

ASSESSMENT RECORDS MANAGEMENT DIVISION

BASIC FUNCTION

This Division is the one primarily responsible in the establishment and maintenance of real property assessment recording system, including the custody and safe keeping of assessments documents.

Other functions involve:

- (i) Installation and maintenance of Assessment Roll and such other assessment records;
- (ii) Establishment and maintenance of permanent official record and files such as Tax Declaration, Field Appraisal & Assessment Sheet (FAAS), Notice of Cancellations and Property Record Form (PRF)

Started in 2013, the Assessment Records Management Division also started with the Scanning and Digitization of the 1997 and previous years TDs as part of its special project.

SERVICES

Transactions relating to this Unit are:

- ❖ Issuance of Certified Copy of Tax Declaration/s
- ❖ Annotations of Mortgages/Notice of Levy on Attachment/Tax Lien
- ❖ Effecting cancellation on original TDs on file, in lieu of the new TDs/property records issued for various transactions;
- ❖ Preparation of cancellation reports for real property assessment records requiring to be cancelled (upon due validation); and
- ❖ Effecting cancellation of Assessment Records for reasons of demolition, retirement, etc.

SERVICING COUNTERS

- Counter 10 Receiving of requests for verification
- 11 Receiving request for issuance of Certified Copy of Tax Declarations/Issuance of Order of Payment
- Counter 12 Verification of Assesment
 - ✓ Preparation of corresponding TDs for certification
 - ✓ Annotation of Reconstituted TCT/Mortgages (if necessary)
 - Releasing of Certified Copies of TD

Schedule of Availability of Service

Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m., no noon break

Who May Avail of the Service : All Quezon City real property owners/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements

1. Photo copy of valid ID or can be official letter-request
2. Photo copy of TD or real property tax receipt and other reference for reference

Processing Period : 10-20 minutes for Electronic copy
 1-2 hrs for manual copy

How to Avail of the Service :

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Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 10 Submit duly accomplished ARMD Form 1 inclusive of required documents/ information	Validates request;	5 mins	Personnel on rotation basis (Window 10)	Php50.00 for personal copy Php70.00 for BIR	ARMD Form 1
2	Owner pays corresponding fee	Receive request and issue order of payment Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	5 mins	-do- (Window 11) Billing Clerk, CTO		
		Verifies property requested Print electronic copy of TD or Photo copy the manual ones	45 mins	Basement, records personnel		
3	Present corresponding OR	Attach OR to the request and issue claim stub, Stamp printed/photo-copied TD as "certified"	15 mins	Personnel on rotation basis (Window 11)		
4	Wait for claim number to be called Receive certified copy of TD	Submit for signature approval, Affix Signature & refer back to Window 12 for release	10 mins 5 mins 5 mins	Personnel on rotation basis (Window 12)		
END of TRANSACTION						
^{1/} Request can also be made through a formal communication on which case, receipt and release are coursed through the Records Section						

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