



Republic of the Philippines
Province Of Bohol
Municipality of Pilar

OFFICE OF THE MUNICIPAL ASSESSOR

*Frontline Service No. 1: Securing certifications on Tax Declaration, Property Holdings or Non-Improvement

➤ ABOUT THE SERVICE

The **TAX DECLARATION (TD)** serves as the permanent record for every Real Property Unit (Land/ Building/ Machinery).

A certified true copy or certification of various Property Holdings or Improvements/ No improvements, Sketch thereon may be requested from the assessor's office.

➤ REQUIREMENTS

- Service Slip and Certificate Fee

➤ FEES

- Tax Declaration ₱ 100.00
- Certification Fee ₱ 100.00

➤ HOW TO AVAIL OF THE SERVICE

Follow These Steps	It Will Take You	Please Approach
1. Filling up of Service slip/ Request	5 minutes	Elsa B. Gulay
2. Verification of Records.	5 minutes	Josefina L. Gucor
3. Preparation/Printing of the Certified True Copy/ Certifications of Total landholdings and Improvement or No improvement.	30 minutes	Cecilio D. Buslon
4. Checking and Signing	5 minutes	Sonia L. Baldero
5. Release of the Certification or Certified True Copy of Tax Declaration.	5 minutes	Cecilio D. Buslon

***Frontline Service No. 2: Securing Sketch Plans and Vicinity/ Location Maps.**

➤ **ABOUT THE SERVICE**

The **SKETCH PLAN/ VICINITY MAP** serves as a guide and in determining the zonal value for every Real Property Unit (Land/ Building) and maybe requested from the Assessor's Office.

A certification that the Sketch Plan/ Vicinity Map prepared is based from the result of Tax Mapping extracted from approved Cadastral Survey. Also the Sketch Plan/ Vicinity Map is made for reference and for taxation purposes only and shall not be considered as basis for setting land disputes.

➤ **REQUIREMENTS**

- Service Slip & Certificate Fee

➤ **FEES**

- Certification Fee ₱ 100.00

➤ **HOW TO AVAIL OF THE SERVICE**

Follow These Steps	It Will Take You	Please Approach
6. Filling up of Service Slip/Request.	5 minutes	Cecilio D. Buslon
7. Verification of Records.	5 minutes	Josefina L. Gucor Helenita J. Enargan
8. Preparation of the Certified True Copy/ Certification of Sketch Plan/Vicinity Map.	30 minutes	Helenita J. Enargan Elsa B. Gulay
9. Checking and Signing of the document.	5 minutes	Sonia L. Baldero
10. Release of the Certifications or Certified True Copy of Sketch Plan/Vicinity Map.	5 minutes	Cecilio D. Buslon

***Frontline Service No. 3: Transferring of Ownership, Revising, Cancellation, Correcting Assessment**

➤ **ABOUT THE SERVICE**

- Clients who would like to delete, adjust or correct assessment on their real property request this service.
- Owners copy of Tax Declaration is secured upon transfer of ownership of real property from the previous to the new owner.
- Assessment records are used by the Treasurer's office in computing the annual tax.
- To update the records of assessment and to transfer real property taxation to the new owner.

➤ **REQUIREMENTS**

- Service Slip/ Request
- Current Tax Receipt/Clearance
- Verification Fee
- Transfer Fee for OCT transactions
- Deed of Conveyance (sale, donation, partition, etc.) duly registered with ROD.
- Certificate of Title duly authenticated by MA or certified copy from ROD
- Approved copy Subdivision/Consolidation Plan (if applicable)
- Request of property owner duly endorsed by MA to the Provincial office for approval.

Follow These Steps	It Will Take You	Please Approach
11. Filling up of Service slip/ Request	5 minutes	Elsa B. Gulay
12. Verification of Records.	5 minutes	Josefina L. Gucor
13. Site inspection (optional) along with the client and preparation of Field Appraisal and Assessment Sheet (FAAS) and Tax Declaration (TD).	30 minutes	Elsa B. Gulay Josefina L. Gucor Helenita J. Enargan
14. Check, Review and Sign the FAAS and endorsed the same to the Provincial office for approval.	5 minutes	Sonia L. Baldero

***Frontline Service No. 4 : Consolidation/Subdivision of Property under
CARP/OLT/CLOA**

➤ **ABOUT THE SERVICE**

- **New Tax Declaration has to be prepared for the CARP covered properties/ OLT/ CLOA.**
- **Conducts field inspection to assess the value and actual use of the real property.**
- **New TD's serves as the permanent record on the real property unit and also used for taxation purposes.**

➤ **REQUIREMENTS**

- **Current Tax Receipt/Clearance.**
- **Approved Consolidation/Subdivision Plan.**
- **Certification form MARO/PARO.**
- **OCT/TCT duly certified or authenticated by MA or certified copy from ROD.**
- **Request of land owner duly endorsed by MA to the Provincial office for approval.**

➤ **HOW TO AVAIL OF THE SERVICE**

Follow These Steps	It Will Take You	Please Approach
15. Filling up of Service slip/ Request	5 minutes	Elsa B. Gulay Helenita J. Enargan
16. Verification of Records.	5 minutes	Josefina L. Gucor Cecilio D. Buslon
17. Preparation of FAAS and TD.	30 minutes	Helenita J. Enargan
18. Check, Review and Sign the FAAS and endorsed the same to the Provincial office for approval.	5 minutes	Sonia L. Baldero

***Frontline Service No. 5 : Verifying Property Location & Vicinity**

➤ ABOUT THE SERVICE

- Enable the clients to identify the property, ownership and location of the property at the Assessors office.

➤ REQUIREMENTS

- Service Slip
- Photocopy of the Title/Tax Declaration.

➤ HOW TO AVAIL OF THE SERVICE

Follow These Steps	It Will Take You	Please Approach
19. Filling up of Service slip/ Request	5 minutes	Cecilio D. Buslon
20. Verification of Records.	5 minutes	Helenita J. Enargan
21. Assessment Clerk presents the location and vicinity of the property to the client, Service slip containing the clients comments is retrieved if any.	5 minutes	Helenita J. Enargan

***Frontline Service No. 6: Securing Assessment for a New Building/Machinery**

➤ ABOUT THE SERVICE

- New Tax Declaration have to be prepared for the newly constructed building and installed machinery.
- Assessors office conducts field inspection to assess the value of the property.
- It serves as the permanent record of the real property unit and it is also used for taxation purposes.

➤ REQUIREMENTS

- Service slip/ Letter request
- Blue print of the approved building plan together with the bills of materials.
- OR of the newly acquired machinery/ freight & handling/ installation.
- Photocopy of occupancy permit.

➤ HOW TO AVAIL OF THE SERVICE

Follow These Steps	It Will Take You	Please Approach
22. Filling up of Service slip/ Request	5 minutes	Elsa B. Gulay
23. Verification of Records.	5 minutes	Josefina L. Gucor
24. Site inspection (optional) AC along with the client conducts an ocular inspection of the property and prepares Field Appraisal Assessment Sheet (FAAS) and Tax Declaration (TD) together with the supporting documents.	30 minutes to 1 hour (distance to be considered)	Helenita J. Enargan
25. Check, Review and Sign the printed FAAS/TD's of new building/machinery and endorsed the same to the Provincial office for approval.	5 minutes	Sonia L. Baldero

***Frontline Service No. 7: Public Titling for Untitled Properties Per DENR DAO
2011-06**

➤ **ABOUT THE SERVICE**

- Enable the clients to have their untitled lots be registered and titled in their names.
- Assessor's office conducts field inspection to ascertain the possession, occupation, and cultivation of the applicant/claimant and the area of the property including the improvements found therein.

➤ **REQUIREMENTS**

- Interview Sheets
- Application for Free Patent Form
- Geotag, of the lot, agricultural or residential applied for title and posting at Barangay Hall and Municipal Hall for 15 days.
- Joint Affidavit in support of Free Patent Application.
- Deed of Conveyance (sale, donation, partition, etc.)
- Blueprint of the approved Subdivision Plan if applicable.

➤ **HOW TO AVAIL OF THE SERVICE**

Follow These Steps	It Will Take You	Please Approach
26. Filling up of Service Slip/ Interview Sheet	5 minutes	Elsa B. Gulay Josefina L. Gucor
27. Verification of Records.	5 minutes	Helenita J. Enargan
28. Ocular inspection along with the client regarding the property and prepare Sketch Plan and Investigation Report.	30 minutes to 1 hour (distance to be considered)	Sonia L. Baldero Josefina L. Gucor
29. Check, Review and Sign the forms and endorsed the same to DENR for approval and subsequent issuance of claim stub for the Title to be released by ROD.	5 minutes	Sonia L. Baldero Helenita J. Enargan Josefina L. Gucor Elsa B. Gulay

Submitted by:

SONIA L. BALDERO
Municipal Assessor

