

3. Issuance of Tax Map/Tax Maps Control Roll (TMCR)

The Tax Map/Tax Maps Control Roll (TMCR) is issued to clients/taxpayers as supporting document for Department of Agrarian Reform (DAR), Bureau of Internal Revenue (BIR) and other line agencies requirement.

Office or Division:	Provincial Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Completed Request Form		1. Provincial Assessor's Office – Officer of the Day		
2. Certification Fee (Official Receipt) (1 original)		2. Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form from Officer of the Day	1. Reviews/receives accomplished request form. Advises client to pay at the Provincial Treasurer's Office with the request form from Provincial Assessor's Office	None	5 minutes	<i>Officer of the Day</i> Provincial Assessor's Office
2. Pay the fee at Provincial Treasurer's Office	2. Processes payment and issues Official Receipt	PHP 100/copy		<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
3. Present Official Receipt	3.1. Verifies Tax Maps/Tax Maps Control Roll (TMCR) electronically 1 property through GIS 2 properties		5 minutes 10 minutes	<i>Taxmapping Division Staff</i> Provincial Assessor's Office

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3 properties		15 minutes	
	3.1. Verifies Tax Maps/Tax Maps Control Roll (TMCR) electronically			<i>Taxmapping Division Staff</i> Provincial Assessor's Office
	1 property through GIS		5 minutes	
	2 properties		10 minutes	
	3 properties		15 minutes	
	3.1. Verifies Taxmaps/Tax Maps Control Roll (TMCR) manually (in case of power failure)			<i>Taxmapping Division Staff</i> Provincial Assessor's Office
	1 property		10 minutes	
	2 – 3 properties		20 – 30 minutes	
	3.2. Photocopy of Tax Maps/Tax Maps Control Roll (TMCR)		5 – 10 minutes	<i>Taxmapping Division Staff</i> Provincial Assessor's Office
4. Receive the document requested				<i>Officer of the Day</i> Provincial Assessor's Office
TOTAL:		PHP 100/copy	20 – 50 minutes	