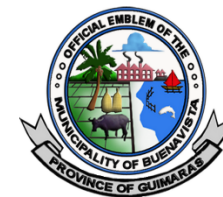




# OFFICE OF THE MUNICIPAL ASSESSOR

## Internal Services



## 1. Submission of Quarterly Report

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

<b>Office :</b>	Municipal Assessors Office			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Provincial Assessor, Municipal Treasurer, BLSGF Regional Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Compute market values and assessed values of all transactions during the quarter.	None	None	1 Day	Alex S. Fernandez <i>(Municipal Assessor)</i> Jennifer T. Fernandez <i>(Draftsman I)</i>
2. Arrange it based on classification (Agri., Res., Comm., Ind., Min. and Special) .	None	None	3 Hours	Alex S. Fernandez <i>(Municipal Assessor)</i> Jennifer T. Fernandez <i>(Draftsman I)</i>
3. Encode to quarterly report	None	None	3 Hours	Alex S. Fernandez <i>(Municipal Assessor)</i> Jennifer T. Fernandez <i>(Draftsman I)</i>



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