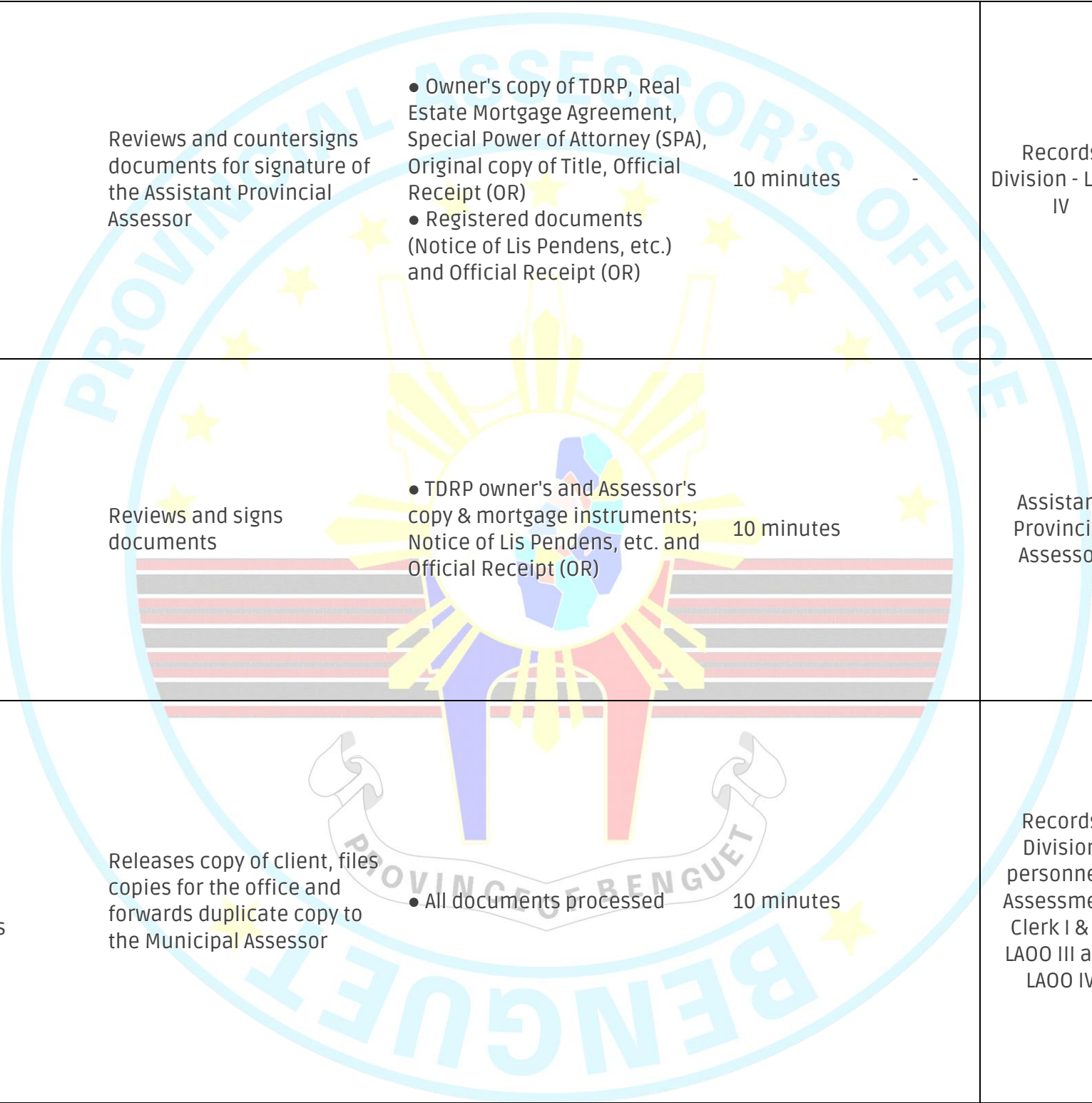


ANNOTATION/CANCELLATION OF MORTGAGE AND OTHER LEGAL ORDERS CONTROL ROLL (TMGR): TECHNICAL ASSISTANCE

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Get queuing number	-	-	-	-	-	
2	Present documents	Checks and evaluates documents; retrieves files/documents needed and prepares billing statement	<ul style="list-style-type: none"> Owner's copy of TDRP, Real Estate Mortgage Agreement, Special Power of Attorney (SPA), Original copy of Title; Registered documents (Notices, certifications, etc.) 	15 minutes	P25.00 per document	Records Division personnel - Assessment Clerk I & II, LAOO III, LAOO IV	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
3	Pays at the Treasury Office (Land Tax & Revenue Collection Div.)	Annotates and cancels mortgage, affixes initials and forwards to the Assistant Provincial Assessor	<ul style="list-style-type: none"> Owner's copy of TDRP and Official Receipt 	40 minutes	-	Records Division personnel - LAOO I, III & IV	
		Annotates and cancels Notice of Lis Pendens, Sheriff's Certificate of Sale, Notice of Levy, etc. and forwards to the Assistant Provincial Assessor	<ul style="list-style-type: none"> Registered documents (Notice of Lis Pendens, etc.) and Official Receipt (OR) 	45 minutes	-	Records Division personnel - LAOO I, LAOO III & IV	



Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet

CERTIFIED/PLAIN COPY OF SKETCH PLAN, SECTION MAP AND TAX MAPPING CONTROL ROLL (TMCR); TECHNICAL ASSISTANCE

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Requests for a certified copy of Sketch Plan/ Section Map/TMCR	-	-	-	-	-	
2	Pays at the Treasury Office (Land Tax & Revenue Collection Division)	Processes document (retrieving, photocopying, stamping & affixing of initials) and forwards to the Assistant Provincial Assessor	<ul style="list-style-type: none"> Official Receipt (OR), copy of TDRP 	10 minutes	Sketch Plan/ Section Map: <ul style="list-style-type: none"> Certified - P50.00/ copy Plain - P10.00/ copy TMCR - P30.00/ copy, additional P10.00 for the succeeding copies 	Tax Mapping Division personnel - Tax Mapper I, II & IV	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
		Reviews and signs the document/s	<ul style="list-style-type: none"> Sketch Map/Section Map/TMCR and Official Receipt (OR) 	10 minutes	-	Assistant Provincial Assessor	
3	Receives certified/ signed documents	Releases copy of client	<ul style="list-style-type: none"> Documents certified/signed 	5 minutes	-	Tax Mapping Division personnel - Tax Mapper I, II & IV	
4	Requests for technical assistance		<ul style="list-style-type: none"> Copy of TDRP, title, and/or sketch/survey plan 	30 minutes	-		

HISTORY OF REAL PROPERTY

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Gets queuing number & fills-up request slip	-	-	-	-	-	
2	Present at least 1 TDRP Number to start with	Retrieves, verifies and traces files of revised TDRPS (old to latest or latest to old)		1 day	<ul style="list-style-type: none"> ● Verification fee: ● P20.00 per TDRP (1999 & 2010 Revision) ● P15.00 per TDRP (declared 1985 & below) 	Records Division personnel - Assessment Clerk I & II	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
3	Pays at the Treasury Office (Land Tax & Revenue Collection Division)	Compiles documents, prepares historical summary, affixes initials and forwards to the Local Assessment Operations Officer IV	<ul style="list-style-type: none"> ● Official Receipt (OR) 	10 min/ TDRP	-	Records Division personnel - Assessment Clerk I & II	
		Reviews and signs the document/s	<ul style="list-style-type: none"> ● Historical Summary and Official Receipt (OR) 	10 minutes	-	Local Assessment Operations Officer IV (LAOO IV)	
4	Receives certified/ signed documents	Releases copy of client	<ul style="list-style-type: none"> ● Signed Historical Summary and Official Receipt (OR) 	5 minutes		Records Division personnel - Assessment Clerk I & II	

ISSUANCE OF CERTIFICATE OF PROPERTY HOLDINGS/NON-PROPERTY, ASSESSMENT, NON-ENCUMBRANCE, etc.

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Gets queuing number & fills-up request slip	-	-	-	-	-	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
2	Pays at the Treasury Office (Land Tax & Revenue Collection Division)	Prepares documents, affixes initials and forwards to the Local Assessment Operations Officer IV (LAOO IV)	<ul style="list-style-type: none"> ● Affidavit of Land Holdings/Non-Property (for Certificate of Property Holding/Non-Property) and Official Receipt (OR) 	<ul style="list-style-type: none"> ● 20 minutes - Affidavit of Land Holding/ Non-Property ● 15 minutes - Certificate of Assessment, Non-Encumbrance, etc. 	<ul style="list-style-type: none"> ● P30.00/property (Cert. of Property Holding) ● P50.00 (Cert. of Non-Property and other certifications) 	Records Division personnel - Assessment Clerk I & II	
		Reviews and signs the document/s	<ul style="list-style-type: none"> ● Documents to be certified and Official Receipt (OR) 	15 minutes	-	Local Assessment Operations Officer IV (LAOO IV)	
3	Receives certified/ signed documents	Releases copy of client	<ul style="list-style-type: none"> ● Certified/signed documents 	5 minutes	-	Records Division personnel - Assessment Clerk I & II	

ISSUANCE OF CERTIFIED COPY OF TDRP AND SUPPORTING DOCUMENTS (with TDRP Number)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Get queuing number	-	-	-	-	-	
2	Presents TDRP Number	Retrieves TDRP copy/ies and or supporting documents needed (per TDRP) and prepares billing statement	-	20 minutes	<ul style="list-style-type: none"> ● P50.00 - Cert. copy of TDRP ● P30.00- supporting docs, ● additional P10.00 for succeeding pages 	Records Division personnel - Assessment Clerk I & II, LAOO I	
3	Pays at the Treasury Office (Land Tax & Revenue Collection Division)	Processes documents (photocopying, stamping, affixing of initials) and forwards to the Local Assessment Operations Officer IV (LAOO IV)	<ul style="list-style-type: none"> ● Billing Statement and Official Receipt (OR) 	10 minutes	-	Records Division personnel - Assessment Clerk I & II	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
		Reviews and signs the document/s	<ul style="list-style-type: none"> ● TDRP/Supporting documents and Official Receipt (OR) 	10 minutes	-	Local Assessment Operations Officer IV (LAOO IV)	
4	Receives certified/ signed documents	Releases copy of client	<ul style="list-style-type: none"> ● Documents certified/signed and Official Receipt (OR) 	5 minutes	-	Records Division personnel - Assessment Clerk I & II	

ISSUANCE OF CERTIFIED COPY OF TDRP AND SUPPORTING DOCUMENTS (without TDRP Number)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Gets queuing number & fills-up request slip	-	-	-	-	-	
2	Submit Request Slip and Supporting Documents	Retrieves TDRP copy/ies and or supporting documents needed (per TDRP) and prepares billing statement	-	25 minutes	<ul style="list-style-type: none"> ● Verification fee: *P20.00 (2010 & 1999 Revision) ● P15.00 (2010 & 1999 Revision) ● P50.00 - Cert. copy of TDRP ● P30.00 - Supporting docs, additional P10.00 for succeeding pages 	Records Division personnel - Assessment Clerk I & II, LAOO I	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
3	Pays at the Treasury Office (Land Tax & Revenue Collection Division)	Processes documents (photocopying, stamping & affixing of initials) and forwards to the Local Assessment Operations Officer IV (LAOO IV)	<ul style="list-style-type: none"> ● Billing Statement and Official Receipt (OR) 	15 minutes	-	Records Division personnel - Assessment Clerk I & II	
	-	Reviews and signs the document/s	<ul style="list-style-type: none"> ● TDRP/Supporting documents and Official Receipt (OR) 	10 minutes	-	Local Assessment Operations Officer IV (LAOO IV)	
4	Receives certified/ signed documents	Releases copy of client	<ul style="list-style-type: none"> ● Documents certified/signed and Official Receipt (OR) 	5 minutes	-	Records Division personnel - Assessment Clerk I & II	

PROCESSING AND APPROVAL OF TAX DECLARATION OF REAL PROPERTY (TDRP)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES / FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit TDRP for approval, including supporting documents	a. Receives documents and stamps date of receipt. Fills up Routing Slip, records in the logbook, encode in the tracking system and forwards to the Tax Mapping/ Appraisal Div.	<ul style="list-style-type: none"> Indorsement of Municipal Assessors and attached supporting documents 	20 minutes	-	Administrative Section personnel - Assessment Clerk I/II	Provincial Assessor's Office (PASSO), 2nd Floor, Left Wing, Capitol, La Trinidad, Benguet
		b. Receives, plots and updates Tax Mapping Control Rolls (TMCR) and forwards to Appraisal Division	<ul style="list-style-type: none"> Sketch/survey plan 	2 hours	-	Tax Mapping Division personnel - TM I, II & IV	
		c. Receives, examines and evaluates the submitted documents, encodes discrepancies, verifies previous records, carry-over existing annotations, if any, prepares notice of cancellation, prepares notice to the Municipal Assessor in case of discrepancy and encode it in the tracking system; affixes initials, records and forwards to the Assistant Provincial Assessors	<p>a. Transfer: Deed of Conveyance, BIR Certificate Authorizing Registration (CAR), Transfer Tax Certificate, None-tax delinquency, DAR clearance (agriculture), Subdivision Plan, Certificate of Publication (3clippings) in case of EJS, NCIP certification/ approval, if thumb marked; certified photocopies, if registered</p> <p>b. New & Untitled Property: approved plan, CENRO certification, sworn statement/affidavit of applicant, barangay certification with adjoining owners sworn, inspection report, affidavit of 2 disinterested persons and DPWH/Provincial/Municipal certification in case property is bounded by road</p> <p>c. Titled Property: Photocopy of Title, registered Deed of Conveyance, approved Survey Plan</p>	5 minutes	-	Provincial Treasurer/ Asst. Provincial Treasurer	

	d. Receives, further review & evaluates documents, affixes initials and indorses/ forwards to the Provincial Assessor		30 minutes	-	Assistant Provincial Assessor	
Receive Accountable Forms	e. Approves/dis-approves Tax Declaration of Real Property (TDRP) and Field Assessor's Assessment Sheet (FAAS)		20 minutes	-	Provincial Assessor	
	f. Receives, records, stamps date of approval and encodes approval of the Discrepancy Notices/ withdrawal of documents and forwards to the Appraisal Division for numbering	<ul style="list-style-type: none"> • TDRP with all the supporting documents 	10 minutes	-	Administrative personnel - Assessment Clerk I/II	Provincial Assessor's Office (PASSO), 1st Floor, Left Wing, Capitol, La Trinidad, Benguet
	g. Receives, numbers & records in the Record of Assessment (ROA), cancels superseded TDRP and forwards to Records Division		30 minutes	-	Appraisal Division personnel - Assessment Clerk II	
2	Receives approved owner's copy of the TDRP	h. Receives approved TDRP with supporting documents and releases owner's copy to declarants & Mun. Assessor's Copy to the Municipal Assessor	10 minutes	-	Records Division personnel - Assessment Clerk I & II	