

Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Burauen

Office: Municipal Assessor Office

Date: 02 October 2018

TYPE OF SERVICE	DOCUMENTARY REQUIREMENTS	PROCEDURE	PERSONS RESPONSIBLE	MAXIMUM TIME ALLOTTED	AMOUNT OF TAXES/FEEES/CHARGES
NON-BUSINESS RELATED TRANSACTION:					
A. SIMPLE TRANSACTION:					
1. Issuance of Certified True Copy (CTC) of Tax Declaration.	1. Official Receipt (OR) on payment of fees. 2. Reference TD Number.	1. Submit OR and TD No. 2. Verify & photo copy of TD. 3. Signature & release document.	- Client - Q. Sentasas H.Amat/J.Nuevarez -RS Mandreza	2 mins. 5 mins. 5 mins.	CTC fee - 80.00 Sec.fee - 20.00 BIR Doc. Stamp - <u>30.00</u> Total - 130.00
2. Issuance of Certificate of No Improvement	1. Official Receipt (OR) on payment of fees. 2. Reference TD Number.	1. Submit OR and TD No. 2. Encode/typewritten of certificate. 3. Signature & release document.	- Client - Q. Sentasas H. Amat/J.Nuevarez -RS Mandreza	2 mins. 5 mins. 5 mins.	CTC fee - 60.00 Sec.fee - 20.00 BIR Doc. Stamp - <u>30.00</u> Total - 110.00
3. Issuance of Certificate of Non-Tax Declarant	1. Official Receipt (OR) on payment of fees. 2. Name of person to be issued with certificate.	1. Submit OR and Name of person. 2. Encode/typewritten of certificate. 3. Signature & release document.	- Client - Q. Sentasas H. Amat/J.Nuevarez -RS Mandreza	2 mins. 5 mins. 5 mins.	CTC fee - 60.00 Sec.fee - 20.00 BIR Doc. Stamp - <u>30.00</u> Total - 110.00
4. Issuance of Land Holdings Certificate	1. Official Receipt (OR) on payment of fees. 2. Name of person to be issued with certificate.	1. Submit OR and Name of person. 2. Verify/Encode/typewritten of certificate. 3. Signature & release document.	- Client - Q. Sentasas H.Amat/J.Nuevarez -RS Mandreza	2 mins. 30 mins 5 mins.	CTC fee - 80.00 Verification fee - 50.00 Sec.fee - 20.00 BIR Doc. Stamp - <u>30.00</u> Total - 180.00

5. Issuance of Property History/Tracer Certificate	1. Official Receipt (OR) on payment of fees.	1. Submit OR and Name of person.	- Client	2 mins.	Tracer/ His. fee - 150.00
	2. Reference TD Number.	2. Verify/Encode/typewritten of certificate.	- Q. Sentasas H.Amat/J.Nuevarez	2 hrs.	Sec. fee - <u>20.00</u> Sub-total - 170.00
		3. Signature & release document.	-RS Mandreza	5 mins.	Cert. fee - 80.00 Sec. fee - 20.00 BIR Doc. Stamp - <u>30.00</u> Total - 130.00 Grand Total - 300.00
6. Annotation of MORTGAGE AND BAILBOND	1. Mortgage documents duly registered at ROD – for Mortgage.	1. Submit OR and documents required;	-Client	2 mins.	Annotation Fee: 1. Below 200T - 100
	2. Court Order documents – for Bailbond. 3. O.R payment of annotation fees.	2. Annotate and release the owner’s copy.	-RS Mandreza -Q. Sentasas	5 mins.	2. 200T - 400T - 200 3. 400T – 600T - 300 4. 600T - 800T - 400 5. Above 800T - 500 Sec. Fee - 20
7. Cancellation of Mortgage & Bail bond. Annotation of Adverse Claim, Les Pen dins, Court Order and Others.	1. Release documents on Mortgage, Court Orders, and other legal documents.	1. Submit OR and documents required;	Client	2 mins.	Annotation Fee - 100 Sec. Fee - <u>20</u>
	2. O.R payment of annotation fees.	2. Annotate and release the owner’s copy.	-RS Mandreza -Q. Sentasas	5 mins.	Total - 120

Prepared by:

Recommending Approval:

Approved:

Quincy S. Sentasas
Assessment Clerk/Focal Person
Republic of the Philippines
PROVINCE OF LEYTE

Engr. Raquelito S. Mandrza, REA, MPA
Municipal Assessor

Juanito E. Renomeron
Local Chief Executive

Municipality of Burauen

Office: Municipal Assessor Office

Date: 02 October 2018

TYPE OF SERVICE	DOCUMENTARY REQUIREMENTS	PROCEDURE	PERSONS RESPONSIBLE	MAXIMUM TIME ALLOTTED	AMOUNT OF TAXES/FEES/CHARGES
NON-BUSINESS RELATED TRANSACTION:					
B. COMPLEX TRANSACTION:					
1. Transfer of TAX DECLARATION:	1. Deed of Conveyance (e.g. DOS, Extra-Judicial Settlement, Donation, etc.) duly registered at ROD; 2. Certified true copy of Title from ROD; 3. Approved Subdivision Plan from LMS-DENR, if portion only; 4. Certificate Authorizing Registration (CAR) from BIR; 5. O.R Payment of realty taxes or Tax Clearance Certificate from MTO; 6. O.R payment of Transfer Fee from MTO; 7. Sworn affidavit of true	1. Submit all complete required documents; 2. Prepare FAAS and Tax Declaration, and Endorse to PAO for approval; 3. Get approved Tax Declaration and release to client.	- Client - R.S. Mandreza - Q. Sentasas -RS Mandreza -Q. Sentasas	10 mins. 4 hrs. 7 days	1. The tax declarant is reminder to pay the annual realty taxes based on its effectivity date. 2. Payment of Transfer Fee shall be paid at MTO; Computation: a. <u>3/8 of 1%</u> of the amount consideration in the DOS or from the Market Value in the Tax Declaration whichever is the higher. b. Plus a <u>Surcharge of 25%</u> if not paid within 30 days reckoning from the notarial date; and c. Late payment <u>Interest charge of 2%</u>

	<p>market value of the property;</p> <p>8. Residence certificate or any valid IDs. NOTE: a. All of the above must be in 2 copies.</p>				per month (max. of 3 years or 72%).
<p>2. Issuance of NEW TAX DECLARATION for Land – WITH TITLE.</p>	<p>1. Posting of Notice of Application for Issuance of New Tax Declaration at the Brgy. Hall where property is located; 2. Brgy. Certificate of Posting and No Showing/Presentation/Op position from Brgy. Captain; 3. Certified true copies of Titles, OCT (e.g. CLOA, Free Patent, Homestead, Misc. Sales) from ROD; 4. Affidavit/SPA of the Administrator, if not the owner who process the papers; 5. Certificate of Technical Description of the lot from LMS-DENR; 6. Residence Certificate or any valid IDs. NOTE: a. All in the above list in 2 copies.</p>	<p>1. Submit all complete required documents; 2. Prepare FAAS and Tax Declaration, and Endorse to PAO for approval; 3. Get approved Tax Declaration and release to client.</p>	<p>- Client - R.S. Mandreza -Q. Sentasas -RS Mandreza -Q. Sentasas</p>	<p>15 days Posting 4 hrs. 7 days</p>	<p>Per Provincial Assessor memorandum order to post at the Brgy. Hall prior to issuance of new TD. Upon approval of the tax declaration, the tax declarant/administrator shall pay the realty taxes 10 years backward in pursuant to Sec. 222 of RA-7160.</p>

<p>3. Issuance of NEW TAX DECLARATION for Land – WITHOUT TITLE.</p>	<ol style="list-style-type: none"> 1. Approved survey plan from LMS-DENR; 2. Certificate of A & D from CENRO-DENR; 3. Affidavit of ownership & sworn statement of the true market value; 4. Affidavit of the applicant that he/she is in long, continuous and notorious possession of the property; 5. Certificate of the two-disinterested party of the adjoining lot duly sworn by the Brgy. Captain and/or the Mun. Mayor; 6. Certification from the Brgy. Captain that the applicant is the present possessor & occupant of the land; 7. Ocular inspection & investigation report by the Mun. Assessor; 8. Residence Certificate or 	<ol style="list-style-type: none"> 1. Submit all complete required documents; 2. Conduct ocular inspection, prepare FAAS and Tax Declaration, and Endorse to PAO for approval; 3. Get approved Tax Declaration and release to client. 	<p>- Client</p> <p>- R.S. Mandreza -Q. Sentasas</p> <p>-RS Mandreza -Q. Sentasas</p>	<p>10 mins.</p> <p>2 days</p> <p>7 days</p>	<p>Upon approval of the tax declaration, the tax declarant/administrator shall pay the realty taxes 10 years backward in pursuant to Sec. 222 of RA-7160.</p>
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	any valid IDs.				
4. Issuance of NEW TAX DECLARATION for BUILDING :	1. Bldg. Permit/Occupancy Permit, if NO Bldg. Permit, submit Affidavit of Ownership;	1. Submit all complete required documents;	- Client	10 mins.	The tax declarant is reminder to pay the annual realty taxes based on its effectivity date.
	2. Affidavit/SPA of the Administrator, if not the owner who process the papers;	2. Conduct ocular inspection/appraisal, prepare FAAS and Tax Declaration, and Endorse to PAO for approval;	- R.S. Mandreza -Q. Sentasas	4 hrs.	
	3. Blue print of Bldg. Plan, if available;	3. Get approved Tax Declaration and release to client.	-RS Mandreza	7 days	
4. Residence Certificate or any valid IDs.					
5. Issuance of NEW TAX DECLARATION for MACHINERY :	1. Official Receipt (OR) of the Machinery and/or Sworn Statement of True Market Value of the Machinery including transportation & installation cost;	1. Submit all complete required documents;	- Client	10 mins.	The tax declarant is reminder to pay the annual realty taxes based on its effectivity date.
	2. Affidavit/SPA of the Administrator, if not the owner who process the	2. Conduct ocular inspection/appraisal, prepare FAAS and Tax Declaration, and Endorse to PAO for approval;	- R.S.Mandreza -Q. Sentasas	4 hrs.	

	papers; 3. Residence Certificate or any valid IDs.	3. Get approved Tax Declaration and release to client.	-RS Mandreza	7 days	
6. Request for <u>Updating Tax Declaration, Correction of Tax Declarant Name, Lot Number, Area, and Others.</u>	1. Certified true copy of Title from ROD;	1. Submit all complete required documents;	- Client	10 mins.	The tax declarant is reminder to pay the annual realty taxes based on its effectivity date.
	2. Affidavit/SPA of the Owner/Administrator, requesting for correction/update of the tax declaration, and if not the owner who process the papers;	2. Prepare FAAS and Tax Declaration, and Endorse to PAO for approval;	- R.S.Mandreza -Q. Sentasas	2 hrs.	
	3. O.R Payment of realty taxes up to the current years. 4. Residence certificate or any valid IDs.	3. Get approved Tax Declaration and release	-RS Mandreza -H. Amat	7 days	

Prepared by:

Recommending Approval:

Approved:

Quincy S. Sentasas
Assessment Clerk/Focal Person

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