

5. Issuance of Temporary Assessment

The Assessor's Office issues a temporary assessment of a property as a basis for the computation of realty tax. It is a piece of paper containing information about a property (Registered Name, Tax Declaration No., Kind of Property, Lot & Block No., Area, Market Value & Assessed Value)

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may Avail:	-The property owner himself or through a duly authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up request form (1 Original)		Office of the Assessor		
Title or Tax Declaration or previous tax receipt, or Deed of Conveyance or Housing Loan Application (1 photocopy)		Property Owner/Seller/Pag-ibig Office/Developer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office front desk	Assist the client in signing	none	3 minutes	Office Staff Assessor's Office
2. Fill up request form	Receive the filled up request form	none	5 minutes	Office Staff, Assessor's Office
3. Present the required documents for reference	Receive copy of documents as reference	none	15 minutes	Clerk, Assessor's Office
4. Get the temporary assessment and proceed to Treasurer's Office	Give the temporary assessment	none	15 minutes	Office Staff, Assessor's Office
TOTAL:		none	38 minutes	