



MUNICIPAL ASSESSOR'S OFFICE

MANDATE

Ensures that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly implemented.

VISION

Be in the forefront of protecting the welfare and best interest of real property taxpayers. Constantly uphold the highest ethical standards of performance

MISSION

The municipal assessor's office ensure fair and realistic property valuation for taxation purposes, establishing a uniform assessment method and procedures on all barangays within Lasam.



A. PROCESSING OF TRANSFER OR REAL PROPERTY

THE SERVICE:

An updated owner's copy of Tax Declaration is issued upon transfer of ownership of subject property from the previous to the new owner or as result of subdivision or consolidation of real property.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Present requirements for verification and review	a. Electronic copy of title from Register of Deeds b. Deed of Conveyance (sale or Donation) c. Approved Subdivision/Consolidation Plan d. Latest Real Property Tax Receipt e. Certificate Authorizing Registration from BIR f. Transfer Tax Fee Receipt	5 minutes	Fritzgerald A. Farinas Alex F. Ancheta
2. Assigning of ARPN and PIN of the property and updating of the Tax Map and Tax Map Control Roll		15 MINUTES	Fritz Alex
3. Preparation of Field Appraisal and Assessment Sheet (FAAS)		15 minutes	
4. Type the Tax Declaration extracted from accomplished FAAS then release document		10 minutes	Alex Kathlene Rabanal
Accomplish Client Feed Back Form and drop at designated drop box infront of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		45 minutes	



B. ISSUANCE OF RECLASSIFIED/REVISED TAX DECLARATION

THE SERVICE:

This service is requested by a tax payer for purposes of declaring the predominant use of his property.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Present requirements for verification and review	a. Electronic copy of Title from the Register of Deeds b. Zoning Official Certification c. DAR Certification d. DA Certification e. Latest Tax Receipt f. Owner's Request Letter	5 minutes	Fritzgerald A. Farinas Alex F. Ancheta
2. Accompany the office personnel to inspect and verify the subject property	a. Conduct ocular inspection of the subject property(time may vary depending on the location of the property)	30 minutes	Fritz Alex
3. Assigning of ARPN and PIN of the property and updating of the Tax Map and Tax Map Control Roll		15 minutes	
4. Preparation of FAAS, type the Tax Declaration extracted from accomplished FAAS and release document		25 minutes	Alex Kathlene
Accomplish Client Feed Back Form and drop at designated drop box infront of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		1 hr. and 15 minutes	



C. ISSUANCE OF REAL PROPERTY DOCUMENTS

THE SERVICE:

These documents is often requested by a taxpayer or his duly authorized representative who wants to secure a certified true copy of Tax Declaration and other Certifications (e.g. Landholdings. Latest tax Declaration, Non-Improvement, etc.) for personal records or for legal purposes.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Approach any staff for verification and identification	a. Latest Tax Receipt b. Title of the Real Property	5 minutes	Fritzgerald A. Farinas Alex F. Ancheta
2. Pay required fee at the Treasury Office	Order of Payment Form Fee: P130.00/COPY)	5 minutes	Edes G. Castro Sicel L. Guerrero
3. Type the Tax Declaration extracted from accomplished FAAS/encode requested certification	Official Receipt (P 130.00/copy)	5 minutes	Alex F. Ancheta
4. Review and sign the requested document then release		7 minutes	Fritzgerald A. Farinas
Accomplish Client Feed Back Form and drop at designated drop box infront of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		17 MINUTES	



D. APPRAISAL AND ASSESSMENT OF NEW BUILDING

THE SERVICE:

The service is requested by a taxpayer who wants to declare his newly constructed building.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Present requirements for verification and review	a. Approved Building Plan and Permit b. Latest Real Property Tax Receipt (Land and Building) c. Owner's Request Letter	10 minutes	Fritzgerald A. Farinas Alex F. Ancheta
2. Accompany the office personnel to inspect and verify the subject property	a. Conduct ocular inspection of the subject property (time may vary depending on the location of the property)	1 hour	
3. Assigning of ARPN and PIN of the property and updating of the Tax Map and Tax Map Control Roll		15 minutes	
4. Preparation of Field Appraisal and Assessment Sheet (FAAS)		1 hour	
5. Type the Tax Declaration extracted from accomplished FAAS then release document		9 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		2 HOURS and 34 MINUTES	



E. COMPUTATION OF TRANSFER TAX

THE SERVICE:

A transfer Tax is required upon transfer of ownership of the subject Real Property from the previous to the new owner as a result of sale or donation of real property.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Approach any staff for verification		2 minutes	Fritzgerald A. Farinas Alex F. Ancheta
2. Present Documents for computation	Deed of Sale	5 minutes	
3. Payment at the Municipal Treasury Office	Order of Payment Form	3 minutes	Nomer Mamba
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		10 MINUTES	