

Carrascal, Ato ini!



Citizen's Charter

Office of the Municipal Assessor

**Quick Quality Services
to all Carrascalanons!**

Municipal Hall, Embarcadero
8318 Carrascal, Surigao del Sur

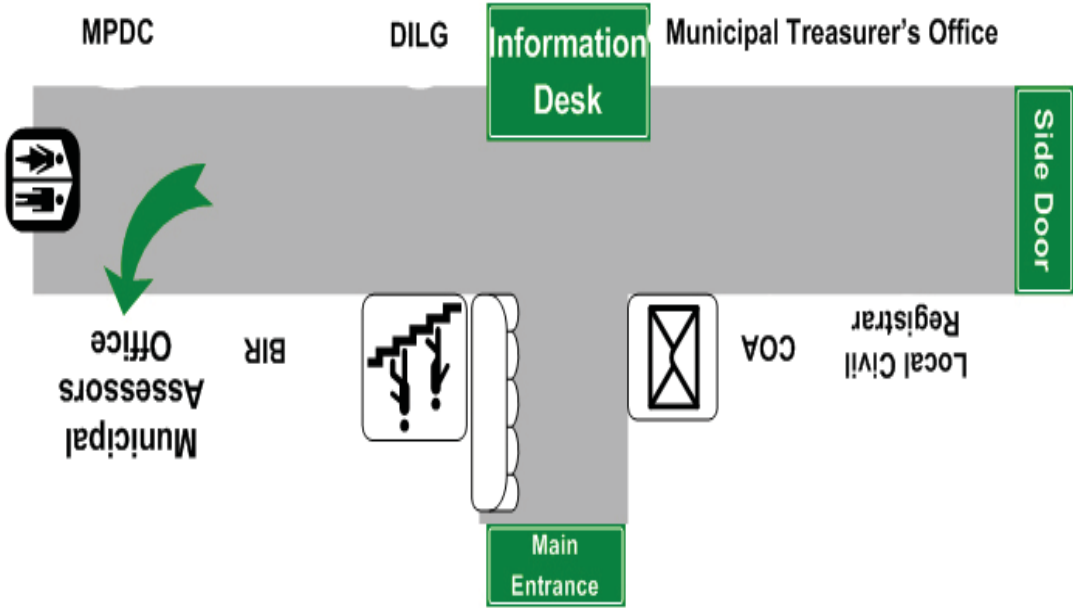
For more information
Please Contact:
ERMEN G. BUHION
Municipal Assessor



SECURING TAX DECLARATION FOR DECLARED NEW RPU_s (REAL PROPERTY UNIT) INCLUDING ANY IMPROVEMENTS ATTACHED THEREIN

SKETCH MAP

Office of the Municipal Assessor



SERVICE DESCRIPTION:

In as much as real property including its improvement is subject to real property tax, the Municipal Assessor's Office is hereby duty bound to issue tax declarations for taxation purposes for declared new RPU's.

REQUIREMENTS:

• For Untitled Property •

1. A survey plan prepared by a duly licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources (DENR).

2. A certification from the Community Environment and Natural Resources Office (CENRO), stating among others, that the land is within the alienable and disposable area.

3. An affidavit of ownership and/or Sworn Statement declaring the Market Value of Real Property filed by the owner/administrator. Affidavit that the applicant is in long, continuous and notorious possession of the property.

4. A certification from the barangay captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the barangay captain and/or the municipal mayor.

• For Titled Property •

1. A certified true copy of free patent, homestead or miscellaneous sales application must be submitted.

2. A certified true copy of the title issued by the Registrar of Deeds, certifying among others, that the original copy of which is intact and existing in the said registry, and others.

3. Approved survey plan.

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Clients present and submit all the requirements for tax declaration.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Client may request if he/she so desire to have a look of his/her landholding on the Tax map.	10 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
4. Person In-charge prepares tax declaration and review it for recommending approval.	15 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
5. Client receives tax declaration requested after it has been submitted & approved at the Provincial Assessor's Office.	Within 5 days	Ermin G. Buhion <i>Municipal Assessor</i>

RAVAILING ADJUSTED LAND AREA IN THE TAX DECLARATION TO HARMONIZE IT WITH THE TITLE ISSUED BY THE DENR

SERVICE DESCRIPTION:

Land area in the tax declaration prior to the survey is in more or less basis. As such, to make it accurate with appropriate boundaries, the land area should be adjusted and harmonized with the landowner's title.

- REQUIREMENTS:**
- 3 photocopies of TCT / OCT
 - Tax Clearance - Municipal Treasurer's Office

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Client presents and submits all the requirements for adjustment.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Person In-charge prepares tax declaration and review it for recommending approval.	15 minutes	Ermin G. Buhion <i>Municipal Assessor</i>
4. Client receives tax declaration requested after it has been submitted & approved at the Provincial Assessor's Office.	Within 5 days	Ermin G. Buhion <i>Municipal Assessor</i>

SECURING CANCELLATION OF TAX DECLARATION AS MANDATED BY LAW, REQUESTED BY THE OWNER HIMSELF OR BY THE ORDER OF THE COURT

SERVICE DESCRIPTION:

Tax declarations may be cancelled if an ordinance to that effect so provides, upon request of the owner himself, or by the order of the court, if any.

Cancellation of tax declaration reduces delinquency of payment for real property

REQUIREMENTS:

1. Notarial Conveyances / Documents (ex. Deed of Sale, Deed of Donation, Deed of Extrajudicial Partition of Property, etc.).
2. Cancellation Form duly signed if requested by the owner.
3. Order of the Court, if any.

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application for cancellation either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Clients presents and submits all the requirements for cancellation.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Client affixes his / her signature in the cancellation form.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
4. Person In-charge reviews and recommends approval for the cancellation of tax declaration.	10 minutes	Ermin G. Buhion <i>Municipal Assessor</i>
5. Entry of cancellation in the office record immediately after approval.	Within 5 days	Ermin G. Buhion <i>Municipal Assessor</i>

SECURING TRANSFERRED TAX DECLARATIONS THROUGH NOTARIAL CONVEYANCES/DOCUMENTS

SERVICE DESCRIPTION:

A buyer of real property is required to transfer in his/her name tax declaration of the seller.

REQUIREMENTS:

1. Tax Clearance - Municipal Treasurer's Office
2. Transfer Fee - Provincial Assessor's Office
3. Sketch Map
4. Certificate of Authorize Registration (CAR) - BIR
5. Registration of Documents - ROD
6. Notarial Conveyances / Documents (ex. Deed of Sale, Deed of Donation, Deed of Extrajudicial Partition of Property)

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application for transfer either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Clients present and submit all the requirements for transfer.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Person In-charge prepares tax declaration.	15 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
4. Municipal Assessor reviews tax declaration, attaching documents and recommends for approval.	15 minutes	Ermin G. Buhion <i>Municipal Assessor</i>
5. Client receives tax decalaration after it has been submitted for approval to the Provincial Assessors Office.	Within 5 days	Ermin G. Buhion <i>Municipal Assessor</i>

RSECURING CERTIFICATION BASED ON THE OFFICIAL RECORDS OF THE OFFICE UPON, REQUESTS BY AN INTERSTED PARTY

SERVICE DESCRIPTION:

Holder of tax declaration may request certification from the office that would serve him/her best for any legal purposes.

Any certification issued by the office should be attested by the Municipal Assessor as to its due execution, and authenticity of its contents.

REQUIREMENTS:

- Certification Fee Official Receipt

FEES: P 100.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant / client shall fill-up office logbook and tender his/her request or application for certification either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Clients submits needed requirement/s to the person in-charge.	20 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Person In-charge prepares, reviews and approves Certification.	15 minutes	Ermin G. Buhion <i>Municipal Assessor</i>
4. Client receives Certification.		

VERIFYING PROPERTY BOUNDARIES BASED ON THE TECHNICAL DESCRIPTIONS ISSUED BY THE DENR

SERVICE DESCRIPTION:

Upon requests of the landowner, the office may verify boundaries. This is to avoid enroachment, and prevent boundary dispute between adjoining landowners.

REQUIREMENTS: NONE

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application for verification of boundary of property either orally or in writing.		Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Person in-charge calendars, and informs the clients the schedule and date for boundary verification.		Ermin G. Buhion <i>Municipal Assessor</i>
		Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Municipal Assessor's Team Conducts actual boundary verification of property.		Ermin G. Buhion <i>Municipal Assessor</i>
		Yolanda Q. Suarez <i>Assessment Clerk III</i>

VERIFYING HISTORY OF REAL PROPERTY TAX ASSESSMENTS OR TAX DECLARATIONS

SERVICE DESCRIPTION:

Declared owner of real property may inquire from the office the history of his/her real property tax assessments or tax declaration. It includes such information as to when the real property was declared for the first time, conveyances, improvements, etc.

REQUIREMENTS: NONE

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application for verification of history of property either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Person in-charge prepares the needed official records of the office.	20 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Person-in-charge narrates the history of property either orally or in writing.	20 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
4. Client receives, if he/she so requests, print-out of his property history.		

AVAILING NECESSARY INFORMATION IN RELATION TO TRANSFER AND TITLING OF REAL PROPERTY

SERVICE DESCRIPTION:

The office may provide necessary information relevant to transfer and titling of real property. This is to guide landowners in the expeditious transfer and title of his/her real property.

REQUIREMENTS: NONE

FEES: NONE

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicant /client shall fill-up office logbook and tender his/her request or application for availing necessary information either orally or in writing.	4 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
2. Clients receives the printed requirements for transfer and titling of real property.	2 minutes	Yolanda Q. Suarez <i>Assessment Clerk III</i>
3. Person-in-charge conveys relevant informations to client on transfer and titling of real property.	10 minutes	Ermin G. Buhion <i>Municipal Assessor</i>