

# CITY ASSESSOR'S OFFICE

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**Frontline Service : ISSUANCE OF PROPERTY INDEX NUMBER (PIN) FOR BUSINESS PERMITS APPLICANTS**

**Schedule of Availability of Service :** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
 On Mondays provision of services starts after flag raising

**Who May Avail of the Service:** : Business Permit Applicants

**What Are the Requirements:** : Accomplished Unified Forms from Permits & Licenses Division

**Duration :** 30 minutes or less per Real Property Unit (RPU)

## How to Avail the Service:

Step	Applicant/Client Responsibility	Service Provider's Functions	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Present accomplished Unified Forms from Permits & Licenses Division for Property Index Numbering	Receive accomplished Unified Forms from Permits & Licenses Division	1 minute	Tax Mapping Division	None	Accomplished Unified Forms from Permits & Licenses Division
		Research details of lot owner	25 minutes/RPU	Tax Mapping Division		
		Extract Property Index Number and fill-in designated space for PIN	3 minutes/RPU	Tax Mapping Division		
2	Receive documents with PIN	Release documents with PIN	1 minute	Tax Mapping Division		
<b>END OF TRANSACTION</b>						

**Note:** Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.

