MUNICIPAL ASSESSOR'S OFFICE
External Services

1. TRANSFERRING OF OWNERSHIP/POSSESSION OF REAL PROPERTY

Property Owner acquired Real Property through Deed of Conveyance (Sale, Donation & Sheriff's Sale) request for this service. Updated Tax Dec. under the name of New Owner is given upon submitting all documents and pay the necessary fees, taxes by the owner.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Transfer of ownership/possession done from year June, 1974 and below	
- 2pcs.-Photocopy of Title	Land Registration Authority(LRA)/Register of Deeds (ROD), Balanga City, Bataan
- 1pc.-Brown envelop long for every transaction/property owner	
Transfer of ownership/possession done from year July 1974 up to August 1979	
- 2pcs.-Photocopy of Title(If Titled)	LRA/ROD, Balanga City, Bataan
- 2pcs.-Photocopy of Current Real Property Tax Receipt/Tax Clearance	Municipal Treasurer's Office(MTO)-Dinalupihan/Provincial Treasurer's Office (PTO)-Capitol, Balanga City, Bataan
- 2pcs.-Photo copy of Transfer Tax Receipt or Certification of Payment of Transfer Tax	Provincial Treasurer's Office(PTO)-Balanga City, Bataan
- 2pcs.-Photocopy of Deed of Conveyance(Sale,Donations,etc.)	Notary Public Attorney
- 1pc.-Brown envelop long for every transaction/property owner	
Transfer of Ownership/Possession done from year Sept. 1979 to February 2008	
- 2pcs.-Photocopy of Title (If Titled)	LRA/ROD, Balanga City, Bataan
- 2pcs.-Photocopy of Current Real Property Tax Receipt/Tax Clearance	MTO-DInalupihan/PTO-Balanga City, Bataan
- 2pcs.-Photocopy of Transfer Tax Receipt/Certification of Payment of Transfer Tax	PTO, Provincial Capitol, Balanga City,Bataan
- 2pcs.-Photocopy of Certificate of Authorizing Registration (CAR)	BIR- Balanga City, Bataan
- 2pcs.-Photocopy of Deed of Conveyance(Sale,Donation,etc.)	Notary Public Attorney
- 1pc.-Brown envelop long per transaction/property owner	
Transfer of Ownership/Possession done from year March,2008 up to present	
- 2pcs.-Photocopy of Title(If Titled)	

- 2pcs.-Photocopy of Current Real Property Tax Receipt/Tax Clearance - 2pcs.-Photocopy of transfer tax receipt or Certification of payment of transfer tax - 1pc.-Certified True Copy of Certificate of Authorizing Registration(CAR) and 1pc.Photocopy - 2pcs.-Photocopy of Deed of Conveyance (Sale,Donation,etc.) - 1pc.-Brown envelop long per transaction/property owner Additional Requirement: For Subdivided and Consolidated property - 2pcs.-Blueprint of Approved plan	LRA/ROD, Balanga City, Bataan MTO-Dinalupihan/PTO Capitol, Balanga City, Bataan PTO, Capitol, Balanga City, Bataan BIR, Balanga City, Bataan Notary Public Attorney DENR Regional office, San Fernando,Pamp.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Service. Submit complete documents to Municipal Assessor's Office staff.	1. Received the complete documents submitted by the client. Check and verify for completeness and validity. If documents are complete and valid process the new tax declaration and issue an Order of Payment to the client for Processing fee.	None	5 minutes	Admin Asst. II
2. Pay a Processing fees (IT & Service Fee) to the Municipal Treasurer's Office and submit the O.R. to the Mun. Assessor staff who received your documents.	2. Prepare the New Tax Declaration, attached the old Tax Dec. and O.R. paid by the client to the Municipal Treasurers Office. Forward to the Municipal Assessor for final checking and approval.	P400.00 (P250.00-IT Fee and P150.00-Service Fee) per transaction or depend on the existing Approved LGU	25 minutes	Admin Asst. II

	2.1 The Mun. Assessor Sign the New Tax Declaration for approval and return to the Mun. Assessor staff.	Revenue Code	3 minutes	Municipal Assessor (MA)
3. Receive the New Tax Declaration, O.R. paid and check/review the New Tax Declaration before leaving the Mun. Assessor's Office.	1. Record the Processing fee O.R. No. paid by the client. Release/Issue the New Tax Declaration together with the OR. Advise the Property Owner to check/review the new tax dec.	None	2 minutes	Admin Asst. II
	TOTAL	P400.00	35 min	

2. SECURING CERTIFIED COPY OF ASSESSMENT RECORD OF REAL PROPERTY AND ALL OTHER RECORDS RELATIVE TO ITS ASSESSMENT

The Tax Declaration (TD) serves as the municipal permanent record for every real property unit (Land, Building and machinery).
A certified true copy of Tax declaration and all other records relative to its assessment may be requested from the Municipal Assessor's Office.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requesting should be the property owner or his authorized representative. Authorization letter/Special Power of Attorney/etc, from the property owner should be Notarized.	Notary Public Attorney

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the service. Present any proof of ownership of the property being requested or notarized authorization/SPA to the Mun. Assessor's Staff	1. Verify the records of the real property being requested. 1.1. Prepare the Certified True Copy of property being requested and issue an Order of payment to the client.	None	2 minutes 5 minutes	Admin Asst. II-Mun. Assessor Office

2. Pay a Service Fee at the Municipal Treasurer's Office	2. Attached the OR Paid by the client together with the Certified of Assessment and forward to Mun. Assessor. 2.1 The Municipal Assessor certified the correctness of assessment record by signing the Certification. Return to the Mun. Assessor Staff.	P150.00 per transaction or depend on the existing Approved LGU Revenue Code	2 minutes 2 minutes	Municipal Assessor
3. Receive the Certification and the OR paid and review/Check Certification before leaving the Mun. Assessor's Office	4. Record the OR paid, release/issue the Certification of assessment and advise the owner to review the Certification before leaving the Mun. Assessor's Office.	None	2 minutes	Admin. Asst. II
TOTAL		P150.00	13 minutes	

3. SECURING ASSESSMENT FOR NEWLY DECLARE REAL PROPERTY

New Tax Declaration (TD) has to be prepare for newly declare property (land, building and machinery). The Municipal Assessor's Office conduct field inspection to appraise and assess the real property. The new TD serves as the municipal assessor's office permanent record on the real property in the LGU. It is also for real property taxation purposes only.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Land: Res.-area not more than 300sq.m. Agricultural-area not more than 1ha. Commercial-area not more than 300 sq.m. Industrial-area not more than 1,000 sq.m.	
Titled Property	
- 2pcs. Photocopy of Title	LRA/ROD Balanga City, Bataan
- 2pcs.-Blue print or photocopy of Approved plan (Subdivided/consolidated property)	DENR, Regional Office, San Fdo., Pamp.
Untitled Property	
- 2 pcs. Photocopy of Certification from DENR/PAMB(Certifying that the Lot Occuoant is a Qualified Tenured Migrant)	CENRO/PAMB Office, Roosevelt, Bataan
- 2 pcs.- Blue Print/Photocopy of sketch plan (if any)	Private Geodetic Engineer
Building: Res. Bldg.- Market Value not exceed P300,000.00 Comml. Bldg.-Market Value not exceed P500,000.00	
- 2pcs. Photocopy of building permit (if any)	
- 2pcs. Photocopy of Certificate of Occupancy (if any)	Mun. Engineering Office, Dinalupihan
- Notarized Sworn Declaration by the Owner	Mun. Engineering Office, Dinalupihan
Machinery: Machinery- Market Value not exceed P500,00.00 2pcs.Photocopy of Notarized Certification from Gen. Manager of the Corp. as to the actual cost of the machinery/Notarized Sworn	Notary Public Attorney Notary Public Attorney

Statement of the Owner declaring the cost of machinery/Notarized Certification from the Board of Investment that the same is new preferred industry.				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the service. Submit complete documents to Mun. Assessor's staff	1. Receive the submitted documents. Check and validate. 2. Conduct ocular inspection. 3. Prepare FAAS 4. Apply the existing Approved schedule of values. 5. Prepare the New Declaration of Real Property. 6. Forward to Municipal Assessor for review and approval.	None	5 minutes 1 hour or more may vary depending on the property's size, location as well as the means of transportation. Maximum of 3 hours 15 minutes 30 minutes	Admin Asst. II Mun. Assessor, LAO-I and Admin Asst. II LAO-I LAO-I/MA Admin Asst. II

	The Municipal Assessor review/check and Approved the New Declaration. Return docs.to the Mun. Assessors staff for payment of RPT.		10 minutes	MA
2. Pay the necessary computed appraisal and assessment of real property tax to the Mun. Treasurer's Office	2. Receive the RPT Receipt and encode in the TD.	Real Property Taxes base on the computed appraisal & assessment using the existing Approved Schedule of Values-Refer to SP Ordinance No.12 S. of 2019, dtd. Dec. 9, 2019	2 minutes	Admin. Asst. II
3.Receive the Owner's copy of Tax Declaration and the OR receipt paid for Real Property Tax. Review and check the Tax Dec. before leaving the Mun. Assessor's office	3. Release/issue the tax dec and Real Property Tax receipt to the client. Advise the client to review and check the Tax Dec. before leaving the Mun. Assessor' Office.	None	5 minutes	Admin. Asst. II
TOTAL		Refer to SP Ordinance No.12, Series of 2019, dtd. Dec. 9, 2019	4 hours and 17 minutes	

4. SECURING ASSESSMENT FOR NEWLY DECLARE REAL PROPERTY

New Tax Declaration (TD) has to be prepare for newly declare property (land, building and machinery) The Municipal Assessor's Office conduct field inspection to appraise and assess the real property. The new TD serves as the municipal assessor's office permanent record on the real property in the LGU. It is also use real property taxation purposes only.

Office or Division:	Municipal Assessor's office
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Land: Res. – area more than 300sq.m. Agricultural-area more than 1ha. Comml.- area more than 300sq. m. Industrial- area more than 1,000sq.m.	
Titled Property	
- 2pcs. Photocopy of Title	LRA/ROD Balanga City, Bataan
- 2pcs.-Blue print or photocopy of Approved plan (Subdivided/consolidated property)	DENR, Regional Office, San Fdo., Pamp.
Untitled Property	
- 2 pcs. Photocopy of Certification from DENR/PAMB(Certifying that the Lot Occuoant is a Qualified Tenured Migrant)	CENRO/PAMB Office, Roosevelt, Bataan
- 2 pcs.- Blue Print/Photocopy of sketch plan (if any)	Private Geodetic Engineer
Building:Res. Market Value exceed P300,000.00 Comml.-Market value exceed P500,000	
- 2pcs. Photocopy of building permit (if any)	Mun. Engineering Office, Dinalupihan
- 2pcs. Photocopy of Certificate of Occupancy (if any)	Mun. Engineering Office, Dinalupihan
- Notarized Sworn Declaration by the Owner	Notary Public Attorney

Machinery: Machinery-Market Value exceed P500,000.00 - 2pcs. Photocopy of Notarized Certification from Gen. Manager of the Corp. as to the actual cost of the machinery/notarized Sworn Statement of the Owner declaring the cost of machinery/ Notarized Certification from the Board of Investment that the same is new preferred industry.		Notary Public Attorney		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the service. Submit complete documents to Mun. Assessor's staff	1. Receive the submitted documents. Check and validate 2. Conduct ocular inspection 3. Prepare FAAS. 4. Apply the existing Approved Schedule of values. 5. Prepare the New Declaration of Real Property.	None	5 minutes 1 hour or more may vary depending on the property's size, location as well as the means of transportation. Maximum of 3 hours 15 minutes 30 minutes	Admin Asst. II Mun. Assessor's staff Mun. Assessor, LAO-I & Admin Asst. II LAO-I LAO-I/MA Admin. Asst. II

	6. Prepare the New Declaration of Real Property. 7. Forward to MA for review and the MA recommend to the Provincial Assessor for Approval		30 minutes 10 minutes	LAO-I LAO-I/MA Admin. Asst. II MA
	Return to Mun. Assessor's Staff the complete docs. and advise the client to pay the RPT at the Mun. Treasurer's Office.	None	3 minutes	Admin Asst II
2. Pay the necessary Real Property Tax to the Mun. Treasurer's office and submit to the Mun. Assessor staff who receive the documents	1.Receive the RPT O.R. and encode in the Tax Dec. 2. Advise the Property Owner to return and get his copy of Tax Declaration after 7working days upon receipt of the request. 3. Transmit/Submit the docs. to the Provincial Office for the Approval of Provincial Assessor	Real Property Taxes base on the computed appraisal and Assessment using Approved Schedule of Values-Refer to SP Ordinance No.12 S. of 2019 dated Dec. 9, 2019	3 minutes 2 minutes 6 days	Admin Asst II Admin Asst II Mun. Assessor's Office Provincial Assessor-Balanga City, Bataan

3. Receive the Copy of the Tax Declaration and review/check before leaving the Mun. Assessor's office.	1. Approved TD copy by the PA transmit to Mun. Assessor's Office 2. Issue the Approved TD to the client and advise to review check the TD before leaving Assessor's Office.	None	5 minutes	Admin. Asst. II
TOTAL		Refer to the SP Ord. No.12 Series of 2019, dtd. Dec. 9, 2019	6 days, 4 hours and 10 minutes or 7 days	

5. SECURING REAL PROPERTY HISTORY

The History of a certain property (e.g. ownerships, improvements, assessments, etc.) may be verified at the Municipal Assessor's Office.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Photocopy of Title	LRA/ROD Balanga City, Bataan

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request for the service. Present the Photocopy of Title	1. Receive, verify and research the history base on the Title presented. Advise the property owner to return after 3 working days upon receipt of the request. 1.1 Forward the TD's History to the Mun. Assessor. 1.2. The MA certifying the correctness of the Documents	None	2 days and 50 minutes 3 minutes	Admin Asst II Municipal Assessor
2.Receive the TD's History & the OR. Receipt paid.	2. Issue the TDs History	None	2 minutes	Admin. Asst. II
	TOTAL	P150.00	3 days	

6. SECURING PROPERTY LOCATION

The service enables clients to identify real property, its ownership, location, shape, adjacent owners of the lot and other information regarding the requested property.

Office or Division:	Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative/Bank Appraiser

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Photocopy of Title	LRA/ROD Balanga City, Bataan

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the Service. Submit Photocopy of title to Mun. Assessor Office Staff	1.Receive the Photocopy of Title &forward to the Tax Mapper. 1.1. Tax mapper verify in the Cadastral Map/LARES/Tax Map and prepare the Location Site. Advise the property owner to pay IT & Service Fee	None	2 minutes 30 minutes	Admin. Asst. II, Tax Mapper
2. Pay the IT & Service Fee at the Mun. Treasurer's Office	1.Attached the OR. No. and the Location Site. 2.The Mun. Assessor certify the correctness of the requested property.	P400.00 per transaction or depend on the existing approved LGU Revenue Code	1 minute 2 minutes	Admin. Asst. II Municipal Assessor
Receive the location site and the OR receipt paid.	1.Record the OR. No. and issue the location site.	None	5 minutes	Admin. Asst. II
TOTAL		P400.00	40 minutes	

7. REQUESTING FOR CANCELLATION, DROP AND DEMOLITION OF REAL PROPERTY ASSESSMENT

Clients request to cancel, drop and demolish their real property due to reasonable reason request this service.

Office or Division:	Mun. Assessor's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
- 2pcs.-Photocopy of Current Real property Tax Receipt/tax Clearance -2copies-Barangay Certification for demolition request only -2copies Request letter from the Owner	MTO-Dinalupihan/PTO-Capitol Balanga City Barangay Captain where the property is located

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the service. Submit the complete docs. To the Mun. Assessor Staff	1. Receive the docs. Check, verify the docs. for validity. 1.1.Conduct ocular inspection. 1.2.Prepare the Certification for Cancel, Drop & Demolish and advise the client to pay the Service fee.	None	3 minutes 1 hour or more may vary depending on the property location, as well as the means of transportation. Maximum 3 hours 10 minutes	Admin. Asst. II Municipal Assessor, LAO-I Admin. Asst. II

2. Pay the service fee at the Mun. Treasurer's Office	2.Record the OR. No. 2.1 The Mun. Assessor certifying the cancellation, dropped and demolition of real property.	P150.00 per transaction or depend on the existing approved LGU Revenue Code	2 minutes 3 minutes	Admin. Asst. II Municipal Assessor
1. Receive the Certification & OR Receipt paid	1.Issue the Certification being requested.	None	2 minutes	Admin. Asst. II
TOTAL		P150.00	3 hours and 20 minutes	

8. ANNOTATE THE MORTGAGE AND LOAN CANCELLATION IN THE TD AS PER REQUEST BY THE PROPERTY OWNER

This service is requested by the owner who use their property for loan agreement. They request to annotate the mortgage or loan cancel in the Tax Dec. for information and safety purposes

Office or Division:	Mun. Assessor's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
2pcs.Photocopy of mortgage contract and photo copy of Title 2 pcs. Photocopy of Cancellation of Mortgage and photocopy of title	Financial Institution (Bank & etc.) & LRA/ROD Balanga City, Bataan Financial Institution (Bank & etc.) & LRA/ROD Balanga City, Bataan

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the service. Submit the complete docs. To the Mun. Assessor Staff	1. Receive the documents Check, verify the documents for validity. 2.Annotate the Contract in the TD 3. Advise the client to pay a service fee to the Mun. Treasurer's Office	None	25 minutes	Admin. Asst. II
2. Pay the service fee at the Mun. Treasurer's Office	1.Record the OR. No. 2. Forward the TD to the MA together with the Service Fee paid. The Mun. Assessor certifying the annotation/cancelled mortgage	P150.00 per transaction or depend on the existing approved LGU Revenue Code	2 minutes 2 minutes	Admin. Asst. II Municipal Assessor

3. Receive the Copy of TD w/ annotation and OR Copy paid.	1.Issue the TD with annotation	None	1 minutes	Admin. Asst. II
TOTAL		P150.00	30 min	

9. SECURING NOTICE OF ASSESSMENT

This service is requested by the owner to pay real property taxes.

Office or Division:	Mun. Assessor's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Property Owner or his authorized representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Proof of ownership/payment of the property Tax Dec/Old Receipt of RPT/Title	Mun. Assessor's Office/Mun. Treasurer's Office/LRA/ROD, Balanga City,Bataan

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the service. Present the TD/RPT O.R./Title to the Mun. Assessor Staff	1.Verify the property and prepare the Notice of Assessment and advise the property owner to pay the Real property Tax	none	10 minutes per transaction	Admin. Asst. II
2.Receive the Notice of Assessment and Tax Bill	1.Issue the Notice of Assessment and tax Bill	None		Admin Asst. II
TOTAL		None	10 minutes	