



Republic Of the Philippines
MUNICIPALITY OF CALATAGAN
 Province of Batangas

CITIZEN'S CHARTER

	FRONTLINE SERVICES	SERVICE FEE	PROCEDURES	TIME FRAME	PERSON RESPONSIBLE	REQUIREMENTS	OUT PUT
I.	ASSESSMENT AND APPRAISAL						
1.A.	Declaration of real property unit for taxation purposes (declared for the first time)(LAND)	NO FEE	1. receiving of request. -Schedule inspection of property. 2. Inspection of the rpu subject to taxation (depending on location) 3. Preparation of FAAS including sketching of the land, computation of applicable schedule of MV and AL Preparation of ARP/NA. 4. Verification and recommendation of assessment and appraisal for approval. 5. Approval of Appraisal/assessment should pass through the Office of Provincial Assessor. 6. Released of approved A.R.P.	15 min/rpu 4-8 hours/rpu 2 hours/rpu 30 minutes/rpu 30 minutes/rpu PAO discretion PAO discretion	Assessment Clerk/Clerk Mun. Assessor/L.A.O.O I/ Clerk L.A.O.O. I / Clerk Prov.'l Assessor/ Mun. Assessor/ Prov.'l Assessor/ Prov.'l Assessor/ Assessment Clerk/Clerk	INCASE OF PATENT TITLE; 1. Certified true copy of the title from Registry of Deeds; 2. Approved Plan from Bureau of Lands; 3. Affidavit of Ownership; 4. Affidavit of Barangay Chairman; 5. CENRO certification that the subject land is an alienable and disposable property if it is acquired thru patent title. INCASE OF EMANCIPATION PATENT AND/OR CLOA 1. Certified true copy of the title from Registry of Deeds; 2. Payment of Back taxes if applicable.	Approved Assessment or Tax Declaration/ Tax Collectibles increases Note: Approved assessment is subject to back taxes.
1.B.	RE-ASSESSMENT R.P.U.S TO OTHER USES						
1.C.	Declaration of real property unit for taxation purposes (declared for the first time)(BUILDING, MACHINERIES and other IMPROVEMENTS)	NO FEE	1. Submit request - Schedule inspection of property. 2. Inspection of the rpu subject to taxation (depending on location) 3. Preparation of FAAS including sketching of the bldg./, computation of applicable Schedule of M. value. 4. Preparation of ARP/NA. 5. Verification and approval 6. Released of approved A.R.P.	15 minutes/rpu 4-8 hours/rpu 2 hours/rpu 30 minutes/rpu 30 minutes/rpu PAO discretion 15minutes/rpu	Clerk/Epifania C. Caisip Mun. Assessor/L.A.O.O I /Wina B. Duman Ernesto S.Panganiban/ Wina B. Duman E. C. Caisip/A. P. Villanueva Mun. Assessor-M. Gavina/ Prov'l. Assessor Assessment Clerk/Clerk	1. Request of the owner; 2. Building Permit; 3. Sworn Statement.	Approved Assessment/ Tax Declaration Collectibles Increases Note: Approved assessment maybe subject to collection of back taxes.



Republic Of the Philippines
MUNICIPALITY OF CALATAGAN
 Province of Batangas

CITIZEN'S CHARTER

	FRONTLINE SERVICES	FEE	PROCEDURES	TIME FRAME	PERSON RESPONSIBLE	REQUIREMENTS	OUT PUT
II.	REQUEST for TRANSFER OF A.R.P.:						
II.A.	Tax Declaration to new owner (including improvements)	Php 100 plus 1/4 of 1% of the SMV or purchase value whichever is higher per title or A.R.P.	1. Submit request; Submit requirements, if completed request will be processed; 2. Verification of Documents; 3. Prepare FAAS; Prepare A.R.P. 4. Verification and Approval of Tax declaration. 5. release of approved RPU/A.R.P.	15 minutes/rpu 30 minutes/rpu 30 minutes/rpu 15 minutes/rpu 15 minutes/rpu 1 hours/rpu 15 minutes/rpu	Assessment Clerk/Clerk L.A.O.O. I/A. Clerk L.A.O.O. I/A. Clerk Assessment Clerk Assessment Clerk Mun. Assessor Assessment Clerk/Clerk	1. Certified true copy of the title from Registry of Deeds; 2. Copy of Conveyance (Deed of Sale, Donation, Dacion en Pago etc.) 3. CAR with Verification Code; 4. Approved subdivision plan (if needed); 5. Proof of payment of RPT; transfer tax. 6. Payment of Transfer fee; 7. Presentor's ID/ Owner's authorization if not personally presented.	Approved Assessment or Tax Declaration/ RPT collectibles updated
III.	REQUEST FOR CERTIFICATIONS						
III.A	Property Land Holdings	Php100/cert.	1. Submit request and purpose; 2. Verification of records	10minutes/cert 15 minutes/rpu	L.A.O.O. I/Clerk L.A.O.O. I/Clerk	1. Tax Clearance for current year; 2. Payment of Fee 3. Presentor's ID , Owner's authorization if not personally presented.	Certification issued Fee collected
III.B	No property	Php100/cert.	3. Prepare certification 4. Verification and Approval 5. Released of certification	10 minutes/rpu 20 minutes 15minutes/cert	Assessment Clerk/Clerk Mun. Assessor Assessment Clerk/Clerk		
III-C	No Improvement	Php100/cert		15minutes/cert	Mun. Assessor	1. Copy of Conveyance (if purpose is for Transfer of ownership) 2. Tax Clearance for current year; 3. Payment of Fee 4. Presentor's ID/ authorization of the owner if not personally presented.	Certification issued Fee collected



Republic Of the Philippines
MUNICIPALITY OF CALATAGAN
 Province of Batangas

CITIZEN'S CHARTER

	FRONTLINE SERVICES	FEE	PROCEDURES	TIME FRAME	PERSON RESPONSIBLE	REQUIREMENTS	OUT PUT
IV	REQUEST FOR CERTIFIED COPY						
IV-A	TAX DECLARATION/	Php100.00/rpu	1. Submit request and purpose;	10minutes/ARP	Assessment Clerk/Clerk	1. Tax Clearance for current year;	ARP/TAXMAP ISSUED
IV-B	COPY OF TAX MAP	Php300.00/ parcel/map	2. Verification of records	15 minutes/ARP /TM	L.A.O.O. I/Clerk	2. Payment of Fee	Fee Collected
			3. Prepare certified ARP/TM	15 minutes/ARP /TM	L.A.O.O. I/Clerk	3. ID of presentor/authorization of the owner if not personally presented.	
			4. Approval	15minutes/ARP /TM	Municipal Assessor		
			5. Released of certified ARP/TM	5 minutes/ARP /TM	Assessment Clerk/Clerk		
V.	ANNOTATION of ENCUMBRANCE						
V.A	Annotatation of Mortgaged	Php250.00 first P100,000.00 amount of loan add'l. P5.00 per thousand exceeding P100T	1. submit request and requirements.	10 minutes	Assessment Clerk/Clerk	1. Tax Clearance for current year;	Records updated
			2. Verification of records	15minutes	L.A.O.O. I/Clerk	2. Payment of Fee	Fee Collected
			3. Annotate/cancelled mortgage	10 mins./RPU/T	Assessment Clerk/Clerk	3. ID of presentor/authorization of the owner if not personally presented.	
			4. Verification and Approval	20 minutes	Municipal Assessor		
			5. Released of Mortgage/Documents	5 minutes	Assessment Clerk/Clerk		
V.B.	Cancellation of Mortgaged	Php250.00					Records updated Fee Collected
VI	REQUEST FOR CORRECTION OF ENTRY (name, title no., address, ETC).	php 100/rpu	1. submit request and requirements 2. revised /ammend document subject to correction. 3. Verification and Approval 4. Released of ammended document.	5 minutes 15minutes 20 minutes 5 minutes	Assessment Clerk/Clerk Assessment Clerk/Clerk Municipal Assessor Assessment Clerk/Clerk	1. Certified copy of title/documents 2. Tax clearance for current year; 3. ID of presentor/authorization of the owner if not personally presented.	Records updated Fee Collected