



CITIZEN'S CHARTER

MUNICIPAL ASSESSOR'S OFFICE

VISION:

Proper, efficient and effective administration of real property tax High level of morale of service through honesty, dedication and integrity to work.

MISSION:

- Provision of a well-balanced real property appraisal relative to fair and realistic real property valuation
- Establishment of a system in giving prompt and accurate information to public through the application of information technology
- Undergo assessment effort in the best interest of the public service
- Conduct periodic tax education, information and collection campaign
- Build a work force in ensuring fulfillment of duties and responsibilities to the people

Issuance of Tax Declaration (For Correction of Entries)


SCHEDULE

 Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

 16 minutes

REQUIREMENTS

-  2 photocopies of the following:
Title (if Title No., Area, Lot No., Boundaries, Owner's Name will be corrected)
Approved Plan (if untitled / if area, boundaries will be corrected)
Affidavit/Sworn Statement of the owner/requesting party
Latest Tax Receipt

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and interview client.	6 minutes	Assessor's Staff Municipal Assessor	None	
2	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						

Issuance of Tax Declaration (For Transfer of Ownership)

SCHEDULE

 Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

 21 minutes

REQUIREMENTS

-  2 photocopies of the following:
Title
Deeds
·Deed of Absolute Sale (if sale)
·Deed of Donation (if donation)
·Deed of Extra-Judicial Settlement of Estate, Affidavit of Self Adjudication, Affidavit of Publication (if estate/inheritance)
·Deed of Subdivision with Sale, Deed of Consolidation and Subdivision with Sale (if subdivision with sale)
·Deed of Sale of Undivided Portion of Land (if sale of portion)
·Deed of Assignment (if transfer to corporation of the same incorporators)
·Deed of Exchange
·Deed of Reconveyance (if returned to original owner/seller)
·Dacion en Pago, Certificate of Sale, Affidavit of Consolidation (if auctioned)
·Secretary Certificate, Board Resolution (if seller/buyer is a corporation or incorporation)
BIR Certificate Authorizing Registration, Form 1706 – Capital Gain Tax, Form 1800 – Donors Tax, Form 1801 – Estate Tax, Form 1606 – Withholding Tax, Tax Exemption, Form 2000 – Documentary Stamp, Expanded Withholding Tax, Tax Clearance Certificate
Transfer Tax Receipt
Latest Tax Receipt
Approved Subdivision/Consolidation Plan
Technical Description
Special Power of Attorney

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and interview client.	6 minutes	Assessor's Staff Municipal Assessor	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	P50 per tax declaration	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						

Issuance of Tax Declaration (For Subdivision – Consolidation/Subdivision)

SCHEDULE



DURATION



REQUIREMENTS



2 photocopies of the following:
 Title
 Approved Subdivision/Consolidation – Subdivision Plan
 Technical Description
 Request for Partition/Subdivision/Consolidation – Subdivision,
 Petition for Splitting of Title, Partition Agreement
 Sangguniang Bayan Resolution

DAR Clearance
 HLURB Certification
 License to Sell
 Development Permit
 Zoning Clearance
 Latest Tax Certificate

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and interview client.	6 minutes	Assessor's Staff Municipal Assessor	None	
		Print/Sketch Tax Declaration and issue Assessment of Real Property and Property Index Number	3 minutes	Assessor's Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	P50 per tax declaration	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						

Issuance of Tax Declaration (For Certified True Copy)

SCHEDULE



DURATION



REQUIREMENTS



Request Letter
 Court Order
 Latest Tax Receipt

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	6 minutes	Assessor's Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	P50 per tax declaration	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Asst. Mun. Assessor Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						



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Issuance of Certification for Indigent

SCHEDULE



DURATION



REQUIREMENTS



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	6 minutes	Assessor's Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	P50 per tax declaration	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Asst. Mun. Assessor Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						

Issuance of Certification (For Property Holdings), (With or With No Property), (With or With No Improvement)

SCHEDULE



DURATION



REQUIREMENTS



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	6 minutes	Assessor's Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	P50 per tax declaration	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Asst. Mun. Assessor Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						



Issuance of Tax Declaration (For Newly-Discovered Property)

SCHEDULE

Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

26 minutes

REQUIREMENTS



2 photocopies of the following:
LAND
Title
Approved Plan
DAR Clearance (if agricultural)
Affidavit Request of the owner
Zoning Clearance
DENR Certification (Alienable and Disposable)
Barangay Clearance

BUILDING
Building Permit
Building Plan
Occupancy Permit
Bill of Materials
Building Specifications

MACHINERIES OR EQUIPMENT
Official Receipt/Voucher (if newly acquired)
Affidavit of the owner stating the actual description of the machinery/equipment; the acquisition cost plus any accidental expenses like freight in, installation cost, transportation cost, labor cost; make or type of machinery/equipment (if assembled/second-hand purchase)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	3 minutes	Assessor's Staff	None	
		Inspect Real Property	10 minutes	Assessor's Staff	None	
		Assess real property value and market value.	3 minutes	Municipal Assessor	None	
2	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Asst. Mun. Assessor Municipal Assessor	None	Tax Declaration
END OF TRANSACTION						



Issuance of Notice of Cancellation

SCHEDULE

Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

23 minutes

REQUIREMENTS



2 photocopies of the following:
Request Letter
Sworn Statement of Owner/Party concerned
Current Community Tax Certificate

Demolition Permit
Fire Certification (if gutted by fire)
Latest Tax Certificate

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and schedule inspection.	3 minutes	Assessor's Staff	None	
		Inspect Real Property	10 minutes	Assessor's Staff	None	
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	Assessor's Staff Asst. Mun. Assessor Municipal Assessor	None	Notice of Cancellation
END OF TRANSACTION						



Contact Person: **MARCOS S. SANTOS**

📍 Ground Floor, New Marilao Municipal Building, Patubig, Marilao, Bulacan

☎ 896.2931 LOC. 1128 or 1129