

OFFICE OF THE MUNICIPAL ASSESSOR
Office

VISION:

Real Property Tax would become one of the main sources of local revenue for the Municipality of Porac due to significant increase in the collection of Real Property Tax through properly appraised and assessed real properties coupled with an efficient Real property Tax collection system.

MISSION:

To update and upgrade an equitable market value of Real Properties and to account all real property units within the municipality; to provide an efficient frontline service in the field of real property taxation through properly trained, responsible and highly motivated workforce.

**ISSUANCE OF CERTIFICATION OF
PROPERTY HOLDINGS**

Frontline Service

MRS. MYRNA L. LUMANLAN
Head of Office

❖ **ABOUT THE SERVICE:**

Certifications of property holdings are requested by property owners whose property are located within the Municipality of Porac for Estate Tax, court or verification of status of property purposes. They are also issued upon the request of farmer beneficiaries of the Department of Agrarian Reform.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Any person who owns real property within the Municipality of Porac or his duly authorized representative.

❖ **REQUIREMENTS:**

1. Written request of the concerned party.
2. Affidavit stating among others the extent of his property holdings.

❖ **FEES:**

Fifty pesos (Php 50.00) per certified copy to be paid at the Municipal Treasurers Office (MTO).

❖ **AVAILABILITY OF THE SERVICE:**

Mondays to Fridays – 8:00 am to 5:00 pm.

❖ **HOW TO AVAIL OF THE SERVICES:**

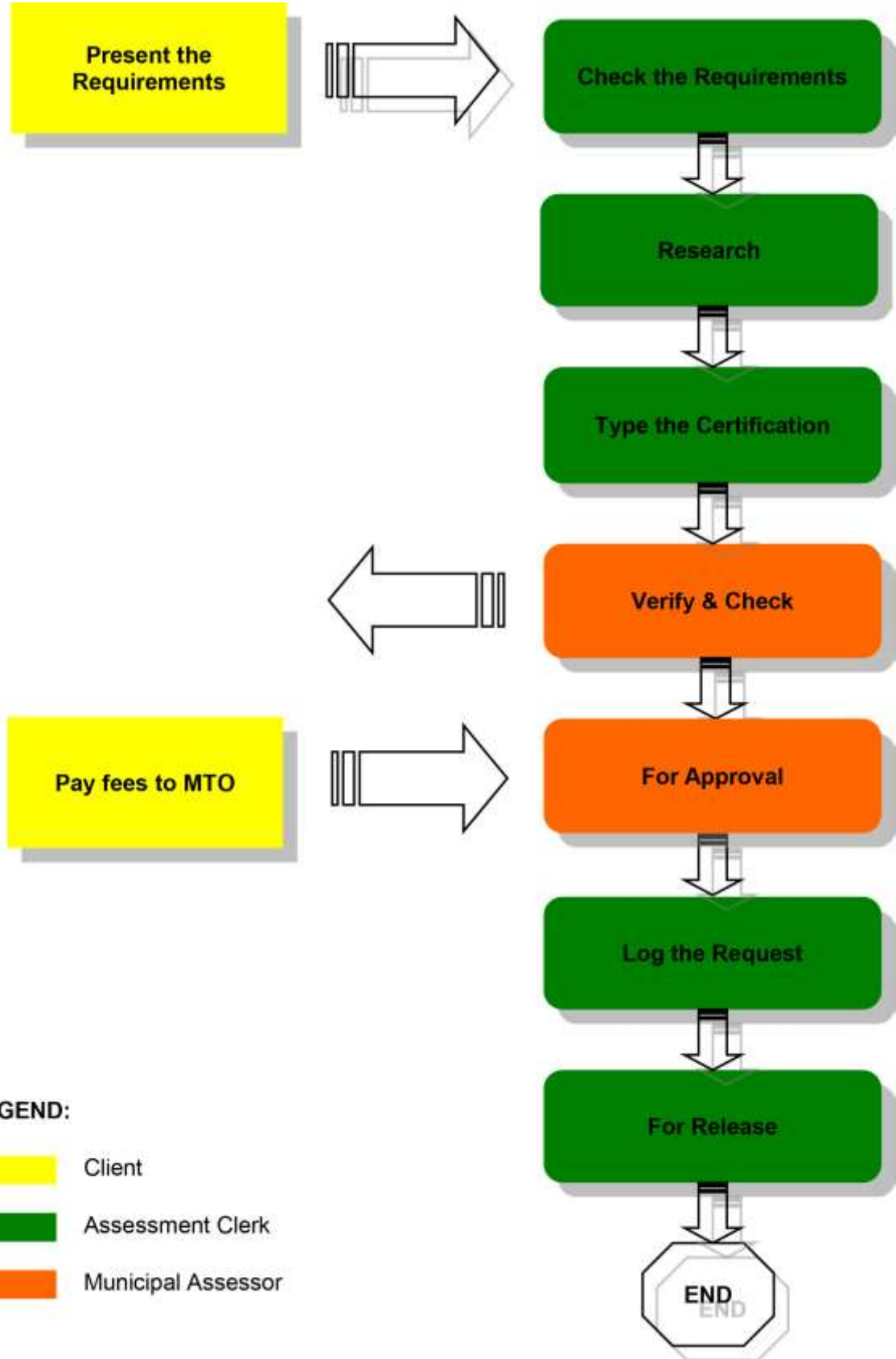
| STEP APPLICANT/CLIENT | DEPARTMENT ACTIVITY | PROCESSING TIME | PERSON RESPONSIBLE |
|---|-------------------------------------|-----------------|--------------------|
| 1. Present requirements | Check the requirements if complete. | 3 minutes | Assessment Clerk |
| | Check the records on file. | 10 minutes | Assessment Clerk |
| | Type the Certification | 3 minutes | Assessment Clerk |
| | Verification & Checking | 2 minutes | Mun. Assessor |
| 2. Pay the necessary fees to the Municipal Treasurer's Office | For final approval | 2 minutes | Mun. Assessor |
| | Log the request certification | 2 minutes | Assessment Clerk |
| | For releasing | 2 minutes | Assessment Clerk |
| | | | |

TOTAL PROCESSING TIME : 24 MINUTES

❖ **HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Please call _____ or visit the Municipal Assessors Office and ask for the Municipal Assessor.

❖ FLOWCHART



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**ISSUANCE OF CERTIFICATION OF NO
IMPROVEMENT**

Frontline Service

MRS. MYRNA L. LUMANLAN
Head of Office

❖ **ABOUT THE SERVICE:**

Certification of No Improvement is requested by property owners usually for capital gains tax purposes as required by the Bureau of Internal Revenue.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Any person who owns real property within the Municipality of Porac or his duly authorized representative.

❖ **REQUIREMENTS:**

As per Chapter I. Section 1.2.n of the Assessment Manual:

1. Authorization from the owner (if not the owner)
2. Official receipt evidencing full payment of real property tax for the current year.

- Photocopy of valid ID/ proof of identity (owner/authorized representative)

❖ **FEES**

Fifty pesos (Php 50.00) per certified copy to be paid at the Municipal Treasurers Office (MTO).

❖ **AVAILABILITY OF THE SERVICE:**

Mondays to Fridays – 8:00 am to 5:00 pm.

❖ **HOW TO AVAIL OF THE SERVICES:**

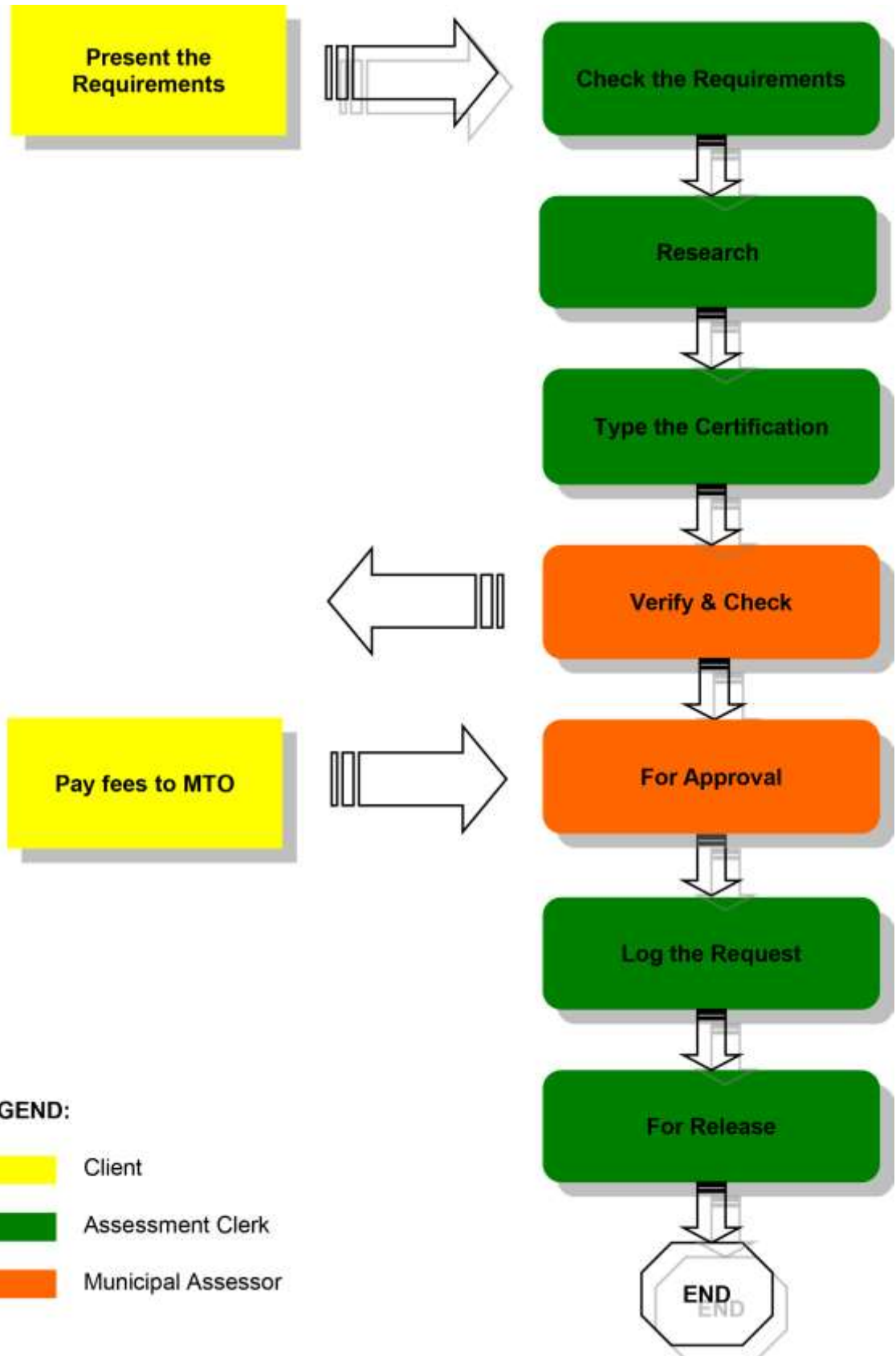
| STEP APPLICANT/CLIENT | DEPARTMENT ACTIVITY | PROCESSING TIME | PERSON RESPONSIBLE | |
|--------------------------|---|-------------------------------|-----------------------|------------------|
| 1. Present requirements | Check the requirements if complete. | 3 minutes | Assessment Clerk | |
| | Check the records on file. | 10 minutes | Assessment Clerk | |
| | Type the Certification | 3 minutes | Assessment Clerk | |
| | Verification & Checking | 2 minutes | Mun. Assessor | |
| | 2. Pay the necessary fees to the Municipal Treasurer's Office | For final approval | 2 minutes | Mun. Assessor |
| | | Log the request certification | 2 minutes | Assessment Clerk |
| | | For releasing | 2 minutes | Assessment Clerk |

TOTAL PROCESSING TIME : 24 MINUTES

❖ **HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Please call _____ or visit the Municipal Assessors Office and ask for the Municipal Assessor.

❖ FLOWCHART



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**ISSUANCE OF CERTIFIED TRUE
COPIES OF TAX DECLARATIONS**

Frontline Service

MRS. MYRNA L. LUMANLAN
Head of Office

❖ **ABOUT THE SERVICE:**

Tax declaration is issued for taxation purposes to real property owners whose property are located within the Municipality of Porac. Certified copies of Tax Declaration are used for capital gains tax purposes, records, court or any other legal purposes.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Any person who owns real property within the Municipality of Porac or his duly authorized representative.

❖ **REQUIREMENTS:**

As per Chapter I. Section 1.2.n of the Assessment Manual:

1. Authorization from the owner (if not the owner)

3. Official receipt evidencing full payment of real property tax for the current year.
4. Photocopy of valid ID/ proof of identity (owner/authorized representative)

❖ **FEES:**

Fifty pesos (Php 50.00) per certified copy to be paid at the Municipal Treasurers Office (MTO).

❖ **AVAILABILITY OF THE SERVICE:**

Mondays to Fridays – 8:00 am to 5:00 pm.

❖ **HOW TO AVAIL OF THE SERVICES:**

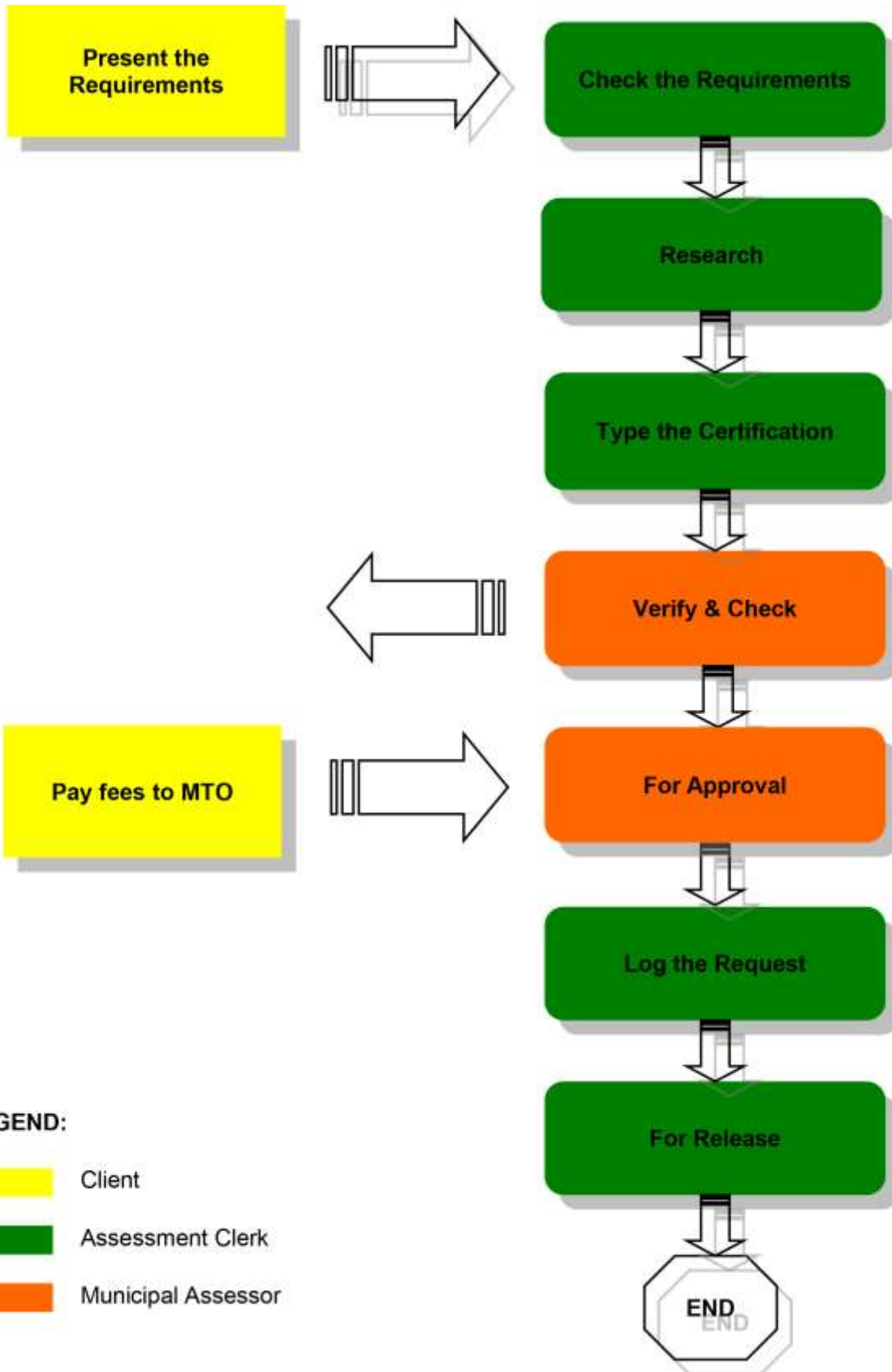
| STEP APPLICANT/CLIENT | DEPARTMENT ACTIVITY | PROCESSING TIME | PERSON RESPONSIBLE |
|---|-------------------------------------|------------------------|-------------------------------|
| 1. Present requirements | Check the requirements if complete. | 3 minutes | Assessment Clerk |
| | Check the records on file. | 10 minutes | Assessment Clerk |
| | Type the Certification | 5 minutes | Assessment Clerk |
| | Verification & Checking | 2 minutes | Mun. Assessor |
| 2. Pay the necessary fees to the Municipal Treasurer's Office | For final approval | 2 minutes | Mun. Assessor |
| | Log the request certification | 2 minutes | Assessment Clerk |
| | For releasing | 2 minutes | Assessment Clerk |
| | | | |

TOTAL PROCESSING TIME : 26 MINUTES

❖ **HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Please call _____ or visit the Municipal Assessors Office and ask for the Municipal Assessor.

❖ FLOWCHART



LEGEND:

-  Client
-  Assessment Clerk
-  Municipal Assessor

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**SIMPLE TRANSFER OF TAX
DECLARATION**

Frontline Service

MRS. MYRNA L. LUMANLAN
Head of Office

❖ **ABOUT THE SERVICE:**

Transfer of Tax Declaration is issued upon the request property owners to reflect the new or current owner of Real Properties for purpose of Taxation.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Real property owners who wish to declare their property for taxation purposes.

❖ **REQUIREMENTS:**

As per Chapter I. Section 1.2.n of the Assessment Manual:

1. Photocopy of Titles.
2. Photocopy of Certification Authorizing Registration (CAR)
3. Photocopy of payment of Transfer Tax.
4. Tax clearance up to the current year.

❖ **FEES:**

NONE

❖ **AVAILABILITY OF THE SERVICE:**

Mondays to Fridays – 8:00 am to 5:00 pm.

❖ **HOW TO AVAIL OF THE SERVICES:**

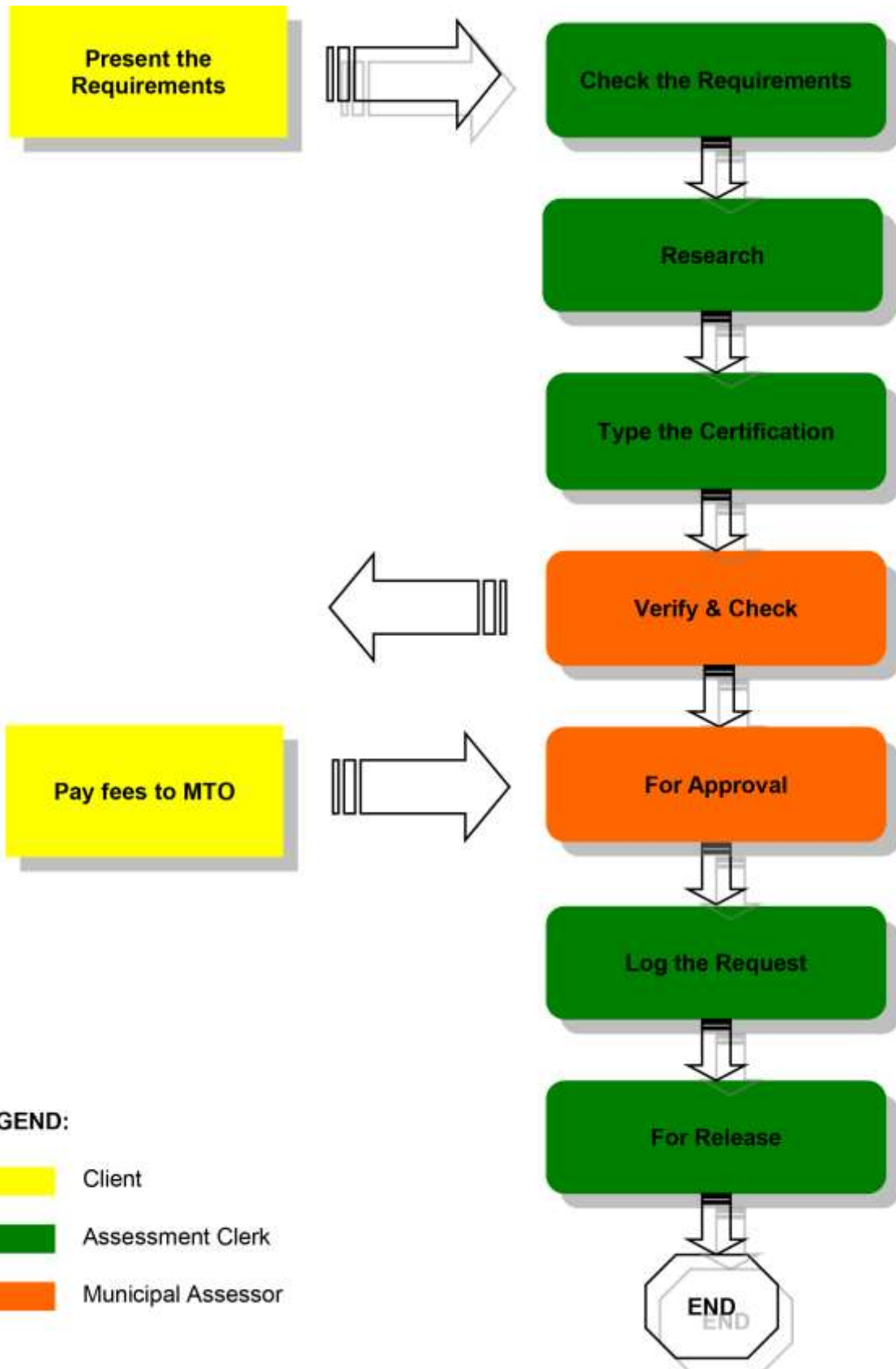
| STEP APPLICANT/CLIENT | DEPARTMENT ACTIVITY | PROCESSING TIME | PERSON RESPONSIBLE |
|----------------------------------|--|----------------------------|-------------------------------|
| 1. Present requirements | Check the requirements if complete. | 3 minutes | Assessment Clerk |
| | For assignment of Tax Declaration Number | 2 minutes | Mun. Assessor |
| | Type the Declaration | 10 minutes | Assessment Clerk |
| | For review and checking | 2 minutes | Mun. Assessor |
| | For final approval | 2 minutes | Mun. Assessor |
| | Log the request certification | 2 minutes | Assessment Clerk |
| | For releasing | 2 minutes | Assessment Clerk |

TOTAL PROCESSING TIME : 23 MINUTES

❖ **HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Please call _____ or visit the Municipal Assessors Office and ask for the Municipal Assessor.

FLOWCHART



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REQUEST FOR RE-APPRAISAL/RE-ASSESSMENT OF REAL PROPERTIES

Frontline Service

MRS. MYRNA L. LUMANLAN
Head of Office

❖ **ABOUT THE SERVICE:**

Transfer of Tax Declaration are issued upon the request property owners to reflect the new or current owner of Real Properties for purpose of Taxation.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Real property owners who wish to declare their property for taxation purposes.

❖ **REQUIREMENTS:**

As per Chapter I. Section 1.2.n of the Assessment Manual:

5. Photocopy of Titles.
6. Photocopy of Certification Authorizing Registration (CAR)
7. Photocopy of payment of Transfer Tax.
8. Tax clearance up to the current year.

❖ **FEES:**

NONE

❖ **AVAILABILITY OF THE SERVICE:**

Mondays to Fridays – 8:00 am to 5:00 pm.

❖ **HOW TO AVAIL OF THE SERVICES:**

| STEP APPLICANT/CLIENT | DEPARTMENT ACTIVITY | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------|--|------------------------------------|--|
| 1. Present requirements | Check the requirements if complete. | 3 minutes | Assessment Clerk |
| | Forward to the Mun. Assessor for review of documents & scheduling of field inspection | 20 minutes | Mun. Assessor |
| | Conduct of field inspection | 1 day after the receipt of request | Field Officer/Draftsman |
| | Preparation & submission of findings & recommendation for review of the Mun. Assessor & if approved. Corresponding tax declaration will be issued. | 1 day after field inspection | Field Officer/Draftsman Assessment Clerk Mun. Assessor |
| | For verification, checking and final approval. | 5 minutes | Mun. Assessor |
| | For releasing | 2 minutes | Assessment Clerk |

TOTAL PROCESSING TIME : 2 days & 30 minutes

❖ **HOW TO COMPLAIN? WHERE TO COMPLAIN?**

Please call _____ or visit the Municipal Assessors Office and ask for the Municipal Assessor.

