CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY ASSESSOR

External Services

1. TAX DECLARATION ISSUANCE

Simple Transfer of Ownership

Transfer of property ownership from one person to another (e.g., purchase, assumption of mortgage, donation, exchange, or inheritance). *No ocular inspection required*.

Correction or Updating of Records

Modification of declared information such as actual use, ownership details, or property description. *Ocular inspection required.*

Simple Partition or Subdivision

Division of one parcel of land into multiple lots for updating ownership in the tax map. *Ocular inspection required.*

New Assessment, Reassessment, or Reclassification

Conduct of initial assessment, reassessment, or reclassification of properties.

Issuance of Certified True Copy of Tax Declaration

Issuance of authenticated copies of existing tax declarations.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Land Title - 1 certified true copy or photocopy (bring the original title for verification)	Owner's File Copy / Registry of Deeds
2. Deed of Conveyance (Deed of Absolute Sale, Donation, Extrajudicial & others) - 1 photocopy	Owner's File Copy / Registry of Deeds
3. BIR (Certificate of Authorizing Registration) - 1 photocopy	Owner's File Copy / Registry of Deeds / Bureau of Internal Revenue
4. Transfer Tax Receipt - 1 photocopy	Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
5. Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy	Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
6. Identification Card: • Driver's License • Senior Citizens ID • Voter's ID • Company ID	Land Transportation Office Municipal/City Social Welfare & Development Office Commission on Election Employer Social Security System

• SSS UMID Card • GSIS UMID Card • PRC ID • PhilID/ePhilID	Government Service Insurance System Professional Regulation Commission Philippine Statistics Authority (PSA)
Additional Requirements:	
If the Requesting/Filing Party is Not the Real Owner, need to submit: 1. Special Power of Attorney/Authorization Letter from the owner - 1 photocopy	To be provided by the client
For Extrajudicial Settlement of Estate • Affidavit of Publication - 1 photocopy	To be provided by the client
For Partition/Subdivision of Titled/Untitled Property • Approved Subdivision Plan (Blue/White Print)	To be provided by the client
For Correction or Updating of Records • If no documents available, secure Certification (No Available Documents) from Registry of Deeds	To be provided by the client
For New Assessment / Newly Declared Property • Building Permit/ Occupancy	To be provided by the client
For Newly Installed Machinery • Official Receipt of Machine with Certification from the Company	To be provided by the client
NOTE: • If Corporation submit Secretary Certificate • We reserve the right to request additional documents if and when necessary.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form	1.1 Receive and record the application	None	5 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV

and required documents	1.2 Check completeness and authenticity of documents 1.3 Return incomplete applications			Office of the City Assessor
2. Wait while the agency verifies property details	2. Review ownership, tax mapping, RPAS entries (ARPN, TDN, PIN)	None	10 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
3. If required, wait for schedule of ocular inspection	3.1 Schedule inspection within 3 working days (if applicable) 3.2 Conduct inspection, take photos, compute area, and record findings	None	This depends on the location of the property	Assessment Clerk I Administrative Aide IV Office of the City Assessor
4. Pay applicable fees at the cashier	4.1 Issue Order of Payment 4.2 Verify proof of payment (Official Receipt and valid ID/SPA)	P100.00 for Simple Transfer of ownership, Correction or Updating Records, Simple Partition/Subdivision, New Assessment, Reassessment, Reclassification; P50.00 for Certified True Copy of Tax Declaration	5 minutes	Senior Administrative Assistant I Administrative Assistant V Administrative Aide I Office of the City Treasurer

		as per City Ordinance No. 1, S-2006 Sec.352(d)		
5. Wait while the Tax Declaration or CTC is prepared	5.1 Prepare Tax Declaration, FAAS, and Notice of Assessment 5.2 Encode data into RPAS or official forms 5.3 Ensure accuracy and correct any discrepancies 5.4 Prepare CTC (if applicable)	None	10 minutes per Tax Declaration	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
6. Wait for document signing/countersigning	6.1 Review and approve Tax Declaration or CTC 6.2 Return for corrections if needed	None	15 Minutes	Acting City Assessor Assistant City Assessor Office of the City Assessor
7. Present valid ID/SPA and claim the document	7.1 Assign control number and dry seal 7.2 Verify claimant's identity 7.3 Obtain signature in acknowledgment logbook	None	5 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
	TOTAL	**P100.00** for Simple	**50 Minutes**	

		Transfer of ownership, Correction or Updating Records, Simple Partition/Subdivision, New Assessment, Reassessment, Reclassification**; P50.00** for Certified True Copy of Tax Declaration as per City Ordinance No. 1, S-2006 Sec.352(d)		

2. DIFFERENT CERTIFICATIONS ISSUANCE

Certificate of No Property

No recorded estate assets, real or leased property declared in the name of the individual, company, organization or entity, such as land, building or other types of property.

Certificate of Property Holdings

Refers to the list of real property/estate assets owned by an individual, company, organization or entity.

Certificate of Actual Location

The place where the real property is actually or exactly situated or located.

Certificate of Non-Improvement or With Improvement

A proof that the property has no or with existing building/structure and or machinery adhered to the land usually used for habitation, commercial and industrial purposes and for other various uses.

Office or Division:	Office of the City Assessor
Classification:	Highly Technical
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Land Title – 1 Certified True Copy or if photocopy bring the original title for verification	Notary Public
2.Written Request – 1 Original Copy	To be provided by the client/representative.
3.Authorization Letter from the owner if the requesting party is not the real owner - 1 Original Copy	To be provided by the client/representative
4.Latest Real Property Tax Receipt (Land) - 1 Original Copy or 1 photocopy	To be provided by the client/representative.
NOTE: • If Corporation submit Secretary Certificate • We reserve the right to request additional documents if and when necessary.	To be provided by the client/representative.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and required documents	1.1 Receive and record the application 1.2 Check completeness and authenticity of documents 1.3 Return incomplete applications	None	15 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
2. Wait while Order of Payment is issued	2.1 Prepare and issue Order of	P50.00 as per City	5 minutes	Senior Administrative Assistant I

	Payment based on applicable fees	Ordinance No. 1, S-2006 Sec.352 (d)		Administrative Assistant V Administrative Aide I Office of the City Treasurer
3. If required, wait for schedule of inspection	3.1 Conduct ocular inspection for "With/Non-Improvement" or "Actual Use" certifications 3.2 Document findings in a field report and attach to file	None	This depends on location of property	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
4.Wait while certification is prepared	4.1 Encode and prepare the Certification 4.2 Include property details, location, owner name, and improvement status	None	15 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
5. Wait for review and approval	5.1 Review certification and supporting documents 5.2 Sign or return for correction if needed	None	5 minutes	Acting City Assessor Assistant City Assessor Office of the City Assessor
6. Claim the signed and sealed certification	7.1 Affix documentary stamp and dry seal 7.2 Log release and file a copy in office records 7.3 Release to client upon valid ID/SPA verification	None	5 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor

	TOTAL:	**P50.00** as per City Ordinance No. 1, S-2006 Sec.352 (d)	**45 minutes**	

3. NOTICE OF CANCELLATION (BUILDING/MACHINERY) ISSUANCE

Real property that already demolished/dilapidated (building) and defective/pulled out (machinery).

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Written Request - 1 Original Copy	To be provided by the client
2. Latest Real Property Tax Receipt - 1 photocopy	To be provided by the client / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
3. Picture of the Property - 1 photocopy	To be provided by the client
NOTE: • If Corporation submit Secretary Certificate • We reserve the right to request additional documents if and when necessary.	To be provided by the client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present complete requirements	1.1 Review requirements. Verify records (Index Card/ Ownership	None	5 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV

	Record Form (ORF) 1.2 Ocular Inspection 1.3 Cancellation of property (building/ Machinery) 1.4 Review and sign	None None None	This depends on the location of property 5 minutes 5 minutes	Office of the City Assessor Assessment Clerk I Administrative Aide IV Office of the City Assessor Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor Acting City Assessor Assistant City Assessor Office of the City Assessor
2. Receive copy of signed notice of cancellation	2. Assign control no. and annotate Field Appraisal Assessment Sheet (FAAS) (regarding the cancellation)	None	5 minutes	Administrative Assistant I Office of the City Assessor
	TOTAL:	**None**	**20 minutes**	

4. NOTICE OF ASSESSMENT ISSUANCE

It indicates what the local assessor determines your property is worth and how much of that value is taxable.

Office or Division:	Office of the City Assessor *(New City Hall / City Hall Annex-Camalig)*
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1.Latest Real Property Tax Receipt - Original or photocopy 2.Transfer Certificate of Title - 1 Certified True Copy or if photocopy bring the original title for verification 3.Documents pertaining to the concern property - 1 original copy **If the Requesting is Not the Real Owner need to submit:** 1. Special Power of Attorney 2. Authorization Letter from the owner - 1 original copy 3. Valid government ID (Owner and Auth.Rep)- 1 photocopy **NOTE:** • If Corporation submit Secretary Certificate • We reserve the right to request additional documents if and when necessary.	To be provided by the client / Registry of Deeds To be provided by the client To be provided by the client To be provided by the client To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Receive/ check verify the Real Property Tax Receipt or the document 1.2 Issue Notice of Assessment	None None	5 minutes 5 minutes	Assessment Clerk I Administrative Assistant III Draftsman I Administrative Aide IV Office of the City Assessor
	TOTAL:	**None**	**10 minutes**	