



4. Inspection Report (Endorsement from Provincial Assessor's Office)

The Assessor's Office conducts ocular site inspection on the property as per instruction of the Provincial Assessor.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client; G2G-Government to Government			
Who may Avail:	-The property owner himself or through a duly authorized representative -Provincial Assessor's Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter from the Office of the Provincial Assessor		Provincial Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the client log book in the office front desk	Assist the client in signing	none	1 minutes	<i>Office Staff</i> Assessor's Office
Present Endorsement Letter	Receive the endorsement letter	none	10 minutes	<i>Mun. Assessor</i> Assessor's Office
Get advice & schedule for ocular site inspection	Check available schedule	none	5 minutes	<i>Mun. Assessor</i> Assessor's Office
Site Inspection proper	Site Inspection	none	30 minutes	<i>Mun. Assessor</i> Assessor's Office
Get advice on the release of the report	Prepare the report based on instruction inscribe on the endorsement	none	1 day	<i>Mun. Assessor</i> Assessor's Office
Receive the endorsed letter	Issue the endorsement letter (2 nd endorsement) and make sign the logbook for acknowledgment	none	5 minutes	<i>Clerk,</i> Assessor's Office
TOTAL:		none	1 day & 51 minutes	