

CITY ASSESSOR'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City
 Tel.: (063); 221-2687; 223-9572; email: cassoign@yahoo.com

Frontline Service : PROPERTY IDENTIFICATION

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: : Tax Payers/Real Property Owners

What Are the Requirements: : Written request or personal appearance

Duration : 1 hour and 4 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	Personnel in Charge	Fees	Form
1	Inquire status, location and boundaries of lot	Get working maps to aide service provider and client in identifying exact location and boundaries of the lot	2 minutes	Tax Mapping Division	None	
2	Point exact location of lot on the working map, base map or approved plan	Guide the client in locating the lot	30 minutes to 1 hour per RPU(depending on the complexity of the transaction)	Tax Mapping Division		
3	Fill-up request form for reproduction of working map or base map	Provide request form	1 minute	Tax Mapping Division		Request Form
4	Hand-carry request form for approval of the City Assessor	Received approve request	1 minute	City Assessor		Request Form
5	Go to photocopying station to have map photocopied	Accompany Client	30 minutes to 1 hour per client	Tax Mapping Division		
END OF TRANSACTION						

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

