



Republic of the Philippines
Region XII
Province of Cotabato
Municipality of Alamada

MUNICIPAL ASSESSOR’S OFFICE

VISION

The Municipal Assessor’s Office of Alamada as an effective administrative center relative to real property appraisal and assessment providing service with utmost courtesy, equality and sincerity.

MISSION

The Municipal Assessor’s Office of Alamada shall ascertain that all laws and policies governing the appraisal and assessment of real properties for taxation purposes.

MANDATE

The Office of the Municipal Assessor is the lead agency of the Local Government Unit in its Revenue Generation Program in the field of Real Property Taxation.

LISTS OF AVAILABLE SERVICES

SERVICES OFFERED	GUIDELINES	DOCUMENTARY REQUIREMENTS	MATERIALS AND EQUIPMENT NEEDED	FEES
Inspection of Real Properties subject of protest.	Revenue Code	Request Inspection Report Certificate of title (Photocopy),Tax Declaration	Forms, Ballpen, Measuring Tape, Maps.	Php. 100.00
Assessment of Newly Discovered Properties	RA 7160 LAR Revenue Code	Request Inspection Report Certificate of title (photocopy), other proof of ownership	Forms, Ballpen Laptop with RTACS stand alone software	Php. 100.00
Record Verification on landholdings and other real properties		Request	Laptop Rtacs stand alone software	
IEC			IEC focal Person	
Serving Notices of Assessment	RA 7160		NOA	

LIST OF ACTIVITY/IES AND BIG EVENTS

- ❖ General Revision of Classification of Real Properties (Last Quarter).

Submitted:

IGNACIO V. DE GUZMAN, JR.
Municipal Assessor

