Republic of the Philippines
CITY OF LAPU-LAPU
Office of the City Assessor
LAPU-LAPU CITIZEN'S CHARTER

Ground Floor, City Hall Main Bldg. Pusok, Lapu-lapu City 6015 | 032- 341-0655 | lapulapu.assessors@gmail.com | www.lapulapucity.gov.ph

PROCESSING STANDARDS

- Transactions are classified into Three types: Simple, Complex and Highly Technical, depending on the technical complexity of the processes involved.
- Acceptance and processing of transactions are to be done over the counter only while online/electronic submission facility is not yet in place.
- Processing of transactions will only begin upon submission of complete documents. Incomplete submissions received thru courier or postal service will not be processed and will be discarded 15 working days after notification if no compliance is made.
- Transactions must be supported by valid proof of identity of the presenter/processor and/or proper consent/authorization from the represented owner/declarant when applicable, in compliance with the Data Privacy Act of 2012.
- Any follow-up on pending transactions should be made only thru the Releasing Section of Records Division. Direct or indirect contact with individual office personnel involved in the processing-in-progress is prohibited to maintain no contact policy.
- Processing Time indicated is only based on a single transaction or service. Actual processing time may be adversely affected and be extended depending on the actual queue situation and volume of received/processed transactions at any given time.
- Processing Time may be likewise extended if upon verification a discrepancy is uncovered, or an improvement or structure within the subject property is found to be undeclared for taxation purposes. In the latter case, the undeclared improvements or structures should be voluntarily or involuntarily declared for taxation purposes, pursuant to provisions of Sections 202 – 205, Book II, of the Local Government Code of the Philippines (RA No. 7160).

A. ISSUANCE OF TAX DECLARATION FOR TRANSFER/CONVEYANCE OF REAL PROPERTY

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Complex Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter request with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner or Declarant of the involved RPU	Client /Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification (ID) of Property Owner and the Authorized Person	Client / Applicant
• Deed of Conveyance - certified true copy from Registry of Deeds (RoD) (i.e. Extra-Judicial Declaration or Settlement of Heirs, Affidavit of Adjudication, Sale, Donation, Barter, Exchange, Transfer, etc.)	Registry of Deeds (RoD)
• Original copy of Certificate Authorizing Registration (CAR) from BIR or Certified true copy from RoD	Bureau of Internal Revenue (BIR)
• Real Property Tax Clearance – current	City Treasurer's Office (CTO)
• Official Receipt (OR) of Transfer Tax Payment – photocopy	City Treasurer's Office (CTO)
• Certified true copy of Certificate of Title (OCT/CTC/CCTC, etc) from the RoD	Registry of Deeds (RoD)
• Approved Plan (Subdivision, Segregation, Consolidation, etc.) if applicable	RoD or Bureau of Lands of DENR
• Court Order with Certificate of Finality – if applicable	Trial Courts (RTC/MCTC)
• Streetview pictures of the house, buildings and other improvements	Client / Applicant

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid
1.	Submit letter-request with supporting documents & wait for the result of evaluation.	Receive the letter-request with the required supporting documents.	30 minutes per RPU	Admin Aide III, Admin Officer II (AO II), Receiving Counter Staff	None
		Conduct review and determine completeness of the supporting documents.	30 minutes	Admin Officer IV (AO IV), Officer of the Day	
2.	Receive the stamped "Received" copy of request	Examine and evaluate the documents and assign specific staff for encoding to the RPAS.	60 minutes	Assistant Dept. Head II	
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes	Assigned encoding Staff, Admin Asst. III, Admin Asst. IV	
		Update the Post Tax Mapping Control Roll (PTMCR) and review the assigned PIN	30 minutes	Tax Mapping Division Head/ Officer Alternate	
		Check and review Tax Declaration Entries	60 minutes	LAOO III	
		Recommend for approval of the Tax Declaration	60 minutes	Assistant Dept. Head II	
		Approve the Tax Declaration (TD)	60 minutes	City Assessor II	
3.	Claim Tax Declaration (TD) and Notice of Assessment (NOA	Validate the approved TD in the Real Property Assessment System (RPAS	30 minutes	Assistant Dept. Head II, City Assessor II	
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.	30 minutes	Assessment Clerk II, Assigned Records Staff	
		Log TD with NOA and Release the Taxpayer's Copy	30 minutes	Assessment Clerk II, Assigned Records Staff	

B. ISSUANCE OF TAX DECLARATION FOR NEW BUILDING, STRUCTURES, MACHINERIES, EQUIPMENT AND OTHER IMPROVEMENTS

B.1 FOR BUILDINGS, STRUCTURES & OTHER IMPROVEMENTS

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Notarized letter request / Sworn declaration with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner or Declarant of the RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Approved Building Permit and Certificate of Occupancy	Office of the Building Official
• Building Plans (Floor Area Plan, Site Development Plan, etc.)	Client / Applicant
• Bill of Materials	Client / Applicant
• If No Building Permit, a certification from the Office of the Building Official (OBO) that the Structure or Improvement does not require a Building Permit	OBO
• Photocopy of Tax Declaration (TD) of the Land	Client / Applicant
• Notarized Consent, Original copy of the Deed of Conveyance or Contract of Lease – if owner of the Structure or Improvement is not the owner or declarant of the involved Land or Structure	Client / Applicant
• Streetview Pictures of the Real Property Unit	Client / Applicant

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid
1.	Submit Notarized Request with supporting documents & wait for the result of evaluation.	Receive the required documents according to the checklist of requirements.	30 per RPU	Admin Aide III, AO II, Receiving Counter Staff	None
2.	Receive the stamped "Received" copy of request	Evaluate the documents to determine completeness and forward the same to Real Property Appraisal & Assessment Division for inspection	30 minutes	AO IV, Officer of the Day	
3.	Applicant should allow entry to premises for taking of measurements, pictures, and videos during the conduct of Ocular Inspection for documentation purposes.	Conduct Ocular Inspection	180 minutes	LAAO I, LAOO III, Admin Officer V (AO-V),	
		Prepare Field Appraisal & Assessment Sheet (FAAS) and Assign Property Index Number (PIN)	30 minutes	Tax Mapping Division Head / Officer Alternate	
		Review and Recommend approval of the FAAS	60 minutes	Assistant Dept Head II	
		Approve the FAAS	60 minutes	City Assessor II	
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes	Assessment Clerk II, Admin Asst. IV, Assigned Encoding Staff	
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	30 minutes	Tax Mapping Division Head / Officer Alternate	
		Review and recommend for approval of the TD	60 minutes	Assistant Dept Head II	
		Approve the Tax Declaration (TD)	60 minutes	City Assessor II	
		Validate the approve TD in the Real Property Assessment System (RPAS	30 minutes	Assistant Dept Head II, City Assessor II	
4.	Claim Tax Declaration (TD) and Notice of Assessment (NOA	Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	30 minutes	Assessment Clerk II, Admin Aide III, Assigned Records Staff	
		Log the TD with NOA and Release the Tax-payer's Copy	30 minutes		

B.2. FOR MACHINERIES AND EQUIPMENT

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter request with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner or Declarant of the involved RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Affidavit of Ownership or Sworn Statement of the Market Value of the RPU	Client / Applicant
• TD of the Land or Building or Structure where the Machinery and/or Equipment is installed	Client / Applicant
• Purchase Receipts and/or Sales Invoice – original copy to be certified by the Office	Client / Applicant
• Colored Pictures of the Real Property Unit for reference	Client / Applicant

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid
1.	Submit Request with supporting documents & wait for the result of evaluation.	Receive the required documents according to the checklist of requirements.	30 per RPU	Admin Aide III, AO II, Receiving Counter Staff	None
2.	Receive the stamped "Received" copy of request	Evaluate the documents determine the completeness and forward to the Real Property Appraisal & Assessment Division for inspection	30 minutes	AO IV, Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of the Ocular Inspection for documentation purposes.	Conduct Ocular Inspection	120 minutes	LAOO I, LAOO III, AO V, Assessment Officer assigned	
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes		
		Review and recommend approval of FAAS	60 minutes	Assistant Dept Head II	
		Approve the FAAS	60 minutes	City Assessor II	
		Encode details in the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes	Assessment Clerk II, Admin Asst. IV, Assigned Encoding Staff,	
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	30 minutes	Tax Mapping Head, Alternate Officer	
		Review and recommend for approval of the TD	60 minutes	Assistant Dept Head II	
		Approve the Tax Declaration (TD)	60 minutes	City Assessor II	
		Validate the approved TD in the Real Property Assessment System (RPAS	30 minutes	Assistant Dept Head II, City Assessor II	
4.	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same.	30 minutes	Admin Aide III, Assessment Clerk II, Records Staff	
		Log the TD with NOA and Release the Tax-payer's Copy.	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	

C. RE-ASSESSMENT AND REVALIDATION OF REAL PROPERTY CLASSIFICATION OR TAXABILITY

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Notarized request with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner or Declarant of the RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Real Property Tax Clearance - current	City Treasurer's Office
• Pictures of the Real Property Unit highlighting the Renovated, Additional Area, or the Damaged portion	Client / Applicant
• Relevant supporting documents (i.e. Building Permit for renovation/extension, Proof of Exemption, Approved Plans, Bill of Materials, Certifications, Affidavits, etc.), if applicable	Client / Applicant/ OBO

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid
1.	Submit Request with supporting documents & wait for the result of evaluation.	Receive the required documents according to the checklist of requirements.	30 per RPU	Admin Aide III, AO II, Receiving Counter Staff	None
2.	Receive the stamped "Received" copy of request	Determine the completeness of documents and forward to Real Property Appraisal & Assessment Division for inspection	30 minutes	AO IV, Assigned Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of the Ocular Inspection for documentation purposes.	Conduct Ocular Inspection	120 minutes	LAOO III, AO V, LAOO I	
		Prepare Field Appraisal & Assessment Sheet (FAAS)	30 minutes		
		Review & Recommend approval of FAAS	30 minutes	Assistant Dept Head II	
		Approve the FAAS	30 minutes	City Assessor II	
		Encode details at the Real Property Assessment System (RPAS), and print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes	Assessment Clerk II, Admin Asst. IV, Assigned Encoding Staff,	
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	30 minutes	Tax Mapping Division Head, Alternate Officer	
		Review and recommend for approval of the TD	60 minutes	Assistant Dept Head II	
		Approve the Tax Declaration (TD)	60 minutes	City Assessor II	
		Validate the approved TD in the Real Property Assessment System (RPAS	30 minutes	Assistant Dept Head II, City Assessor II	
4	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Scan and Upload the TD with the Supporting Documents at the Data Management System (DMS) and file the same.	30 minutes	Admin Aide III, Assessment Clerk I, Records Staff	
		Log TD & NOA and Release the Tax-payer's Copy.	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	

D. CANCELLATION OF TAX DECLARATION (TD) DUE TO TOTAL DAMAGE, DEMOLITION AND FOR OTHER REASONS

Office/Division Involved	Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Complex type of transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Notarized request with contact details;	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner or Declarant of the involved RPU/s	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Real Property Tax Clearance – current	City Treasurer's Office
• Streetview Pictures of the demolished or totally damaged RPU, if applicable	Client / Applicant
• Relevant documents (i.e. Certifications, Demolition Permits, Affidavits, etc.), if applicable	Client / Applicant
• Ocular Inspection Report	Real Property Appraisal & Assessment Division

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid
1.	Submit letter-request with supporting documents & wait for the result of evaluation.	Receive the required documents according to the checklist of requirements.	30 per RPU	Admin Aide III, AO II, Receiving Counter Staff	None
2.	Receive the stamped "Received" copy of request.	Determine the completeness of documents and forward to Real Property Appraisal & Assessment Division for inspection	30 minutes	AO IV, Assigned Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of the Ocular Inspection for documentation purposes.	Conduct Ocular Inspection	120 minutes	LAOO III, AO V, LAOO I, assigned Assessment Officer	
		Cancel the TD at the Real Property Assessment System (RPAS) and the hard copy of the Tax Declaration (TD)	30 minutes		
		Forward Cancelled Tax Declaration (TD) with Documents to the Records Management Division for proper Documentation	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		Release Certified Photocopy of the Cancelled Tax Declaration (TD)	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
	Request for Certified Photocopy of the Cancelled TD when necessary	File the Supporting Documents.	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	

E. ISSUANCE OF TAX DECLARATION ON LAND BEING DECLARED FOR THE FIRST TIME

E.1 FOR UNREGISTERED OR UNTITLED PARCEL OF LAND

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Request Letter with contact information	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if processor is not the Owner/Declarant of the involved RPU	Client / Applicant
• In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Certified True Copy of the Patent, Homestead, Miscellaneous Sales Application (MSA) and the like.	Client / Applicant /DENR
• Survey Plan with Technical Description prepared by a Licensed Geodetic Engineer and duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources (DENR)	LMB- DENR
• Certification issued by the Community Environment and Natural Resources Office (CENRO), stating among others that the subject land is within the Alienable and Disposable (A & D) area	DENR CENRO
• Sworn Statement declaring the Market Value of the subject RPU executed by the Declarant	Client / Applicant
• Affidavit of Ownership executed by the applicant stating among others that the Applicant is in long, continuous and notorious possession of the subject RPU	Client / Applicant
• Certification issued by the concerned Punong Barangay stating that the Applicant is the present possessor and occupant of the subject RPU	Client / Applicant
• Certification issued by the Punong Barangay and City Mayor stating that the concerned Local Government Units (LGUs) have No Objection to the Declaration of Ownership by the private applicant.	Client / Applicant/ LGU
• Affidavit executed by the adjoining land owners stating that the Applicant is the present possessor and occupant of the subject RPU duly sworn to by the Punong Barangay and/or the City Mayor	Client / Applicant
• Copy of the Index of Decrees, if applicable	Bureau of Lands
• Court Order or Decisions, if applicable	Local Courts (RTC/MCTC)
• An Ocular Inspection with Investigation Report by the City Assessor or his/her Authorized Representative;	Real Property Appraisal & Assessment Division
• FAAS	
• Proof of payment for ten (10) years back of the Real Property Taxes (RPT)	City Treasurer's Office

Steps in Processing					
	Client Steps	Agency/LGU Action	Processing Time	Persons Responsible	Fees to be paid *(in Peso)*
1.	Submit the letter-request with the supporting documents and wait for the evaluation result.	Receive the required documents according to the checklist of requirements.	30 minutes per RPU	Admin Aide III, AO II, Receiving counter Staff	None
2.	Receive the stamped "Received" copy of request	Determine the completeness of documents and forward to Real Property Appraisal & Assessment Division for inspection	30 minutes	AO IV, Assigned Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of Ocular Inspection for documentation purposes	Conduct Ocular Inspection	120 minutes	LAOO III, AO V, LAOO I, assigned Assessment Officer	
		Prepare the Inspection Report/ FAAS	60 minutes		
		Check FAAS and Recommend for its approval.	60 minutes	Assistant Dept Head II	
		Approve the FAAS	60 minutes	City Assessor II	
		Assign Property Identification Number (PIN)	30 minutes	Tax Mapping Division Head, Alternate Officer	
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)	60 minutes	Assessment Clerk II, Admin Asst. IV, Special Agent I Assigned Encoding Staff	
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN	30 minutes	Tax Mapping Division Head, Alternate Officer	
4.	Pay the Real Property Tax at the City Treasurer's Office & submit O.R. to Receiving Section.	Check and review Tax Declaration & NOA	60 minutes	LAOO III	
		Recommend for approval of TD and NOA	60 minutes	Assistant Dept. Head II	
		Approve the TD and NOA	60 minutes	City Assessor II	
		Secure the issued TD and require the payment of Ten (10) years Back Taxes	60 minutes	Assistant Dept. Head II	
		Receive the Official Receipt for the 10 years Back Taxes and forward the same to the Assessment Division	30 minutes	Admin Aide III, Assessment Clerk II, Assigned Records Staff	
		Validate the approved TD in the Real Property Assessment System (RPAS	30 minutes	Assistant Dept Head II, City Assessor II	
5.	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.	30 minutes	Admin Aide III, Assessment Clerk II, Records Staff	
		Log the TD with NOA and Release the Tax-payer's Copy	30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	

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E.2 FOR REGISTERED OR TITLED PARCEL OF LAND

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Request Letter with contact information	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if processor is not the Owner/Declarant of the involved RPU	Client / Applicant
In case of Juridical Entities – Board Resolution/Secretary's Certificate & copy of latest General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Certified True Copy of the Patent, Homestead, Miscellaneous Sales Application (MSA) and the like, of subject RPU.	Client / Applicant
• Survey Plan with Technical Description prepared by a Licensed Geodetic Engineer and duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Natural Resources (DENR)	LMB - DENR
• An Ocular Inspection with Investigation Report by the City Assessor or his/her Authorized Representative.	Real Property Appraisal & Assessment Division
• FAAS	Client / Applicant
• Proof of payment for ten (10) years back of the Real Property Taxes (RPT)	Client / Applicant

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				
1.	Submit the letter-request & supporting documents and wait for the result of initial evaluation.	Receive the letter-request with the required documents and forward the same to Evaluator/Officer.		30 minutes per RPU	Admin Aide III, AO II	None
2.	Receive the stamped "Received" copy of request	Determine the completeness of documents and forward to Real Property Appraisal & Assessment Division for inspection		60 minutes	AO IV, Assigned Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of Ocular Inspection for documentation purposes	Conduct Ocular Inspection		120 Minutes	LAOO III, AO V, LAOO I	
		Prepare Inspection Report/FAAS		30 minutes		
		Review and recommend for approval of the FAAS		60 minutes	Assistant Dept. Head II	
		Approve the FAAS		60 minutes	City Assessor II	
		Assign Property Identification Number (PIN)		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) and Notice of Assessment (NOA)		60 minutes	Assessment Clerk II, Admin Asst. IV, Assigned Encoding Staff,	
		Update the Post Tax Mapping Control RoE (PTMCR) and Review of assigned PIN		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Check and review Tax Declaration Entries		60 minutes	LAOO III	
		Recommend for approval of the Tax Declaration (TD) and Notice of Assessment (NOA)		60 minutes	Assistant Dept. Head II	
		Approve the Tax Declaration (TD) and NOA		60 minutes	City Assessor II	
		Secure the issued TD and require the payment of Ten (10) years Back Taxes		10 minutes	Assistant Dept. Head II	
4.	Pay the Real Property Tax at the City Treasurer's Office	Receive the Official Receipt of the of 10 years Back Taxes and forward to encoder		30 minutes	Admin Aide III, Admin Officer II	
		Validate the approved TD in the Real Property Assessment System (RPAS		30 minutes	Assistant Dept. Head II, City Assessor II	
5.	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		Log TD with NOA and Release the Tax-payer's Copy.		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	

F. ISSUANCE OF NEW TAX DECLARATIONS FOR PARTITION OR SUBDIVISION OF LOT

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Highly Technical Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Request Letter with contact information	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if processor is not the Owner/Declarant of the involved RPUs	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate and latest copy of the General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Partition Survey Plan with Technical Description prepared by a Licensed Geodetic Engineer and duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources	LMB - DENR
• Certified True Copy from the RoD of registered Deed of Partition, Extra-judicial Partition, and other instruments for subdivision of solely or commonly owned lot	Client / Applicant
• Court Order or Decision ordering the Partition of property, in case of judicial partition	Local Courts (RTC/MCTC)
• Certificate of Tax Clearance for the current year	City Treasurer's Office

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Submit the letter-request & documents and wait for the result of initial evaluation.	Receive the letter-request with the required documents and forward the same to Evaluator/Officer		30 minutes per RPU	Administrative Aide III, AO II, Receiving counter Staff	None
2.	Receive the stamped "Received" copy of request	Determine the completeness of documents and forward to Real Property Appraisal & Assessment Division for inspection		60 minutes	AO IV, assigned Officer of the Day	
3.	Applicant/client should allow entry to premises for taking of measurements, pictures, and videos during the conduct of Ocular Inspection for documentation purposes	Conduct Ocular Inspection		120 Minutes	LAOO I, LAOO III, AO V, Assessment Officer assigned	
		Prepare Field Appraisal & Assessment Sheet (FAAS)		30 minutes		
		Review FAAS & Recommend for approval.		60 minutes	Assistant Dept. Head II	
		Approve the FAAS		60 minutes	City Assessor II	
		Assign Property Identification Number (PIN)		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Encode details at the Real Property Assessment System (RPAS), and print Tax Declaration (TD) and Notice of Assessment (NOA)		60 minutes	Assessment Clerk II, Admin Assistant IV, assigned encoding staff	
		Update the Post Tax Mapping Control Roll (PTMCR) and Review of assigned PIN		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Check and review Tax Declaration		60 minutes	LAOO III	
		Recommend for approval of the (TD) and (NOA)		60 minutes	Assistant Dept. Head II	
		Approve the FAAS, Tax Declaration (TD) and NOA		60 minutes	City Assessor II	
4.	Pay the Real Property Tax at the City Treasurer's Office	Instruct payment of Ten (10) years Back Taxes		60 minutes	Assistant Dept. Head II	
		Receive the Official Receipt of the 10 years Back Taxes and transmit the same to the Assessor Division		30 minutes	Administrative Aide III, AO II	
		Validate the approved TD in the Real Property Assessment System (RPAS		30 minutes	Assistant Dept. Head II, City Assessor II	
5.	Claim Tax Declaration (TD) and Notice of Assessment (NOA)	Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		Log the TD with Notice of Assessment (NOA)s and Release the Tax-payer's Copy		30 minutes		

G. ISSUANCE OF CERTIFIED TRUE MACHINE COPY OF LATEST TAX DECLARATION

Office/Division Involved	Assessment Records Management Division
Service Category:	External
Classification:	Simple Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Requisition Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of deceased Owner/Declarant	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Copy of the Official Receipt (OR) on the payment Required Fees	City Treasurer's Office

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Filled-out Request Form and present the documents, and request computation for the exact amount to be paid.	Check the filled-up form and the required documents, and provide the exact charges to be paid by the client at the CTO		30 minutes per TD	Admin Aide III, Assessment Clerk I, Assigned Records Staff	P55.00 per TD
2.	Pay the charges at the City Treasurer's office then submit Filled-up Form with OR & supporting documents to the Receiving Section	Receive the required documents & the Official Receipt (OR) and forward the same to Counter Staff for printing of CTMC		30 minutes		
		Review the documents and print the Certified True Machine Copy of Tax Declaration (TD)		60 minutes	Special Agent II, Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		Approve the Certified True Machine Copy of TD		60 minutes	Records Officer, Authorized Signatory	
3.	Claim Certified True Machine Copy of latest Tax Declaration (TD)	Log and Release the Certified True Machine Copy of TD		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		File the Supporting Documents.		30 minutes		

H. ISSUANCE OF CERTIFIED COPY OF OLD TAX DECLARATION AND SUPPORTING DOCUMENTS

Office/Division Involved	Assessment Records Management Division
Service Category:	External
Classification:	Simple Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Requisition Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of deceased Owner/Declarant;	Client / Applicant
• Original & Photocopy of Valid Identification (ID) of Property Owner/Requestor and the Authorized Person,	Client / Applicant
• Copy of the Official Receipt (OR) on the payment Required Fees;	City Treasurer's Office

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Submit Filled-out Form with supporting documents and wait for the computation of reproduction Fees.	Receive the Filled-out Request Form with supporting documents and forward to records vault custodian for retrieval of records and files.		30 minutes	Assessment Clerk I, Assigned Records Staff	P20.00 For every page of document, and fraction thereof, reproduced by photocopying or any machine copy, not including any certification of correctness.
2.		Retrieve the files and compute photo-copying fees and advise client to pay the total charges at the CTO		60 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
	Pay the required Fees at the CTO and submit OR to the receiving counter	Receive the required documents & the Official Receipt (OR) and forward the same to the records vault custodian for printing/photocopying of requested documents.		30 minutes	Admin Aide III, Assessment Clerk I,	
		Check the OR and supporting documents and Photo-Copy the old Tax Declaration (TD) and/or specific Supporting documents		120 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
		Approve the Certified Copy of Old Tax Declaration & Supporting Documents		60 minutes	Records Officer, Authorized Signatory	P20.00 per Certification of photocopied document.
		Ensure completeness of old Tax Declaration (TD)/Supporting documents and Return to the filing vaults and cabinets.		60 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff	
3.	Claim certification, photocopy of old TD and Supporting documents	Log the certifications, photocopied TD and support documents and release to client		30 minutes	Assessment Clerk I, Assigned Records Staff	
		File the Data privacy Documents.		30 minutes		

I. ISSUANCE OF CERTIFICATE OF LAND HOLDINGS AND RELATED CERTIFICATIONS

Office/Division Involved	Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Simple Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Request Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU's	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of a deceased Owner/Declarant;	Client / Applicant
• Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps	Client / Applicant
• Current Real Property Tax Clearance	City Treasurer's Office

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Present the Fill-out Request Form with supporting documents and wait for the computation of exact amount to be paid.	Receive the required documents and advise client to pay the computed total charges to the City Treasurer's Office (CTO)		30 minutes per RPU	Admin Aide III, Assessment Clerk I, Assigned Records Staff	P50.00 / per Certificate
2.	Pay the required fees to the City Treasurer's office then submit Filled-up Form with OR & supporting documents to Receiving Section.	Receive the Request Form, supporting, documents & O.R. and forward the same to Counter Staff for printing of the Certificate.		30 minutes	Admin Officer IV, Assigned Officer of the Day	
3.	Claim the Certificate of Landholding or No Land Holding, etc.	Verify the documents and access RPAS to print the certification.		60 minutes	Admin Aide III, Assessment Clerk I, Special Agent II, Assigned Records Staff	
		Review and Approve the Certificate of Landholding or Certificate of No Landholdings		60 minutes	Records Officer, Authorized Signatory	
		Log the Approved Certificates then Release the same to client		30 minutes	Assessment Clerk I, Assigned Records Staff	
		File the Request Form and Supporting DPA Documents.		30 minutes		

J. ISSUANCE OF REAL PROPERTY VERIFICATION, TRACER OR TRACE-BACK HISTORY

Office/Division Involved	Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Complex Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Request Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU or In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of deceased Owner/Declarant	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Copy of the Official Receipt (O.R.) on the payment Required Fees	City Treasurer's Office
• Current Real Property Tax Clearance	City Treasurer's Office
• Street view pictures of the subject property showing improvements	Client / Applicant

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Present Filled-out Form with supporting DPA documents and wait for computation of exact charges to be paid.	Receive the Filled-up Request Form with the required documents and advise client to pay the computed total charges to the City Treasurer's Office (CTO)		30 minutes per RPU	Admin Aide III, Assessment Clerk I, Assigned Records Staff,	P50.00 per Lot/ RPU involved
2.	Pay the required fees to the City Treasurer's office then submit filled-up Form with OR & supporting documents to Receiving Section.	Receive the Filled-up Request Form & Official Receipt (OR) and forward the same to Records Vault custodians for the transaction history research.		30 minutes		
3.	Claim the Certificate of Property History/Trace-back Summary.	Access old Real Property records & analyze the history of related documents and prepare Transaction flow charts		120 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff,	
		Print the summarized real property unit's history tracer when necessary.		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff,	
		Review flow-charts and approve the printed Certificate of History/Trace-back of the RPU		60 minutes	Records Officer, Authorized Signatory	
		Ensure the completeness of files and records and return all retrieved documents to the records vault/filing cabinets.		30 minutes	Admin Aide III, Assessment Clerk I, Assigned Records Staff,	
		Log and Release the History tracer/trace-back and file the Supporting DPA Documents.		30 minutes	Assessment Clerk I, Assigned Records Staff,	

K. ANNOTATION OF SALE, DONATION, TRANSFER & OTHER CONVEYANCES INVOLVING UNSEGREGATED PORTION OF THE REAL PROPERTY UNIT

Office/Division Involved	Office of the City Assessor, Real Property Appraisal & Assessment Division, Tax Mapping Division, Assessment Records Management Division, Administrative Division
Service Category:	External
Classification:	Complex Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter request with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from the Owner or Declarant if requestor is not the Owner/Declarant of the involved RPUs In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Certified true copy of Certificate of Title (OCT/CTC/CCTC, etc) from the RoD showing the inscribed annotation of the specific transaction	Registry of Deeds (RoD)
• Deed of Conveyance (i.e. Extra-Judicial Declaration or Settlement of Heirs, Affidavit of Adjudication, Sale, Donation, Barter, Exchange, Transfer, etc.) – certified true copy from RoD	Registry of Deeds (RoD)
• Original copy of Certificate Authorizing Registration (CAR) from BIR or Certified copy from RoD	Bureau of Internal Revenue (BIR)
• Real Property Tax Clearance – current	City Treasurer's Office (CTO)
• Official Receipt (OR) of Transfer Tax Payment – photocopy	City Treasurer's Office (CTO)
• Official Receipt (OR) for payment of Annotation Fee	City Treasurer's Office (CTO)
• Street view pictures of the building and other improvements within the real property involved	Client / Applicant

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1	Present letter request with the required documents and wait for the result of evaluation.	Receive the letter-request with DPA requirements and the specific documents for inscription as annotation.		30 minutes entry/ inscription	Administrative Aide III, AO II, Receiving counter Staff	P20.00 per Entry/Inscription
2.	Receive the stamped "Received" copy of the request and wait for 2 to 3 days to claim the copy of new TD with the Inscription.	Determine the completeness of the required documents and forward to evaluation officer		30 minutes	AO IV, assigned Officer of the Day	
		Evaluate the presented documents & assign an Encoder for preparation of new TD in the RPAS.		60 minutes	LAOO I, LAOO III, AO V, Assessment Officer assigned	
		Encode details at the Real Property Assessment System (RPAS), Print Tax Declaration (TD) with the inscribed Annotation.		60 minutes	Assessment Clerk II, Admin Asst. IV, Assigned Encoding Staff,	
		Update the Post Tax Mapping Control Roll (PTMCR) and review the assigned PIN		30 minutes	Tax Mapping Division Head/ Alternate Officer	
		Check and review Tax Declaration		30 minutes	LAOO III	
		Recommend for approval of the Tax Declaration		60 minutes	Assistant Dept Head II,	
		Approve the Tax Declaration (TD)		60 minutes	City Assessor II	
3.	Claim the new Tax Declaration with inscribed annotation.	Validate the approved TD in the Real Property Assessment System (RPAS		30 minutes	Assistant Dept Head II, City Assessor II	
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.		30 minutes	Assessment Clerk I, Admin Aide III, Assigned Records Staff	
		Log of the new TD and Release the Taxpayer's Copy		30 minutes	Assessment Clerk I, Assigned Records Staff,	

L. ANNOTATION OF AFFIDAVIT OF ADVERSE CLAIM, REAL ESTATE MORTGAGE, LIS PENDENS CONTRACTS, TAX LIEN, LEVY, COURT ORDERS AND OTHER ENCUMBRANCES

Office/Division Involved	Tax Mapping Division, Real Property Appraisal & Assessment Division
Service Category:	External
Classification:	Complex Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter request with contact details	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization from Requesting Party if the processor is not the interested Party	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative and copy of the latest General Information Sheet (GIS)	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Requesting Party/Requestor and the Authorized Person, if applicable	Client / Applicant
• Certified True Copy of Title from RoD showing the entry / inscription of annotation, if applicable.	Registry of Deeds (RoD)
• Certified true copy from RoD of the Documents for annotation (i.e Affidavit of Adverse Claim, Deed of Real Estate Mortgage, Court Certification of Pending Case for Lis Pendens, Order of Tax Lien, Levy, Contracts, Court Orders) and other encumbrances for annotation on TD.	Registry of Deeds (RoD)
• Official Receipts (OR) as proof of payment for the Annotation Fee	CTO

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Present the letter-request with the required DPA documents and the specific documents for annotation and wait for the result of evaluation.	Receive the Letter-request with the required documents and forward to Records Officer		30 minutes per Entry /Inscription	Admin. Aide III, AO II, Receiving counter Staff	P20.00 per Entry/ Inscription
2.	Pay the Annotation Fee at CTO and submit the O.R. together with documents to receiving section.	Determine the documents' acceptability for inscription and advise client to pay the exact annotation fee and assign encoder for the entry.		60 minutes	Records Officer, Assistant Dept. Head	
		Receive the O.R. together with the documents and forward to the assigned encoder.		30 minutes	Assessment Clerk I, Admin Aide III, Assigned Records Staff	
3.	Receive the stamped "Received" copy of the request and wait for around 2-3 days for the Certified copy of TD with the inscription.	Inscribe the annotation on the Original TD mirroring the entries made by the RoD on the title and encode the same in the Real Property Assessment System (RPAS.		30 minutes	Assessment Clerk I, Admin Aide III,	
4.	Request for Certified True Machine Copy of the Tax Declaration bearing the inscription, if necessary	Record the annotated transaction/document in the Office's Registry of Annotated Documents		30 minutes	Assessment Clerk I, Admin Aide III,	
		Approve the inscribed annotation on the original TD /RPAS and sign the Register.		60 minutes	Records Officer, Assistant Dept. Head	
		Advise client to request Certified True Machine Copy of the Tax Declaration bearing the inscription if desired.		30 minutes	Assessment Clerk I, Admin Aide III, Assigned Records Staff	
		Scan and Upload the TD with the Supporting Documents to the Data Management System (DMS) and file the same accordingly.		30 minutes	Assessment Clerk I, Admin Aide III, Assigned Records Staff	

M. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT AND OTHER RELATED CERTIFICATIONS

Office/Division Involved	Tax Mapping Division, Real Property Appraisal & Assessment Division
Service Category:	External
Classification:	Complex Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Request Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU	Client / Applicant
• In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of deceased Owner/Declarant	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Copy of the Official Receipt (O.R.) on the payment Required Fees	City Treasurer's Office
• Current Real Property Tax Clearance	City Treasurer's Office
• Street view pictures of the subject property showing improvements	Client / Applicant

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Present the Filled-up Request Form with the supporting documents	Receive the Filled-up Request Form and verify the required documents and Official Receipt		30 minutes per RPU	Tax Mapping Staff, Admin Aide III	P50.00 per RPU
		Examine the submitted street view pictures and forward to assigned personnel for online verification		30 minutes		
		Access Mapping applications and online verification system and report possible undeclared improvements and request for inspection		30 minutes	Tax Mapping Staff	
2.	Applicant/client should allow entry to the premises for taking of measurements, pictures, and videos during the conduct of Ocular Inspection for documentation purposes	Conduct Ocular Inspection		120 minutes	Tax Mapping officer and Appraiser assigned by Appraisal Division.	
		Received and verify Ocular Inspection Report and forward to Assessment Division for FAAS preparation if positive.		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Issue Certificate of No Improvement for Negative inspection Report		30 minutes	Tax Mapping Staff	
3.	Claim the Certificate of No Improvement or with number of improvement/s	Received Tax Declaration and NOA transmitted by the Appraisal Division for undeclared Property		2 days per	Tax Mapping Division Head, Alternate Officer	
		Issue Certification that the Real property has a certain number of improvements		30 minutes	Tax Mapping Staff	
		Approve Certification that the real property has a certain number of existing Improvements		30 minutes	Tax Mapping Division Head, Alternate Officer	
		Log the Certification and Release to client. File the Supporting Documents.		30 minutes	Tax Mapping Staff / Admin Aide III	

N. REPRODUCTION OF VICINITY MAP OR LOT LOCATION MAP

Office/Division Involved	Tax Mapping Division
Service Category:	External
Classification:	Simple Type of Transaction
Type of Transaction	G2C - Government to Citizen G2G - Government to Government
Who may avail:	Declared Owners of Real Property in Lapu-lapu City and their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Filled-up Request Form	Client / Applicant
• Special Power of Attorney (SPA) or Letter of Authorization/Consent from Owner/Declarant if requestor is not the Owner or Declarant of the involved RPU	Client / Applicant
In case of Juridical Entities – Board Resolution or Secretary's Certificate designating the authorized representative	Client / Applicant
• Original & Photocopy of Valid Identification Card (ID) of the Property Owner/Requestor and the Authorized Person, if applicable	Client / Applicant
• Proof of requestor's Filiation or heirship in case the RPU involved is an Estate or a property of a Deceased Owner/Declarant;	Client / Applicant
• Official Receipts (OR) as proof of payment for the Certification Fee and Documentary Stamps Tax.	City Treasurer's Office

	Steps in Processing			Processing Time	Persons Responsible	Fees to be paid
	Client Steps	Agency/LGU Action				(In Peso)
1.	Submit Filled-up Form with supporting documents	Receive the Filled-up Request Form with the required documents and Official Receipt		30 minutes per RPU	Tax Mapping Staff, Admin Aide III	P50.00 per RPU
		Verify Sketch and/or Subdivision Plan is available on file		60 minutes	Tax Mapping Staff, Admin Aide III	
		Prepare Lot Plan and/or Vicinity Map		30 minutes	Admin Aide III	
		Approve the printed document		30 minutes	Tax Mapping Division Head, Alternate Officer	
2.	Claim copies of Lot Plan and/or Vicinity Map	Log and release the Lot Plan and/or Vicinity Map		30 minutes	Tax Mapping Staff, Admin Aide III	