

Republic of the Philippines  
 Province of Surigao del Sur  
 Municipality of Carmen

Office of the Municipal Assessor

**Service Profile (Frontline Services)**

<b>Type of SERVICES</b>	<b>What services the client can avail?</b>	<b>Person Responsible</b>	<b>Clients</b>
<b>Assessment services</b>	1. Securing owner's copy updated Tax Declaration.	- Bebel, Ging, Felix and Belen	- Real Property Owners
	2. Securing Assessment for a New Buildings, Machineries and other undeclared real properties.	- Bebel, Ging, Felix and Belen	- Real Property Owners
	3. Securing certification on Assessment Records.	- Bebel, Ging, Felix and Belen	- Real Property Owners/Prospective Owners , and National Government Agencies.
	4. Cancelling of Assessment Records/Tax Declarations.	- Bebel, Ging, Felix and Belen	- Real Property Owners
	5. Verifying property location and securing Sketch Plan /Vicinity Map	- Bebel, Ging, Felix and Belen	- Real Property Owners and Buyers

Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
MUNICIPALITY OF CARMEN

OFFICE OF THE MUNICIPAL ASSESSOR

## CITIZEN'S CHARTER

Type of Services : **SECURING OWNER'S COPY OF UPDATED TAX DECLARATION**  
Availability of Services : **DAILY**  
Who May Avail of the Services : **REAL PROPERTY OWNERS**

### **What are the Requirements:**

#### 1. UPDATED TAX DECLARATIONS:

- a) REVISION / ADJUSTMENT OF TAX DECLARATION:
  - 1. Certification of Real Property Tax Payment (MTO Tax Clearance)
  - 2. Affidavit of ownership and / or Sworn Statement declaring the Market Value of Real Property.
  - 4. BIR Clearance
  - 5. Photocopy of Title (if titled).
  - 6. DAR Clearance (if agricultural)
  - 7. Copy of approved subdivision plan (Segregation, consolidation). (if subdivided)
  - 8. Affidavit of ownership and / or Sworn Statement declaring the Market Value of Real Property.
- b) TRANSFER OF OWNERSHIP
  - 1. Duly Registered Deed of Conveyance (Sale, inheritance, judicial partition, donation etc.
  - 2. Certification of Real Property Tax Payment (MTO Tax Clearance)
  - 3. Transfer Tax Receipt.

## How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Inform the Assessment Clerk regarding the request and wait for the documents to be evaluated.	- The Assessment Clerk provides and fill-ups the Service Slip and request the client to present the documents.	5 minutes	Bebel Ging	None	Service Slip
		- Assessment Clerk checks the documents and marks on the checklist boxes correspondingly with the submitted documents and informed the client to comply any lacking requirements.	10 minutes	Bebel Ging		
		- Assessment Clerk check marks the Endorsement Box and affix's signature below and the date signed and inform the client to indorse the Service Slip together with all the required documents to the Municipal Assessor .	5 minutes	Bebel Ging		

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
2	Submits the Service Slip together all the required documents to the Municipal Assessor.	- Inform the customer that ocular inspection will still be conducted and needs to go back on the following day to get the prepared documents.	5 mins.	Belen		1. Field appraisal & Assessment Sheet (FAAS) 2. Ocular Inspection Report 3. Sworn statement
		- Conduct field appraisal or an ocular verification / inspection of the property if necessary.	1 hr /1 day	Felix Bebel		
		- Prepares Ocular Inspection Report.	30 minutes	Felix Bebel		
		- Prepares FAAS and other related assessment records.	30 minutes	Bebel Ging		
		- Prepare transmittal letter to the Provincial Assessor Office for approval.	5 minutes	Bebel Ging		
3	Go back to Municipal Assessor's Office the following day to get the prepared FAAS/ Tax declaration to be submitted to the Provincial Assessor's	- Advice the client to bring prepared FAAS/Tax Declaration and other related supporting documents to PASSO for approval.	5 mins	Felix Bebel Ging		

	Office for the approval of the Provincial Assessor.					
<b>4</b>	Affix signature in the logbook and receive updated tax declaration and other supporting documents.	- Record and release the documents.	3 minutes	Bebel Ging		

Type of Services : **SECURING CERTIFICATION OF ASSESSMENT RECORDS**  
 Availability of Services : **DAILY**  
 Who May Avail of the Services : **REAL PROPERTY OWNERS, PROSPECTIVE OWNERS AND NATIONAL GOVERNMENT AGENCIES.**

**Requirement:**

1. Official Receipt from MTO ( Certification Fee)

**How to avail:**

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Go to Municipal Assessor Office and inform the Assessment Clerk regarding the request.	<ul style="list-style-type: none"> <li>- Assessment Clerk evaluates the request and provides the service slip.</li> <li>- Receive the necessary requirements</li> </ul>	5 minutes	Bebel Ging		Service slip



**Type of Services : SECURING ASSESSMENT FOR A NEW BUILDINGS, MACHINERIES AND OTHER UNDECLARED REAL PROPERTIES.**

Availability of Services : **DAILY**  
Who May Avail of the Services : **REAL PROPERTY OWNERS**

**What are the Requirements:**

**1. NEW TAX DECLARATION:**

**a. For Newly Declared Building :**

- a.1 Blueprint of the approved Plan.
- a.2 Photocopy of Building Permit and / or Certificate of Completion or Occupancy Permit from the Local Building Officials.
- a.3 Affidavit of Ownership and / or Sworn Statement declaring the Market Value of Real Property.

**b. For Newly Declared Machineries:**

- b.1 Photocopy of Invoice or Bill of Lading.
- b.2 Affidavit of ownership and /or sworn statement declaring the Market Value of Real property

**c. For Newly Declared Land with original Title:**

- c.1 Certified true copy of free patent, homestead or miscellaneous sales application.
- c.2 Certified true copy of the Title issued by the Register of Deeds, certifying among others, that the Original copy of which is intact and existing in the said registry.

**d. For Newly Declared Untitled Land:**

- d.1 Survey Plan duly approved by the Land Management Bureau (LMB) of the (DENR).
- d.2 Certification from the CENRO stating that the land is within the alienable and disposable area.
- d.3 Affidavit of ownership and / or Sworn Statement declaring the Market Value of Real Property.
- d.4 Affidavit that the applicant is in long and continuous possession of the property.
- d.5 Certification from the barangay captain that the declarant is the present possessor and occupant on the land
- d.6 Certification of the adjoining owners duly sworn to by the Barangay Captain.
- d.7 Ocular inspection / investigation report by the concern Municipal Assessor or his authorized representative.



Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Inform the Assessment Clerk regarding the request	<ul style="list-style-type: none"> <li>- Evaluate the request</li> <li>- give a necessary information about the request and the process</li> <li>- Give the service slip</li> </ul>	5 minutes	Ging Bebel		
2	Fill up sworn statement form	<ul style="list-style-type: none"> <li>- Evaluate and validate filled up sworn statement form</li> <li>- Give the schedule for ground verification / survey for assessment or appraisal of real property</li> <li>- Inform the customer that ocular inspection will still be conducted and needs to go back on the following day to get the prepared document</li> <li>- Conduct field appraisal or an ocular verification / inspection of the property if necessary.</li> </ul>	20 minutes	Belen Felix Ging Bebel		Sworn statement

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				

		<ul style="list-style-type: none"> <li>- Prepared ocular inspection report</li> <li>- Prepared FAAS and other related assessment records.</li> </ul> <p>Prepared transmittal letter to the Provincial Assessor Office for approval.</p>				
<b>3</b>	Go back to municipal assessor's office on the following day to get the prepared and recommended for approval new tax declaration for the approval of the provincial assessor	<ul style="list-style-type: none"> <li>- Advice client to bring the prepared FAAS and other related supporting documents to Provincial Assessor's Office for approval.</li> </ul>	1 hr to 1 day	Belen		
<b>4</b>	Affix signature in the logbook and receive prepared and recommended for approval new tax declaration and other supporting documents	<ul style="list-style-type: none"> <li>- Record and release the documents</li> </ul>	2 minutes	Belen Ging Bebel		

Type of Services : **CANCELLING ASSESSMENT RECORDS**  
 Availability of Services : **DAILY**  
 Who May Avail of the Services : **REAL PROPERTY OWNERS**

**Requirement:**

1. MTO Tax Clearance

**How to avail:**

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Inform the Assessment Clerk regarding the request.	- Evaluate the request and give the necessary information about the request and the process.	3 minutes	Bebel Ging		
2	Fill-up Request for Cancellation of Tax Declaration.	<ul style="list-style-type: none"> <li>- Evaluate and validate filled up Request for cancellation Form</li> <li>- Inform the customer that ocular inspection will still be conducted.</li> <li>- Conduct field or ocular verification/inspection of the property.</li> <li>- Prepared ocular inspection</li> </ul>	5 minutes  3 minutes  1 hour/1 day	Bebel Felix Ging Bebel  Felix Gng Felix  Felix  Bebel		Request for Cancellation/Notice of Cancellation of Tax Declaration form.

		<ul style="list-style-type: none"> <li>report</li> <li>-</li> <li>- Prepared Notice of Cancellation Form</li> <li>- Prepare transmittal letter to the Provincial Assessor Office for approval.</li> </ul>	<p>30 minutes</p> <p>5 minutes</p> <p>3 minutes</p>	<p>Ging</p> <p>Bebel</p> <p>Ging</p>		
3	Go back to Municipal Assessor's Office the following day to get the Prepared/Filled up Request Form for the approval of the Provincial Assessor.	<ul style="list-style-type: none"> <li>- Advise the client to bring the prepared/filled up Request for Cancellation form to Provincial Assessor's Office for approval.</li> </ul>	5 minutes	Belen		

Type of Services : **VERIFYING PROPERTY LOCATION AND SECURING SKETCH PLAN / VICINITY MAP**

Availability of Services : **DAILY**

Who May Avail of the Services : **REAL PROPERTY OWNERS**

Requirement:

- 1. Official Receipt from MTO - (Secretary's fee)**

**How to avail:**

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
<b>1</b>	Inform the Assessment Clerk regarding the request.	- Evaluate the request and give the necessary requirement..	3 minutes	Bebel Ging		
<b>2</b>	Proceed to Tax mapping section for the issuance of Sketch Plan/vicinity map and present the Official receipt for Secretary's fee.	- Retrieve files at section or base map.  - Trace/prepare/issue sketch map/vicinity map	30 minutes	Felix Bebel Ging		
<b>3</b>	Forward the prepared Sketch Plan/vicinity Map to Municipal Assessor for approval.	- Check and review the Sketch Plan/ vicinity Map and approve.	3 minutes	Belen		
<b>4</b>	Affix signature in the logbook and receive the Sketch Plan/Vicinity Map.	- Record and release the Sketch Plan/Vicinity Map.	2 minutes	Bebel Ging		