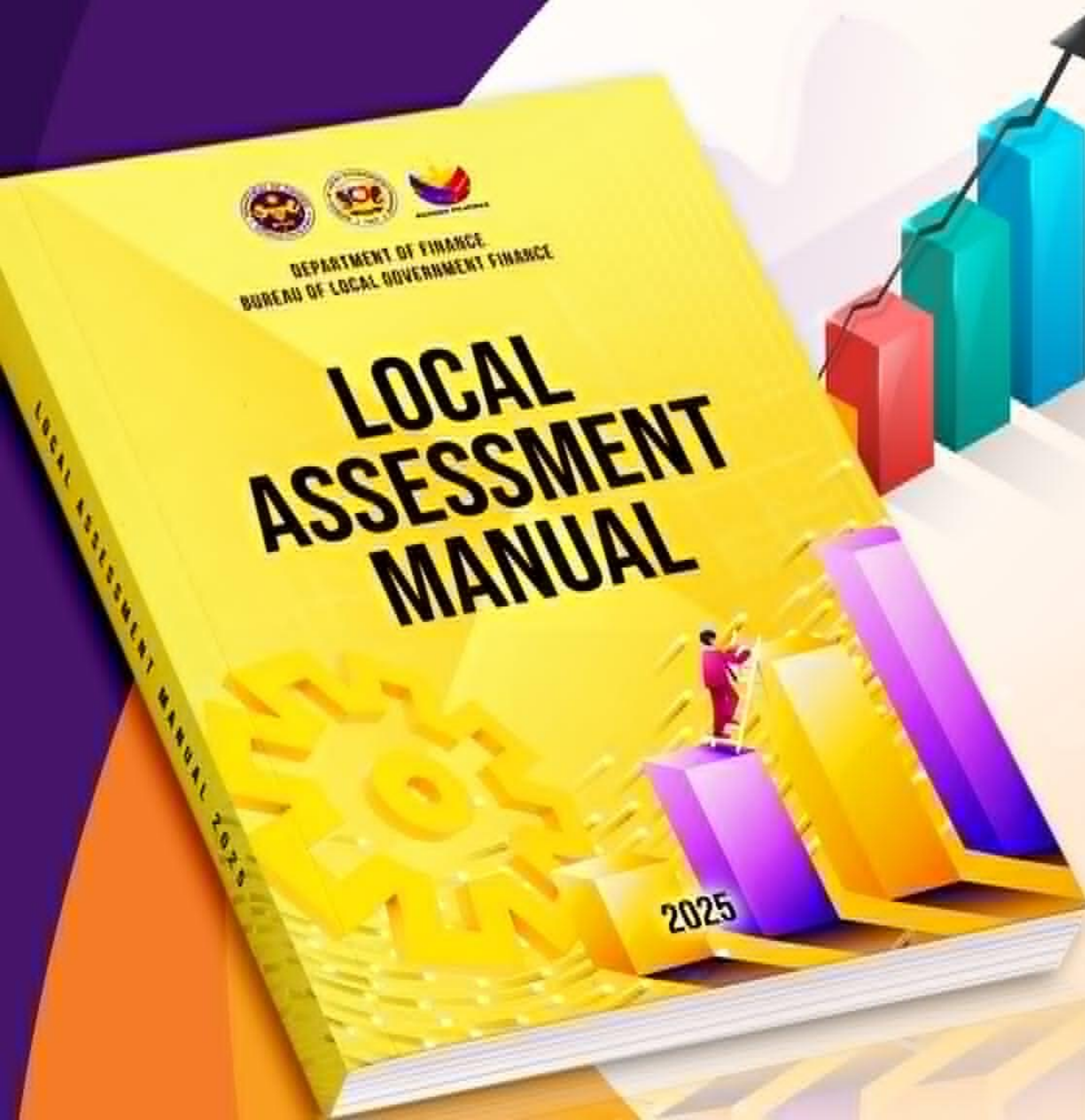




ROLLOUT TRAINING ON THE **LOCAL ASSESSMENT MANUAL (LAM)**

August 03–06, 2026
Cheq Seafoods Dampa, Balmores Street, Brgy. Sto. Niño
City of Koronadal



DEPARTMENT OF FINANCE

Bureau of Local Government Finance

**Roll Out and Training on the Local Assessment
Manual (LAM) and Course Material Design**

OVERVIEW OF THE LOCAL ASSESSMENT MANUAL (LAM)

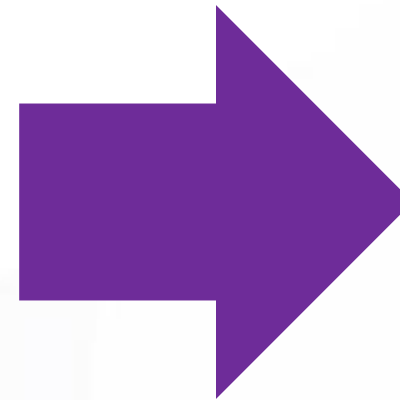


Department of Finance
Bureau of Local Government Finance

**Manual on Real Property
Appraisal and Assessment Operations**



January 2006



DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE

LOCAL ASSESSMENT MANUAL



MRPAA

LAM



DEPARTMENT OF FINANCE | BUREAU OF LOCAL GOVERNMENT FINANCE



Department Circular No. 004.2025





Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



DEPARTMENT CIRCULAR NO. 004.2025

SUBJECT : LOCAL ASSESSMENT MANUAL

1. **LEGAL BASES.** This Department Circular is issued to promulgate the Local Assessment Manual (LAM), pursuant to Article 291 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 7160, or the Local Government Code (LGC) of 1991, R.A. No. 12001, or the Real Property Valuation and Assessment Reform Act (RPVARA), and its IRR, and in line with the mandates of the Department of Finance (DOF) to supervise the revenue operations of all local government units, under Executive Order (EO) No. 292, s. 1987, and of the Bureau of Local Government Finance (BLGF) to exercise administrative and technical supervision, and coordination over treasury and assessment operations of local governments, under EO No. 127, s. 1987.

2. **COVERAGE.** The LAM, consist of four (4) Books as follows:

- | | |
|-----------------|---|
| Book I | Administration. Contains the duties, and responsibilities of the Assessor and the structure of the Office of the Local Assessor; coordination and linkages with the BLGF, local government offices, and other national government; records management; and digitalization of the office of the local assessor. |
| Book II | Real Property Identification and Tax Mapping. Contains tax mapping objectives and operations and the updating and maintenance of tax maps. |
| Book III | Fundamentals of Appraisal and Assessment. Contains the principles and process of the appraisal and assessment of real properties; exemptions from real property tax; and assessment appeals. |
| Book IV | Development of Schedules of Market Values (SMVs). Contains the development of SMVs, including its preparations, standard forms, review and approval and the conduct of general revisions. |

3. **LIMITATIONS.** The provisions contained in the LAM are the adoption of pertinent provisions of relevant laws, jurisprudence, regulations, policies, issuances, opinions and rulings affecting local assessment operations. The applicable portions of related provisions from various laws and issuances have been adopted into sections and/or discussions of specific topics, and structured accordingly to cover the different aspects of local assessment operations.

Users of LAM are encouraged to further refer to the LGC and its IRR, the RPVARA and its IRR, the Philippine Valuation Standards (PVS), the Mass Appraisal Guidebook (MAG), jurisprudences, and other pertinent issuances of DOF and BLGF on local assessment operations.

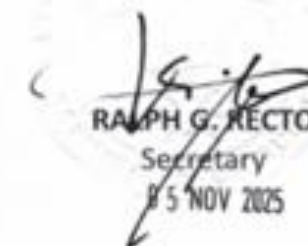
4. **SEPARABILITY CLAUSE.** Any portion or provision of the LAM, that may be declared unconstitutional or invalid shall not have the effect of nullifying other portions and provisions thereof as long as such remaining portion or provision can still subsist and be given effect in its entirety.

5. **REPEALING CLAUSE.** This Circular supersedes Department of Finance Local Assessment Regulations No. 1-04 dated October 01, 2004, and all Department issuances relative to the MRPAO that are inconsistent herewith.

Interpretation of the provisions of this DC, including cases not covered herein or inconsistent with the issuances of other agencies, shall be referred to the BLGF for clarificatory opinion.

6. **EFFECTIVITY.** This Circular shall take effect fifteen (15) days after its publication in the Official Gazette and the University of the Philippines Office of the National Administrative Register (ONAR) or in a newspaper of general circulation in the Philippines.

All BLGF Central and Regional Offices, and all the Provincial, City and Municipal Assessors and Assistant Assessors are hereby directed to properly and efficiently implement the LAM.


RALPH G. RECTO
Secretary
15 NOV 2025




BOOK I: Administration



Covers the Assessor's duties, office structure, coordination with BLGF and other agencies, records management, and office digitalization.

BOOK II: Real Property Identification And Tax Mapping



Contains tax mapping objectives and operations and the updating and maintenance of tax maps.

BOOK III: Fundamentals of Appraisal and Assessment



Covers the principles, processes, exemptions, and appeals in real property appraisal and assessment.



BOOK IV: Development of Schedule of Market Values (SMV)



Covers the development, review, and approval of SMVs, including standard forms and general revisions.

Some of the Changes in the Manual

Book I: Administration

- Dedicated chapter to the Digitalization of the Office of the Local Assessor
- Updated procedures on Records Management
- Simplified and provided details the coordination and linkages with the BLGF, local government offices, and other national government agencies.
- Provided the minimum requirements for the authority of the provincial assessor to delegate functions to the component city and/ or municipal assessor
- Revise QRRPA submission to the LIFT system; revised the deadline



Some of the Changes in the Manual

Book I: Administration

Organizational Structure: Updated with minimum staffing requirements.

- Appraisal Unit separated from Assessment Unit.
- Records Management Unit separated from Administrative Unit
- Mandatory Information Technology (IT) Unit established.
- RPVU established (required for provinces/cities; encouraged for municipalities) and distinguished from appraisal unit.



Some of the Changes in the Manual

Book II: Real Property Identification and Tax Mapping

Tax Mapping Updates:

- Standardizes tax mapping procedures and property numbering.

Adds sections on:

- Legal Mandate
- Planning Process for a comprehensive, time-phased tax mapping plan
- Data Sourcing for lands, buildings, and machinery

Specifies final PIN assignment using the inverted “S” format for post-field operations.



Some of the Changes in the Manual

Book II: Real Property Identification and Tax Mapping

- Details procedures for cancellation, retirement, and new PIN assignment.

Courtesy Call with Barangay:

- Requires coordination with municipal and barangay officials before scheduling tax mapping activities.
- Allows an authorized representative if officials are unavailable.
- If local officials refuse or oppose tax mapping, the issue must be elevated to the governor or higher authorities.
- The tax mapper shall record any new data on the Barangay Base Map in draft or pencil.



Some of the Changes in the Manual

Book III: Fundamentals of Appraisal and Assessment

- The principles and process of appraisal and assessment are updated and aligned with modern standards like the Philippine Valuation Standards (PVS)
- Improved instructions for the appraisal of various property types (land, buildings, machinery, and other improvements), including specific details on market value determination and adjustment factors
- Clarifies the rules for the effectivity of assessments, including the proper recording and demandability of back taxes for properties discovered in a later year.



Some of the Changes in the Manual

Book III: Fundamentals of Appraisal and Assessment

- The process for assessment appeals filed before the Local Board of Assessment Appeals (LBAA) and the Central Board of Assessment Appeals (CBAA) is consolidated and updated based on current jurisprudence and laws

Appraisal Principles:

- Added the Principle of Utility under economic principles.
- Enhanced Highest and Best Use discussion
- Expanded Increasing and Decreasing Returns to include overcapitalization.



Some of the Changes in the Manual

Book III: Fundamentals of Appraisal and Assessment

Assessment Procedures:

- Added formula and sample table for straight-line depreciation of buildings/structures.
- Properties to be listed and valued under the name of the owner, administrator, or person with legal interest.
- Separate Chapter for the Appraisal and PIN of Condominiums
- Numbering updates: Parcel Number (3 digits); “Municipality/Index Number” → “Municipality/City District Index Number”; 99-parcel limit per Section Map removed.



Some of the Changes in the Manual

Book III: Fundamentals of Appraisal and Assessment

- Pin of Buildings, Condominiums, and Machineries

Added **Exemptions on Real Property Tax:**

- Idle Land Tax
- Structures Used for Storage of Farm Inputs and Outputs
- Pollution Control Devices of Mining Companies
- Assets of GSIS and SSS
- Export Business Enterprises
- Vienna Convention on Diplomatic Relations
- National Integrated Protected Areas
- National Food Authority



Some of the Changes in the Manual

Book IV: Development of Schedule of Market Values

- “Schedule of Fair Market Value” → “Schedule of Market Value”

General Revision Instructions (GRI):

- Requires issuance of a Notice of Revised Assessment to the declarant, beneficial user, or occupant after FAAS and TD approval.
- Assessment Roll to be submitted to the Local Treasury Office after the 60-day notice period.
- Preparation of an Ownership Record Form (ORF) is explicitly required.



Some of the Changes in the Manual

Book IV: Development of Schedule of Market Values

- GR Forms → SMV Forms
- Updated Assessment Calendar → Calendar of Activities for the SMV Preparation, Submission, Review and Certification



Field Appraisal and Assessment Sheet (FAAS)

MARKET VALUE				
Base Market Value	Adjustment Factors	% Adjustment	Value Adjustment	Market Value
P			P	P
				4
P	Totals	%	P	P

PROPERTY ASSESSMENT			
Actual Use	Market Value	Assessment Level	Assessed Value
	P		P
Total	P	Total	P

Taxable ☐	Exempt ☐	Effectivity of Assessment/Reassessment:	_____	_____
			Qtr.	Yr.

APPROVAL:		RECOMMENDING	
_____	_____	_____	_____
Name	Date	Name	Date

APPROVED BY:	
_____	_____
Provincial / City / Municipal Assessor	Date

MEMORANDA: _____

Date of Entry in the Record of Assessment: _____ By: _____

Name

RECORD OF SUPERSEDED ASSESSMENT	
PIN:	
ARP No.	TD No.
Total Assessed Value:	
Previous Owner:	
Effectivity of Assessment:	
AR Page No.:	
Recording Person:	Date
_____	_____

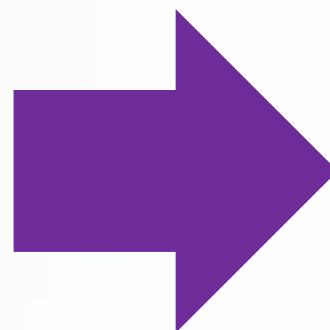
PROPERTY LOCATION				
No./Street: _____		Barangay/District: _____		
Municipality: _____		Province/City: _____		

PROPERTY BOUNDARIES	
North: _____ East: _____ West: _____ South: _____	LAND SKETCH: <i>(Not necessarily drawn to scale)</i>

LAND APPRAISAL				
Classification	Sub-classification	Area	Unit Value (Php)	Market Value (Php)
			P	P
Total			P	

OTHER IMPROVEMENTS				
Type of Improvements	Quantity	Unit of Measure	Unit Value (Php)	Market Value (Php)
			P	P
Total			P	

MARKET VALUE ADJUSTMENT				
Market Value <i>(Land + Improvement) (Php)</i>	Adjustment Factor	Percent (%) Adjustment	Value Adjustment (Php)	Adjusted Market Value (Php)
			P	P
Total			P	



Tax Declaration of Real Property

TAX DECLARATION OF REAL PROPERTY

Attachment 4

TD No. _____ Property Identification No. _____

Owner: _____ TIN: _____
Address: _____ Telephone No. _____

Administrator/Beneficial User: _____ TIN: _____
Address: _____ Telephone No. _____

Location of Property : _____
(Number and Street) (Barangay/District) (Municipality& Province/City)

OCT/TCT/CLOA No. _____ Survey No. _____
CCT _____ Lot No. _____
Dated: _____ Blk. No. _____

Boundaries:
North: _____ South: _____
East: _____ West: _____

KIND OF PROPERTY ASSESSED:

☐ **LAND** ☐ **MACHINERY**
Brief Description: _____

☐ **BUILDING** ☐ **Others:**
No. of Storeys: _____ Specify: _____
Brief Description: _____

Classification	Area	Market Value	Actual Use	Assessment Level	Assessed Value
_____	_____	_____	_____	_____ %	_____
_____	_____	_____	_____	_____ %	_____
_____	_____	_____	_____	_____ %	_____
_____	_____	_____	_____	_____ %	_____
Total	_____	_____	_____	_____ %	_____

Total Assessed Value _____
(Amount in Words)

Taxable ☐ Exempt ☐ Effectivity of Assessment/Reassessment: _____ Qtr. _____ Yr.

APPROVED BY: _____
Provincial / City / Municipal Assessor Date

This declaration cancels TD No. _____ Owner: _____ Previous A.V. Php _____

Memoranda: _____

Notes: * This declaration is for real property taxation purposes only and the valuation indicated herein are based on the schedule of unit market values prepared for the purpose and duly enacted into an Ordinance by the Sangguniang _____ under Ordinance No. _____ dated _____, 20____. It does not and cannot by itself alone confer any ownership or legal title to the property.

BAGONG PILIPINAS

Annex I-H. Tax Declaration of Real Property

Tax Declaration (TD) No.: _____ Transaction Code: _____
Property identification No. (PIN): _____

OWNER INFORMATION (as reflected in the OCT/TCT/CLOA/CCT)

Name: _____ TIN: _____
Sex: ☐ Male ☐ Female Others: _____ Contact No.: _____
Mailing Address: _____ Email: _____

Other Informant Information:

☐ Administrator ☐ Beneficial User ☐ Possessor

Name: _____ TIN: _____
Sex: ☐ Male ☐ Female Others: _____ Contact No.: _____
Mailing Address: _____ Email: _____

PROPERTY INFORMATION

Title Type: ☐ OCT ☐ TCT ☐ CLOA ☐ CCT
Title Number: _____ Date Issued: _____
Survey No.: _____ Lot No.: _____ Block No.: _____
Boundaries: _____
North: _____ South: _____
East: _____ West: _____

KIND OF PROPERTY ASSESSED:

☐ LAND ☐ BUILDING ☐ MACHINERY ☐ OTHERS

Property Classification	Sub-Class/ Structural Type/ Machinery Description and Brand	Area/ Machinery Capacity	Market Value (Php)	Actual Use	Assessment Level (%)	Total Assessed Value
Total			P			P

Total Assessed Value: _____
(amount in words) _____

Effectivity of Assessment/Reassessment: _____ (Quarter) _____ (Year) _____

Period Covered by back taxes: From: _____ To: _____
(Year) (Year)

TAXABILITY: ☐ Taxable ☐ Exempt. Proof of or Basis for Exemption: _____

Memoranda:

Local Assessment Manual 2025

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THANK YOU!

Maraming Salamat po!

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