRANSFER OF OWNERSHIP, REVISION OF REAL PROPERTY I.E CHANGE IN AREA, LOCATION AND CLASSIFICATION AS PER ACTUAL USE OF LANDS**
- B. ASSESSMENT OF NEW IMPROVEMENT BUILDINGS AND MACHINERIES**
- C. ANNOTATION AND CANCELLATION OF MORTGAGES/TRANSFER OPPOSITION/NOTICE OF LEVY AND OTHER ENCUMBRANCES**
- D. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION, TAX MAP, CAD MAP, VICINITY MAP AND CERTIFICATIONS (LANDHOLDINGS, NO PROPERTY, WITH/WITHOUT IMPROVEMENTS AND OTHERS)**
- E. ISSUANCE OF NOTICE OF ASSESSMENT FOR THE PAYMENTS OF REALTY TAXES**
- F. VERIFICATIONS OF PROPERTY LOCATIONS AND VICINITY**

SCHEDULE OF SERVICES:

MONDAY to FRIDAY 8:00AM-12:00AM 1:00PM-5:00PM

- A. PROCESSING OF TAX DECLARATION/FAAS UPON TRANSFER OF OWNERSHIP, REVISION OF REAL PROPERTY I.E CHANGE IN AREA, LOCATION AND CLASSIFICATION AS PER ACTUAL USE OF LANDS**

THE SERVICES: This service is the processing of Tax Declaration/FAAS upon Transfer of Ownership, Revision of Real Property i.e. Change in area, location and classification as per actual use of lands and buildings.

1. Transfer of Ownership – An updated owner's copy of the approved transfer will be issued after transfer of ownership from the previous owner to the new owner or a result of simple subdivision or consolidation.
2. Revisions of Property – This service is requested by the owner for the conduct of ocular inspection and determines the actual area, location and classification of the property by the Tax Mapping team of the office.

REQUIREMENTS:

- Mode of Transfer (Deed of Conveyance Sale, Donation of Quitclaim)
- Certificate of Title
- Latest Tax Receipt
- Building Plan

FEES: - MUNICIPAL

- Processing Fee parcel P 100.00/

Provincial fee as per Provincial Tax Code

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Fill up the logbook and present the documents.	Receive all the documents presented. Verify and evaluate the completeness of the documents and photocopy.	5 minutes	Assessment Clerk II, Administrative Aide VI, Etracs Operator, Data Encoder
	Issue order of payment to the client.	1 minute	Assessment Clerk II, Administrative Aide VI, Etracs Operator, Data Encoder
2. Pay at the Treasury Office.			
3. Present the Official Receipt.	Receive the OR and photocopy. (Note: Photocopy of OR shall be given to the client.) Get the client's contact number and advice to call him/her once the approved document from the Provincial Assessor has been received.	2 minutes	Assessment Clerk II, Administrative Aide VI, Etracs Operator, Data Encoder

	Prepare the FAAS and TD with the assigning of PIN and forward to the Municipal Assessor for evaluation and signing.	10 minutes	Draftsman II, Draftsman Aide, Etracs Operator Municipal Assessor
	Record the TD/FAAS in the outgoing logbook to be forwarded in the Provincial Assessor for review, evaluation and approval.	30 minutes	Assessment Clerk II, Administrative Aide VI, Data Encoder, Etracs Operator
	Receive the Municipal file copy of the approved FAAS/TD at the Provincial Office.	5 minutes	Municipal Assessor
	Record in the logbook and cancel TD on the previous record.	15 minutes	Data Controller
	Encode the approved transaction in the computer system.	15 minutes	Data Controller
	Inform the client of the approved document.	2 minutes	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME:1 hour & 25 minutes			

B. ASSESSMENT OF NEW IMPROVEMENT BUILDINGS AND MACHINERIES

THE SERVICE:

This service aims to determine the value of a property subject to tax.

- Assessment of New Improvement Buildings and Machineries – This is requested by the declared owner of newly constructed or installed machineries.

The Client shall	The Service Provider shall	It will take	Responsible Person
	Note: FOR GENERAL ASSESSMENT Instruct the staff to conduct assessment in all barangays.	5 minutes	Municipal Assessor

Fill up the logbook and request for the conduct of assessment.	Get the client's contact number and endorse to the Municipal Assessor for the schedule of assessment.	1 minute	Assessment Clerk. Administrative Aide VI, Data Encoder, Etracs Operator
	Instruct the staff to conduct assessment.	2 minutes	Municipal Assessor
	Notify the client on the scheduled assessment.	2 minutes	Assessment Clerk. Administrative Aide VI, Data Encoder, Etracs Operator, Draftsman Aide
	Conduct assessment of new improvement buildings and Machineries.	20 minutes	Draftsman II Draftsman Aide
	Print pictures of new improvement building/machineries and prepare FAAS and TD with the assigning pin.	10 minutes	Draftsman II Draftsman Aide Municipal Assessor
	Forward to the Municipal Assessor for evaluation and signing.	5 minutes	Draftsman II Draftsman Aide Municipal Assessor
	Record TD and FAAS in the outgoing logbook to be forwarded in the Provincial Assessor for review, evaluation and approval.	30 minutes	Assessment Clerk II, Administrative Aide VI, Data Encoder, Etracs Operator
	Receive the Municipal file copy of the approved FAAS/TD at the Provincial Assessor.	10 minutes	Municipal Assessor
	Record in the logbook and cancel TD on the previous record.	15 minutes	Data Controller
	Encode the approved transaction in the computer system.	15 minutes	Data Controller
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 1 hour & 55 minutes			

C. ANNOTATION AND CANCELLATION OF MORTGAGES/TRANSFER OPPOSITION/NOTICE OF LEVY AND OTHER ENCUMBRANCES

THE SERVICE: This service is often requested by a mortgages or any concerned taxpayer to annotate or cancel annotation of ball bond, encumbrances or mortgaged properties in the book of real properties in the office.

REQUIREMENTS:

- Registered Contract of Mortgage/Release of Mortgage
- Letter of Transfer of Opposition
- Court Order

FEES:

- Annotation fee P 100.00
- Certified True Copy (Tax Declaration) 100.00

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Fill-up the logbook and present the documents.	Receive all the documents and endorse to the Municipal Assessor.	10 minutes	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
	Review and evaluate the authenticity of the presented documents.	5 minutes	Municipal Assessor
	Issue order of payment to the client.	1 minute	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
2. Pay at the Treasury Office.			
3. Present the Official Receipt.	Receive the OR and encode the annotation in the data base and print.	15 minutes	Data Controller
	Sign the annotated documents.	1 minute	Municipal Assessor
	Record the official receipt and release the document.	1 minute	Data Controller

4. Receive the document.			
Accomplish Client Feedback and drop at designated Drop box at the Municipal Hall.			
TOTAL RESPONSE TIME: 33 minutes			

D. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF TAX DECLARATIONS/FAAS, TAXMAP, CAD MAP, VICINITY MAP AND CERTIFICATIONS (LANDHOLDINGS, NO PROPERTY, WITH/WITH NO IMPROVEMENT AND OTHERS)

THE SERVICE: These documents are provided to the owner for any legal purposes or use.

REQUIREMENTS:

- Previous Tax Declaration
- Copy of NATBA
- Latest Tax Receipt
- Consent (if not the declared owner)

FEES:

Certified Tax Declaration	P 100.00
Certifications	100.00
Tax Map/Cad Map	100.00
Vicinity Map	100.00

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Fill-up the client's logbook and present the documents.	Verify and research in the data base, the availability of the request. Note: Shall not issue (Tax Declaration, Tax Map, Cad Map, Vicinity Map, Certifications) without the consent of the declared owner.- <i>if the client is not the declared owner</i>	5 minutes	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator

	Issue order of payment to the client.	1 minute	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
2. Pay at the Treasury Office.			
3. Present the Official Receipt.	Receive the OR and encode the annotation in the data base and print.	15 minutes	Data Controller
	Verify and sign the annotated document.	1 minute	Municipal Assessor
	Record the official receipt and release the requested document.	1 minute	Data Controller
4. Receive the requested documents.			
Accomplish Client Feedback from and Drop at designated Drop box at the Municipal Hall.			
TOTAL RESPONSE TIME: 23 minutes			

E. ISSUANCE OF NOTICE OF ASSESSMENT FOR THE PAYMENT OF REALTY TAXES

THE SERVICE: This service is the issuance of notice of assessment for the payment of realty taxes.

REQUIREMENTS: Previous Tax Receipt.

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Fill-up the client's logbook and present the previous tax receipt.	Receive the previous tax receipt and verify in the data base the availability of the request.	2 minutes	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
	Print the Notice of Assessment and issue to the client.	10 minutes	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator

2. Receive the Notice of Assessment and pay at the Treasury Office.			
Accomplish Client Feedback from and Drop at designated Drop box at the Municipal			
TOTAL RESPONSE TIME: 12 minutes			

F. VERIFICATION OF PROPERTY LOCATION AND VICINITY

THE SERVICE: This service enables the taxpayers to identify ownership and location of property in the tax map and cad map.

REQUIREMENTS: Latest Tax Receipt

FEES: Requested ocular inspection for re-assessment (if needed) P 100.00

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Fill-up the Client's logbook and present the latest tax receipt.	Receive the latest tax receipt.	1 minute	Assessment Clerk, Administrative Aide VI, Data Encoder, Etracs Operator
2. Verify the real property together with the staff.	Identify the property location and vicinity in the Tax map and CAD map. Note: Shall schedule ocular inspection if needed.	1 hour	Assessment Clerk, Assessment Aide VI, Data Encoder, Draftsman II, Draftsman Aide, Etracs Operator
	Note: For ocular inspection, issue order of payment to the client.	1 minute	Assessment Clerk, Assessment Aide VI, Data Encoder, Draftsman II, Draftsman Aide, Etracs Operator
3. Pay at the Treasury Office.			
4. Present the Official Receipt.	Record the Official Receipt and get the client's contact number for the schedule of ocular inspection.	1 minute	Assessment Clerk, Assessment Aide VI, Data Encoder, Draftsman II, Draftsman Aide, Etracs Operator
Accomplish Client Feedback from and Drop at designated Drop box at the Municipal			
TOTAL RESPONSE TIME: 1hour & 3 minutes			