

CITY ASSESSOR'S OFFICE

Bacolod City

The City Assessor's Office ensures that all laws and policies in the attainment of maximum accuracy, efficiency and effectiveness in the appraisal and assessment of real properties for taxation purposes are properly implemented or executed and establishes an organized and systematic method or real property assessment pursuant to the provision of the Local Government

Location: Ground Floor Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number: (034) 432-3098 / 708-2327

I. ISSUANCE OF DECLARATION OF REAL PROPERTY VALUE (DRPV) OR TAX DECLARATION AND OTHER RELATED CERTIFICATIONS

ABOUT THE SERVICE: The Declaration of Real Property Value (DRPV) serves as the principal record of all real property information necessary for appropriate property tax assessment. These are secured by the property owner for various purposes (bank loans, transfer of title, tax assessment, etc.), while certifications are issued depending on the needs of the taxpayer.

REQUIREMENTS:

(Personal)

- Photocopy of Title/Land Tax OR/Old DRPV/NARP (for reference)
- Valid ID (Photocopy)
- Official Receipt of Certification Fees/Research Fees
- Letter of request (For previous years records)

(For Authorized Representative)

- Authorization letter/SPA (authorized representatives)
- Photocopy of Title/Land Tax OR/Old DRPV/NARP (for reference)
- Valid ID (Photocopy)
- Official Receipt of Certification Fees/Research Fees
- Letter of request (For previous years records)
- Special Power of Attorney (Notarized)
- Secretary Certificate (For Corporation)(Notarized)
- Any proof of identification/supporting documents in relation to the declared owner
 - a. Birth Certificate
 - b. Marriage Contract
 - c. Death Certificate
 - d. Deed of Conveyance (Notarized)

- e. Declaration of Heirship (Notarized)
- f. Extrajudicial Settlement (Notarized)

CERTIFICATION FEES:

- Certified True Copy of Tax Declaration/DRPV ₱ 50.00
- Certification of No Improvement ₱ 50.00
- Certification of Landholdings
 - Current Year ₱ 50.00
 - Previous Year ₱ 100.00
- Certification of No Property ₱ 50.00
- Other forms of Certifications ₱ 50.00

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Make a request of what specific certification needed	10 minutes	Ma.Carmela D. Ojera LAOO II Garlene Orongan Krishwyn Celis
2. Pay the required fees		
3. Present required Official Receipt for processing of DRPV/certification together with all documents for proper identification/evaluation of property requested	15 minutes	Ma.Carmela D. Ojera LAOO II Garlene Orongan Krishwyn Celis
4. In case of erroneous entries/corrections, record be referred to correction in charge or area in charge for possible corrections (Depends upon the extent of correction/error)	1 to 3 days	Ma. Ron-Ron B. Pescador LAOO III Angie G. Pula LAOO II Helen Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV

5. If DRPV/Certification requested is for previous years, request will be referred to researcher	1 day	Ma.Carmela D. Ojera LAOO II
6. Request for previous years DRPV/certification will be manually retrieved at the old city hall	6 days	Edgar Barrera Supply Officer I
7. Preparation of latest DRPV/certification Preparation of previous years DRPV/certification (Availability of retrieved record)	30 minutes 1 hour	Ma.Carmela D. Ojera LAOO II Garlene Orongan Krishwyn Celis Ma.Carmela D. Ojera LAOO II
8. DRPV/Certification will be processed for signatures/approval as to Checked & Verified and Certified Correct	45 minutes	Atty. Maphilindo T. Polvora City Assessor Ma.Ron-Ron B. Pescador LAOO III Ma.Carmela D. Ojera LAOO II
9. Assigning of control numbers and logging of DRPV/Certification	10 minutes	Louisse Acebuche Princess Chen Tupan
10. Releasing of DRPV	10 minutes	Louisse Acebuche Princess Chen Tupan

II. DECLARATION OF NEWLY ACQUIRED PROPERTIES OR SIMPLE TRANSFER OF OWNERSHIP

ABOUT THE SERVICE: The City Assessor's Office ensures that all newly acquired properties in the city are properly recorded and declared for legal and taxation purposes.

REQUIREMENTS:

- Title
- Updated Landtax Receipt/Tax Clearance
- Deed of Conveyance (sale, donation etc.)
- Transfer Tax Receipt
- Certificate Authorizing Registration (CAR)

- Official Receipt of Fees/Charges
(Note: Submit photocopies of requirements, subject to presentation of all original documents/requirements for verification)

FEES:

- Processing Fee (Simple Transfer of Ownership)/Processing Fee: ₱ 100.00/lot
- Late Filing Fee (if issuance of title exceeds 60 days)

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Make a request and submit the complete required documents for verification/evaluation (per Barangay)	1 hour	<p>Respective Appraisal and Tax Mapping Division</p> <p>Angie Pula LAOO II</p> <p>Femarie Ann G. Coruña LAOO II</p> <p>Helen J. Jubelag LAOO IV</p> <p>Jasmin Rojo Assessment Clerk III</p> <p>Alfredo G. Jaleco III LAOO III</p> <p>Divine Grace Lepaopao LAOO II</p> <p>Hitchel S. Montaña Assessment Clerk III</p> <p>Lovella P. Encabo Tax Mapping Aide</p> <p>Arnaldo L. Diamante Tax Mapper IV</p> <p>Manuel Domingo Limsiaco Assessment Clerk III</p>

2. Pay the required fees		
3. Submit Official Receipt for processing/preparation of Notice of Assessment of Real Property (NARP) subject to schedule of ocular inspection	3 days	Respective Appraisal and Tax Mapping Division
4. Signing/Approval of NARP	1 day	Atty. Maphilindo T. Polvora City Assessor Helen J. Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV
5. Recording and assigning of Assessment of Real Property Numbers	30 minutes	Bernadette Anoran Rafael Luis Padpad
6. Releasing of NARP	15 minutes	Maricel Quijano
7. NARP will be compiled by batch and endorsed to MITCS for encoding	1 day	Bernadette Anoran Rafael Luis Padpad
8. NARP/transaction will be encoded	1 day	
9. Encoded NARP/transaction will be edited/checked and returned to MITCS	1 day	Ma. Ron-Ron B. Pescador LAOO III
10. Edited transaction will be uploaded		

III. DECLARATION OF NEWLY SUBDIVIDED/CONSOLIDATED PROPERTIES

ABOUT THE SERVICE: The City Assessor's Office ensures that all newly acquired properties in the city are properly recorded and declared for legal and taxation purposes.

REQUIREMENTS:

- Title
- Approved Subdivision Plan
- Updated Landtax Receipt/Tax Clearance
- Deed of Conveyance (if transferred to new owner)
- Transfer Tax Receipt (if transferred to new owner)

- Official Receipt of Fees/Charges

FEES:

- Subdivision Fee – ₱ 100.00; in excess of 2 Lots – ₱ 5.00/Lot
- Consolidation – ₱ 100.00; in excess of 2 Lots – ₱ 5.00/Lot

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Make a request and submit the complete required documents for verification/evaluation (per Barangay incharge)	1 hour	Respective Appraisal and Tax Mapping Division Angie Pula LAOO II Femarie Ann G. Coruña LAOO II Helen J. Jubelag LAOO IV Jasmin Rojo Assessment Clerk III Alfredo G. Jaleco III LAOO III Divine Grace Lepaopao LAOO II Hitchel S. Montaña Assessment Clerk III Lovella P. Encabo Tax Mapping Aide Arnaldo L. Diamante Tax Mapper IV Manuel Domingo Limsiaco Assessment Clerk III
2. Pay the required fees		
3. Submit Official Receipt for processing/preparation of Notice of Assessment of Real Property (NARP) subject to schedule of ocular inspection	3 days	Respective Appraisal and Tax Mapping Division

4. Signing/Approval of NARP	1 day	Atty. Maphilindo T. Polvora City Assessor Helen J. Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV
5. Recording and assigning of Assessment of Real Property Numbers	30 minutes	Bernadette Anoran Rafael Luis Padpad
6. Releasing of NARP	15 minutes	Maricel Quijano
7. NARP will be compiled by batch and endorsed to MITCS for encoding	1 day	Bernadette Anoran Rafael Luis Padpad
8. NARP/transaction will be encoded	1 day	
9. Encoded NARP/transaction will be edited/checked and returned to MITCS	1 day	Ma. Ron-Ron B. Pescador LAOO III
10. Edited transaction will be uploaded		

IV. ASSESSMENT & APPRAISAL OF REAL PROPERTY IMPROVEMENTS (BUILDING AND MACHINERIES)

ABOUT THE SERVICE: The City Assessor's Office conducts field inspection to assess the value of the real property for taxation purposes

REQUIREMENTS:

- Letter Request
- Blueprint/Photocopy of the approved building plan
- Building/Occupancy Permit
- Official Receipt of Inspection Fee

FEES:

- Inspection Fee - Area Field Verification for purposes of reclassification of real property as to actual use)
 - a. Commercial Lots ₱ 500.00
 - b. Residential Lots ₱ 350.00
 - c. Industrial ₱ 500.00
 - d. Agricultural Lots ₱ 500.00
 - e. Residential Lots ₱ 350.00

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit request letter for ocular inspection which will be referred to respective taxmapping and appraisal division	15 minutes	Ma.Carmela D. Ojera LAOO II
2. Evaluation of complete documents/requirements by respective tax mapping and appraisal division for schedule of ocular inspection	1 hour	Helen J. Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV
3. Pay the required fees		
4. Submit Official Receipt for processing/preparation of Notice of Assessment of Real Property (NARP) subject to schedule of ocular inspection	3 days	Helen J. Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV
5. Signing/Approval of NARP	1 day	Atty. Maphilindo T. Polvora City Assessor Helen J. Jubelag LAOO IV Alfredo G. Jaleco III LAOO III Arnaldo L. Diamante Tax Mapper IV
6. After three (3) days, return to the City Assessor's Office		

7. Recording and assigning of Assessment of Real Property Numbers	30 minutes	<i>Bernadette Anoran</i> <i>Rafael Luis Padpad</i>
8. Releasing of NARP	15 minutes	<i>Maricel Quijano</i>
9. NARP will be compiled by batch and endorsed to MITCS for encoding	1 day	<i>Bernadette Anoran</i> <i>Rafael Luis Padpad</i>
10. NARP/transaction will be encoded	1 day	
11. Encoded NARP/transaction will be edited/checked and returned to MITCS	1 day	<i>Ma. Ron-Ron B. Pescador</i> <i>LAOO III</i>
12. Edited transaction will be uploaded		

V. PROVISION OF TAX MAPPING/REAL PROPERTY IDENTIFICATION OR VERIFICATION/RETRIEVAL OF ASSESSMENT RECORDS

ABOUT THE SERVICE: This service enables clients to identify real property, its ownership, location and all other data they need.

REQUIREMENTS:

- Request Letter (for previous years record)
- Authorization Letter/SPA (For authorized representative)
- Official Receipt of Research Fee

RESEARCH FEE:

- Current Year ₱ 50.00
- Previous Years Record ₱ 100.00
- Pre-war records ₱ 200.00
- Tax Maps ₱ 200.00

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Request for the specific data/information needed	15 minutes	<i>Ma. Carmela D. Ojera</i> <i>LAOO II</i>

2. Pay the required fees		
3. If request is for previous years records, request will be referred to researcher	1 day	Ma. Carmela D. Ojera <i>LAOO II</i>
4. Request for previous years records will be manually retrieved at the old city hall. a. If there is a request for a certified photo copy of previous years records, researcher will have the record photocopied subject for signature or approval	6 days	Edgar Barrera <i>Supply Officer I</i>
5. Photocopy of previous years record will be certified/approved	1 hour	Atty. Maphilindo T. Polvora <i>City Assessor</i> Ma. Ron-Ron B. Pescador <i>LAOO III</i>
6. Request for real property location/identification will be referred to the tax mapping division	1 hour	Arnaldo L. Diamante <i>Tax Mapper IV</i> Elvie M. Britanico <i>Tax Mapper II</i> Mark V. Buelba <i>Draftsman II</i> Joemar H. Fernandez <i>Draftsman II</i> Manuel Domingo Limsiaco <i>Assessment Clerk III</i>