



Provincial Assessor's Office
CITIZENS CHARTER
Frontline Services



APPRAISAL DIVISION

How to avail the service of the following:

1. Transfer of Ownership 2. Reassessment / Revision / Reclassification 3. Newly Declared for the first time

Follow the steps

		Time Frame	Pls. Approach
1	Receive and print documents sent thru email from the eleven (11) municipalities of the province to Appraisal Division.	3 - 5 mins.*	Marissa E. Hermosilla Admin. Aide IV
2	Initial review of the submitted documents by the assessment officer from Municipalities of Looc, Lubang, Magsaysay, Sta. Cruz and Abra de Ilog	10 - 15 mins.*	Judith Z. Rosales Admin Aide IV
3	Initial review of the submitted documents by the assessment officer Municipalities of Calintaan, Sablayan and Paluan	10 - 15 mins.*	Arlene P. Adora LAOO I
4	Initial review of the submitted documents by the assessment officer for Municipalities of Rizal, Mamburao and San Jose	10 - 15 mins.*	Ma. Rochelle C. Salazar Admin Aide III
5	Checks the computation of Market Value and Assessed Value of the property together with the supporting documents of the 11 Municipalities	10 - 15 mins.*	Robelita R. Masicat LAOO IV
6	Final review and checking of documents	2-5 mins.*	Asst. Provincial Assessor
7	Approval	2-5 mins.*	Arnold Dennis M. Eugenio Provincial Assessor

** Time frame of transactions will depend upon the internet condition and the availability of the authorized approving authority.*

RECORDS DIVISION

About the service:

The Records Division provides electronic and manual method of real property tax assessment service to its clientele landowners and taxpayers in the entire province of Occidental Mindoro.

REQUIREMENTS:

Certified copy of Tax Declarations and Landholdings: Photocopy of Title/Tax declaration, Deed of Sale, *If not the owner* (SPA or Authorization letter, Valid IDs of the owner and the Authorized representative)

Adverse claim: Letter request of adverse or affidavit of adverse claim

Release of Mortgage: Certificate of payment from the Bank

Release of Bailbond: Release documents from court

How to avail the service:

Particulars	Time Frame	Pls. Approach
Issue upon request of the interested party, property owners or his duly authorized representative certificates pertaining to certified true copies of assessment records relative to assessment, after presentation of official receipt indicating payment of service charge. e.g. landholding, tax declaration etc.	Within the day*	Pedro T. Rosario Statistician II Sheree Ann I. Magpantay Admin Aide IV Angelika P. Mercene
Annotation of any encumbrances or adverse claim and bailbonds over the subject property on tax declaration including its release.	5 mins.*	Pedro T. Rosario Statistician II Sheree Ann I. Magpantay Admin Aide IV Angelika P. Mercene
Numbering and printing of generated electronic tax declaration of real properties.	3 mins.	Sheree Ann I. Magpantay Admin Aide IV Angelika P. Mercene Admin. Aide IV

INFORMATION TECHNOLOGY DIVISION

The IT division provides support to the development and management of Electronic Real Property Tax Appraisal Assessment System (eRPTAAS). IT implements and maintains the Real Property System, assists the conduct of end-users training and attend to the inquiries that respond to the common needs of the eleven (11) LGUs. Help in the Generation of management reports in compliance to the Bureau of Local Government and Finance (BLGF).

Alfredo D. Tesorio, Jr.
Comp. Programmer III
Rialita M. Alcaide
Admin. Aide IV

** Time frame will depend upon compliance of required documents and the availability of the authorized signatory.*

TAX MAPPING DIVISION

How to avail the service of the following:

1. Verification of Real Property Location or Vicinity 2. Land and Building Discovery 3. Land Subdivision / Segregation 4. Land Consolidation

ABOUT THE SERVICE: The service enables the client/s to identify real property location or vicinity in the Tax Map.

REQUIREMENTS: Photocopy of the Title / Tax Declaration / Approved Subdivision Plan / Lot Description

Follow the steps:	Time Frame	Pls. Approach
LAND IDENTIFICATION, DISCOVERY & RELOCATION SURVEY		
1	Receive letter request together with other required documents from the client	3-min Administrative Division
2	Receive request from PASSO Administrative Division	5 mins. Tax Mapping Division
2	Review and evaluation of submitted documents for lot verification thru tax maps for the Scheduling of Fieldwork.	15-20 mins. Tax Mapping Division
3	Fieldwork: Inspection / Survey	1 day / parcel Tax Mapping Division
4	Prepares Sketch Plan / Update Tax Map	1 / 2 day Emmanuel RM. Tecson Draftsman I Bernil P. Fajardo Illustrator I Rex F. Servando Adm. Aide IV Igmedio Ibabao Jr. Admin. Aide III
LAND DECLARATION: SUBDIVISION, SEGREGATION, CONSOLIDATION, DISCOVERY, RE-PIN, TRANSFER & REASSESSMENT, IMPROVEMENT / BUILDING and RE-PIN		
1	Receive/Print ecopy/hard copy of documents from PASSO Appraisal Division	3-5 mins. Nestor P. Lim Tax Mapper II Emilia A. Sison Tax Mapper I Daneth Malcom A. Vizconde Taxmapper I
2	Validate and review entries/information provided in the eTD and eFAAS such as : Property Identification No. (PIN) , location of the property , lot number, survey number, land area, property boundaries together with the submitted supporting documents.	5 mins.
3	Prepare and update Tax Map of Eleven (11) Municipalities	10 - 15 mins. Per parcel Emmanuel RM. Tecson Draftsman I Bernil P. Fajardo Illustrator I Rex F. Servando Adm. Aide IV Igmedio Ibabao Jr. Admin. Aide III
4	Review all transactions relative to Tax Mapping. If found correct, the Chief of the Tax Mapping Division endorse it to Appraisal Division for further evaluation. If not, The Chief of the Tax mapping division notifies MASSO and returns documents for compliance	5-10 mins. Per parcel Engr. Ruel T. Bernardo Tax Mapper IV



Republic of the Philippines
PROVINCE OF OCCIDENTAL MINDORO
Mamburao



Office of the Provincial Assessor

September 14, 2021

Muriel M. Reguinding
Provincial Administrator
Provincial Governor's Office
Capitol Complex
Mamburao, Occidental Mindoro

Madam:

In compliance with Memorandum No. 089 dated September 10, 2021, we are submitting herewith our updated Citizen's Charter for approval of the local Chief Executive.

Please acknowledge receipt hereof.

Very truly yours,


Arnold Dennis M. Eugenio, REA
Provincial Assessor



Republic of the Philippines
MIMAROPA Region
PROVINCE OF OCCIDENTAL MINDORO
Document Monitoring System V.1.0

Doc No:

1101-2021-0914-153639



Title

PASSO CITIZEN'S CHARTER

Originating Office:

PASSO

Document Type:

Letter

Date:

2021-09-14-3:36:39



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Madrija
9/14