

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

<p>Location: Ground Floor Bacolod City Government Center, Barangay Villamonte, Bacolod City</p> <p>Phone number: (034) 432-3098 / 708-2327</p>
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1. Issuance of Certified True Copy of Tax Declaration/Declaration of Real Property Value (DRPV) and Other Related Certification

The Certified True Copy of Tax Declaration/Declaration of Real Property Value (DRPV) serves as the principal record of all the real property information necessary for appropriate property tax assessment. These are secured by the real property owners for the various purposes (bank loans, transfer of title, tax assessment, etc.), while certifications are issued depending on the needs of the tax payers.

Office or Division:	Records Management Division	
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government	
Who may avail:	All Real Property Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Real Property Owner to personally make request <ul style="list-style-type: none"> Title/Land Tax Receipt/Old Tax Declaration/Notice of Assessment of Real Property (NARP) – Photocopy (For Reference) Valid ID - Photocopy Official Receipt of Certification Fees/Research Fees - Original Letter of Request address to the City Assessor (for previous years records) 		<ul style="list-style-type: none"> Registry of Deeds/CTO - Landtax Division/Assessor's Office CTO-License Division
Authorized Representative to make request		

<ul style="list-style-type: none"> Title/Land Tax Receipt/Old Tax Declaration/Notice of Assessment of Real Property (NARP) – Photocopy (For Reference) Valid ID - Photocopy Official Receipt of Certification Fees/Research Fees - Original Letter of Request address to the City Assessor (for previous years records) Duly Notarized Special Power of Attorney/Authorization (For authorized representative of natural person) Duly notarized Secretary Certificate (For authorized representative of juridical person) in relation to the declared owner such as Birth Certificate, Married Certificate, Death Certificate, Duly notarized Deed of Conveyance, Duly notarized Declaration of Heirship, Duly Notarized Extra Judicial Settlement, and any other related supporting documents Any proof of identification/supporting documents <p>Note: All Photocopies be subject to presentation/verification of original documents)</p>		<ul style="list-style-type: none"> Registry of Deeds/CTO - Landtax Division/Assessor's Office CTO-License Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request of what specific document/certification needed (per RPU)	1. Accepts and verifies specific request subject to submission of documents	None	5 mins	Ruby Osorio <i>Admin Aide II</i>
2. Submit/present required Official Receipt for processing of DRPV/certification together with all the documents for proper identification/evaluation of property requested	2. Receives and checks complete requirements for processing. (No processing of incomplete requirements)	P50.00 Cert. Fee	5 mins	Ruby Osorio <i>Admin Aide II</i>
3. In case of erroneous entries/corrections, record be referred to correction in charge or area in charge for possible corrections	3. Prepares and process the correction of entries	None	1 to 3 days	Ma. Ron-ron Pescador <i>LAOO IV</i> Angie Pula <i>LAOO II</i>

(Depends upon the extent of correction/error)				Helen Jubelag <i>Asst. City Assessor</i> Alfredo Jaleco III <i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
4. If DRPV/Certification requested is for previous years, request will be referred to researcher, subject to payment of research fee	4. Previous years records be retrieved manually by the personnel in-charge at the old City Hall	Research Fees: Current Year-P50 Previous Years – P100 Pre-war Records – P200 Tax Maps – P50/sec.	15 mins	Ruby Osorio <i>Admin Aide II</i> Kathy Villagante <i>Tax Mapping Aide</i>
5. Preparation of latest DRPV/certification	5. Prepares DRPV/Certification	None	20 mins	Roanna Margarita Manga <i>Admin Aide IV</i> Keith Nogalo <i>Admin Aide IV</i> Kathy Villagante <i>Tax Mapping Aide</i>
5.1 Preparation of previous years DRPV/certification (Availability of retrieved record)			1 hour	Roanna Margarita Manga <i>Admin Aide IV</i> Keith Nogalo <i>Admin Aide IV</i> Kathy Villagante <i>Tax Mapping Aide</i>
6. DRPV/Certification will be processed for signatures/approval as to Checked & Verified and Certified Correct	6. Process signatures/approval after preparation	None	35 mins	Atty. Maphilindo Polvora <i>City Assessor</i>

				Ma. Ron-ron Pescador <i>LAOO IV</i> Roanna Margarita Manga <i>Admin Aide IV</i> Keith Nogalo <i>Admin Aide IV</i> Kathy Villagante <i>Tax Mapping Aide</i> Angie Pula <i>LAOO II</i> Femarie Ann Coruña <i>LAOO II</i> Divine Grace Lepaopao <i>LAOO II</i> Ma. Carmela Ojera <i>LAOO II</i>
7. Controlling & Releasing of DRPV	7. Controls/logs accomplished DRPV/certification and release to tax payers	None	10 mins	Mary Jane Yasa <i>Admin Aide II</i>
TOTAL		P50.00/ Copy and/or P100.00 (For previous years request)	1 hour & 15 mins	

2. Declaration of Newly Acquired Properties or Simple Transfer of Ownership

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

Office or Division:	Appraisal Divisions (Appraisal I, II & III)
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Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Title (Photocopy) 2. Updated Landtax Receipt/Tax Clearance (Photocopy) 3. Deed of Conveyance (Deed of sale, donation etc.) (Photocopy) 4. Transfer Tax Receipt (Original) 5. Certificate Authorizing Registration (CAR) – (Original Blue Copy) 6. Official Receipt of Fees/Charges (Original) Processing Fee & Late Filing Fee (If issuance exceeds 60 days) 7. Duly notarized Special Power of Attorney/Authorization (for authorized representative of natural person) 8. Duly notarized Secretary Certificate (for authorized representative of juridical person) <p>Note: All Photocopies be subject to presentation/verification of original documents)</p>		<ul style="list-style-type: none"> • ROD • CTO - Landtax Division • CTO-License Division • BIR • CTO-License Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request and submit the complete required documents for verification/evaluation (Barangay In-charge) (per parcel)	1. Accepts, checks and verifies specific request subject to submission of complete documents	None	30 mins	Respective Appraisal and Tax Mapping Division Helen Jubelag <i>Asst. City Assessor</i> Angie Pula <i>LAOO II</i> Femarie Ann Coruña <i>LAOO II</i> Krissa Marie Palermo <i>Admin Aide II</i> Rhea Cabahug <i>Admin Aide II</i>

				<p>Alfredo G. Jaleco III <i>LAOO IV</i></p> <p>Divine Grace Lepaopao <i>LAOO II</i></p> <p>Hitchel Montaña <i>Assessment Clerk III</i></p> <p>Lovella Encabo <i>Tax Mapping Aide</i></p> <p>Arnaldo Diamante <i>Tax Mapper IV</i></p> <p>Ma. Carmela Ojera <i>LAOO II</i></p> <p>Manuel Domingo Limsiaco <i>Assessment Clerk III</i></p>
<p>2. Submit complete requirements for processing/preparation of Notice of Assessment of Real Property (NARP) subject to schedule of ocular inspection</p>	<p>2. Receives complete requirements and process the preparation of NARP subject to conduct of ocular inspection (No processing of incomplete requirements)</p>	<p>P100 (Processing Fee)</p> <p>Late Filing Fee ¼ of 1% of Assessed Value + P10</p>	<p>3 days</p>	<p>Respective Appraisal and Tax Mapping Division</p> <p>Helen Jubelag <i>Asst. City Assessor</i></p> <p>Angie Pula <i>LAOO II</i></p> <p>Femarie Ann Coruña <i>LAOO II</i></p> <p>Krissa Marie Palermo <i>Admin Aide II</i></p> <p>Rhea Cabahug <i>Admin Aide II</i></p>

				Alfredo G. Jaleco III <i>LAOO IV</i> Divine Grace Lepaopao <i>LAOO II</i> Hitchel Montaña <i>Assessment Clerk III</i> Lovella Encabo <i>Tax Mapping Aide</i> Arnaldo Diamante <i>Tax Mapper IV</i> Ma. Carmela Ojera <i>LAOO II</i> Manuel Domingo Limsiaco <i>Assessment Clerk III</i>
3. Signing/Approval of NARP	3. Process NARP for signatures/approval	None	1 day	Atty. Maphilindo Polvora <i>City Assessor</i> Helen Jubelag <i>Asst. City Assessor</i> Alfredo G. Jaleco III <i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
4. Recording and assigning of Assessment of Real Property (ARP) Numbers	4. Assigns/logs/records ARP Nos.	None		Kathy Villagante <i>Tax Mapping Aide</i>
5. Releasing of NARP	5. Releases the accomplished NARP to tax payers or authorized representative	None		Mary Jane Yasa <i>Admin Aide II</i>

6. NARP will be compiled by batch and be encoded/uploaded to the system	6. Manually compiles/files NARP per batch and encode/upload in the database system	None		Keith Nogalo <i>Admin Aide IV</i>
				Kathy Villagante <i>Tax Mapping Aide</i>
TOTAL		P100 (Processing Fee) Late Filing Fee ¼ of 1% of Assessed Value + P10	4 days, 30 minutes	

3. Declaration of Newly Subdivided/Consolidated Properties

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

Office or Division:	Appraisal Divisions (Appraisal I, II & III)			
Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Title (Photocopy) 2. Approved Subdivision Plan (Blue Print) 3. Updated Landtax Receipt/Tax Clearance (Photocopy) 4. Deed of Conveyance (if transferred to new owner) (Photocopy) 5. Certificate Authorizing Registration (CAR) – (if transferred to new owner) (Original Blue Copy) 6. Transfer Tax Receipt (if transferred to new owner) (Original) 7. Official Receipt of Fees/Charges (Original) Processing Fee & Late Filing Fee (If issuance exceeds 60 days) <p>Note: All Photocopies be subject to presentation/verification of original documents)</p>		<ul style="list-style-type: none"> • Registry of Deeds • CTO - Landtax Division • BIR • CTO-License Division • CTO-License Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Make a request and submit the complete required documents for verification/evaluation (Barangay In-charge)</p>	<p>1. Accepts, checks and verifies specific request subject to submission of complete documents</p>		<p>30 mins</p>	<p>Respective Appraisal and Tax Mapping Division</p> <p>Helen Jubelag <i>Asst. City Assessor</i></p> <p>Angie Pula <i>LAOO II</i></p> <p>Femarie Ann Coruña <i>LAOO II</i></p> <p>Krissa Marie Palermo <i>Admin Aide II</i></p> <p>Rhea Cabahug <i>Admin Aide II</i></p> <p>Alfredo G. Jaleco III <i>LAOO IV</i></p> <p>Divine Grace Lepaopao <i>LAOO II</i></p> <p>Hitchel Montaña <i>Assessment Clerk III</i></p> <p>Lovella Encabo <i>Tax Mapping Aide</i></p> <p>Arnaldo Diamante <i>Tax Mapper IV</i></p> <p>Ma. Carmela Ojera <i>LAOO II</i></p> <p>Manuel Domingo Limsiaco <i>Assessment Clerk III</i></p>
<p>2. Submit complete requirements for processing/assignment</p>	<p>2. Receives complete requirements and refer to tax mapping division</p>	<p>P100.00</p>	<p>16 days</p>	<p>Respective Appraisal and Tax Mapping Division</p>

<p>of Property Index Nos.(PIN)/preparation of Notice of Assessment of Real Property (NARP) subject to schedule of ocular inspection (min. of 30 parcels)</p>	<p>for assignment of PIN. Then, NARP be prepared subject to conduct of ocular inspection (No processing of incomplete requirements)</p>	<p>Subd./consolidation Fee; in excess of 2 lots P5/lot</p>		<p>Helen Jubelag <i>Asst. City Assessor</i></p> <p>Angie Pula <i>LAOO II</i></p> <p>Femarie Ann Coruña <i>LAOO II</i></p> <p>Krissa Marie Palermo <i>Admin Aide II</i></p> <p>Rhea Cabahug <i>Admin Aide II</i></p> <p>Alfredo G. Jaleco III <i>LAOO IV</i></p> <p>Divine Grace Lepaopao <i>LAOO II</i></p> <p>Hitchel Montaña <i>Assessment Clerk III</i></p> <p>Lovella Encabo <i>Tax Mapping Aide</i></p> <p>Arnaldo Diamante <i>Tax Mapper IV</i></p> <p>Ma. Carmela Ojera <i>LAOO II</i></p> <p>Manuel Domingo Limsiaco <i>Assessment Clerk III</i></p>
<p>3. Signing/Approval of NARP</p>	<p>3. Process NARP for signatures/approval</p>		<p>1 day</p>	<p>Atty. Maphilindo Polvora <i>City Assessor</i></p> <p>Helen Jubelag <i>Asst. City Assessor</i></p> <p>Alfredo G. Jaleco III</p>

				<i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
4. Recording and assigning of Assessment of Real Property (ARP) Numbers	4. Assigns/logs/records ARP Nos.		30 mins (per RPU)	Kathy Villagante <i>Tax Mapping Aide</i>
5. Releasing of NARP	5. Releases the accomplished NARP to tax payers or authorized representative			Mary Jane Yasa <i>Admin Aide II</i>
6. NARP will be compiled by batch and be encoded/uploaded to the system	6. Manually compiles/files NARP per batch and encode/upload in the database system		1 day	Keith Nogalo <i>Admin Aide IV</i> Kathy Villagante <i>Tax Mapping Aide</i>
TOTAL				

4. Assessment and Appraisal of Real Property Improvements (Buildings and Machineries)

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

Office or Division:	Appraisal Divisions (Appraisal I, II & III)			
Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter Request address to City Assessor 2. Approved building plan (Blue Print) 3. Building/Occupancy Permit (Photocopy) 4. Official Receipt of Inspection Fee (Original) <p>Note: All Photocopies be subject to presentation/verification of original documents)</p>		<ul style="list-style-type: none"> • OBO • OBO • CTO-License Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for ocular inspection which will be referred to respective tax	1. Initially receives letter request and refer to respective area in-		15 mins	Roanna Margarita Manga <i>Admin Aide IV</i>

mapping and appraisal division	charge prior to official receipt			
2. Evaluation of request subject to submission of complete documents by respective tax mapping and appraisal division for schedule of ocular inspection	2. Evaluates/checks completeness of documents and sets schedule for ocular inspection		30 mins	Helen Jubelag <i>Asst. City Assessor</i> Alfredo G. Jaleco III <i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
3. Submit complete requirements for processing/booking of schedule of ocular inspection	3. Officially receives letters and complete requirements subject and refer to the processing/booking of schedule for ocular inspection	Inspection Fee: Com/ Ind/ Agri Lots – P500.00 Res Lots - P350.00	15 mins	Roanna Margarita Manga <i>Admin Aide IV</i> Ma.Ron-ron B. Pescador <i>LAOO IV</i>
4. Processing of the schedule/conduct of ocular inspection and preparation of Notice of Assessment of Real Property (NARP)	4. Conducts ocular inspection to the subject property and prepares NARP		3 days	Helen Jubelag <i>Asst. City Assessor</i> Alfredo G. Jaleco III <i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
5. Signing/Approval of NARP	5. Process NARP for signatures/approval		1 day	Atty. Maphilindo Polvora <i>City Assessor</i> Helen Jubelag <i>Asst. City Assessor</i> Alfredo G. Jaleco III <i>LAOO IV</i> Arnaldo Diamante <i>Tax Mapper IV</i>
6. Recording and assigning of Assessment of Real Property (ARP) Numbers	6. Assigns/logs/records ARP Nos.		30 mins	Kathy Villagante <i>Tax Mapping Aide</i>
7. Releasing of NARP	7. Releases the accomplished NARP to		15 mins	Mary Jane Yasa <i>Admin Aide II</i>

	tax payers or authorized representative			
8. NARP will be compiled by batch and be encoded/uploaded to the system	8. Manually compiles/files NARP per batch and encode/upload in the database system		1 day	Keith Nogalo <i>Admin Aide IV</i> Kathy Villagante <i>Tax Mapping Aide</i>
TOTAL		Inspection Fee: Com/ Ind/ Agri Lots – P500.00 Res Lots - P350.00	5 days, 1 hour, 45 minutes	

5. Provision of Tax Mapping/Real Property Identification or Verification/Retrieval of Assessment Records

This service enables clients to identify real property, its ownership, location and all other data they need

Office or Division:	Records Management Division & Tax Mapping Division			
Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter address to City Assessor (for previous years record) 2. Authorization Letter/SPA (For authorized representative) 3. Valid ID - Photocopy 4. Official Receipt of Certification Fees/Research Fees - Original Note: All Photocopies be subject to presentation/verification of original documents)		<ul style="list-style-type: none"> • CTO-License Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the specific data/information needed	1. Receives specific request subject to submission of complete requirements	Research Fees:	15 mins	Roanna Margarita Manga <i>Admin Aide IV</i>

		Current Year-P50 Previous Years – P100 Pre-war Records – P200 Tax Maps – P50/sec.		
<p>2. If request is for previous years records, request will be referred to researcher</p> <p>Request for previous years records will be manually retrieved at the old city hall. 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 or preparation of manual DRPV/tax declaration</p>	<p>2. Request be referred to previous years records in-charge for retrieval at the old city hall</p>		7 days	<p>Kathy Villagante <i>Tax Mapping Aide</i></p>
<p>3. Photocopies of previous years record will be certified/approved</p>	<p>3. Process signatures/approval of previous years assessment record</p>		1 hour	<p>Atty. Maphilindo Polvora <i>City Assessor</i></p> <p>Ma. Ron-ron Pescador <i>LAOO IV</i></p>
<p>4. Request for real property location/identification will be referred to the tax mapping division</p>	<p>4. Facilitate and assist tax payers in the property identification through the provisions of Tax Maps & TMCRs (per RPU)</p>		1 hour	<p>Arnaldo Diamante <i>Tax Mapper IV</i></p> <p>Elvie Britanico <i>Tax Mapper II</i></p> <p>Mark Buelba <i>Draftsman II</i></p>

				Joemar Fernandez <i>Draftsman II</i> Manuel Domingo Limsiaco <i>Assessment Clerk III</i>
		TOTAL	Research Fees: Current Year-P50 Previous Years – P100 Pre-war Records – P200 Tax Maps – P50/sec.	7 days, 2 hours, 15 minutes