OFFICE OF THE MUNICIPAL ASSESSOR

Internal Services

1. Submission of Quarterly Report

To be used in determining the Real Property Tax collection for the incoming year

Office :	Municipal Assessors Office
Classification:	Complex Transaction
Type of Transaction:	Government to Government
Who may avail:	Provincial Assessor, Municipal Treasurer, BLGF Regional Office

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Compute market values and assessed values of all transactions during the quarter.	None	None	1 Day	Alex S. Fernandez *(Municipal Assessor)* Jennifer T. Fernandez *(Draftsman I)*
2. Arrange it based on classification (Agri., Res., Comm.,Ind., Min. and Special) .	None	None	3 Hours	Alex S. Fernandez *(Municipal Assessor)* Jennifer T. Fernandez *(Draftsman I)*
3. Encode to quarterly report	None	None	3 Hours	Alex S. Fernandez *(Municipal Assessor)* Jennifer T. Fernandez *(Draftsman I)*

template and print.				
4. Submit to Provincial Assessor and Municipal Treasurer.	Receive the quarterly report.	None	1 Hour	*Provincial Assessor and Municipal Treasurer*
5. Encode Quarterly Report to E SRE template and send to BLGF Regional Office Website.	None	None	2 Hours	Alex S. Fernandez *(Municipal Assessor)* Jennifer T. Fernandez *(Draftsman I)*
	TOTAL	**None**	**1 Day & 9 Hours**	
END OF TRANSACTION				