

THE CITIZEN'S CHARTER



MUNICIPAL ASSESSOR'S OFFICE

Second Floor of the Municipal Building Maragondon, Cavite
Tel. Nos.: 046-4122320

ENGR. CIRILO A. MARTAL
Municipal Assessor

Service : **Issuance of Certified True Copy of Tax Declaration**

Who may avail of the Service : Property owners who have lot parcel/s within the Municipality of Maragondon

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

Office Location : Second Floor, Municipal Building

Requirement/s : Latest Tax Receipt

FEES / CHARGES : Php115.00

HOW TO AVAIL THE SERVICE....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/LCATION	REQUIREMENTS
1	Fill up and submit request slip for the tax declaration to be certified	Check owner's copy of tax declaration/s	5mins.	Victorino R. Esteron, Juvelyn M. Martal, Helen P. Umali, Cherryl A. Mendoza, Rizalyn Maligaya	Assessor's Office	Copy of Tax Declaration, Title if any
2		Verify, type or photocopy tax declaration/s with initial and date	15mins.	Any one from the staff of Assessor's Office	Assessor's Office	
3	Pay corresponding fee	Issue Official Receipt	2mins	Anyone from the Treasurer's Office	Treasurer's Office	
4	Present the OR to the Assessor's Office	Prepare/issue Certified True Copy of Tax Declaration duly signed with official seal and date	5mins.	Engr. Cirilo A. Martal Helen P. Umali Juvelyn Martal Cherry Mendoza	Assessor's Office	

Service : **Transfer of Ownership of Real Property**

Who may avail of the Service : Property owners who have lot parcel/s within the municipality of Maragondon

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

Office Location : Second Floor, Municipal Building

Requirement/s : Letter of Request; Community Tax Certificate (Cedula); Tax Clearance
Bureau of Internal Revenue (BIR) Payment Receipts (CAR); Lot Statu
Deed of Sale, Donations, Exchange/Extrajudicial Settlement/Affidavit of Adjudication

FEES / CHARGES : Processing/Ocular Inspection Fee Php250.00

HOW TO AVAIL THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Proceeds to the Assessor's Office and submit the complete requirements	Receives the documents presented, thoroughly checks and verifies if the documents are valid, authentic and duly notarized and linked to the person/s who owned the property Conducts interview Sets a schedule for an ocular inspection	10-15 minutes	Anyone from the Assessor's Staff	Assessor's Office	See above
2	Pays the necessary fees at the Treasurer's Office	Instruct the client to pay the applicable fees at the Treasurer's Office	5 minutes	Anyone from the Treasurer's Staff	MTO	Payment Order
3	Accompany the office personnel who will conduct the ocular inspection	Conducts ocular inspection Prepares a new Tax Declaration Forwards the documents to the Municipal Assessor for review and recommendation	1-4 hours (depending upon the distance)	Victorino R. Esteron Anyone from the Assessor's Staff Engr. Cirilo A. Martal	Field Assessor's Office	Official Receipt
4	Receives the documents and sign in the log book	Releases the prepared set/s of Tax Declaration/s and its attachments and instructs the client to forward said documents to the Provincial Assessor for approval	1-2 minutes	Anyone from the Assessor's Staff	Assessor's Office	None

Service**: Issuance of Certifications:**

- 1.) **No building/Improvements**
- 2.) **Total Landholdings/No Property**
- 3.) **Land History (Tracer)**

Who may avail of the Service : Property owners who have lot parcel/s within the Municipality of Maragondon
 Schedule of Service Availability : Monday to Friday (8:00 AM – 5:00 PM) **NO NOON BREAK**
 Office Location : Second Floor, Municipal Building
 Requirement/s : Letter Request; Official Receipt and Documentary Stamp
 FEES / CHARGES : Php 115.00

HOW TO AVAIL THE SERVICE....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Proceeds to the Assessor's Office (MOA)	Attends to the client's request and conducts interview Instructs the client to pay the applicable fees at the Treasurer's Office	2 minutes	Anyone from the Assessor's Office	Assessor's Office	See above Payment Order
2	Pays the necessary fees at the Treasurer's Office Presents the Official Receipt to the MAO Staff	1.) Verifies the record at the computer if the lot has no building or if there is an existing building 2.) Verifies the records at the computer on the client's existing number of real properties 3.) Checks the traces back the records of the tax declaration	4-5 minutes	Anyone from the staff of the Assessor's Office	Assessor's Office	
3	Take a seat	Prepares the Certification and have it signed by the Municipal Assessor	3 minutes	Anyone from the staff of the Assessor's Office	Assessor's Office	
4	Receives the documents and sign in the log book	Releases the Certification	1 minute	Anyone from the staff of the Assessor's Office	Assessor's Office	

Service: Annotation of Mortgage**Fee: Php100.00****HOW TO AVAIL THE SERVICE...**

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/LOCATION	REQUIREMENTS
1	Fill up and submit request slip and Mortgage Contract duly notarized	Pull out tax declaration and check supporting documents	5mins.	Victorino R. Esteron Helen P. Umali	Assessor's Office	Mortgage Contract duly registered with the Registry of Deeds, Certified True Copy of Tax Dec., Title, Special Power of Attorney, if necessary
2		Review the document submitted and approved/disapproved the request	5mins	Victorino R. Esteron Helen P. Umali	Assessor's Office	
3	Pay Annotation Fee	Issue Official Receipt	5mins	Anyone from the Treasurer's Staff	Treasurer's Office	
4		Forward the documents to the Records Division for the annotation of mortgage on the Tax Declaration	10mins	Victorino R. Esteron Helen P. Umali	Assessor's Office	
5	Release photocopy of tax declaration with annotation	Issue tax declaration to the client and file request slip and Mortgage Contract	5mins.	Victorino R. Esteron Helen P. Umali	Assessor's Office	

Service: Cancellation of Mortgage on Tax Declaration

Fee: Php100.00

HOW TO AVAIL THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/LOCATION	REQUIREMENTS
1	Fill up and submit request slip and tax declaration with encumbrance	Record document for cancellation, pulls out tax declaration	10mins.	Victorino R. Esteron Helen P. Umali	Assessor's Office	Notarized Mortgage form the Bank, Notarized Cancellation of Mortgage form the Bank
2	Pay cancellation and certified photocopy fees	Issue Official Receipt	5mins.	Anyone from the Treasurer's Office	Treasurer's Office	
3		Review and approve request for cancellation of encumbrance	6mins.	Victorino R. Esteron Engr. Cirilo A. Martal	Assessor's Office	
4		Forward documents to the Records Division for the cancellation of annotation on the tax declaration with initial and date	10mins.	Helen P. Umali Victorino R. Esteron Engr. Cirilo A. Martal	Assessor's Office	
5	Release CPC of tax declaration with cancelled encumbrance	Issue tax declaration to the client and file request slip for cancellation and other document/s	5mins.	Helen P. Umali	Assessor's Office	