

**SERVICE STANDARDS OF THE  
CITY ASSESSOR'S OFFICE  
City Government of Paranaque**

**Schedule of Availability of Service:**

Monday to Friday

8:00 a.m. To 5:00 p.m. Without noontime break.

**FRONTLINE SERVICES OFFERED**

1. Issuance of Tax Declaration for Transfer of Ownership of Real Properties.
2. Issuance of Tax Declaration of Real Properties being declared for the first time.
3. Issuance of Certified True Copy of Tax Declaration
4. Cancellation, Revision and Correction of Assessments
5. Issuance of Certificate of No Improvement, Property Identification and Verification of Ownership and Location
6. Issuance of Certificate of No Property, No Record and Property Holdings
7. Issuance of Real Property Tax Order of Payment (RPTOP)
8. Securing Real Property Information

Prepared by:

**Engr. JOSE MARLEO P. DEL ROSARIO**

City Assessor

Approved by:

**Hon. EDWIN L. OLIVAREZ**

City Mayor II

**VISION :**

A MODEL OFFICE OF AMIABLE AND DEDICATED PUBLIC SERVANTS, WHICH UPHOLDS THE HIGHEST DEGREE OF PROFICIENCY AND GENUINE COMMITMENT OF SERVICE IN PURSUIT OF ITS GOAL OF GENERATING MORE INCOME FOR THE CITY THROUGH INCREASED REAL PROPERTY ASSESSMENTS, AT THE SAME TIME PROVIDING AN HONEST, PROMPT AND CORTEOUS SERVICE TO THE PEOPLE OF PARANAQUE.

**MISSION:**

TO DISCOVER, LIST, APPRAISE AND ASSESS ALL REAL PROPERTY SITUATED WITHIN THE JURISDICTION OF PARANAQUE IN ACCORDANCE WITH EXISTING ASSESSMENT RULES AND REGULATIONS IN ORDER TO GENERATE MORE INCOME FOR THE CITY. GIVE THE CITIZENS AND TAXPAYERS OF PARANAQUE A FRIENDLY, COURTEOUS, PROMPT AND EFFICIENT SERVICE AT ALL TIMES. MAINTAIN, REPRODUCE AND PREPARE TAX AND LAND VALUE MAPS THROUGH ELECTRONIC METHODS. TO PROVIDE THE EMPLOYEES OF THE ASSESSOR'S OFFICE WITH INCENTIVES, PROPER TRAININGS AND OPPORTUNITY TO IMPROVE THEIR CAPABILITIES, BOTH MENTALLY AND PHYSICALLY SO AS TO ENHANCE THEIR JOB PERFORMANCE EFFECTIVENESS.

## 1. ISSUANCE OF TAX DECLARATION FOR TRANSFER OF OWNERSHIP OF REAL PROPERTIES

### Who may avail of the Service:

Real Property Owners / Authorized Representative

### What are the Basic Requirements:

1. Certified true copy of TCT/OCT, CCT
2. Photocopy of Deed of Conveyance ( Sale, Donation, Exchange, Assignment, Inheritance, Extra Judicial Settlement, Certificate of Sale, Affidavit of Consolidation of Ownership etc.)
3. Photocopy of Bureau of Internal Revenue CAR (Certificate Authorizing Registration)
4. SEC Registration and Certification of ActualUse ( for Exempt properties)
5. Photocopy of latest Real Property Tax Receipt / Tax Clearance from Treasurer's Office
6. Photocopy of Transfer Tax Receipt
7. Photocopy of Transfer Fee Receipt
8. Pictures of Structure-Improvement / Property (3" x 5" colored)

**Duration:** 3 Days (without ocular inspection)

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Ask and Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Checklist of the Requirements
2	Pay the required processing fee and secure official receipt	Inform the client to proceed to the Treasurer's Office	5 minutes	Cashier, City Treasurer's Office	P100 per title	Order of Payment slip
3	Present and submit the complete requirements for processing of the application	Inform the client to wait for his/her name to be called	5-10 minutes	<b>LAO Officers:</b> Iluminado Soto Manolito Magtibay Marilou Saba Nelson Villamayor Mercy Visda Orpha Dela Cruz Maribeth De Castro Jose Ladica Jr Marc Samuel Yu Olivia Dellomos Garry De Leon Adelaida Torres Rosalina Mercado		Tax declaration Application & Routing Form
	Accompany the LAO Officer to conduct a joint ocular inspection of the property when necessary		1 day			Locator's Slip
4		Prepares the Field Appraisal Assessment Sheet (FAAS)	2 days			FAAS

		Evaluates and sign the FAAS			
	Wait for at least three (2) days to process the application	Assings a Property Identification Number (PIN) on FAAS		<b>Tax Mapper:</b> Jose Ladica Jr Manolito Magtibay Rolando Rodriguez Marc Samuel Yu Nelson Villamayor	
		Reviews the FAAS and recommends the approval		Assistant City Assessor	
		Approves and signs the FAAS		Engr Jose Marleo Del Rosario- City Assessor	
		Assigns the Assessment of Real Property (ARP) Number or Tax Declaration Number		Rosalina Mercado	
		Encodes the data of the FAAS on the Computer Data Bank		<b>Data Encoder:</b> Brenda Arroyo Geraldine Ditan Naida Nabong	
		Printing of the Original and Owner's Duplicate copy of Tax Declaration			
		Printing of Notice of Assessment			
		Printing of the Ownership Record Form (Index Card)			
		Reviews the Tax Declaration and recommends the approval		Assistant City Assessor	
5			Approval of the new and owner's copy of Tax Declaration	2-5 minutes	Engr Jose Marleo P. Del Rosario City Assessor
6		Cancellation of the Previous Tax Declaration and Book binding of the New Tax Declaration	5 minutes	Record Officer Book Binder	
7		Release of Owner's Duplicate Copy of Tax Declaration	2-5 minutes	LAO Officer where the pro-perty is located	Tax Declaration

**2. ISSUANCE OF TAX DECLARATION OF REAL PROPERTIES (LAND, BUILDING & MACHINERIES)  
BEING DECLARED FOR THE FIRST TIME.**

**Who may avail of the Service:**

Real Property Owners / Authorized Representative

**What are the Basic Requirements:**

**For Untitled Land**

1. A letter from the owner or whoever may have interest on the property.
2. A survey plan prepared by a duly licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the DENR.
3. A certification from the Community Environment and Natural Resources Office (CENRO).
4. An affidavit of ownership and confirmation of the fact that the applicant has been in long and continuous possession of the property.
5. Sworn statement declaring the Market Value of real property filed by the owner / administrator.
6. A certification from the barangay captain that the declarant is the present possessor and occupant of the land.
7. Certification of the adjoining owners duly sworn to by the barangay captain and /or the city mayor.
8. Pictures of Structure-Improvement / Property (3" x 5" colored)

**For Titled Property**

1. A letter from the owner or whoever may have interest on the property.
2. A certified true copy of the title issued by the Registrar of Deeds, certifying among others that the original copy of which is intact and existing in the said registry.
3. Photocopy of latest Real Property Tax Receipt / Tax Clearance from Treasurer's Office
4. Photocopy of Certificate Authorizing Registration (CAR) from BIR.
5. Certified true copy of free patent, homestead or miscellaneous sales application.
6. A survey plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the DENR.
7. Pictures of the the property.

**For Consolidation / Subdivision / Reclassification of Land**

1. Certified copy of Tansfer Certificate of Title (TCT)
2. Approved subdivision / consolidation plan
3. Photocopy of previous Tax Declaration
4. Photocopy of latest Real Property Tax Receipt/Tax Clearance from Treasurer's Office
5. Copy of Subdivision/Consolidation fee receipt

**For Newly Built House/Building**

1. Approved Building Floor Plan
2. Photocopy of Building Permit, Certificate of Occupancy & Certificate of Completion
3. Sworn Statement of the true and fair current market value of the property
4. Photocopy of Tax Declaration of the lot

- Pictures of Structure-Improvement / Property (3" x 5" colored)

**For High Rise Residential / Commercial Building - Condominium**

- Approved Building Floor Plan
- Photocopy of Building Permit, Certificate of Occupancy & Certificate of Completion
- Photocopy of Condominium Certificate of Title (CCT)
- Tabulation of Saleable and Non-Saleable Areas
- Photocopy of Master Deed of Condominium
- Photocopy of Tax Declaration of the lot
- List of Capital Equipments
- Photocopy of registration/declaration fee receipt

**For Newly Acquired Machineries**

- Detailed listing of Machineries
  - \* Description of Machineries
  - \* Original Acquisition Cost (includes cost of freight, installation etc.)
  - \* Original Date of Acquisition / Operation
- Notarized Sworn Statement of the true value of Machineries ( Duly signed by Accountable Officer)

**Duration:** 3 Days (without ocular inspection)

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Ask and Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Checklist of the Requirements
2	Pay the required processing fee and secure official receipt	Inform the client to proceed to the Treasurer's Office	5-10 minutes	Cashier, City Treasurer's Office	P100 per title	Order of Payment slip
3	Present and submit the complete requirements for processing of the application	Inform the client to wait for his/her name to be called	5-10 minutes	<b>LAO Officers:</b> Iluminado Soto Manolito Magtibay Marilou Saba Nelson Villamayor Mercy Visda Orpha Dale Cruz Jose Ladica Jr Marc Samuel Yu Olivia Dellomos Garry De Leon Adelaida Torres Rosalina Mercado		Tax declaration Application & Routing Form
	Accompany the LAO Officer to conduct a joint ocular inspection of the property when necessary	Computation of building floor area and determines the market and assessed valuations of the property	1 day			Locator's Slip

4	Wait for at least three (2) days to process the application	Prepares the Field Appraisal Assessment Sheet (FAAS)	2 days	Orpha Dela Cruz Maribeth De Castro	Rosalina Mercado	FAAS	
		Evaluates and sign the FAAS					
		Assings a Property Identification Number (PIN) on the FAAS		<b>Tax Mapper:</b> Jose Ladica Jr Rolando Rodriguez	Manolito Magtibay Marc Samuel Yu	Nelson Villamayor	
		Reviews the FAAS and recommends the approval		Assistant City Assessor			
		Approves and signs the FAAS		Engr Jose Marleo Del Rosario- City Assessor			
		Assigns the Assessment of Real Property (ARP) Number or Tax Declaration Number		Record Officer			
		Encodes the data of the FAAS on the Computer Data Bank		<b>Data Encoder:</b> Brenda Arroyo Geraldine Ditan Naida Nabong			
		Printing of the Original and Owner's Duplicate copy of Tax Declaration					
		Printing of Notice of Assessment					
		Printing of the Ownership Record Form (Index Card)					
		Reviews the Tax Declaration and recommends the approval		Assistant City Assessor			
5			Approval of the new and owner's copy of Tax Declaration	2-5 minutes	Engr Jose Marleo P. Del Rosario City Assessor		Tax Declaration
6		Book binding of the New Tax Declaration	5 minutes	Book Binder			
7		Release of Owner's Duplicate Copy of Tax Declaration	2-5 minutes	LAO Officer where the pro-perty is located		Tax Declaration	
8	Payment of Real Property Tax	Inform the client to proceed to the Treasure's Office for SOA and payment of taxes	2 minutes	Cashier, City Treasurer's Office		Real Property Tax Order of Parment (RPTOP)	

### 3. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

**Who may avail of the Service:**

Real Property Owners / Authorized Representative

**What are the Basic Requirements:**

1. Letter of Request
2. Photocopy of valid Identification Card (ID) of requesting party
3. Photocopy of Real Property Tax Receipt / Transfer Certificate of Title (TCT)
4. Photocopy of certification fee receipt

**Duration:** 30 minutes (under normal circumstances)

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Request Form
2	Pay the required fee and secure official receipt	Inform the client to proceed to the Treasurer's Office	5 minutes	Cashier, City Treasurer's Office	P50 per copy	Order of Payment slip
3	Wait for the processing of the certified copy	After checking if all information matches with the original copy on file, the certified true copy will be processed	20 minutes	Window 19 to 26 19 - Felicitas Gonzales 20 - Ma. Ofelia Ramos 21 - Brenda Arroyo 22 - Ma. Luisa Javerina		
4		Printing of the Certified True Copy of Tax Declaration	2 minutes	23 - Ma Divina Dela Cerna 24 - Teresita Carmona 25 - Ma. Jasmin Tamarion 26 - Geraldine Ditan		

5		Approval and Release of Certified True Copy of Tax Declaration	2-5 minutes	Olive Dellomos Adelaida Torres Illuminado Soto Villamayor Nelson		Certified True Copy of Tax Declaration
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#### 4. CANCELLATION, REVISION AND CORRECTION OF ASSESSMENTS

##### Who may avail of the Service:

Real Property Owners / Authorized Representative

##### What are the Basic Requirements:

1. Request letter for Cancellation, Revision and Correction of Assessment
2. Photocopy of latest Real Property Tax Receipt/Tax Clearance from Treasurers Office
3. Barangay Certificate/Clearance (for cancellation/demolition of building)
4. Demolition Permit from Office of the Building Official or Subdivision Home Owners Association
5. Certification from the Bureau of Fire Protection (BFP) (if property has been razed by fire)
6. Pictures of the property (3" x 5" colored)

**Duration:** 3 Days (without ocular inspection)

##### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Ask and Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Checklist of the Requirements
2	Pay the required processing fee and secure official receipt	Inform the client to proceed to the Treasurer's Office	5-10 minutes	Cashier, City Treasurer's Office	P100 per title	Order of Payment slip
3	Present and submit the complete requirements for processing of the application	Inform the client to wait for his/her name to be called	5-10 minutes	LAO Officer where the pro-perty is located		Tax declaration Application & Routing Form
	Accompany the LAO Officer to conduct an ocular inspection of the property	Conduct an inspection of the area to ensure the validity of the request being made	1 day			Locator's Slip



4	Wait for at least three (2) days to process the application	Prepares an inspection report and process the approval of the application	2 days			
		Reviews the application and recommends the approval		Assistant City Assessor		
5		Approval of the Notice of Cancellation, Revision and Correction		Engr Jose Marleo P. Del Rosario City Assessor		
6		Cancellation of the Previous Tax Declaration and Book binding of the New Tax Declaration	5 minutes	Book Binder		
7		Release of Notice of Cancellation / Owner's Duplicate Copy of Tax Declaration	2-5 minutes	LAO Officer where the property is located		Notice of Cancellation, Updated copy of Tax Declaration for Revisions and Corrections

**5. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT, PROPERTY IDENTIFICATION and VERIFICATION of OWNERSHIP and LOCATION**

**Who may avail of the Service:**

Real Property Owners / Authorized Representative

**What are the Basic Requirements:**

1. Sworn Declaration / Affidavit of No Improvement by Seller or Buyer
2. Photocopy of Tax Declaration
3. Photocopy of valid Identification Card (ID) of requesting party
4. Photocopy of certification fee receipt

**Duration:** 30 minutes (under normal circumstances) / 1 day (without ocular inspection)

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Request Form
2	Pay the required fee and secure official receipt	Inform the client to proceed to the Treasurer's Office	5 minutes	Cashier, City Treasurer's Office	P50 per Lot	Order of Payment slip
3	Wait for the processing and release of application	After verification of the property from existing/available records on file, the certificate/ certification will be processed	20 minutes	<b>Tax Mapper</b> Marc Samuel Yu Jose Ladica Jr Manolito Magtibay		Verification Slip

	Accompany the tax mapper for a site inspection when necessary	Conduct a joint ocular inspection of the property	1 day	Rolando Rodriguez Marilen Boral Albert Calisaan Levijun Escobal		Locators Slip
4		Printing of the requested Certificates/Certification	5 minutes	Jingle Paulino		
5		Approval and Release of requested document	2-5 minutes	Nelson Villamayor Mapper IV	Tax	Certificate of No Improvement / Certifications

## 6. ISSUANCE OF CERTIFICATE OF NO PROPERTY, NO RECORD AND PROPERTY HOLDINGS

### Who may avail of the Service:

Real Property Owners / Authorized Representative

### What are the Basic Requirements:

1. Letter of Request
2. Photocopy of valid Identification Card (ID) of requesting party
3. Photocopy of certification fee receipt

**Duration:** 60 minutes

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Comply with all the requirements indicated in the checklist	Inform the client to wait for his/her name to be called	2-5 minutes	Windows 19 to 26		Request Form
2	Pay the required fee and secure official receipt	Inform the client to proceed to the Treasure's Office	5 minutes	Cashier, City Treasurer's Office	P50 per Tax Dec	Order of Payment slip
3		After verification of the property from existing/available records on file the certification will be processed	40 minutes	Record Officer / Tax Mapper		Verification Slip
4		Printing of the requested Certificates/Certification	2-5 minutes	Assessment Clerk		

5		Approval and Release of requested document	2-5 minutes	Olive Dellomos Adelaida Torres Illuminado Soto Villamayor	Nelson	Certificate/Certification
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**7. ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP)**

**Schedule of Availability of Services**

Monday to Friday

8:00 a.m. To 5:00 p.m. without noon break

**Who may avail of the Service:**

Real Property Owners / Authorized Representative

**What are the Basic Requirements:**

1. Photocopy of Tax Declaration
2. Photocopy of latest Real Property Tax Receipt / Tax Clearance from Treasurer's Office

**Duration:** 15 minutes

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Approach any receiving section staff at the counter of the Assessor's Lounge and present the requirements		2-5 minutes	Window 19 to 26 19 - Felicitas Gonzales 20 - Ma. Ofelia Ramos 21 - Brenda Arroyo 22 - Ma. Luiza Laverina	Not	

2		Verification and printing of the RPTOP	10 minutes	22 - Ma. Luisa Caverina 23 - Ma Divina Dela Cerna 24 - Teresita Carmona 25 - Ma. Jasmin Tamarion 26 - Geraldine Ditan	Applicable	Real Property Tax Order of Payment (RPTOP)
3		Inform the client to proceed to the Treasurer's Office for SOA and payment of taxes	2 minutes	Cashier, City Treasurer's Office		

## 8. SECURING REAL PROPERTY INFORMATION

### Who may avail of the Service:

PUBLIC

### What are the Basic Requirements:

1. Letter of Request / Query
2. Photocopy of valid Identification Card (ID) of requesting party
3. Photocopy of certification fee receipt

**Duration:** 30 minutes / 15 days (maximum)

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Present letter of request / query	Inform the client to wait for his/her name to be called	10 minutes	Windows 19 to 26	No Fee	Request Form

2		Verification of the property from existing/available records on file	20 minutes	Record Officer / Tax Mapper		Letter of Response
	Wait for the owner's confirmation.	Write / Inform the declared owner of the request received by the office to give information on his/her property. Wait for the confirmation of the owner. <b>Section 7(c) of RA 6713</b>	15 days (maximum)	Olive Dellomos Adelaida Torres Iluminado Soto Nelson Villamayor		