

TAX MAPPING DIVISION

BASIC FUNCTION

The Tax Mapping Division is the division in-charge of identifying real property units –through the establishment of the Real Property Identification System, by which lines or property boundaries could easily be determined including actual use. Tax Mapping is the first component undertaken in the installation of the Real Property Tax Administration and it involves the following detailed functions:

- i. Proper identification of real properties including property owner;
- ii. Determining lines and boundaries of real properties;
- iii. Assigning of Property Index Number (PIN)
- iv. Developing and updating tax maps which would show a graphical presentation of a property's earth surface drawn to scale; and
- v. Discovering undeclared properties for taxation purposes through a highly accurate method of field operations.

Other functions involve:

- vi. Rehabilitation of Tax Maps
- vii. Updating of Tax Map Control Roll (TMCR)
- viii. Scanning and Digitization of Tax Maps using ArcGIS

INFORMATION THAT CAN BE DERIVED FROM THE TAX MAPS

- Property ownership/ use /area/ location
- Total parcels by Barangay, and by District
- Total Land Use for:
 - ✓ Residential
 - ✓ Commercial
 - ✓ Industrial
 - ✓ Institutional
 - ✓ Special Class

DUTIES AND FUNCTIONS:

Mapping Section

- Establishment of linkages with property owners about the existing property records in the office and the actual properties in the field.
- Research and verification with other government agencies of all approved subdivision plan for purposes of ascertaining the veracity of the boundaries technical descriptions and other matters relative to the tax mapping activities and ocular inspection.

Tax Map Maintenance Section

- Establishment of system and procedures on the proper maintenance and care of tax maps and other pertinent records relative to real properties including machineries and the like;
- Collection and revision of data on tax map control roll for new subdivisions including the consolidation, creation and transfer of ownership;
- Replacement of worn-out tax map and tax map control roll and preparation of map and sketches to be used as reference in field inspection.

Property Identification Section

- Planning for and development of a systematic information dissemination scheme relative to tax mapping operation (i.e. assigning of PIN, barangay, etc...)
- Compilation and maintenance of property inventory assessment cards of every barangay
- Segregation, consolidation of records and the preparation of field sheets including transfer of ownership and installation and maintenance of systematic recording scheme and completion, reports and other pertinent documents regarding tax map.

SERVICES

Counter transactions relating to this Unit include:

- Identification of the Real Property Code Number such as PIN or PI and the record of ownership for a specific real property be it land, building or machinery;
- Verification of the Location of Property (Streets, Barangays, and Districts.)
- Identification of boundaries between Barangay and Districts.
- Issuance of Certified True Copy of Tax Map.

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
2. Photo copy of Title/TD or real property tax receipt and other reference for property identification
3. Or by merely identifying & confirming property location

Processing Period : Within thirty (30) min., first come-first served

How to avail of the service (Property Verification)

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 1-3 Submit duly accomplished TMD Form 1 inclusive of required document/information	Validates and receive request; Verifies property being requested Issue order of Payment	10 mins	Receiving Clerk (Taxmapper)	Php70.00/ property or Php 20.00 for printout only	TMD Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	10 mins	Billing Clerk, CTO		
3	Present corresponding OR	Record the OR number, attach receipt to the document requested	5 mins	Taxmapper		
4	Receive certification	Release computer print-out of property or any information as an output of the verification	5 mins	Taxmapper		
END of TRANSACTION						

How to avail of the service (Request for Tax Map)

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 1-3 Submit duly accomplished TMD Form 1 inclusive of required document/information	Validates and receive request; Verifies property being requested Issue order of Payment	10 mins	Receiving Clerk (Taxmapper)		TMD Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	10 mins	Billing Clerk, CTO	Php200.00/ property	
3	Present corresponding OR	Print Tax Map, submit for approval and record the O.R. number	5 mins	Taxmapper		
4	Receive copy of Tax Map	Release Tax Map with the Official Receipt	5 mins	Taxmapper		
END of TRANSACTION						

How to avail of the service (Certification of Adjoining Lot Ownership)

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 1-3 Submit duly accomplished TMD Form 1 or official communication	Validates and receive request; Issue order of Payment	10 mins	Receiving Clerk (Taxmapper)		TMD Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office Taxmapper assigns the same for verification and record validation	10 mins	Billing Clerk, CTO	Php 70.00 per property	
3	Present corresponding OR	Prepare/type certification, submit for approval and record the O.R. number	15 mins	Taxmapper		
4	Receive copy of Certification	Approves certification and affix signature & Release Certification with the O.R.	10 mins	Head, TMD Taxmapper		
END of TRANSACTION						

Last updated: July 15, 2015