



Encoding for Assessors

General Revisions

Quarterly

Monthly

eSRE LGU System:

The screenshot displays the eSRE LGU System interface. At the top, a blue header bar contains the system logo on the left, the version number 'ver 3.0.12.12' in the center, and the user information 'You are logged in as: Assessor, Orani B.' on the right, along with 'Change Password' and 'Sign Out' links. Below the header, there are three vertical navigation menus. The first menu on the left has 'Actual Transaction' highlighted with a red box. The second menu in the middle has 'Property Assessment' highlighted with a red box. The third menu on the right has 'General Revision', 'Quarterly', and 'Monthly' options highlighted with a red box.

ver 3.0.12.12

You are logged in as: Assessor, Orani B. Change Password Sign Out

Home

Report Period

Actual Transaction

User Management

Data Sharing

Reports

Home

Report Period

Actual Transaction

Property Assessment

General Revision

Quarterly

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User Management

Data Sharing

Reports

Home

Report Period

Actual Transaction

Property Assessment

General Revision

Quarterly

Monthly

User Management

Data Sharing

Reports

- Access the Actual Transaction, this includes Property Assessment: General Revision, Quarterly & Monthly

General Revision

Actual Transaction / Property Assessment / General Revision

Search by Period (YYYY-Q)

| Period | Revision Type | Ordinance No. | No. of Barangay | D |
|--------|---------------|---------------|-----------------|---|
| 2016-1 | General | 1234 | 12 | |

General Revision

Delete Save

Period*

Revision Type* General Special Partial

Year Conducted*

Ordinance Number*

Series Number

Number of Barangays (Included in the report) *

Date of Effectivity*

Remarks

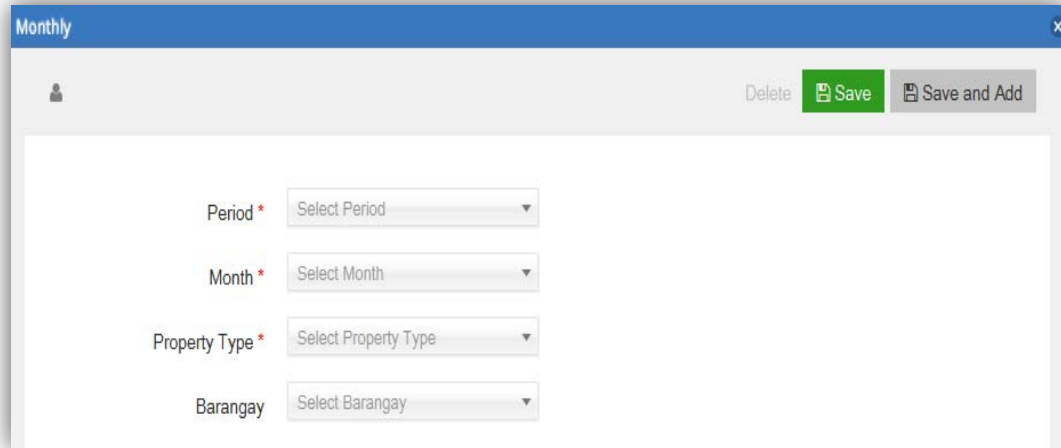
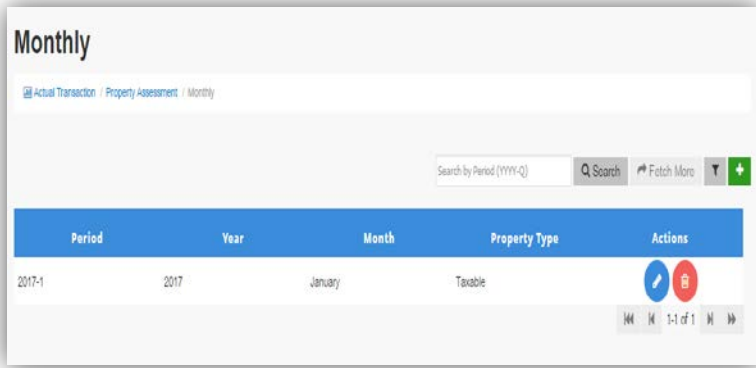
General Revision

Actual Transaction

Property Assessment

General Revision

1. Click **Actual Transaction** > **Property Assessment** > **General Revision**.
2. Click **Add Record**.
3. Select **Period**.
4. Enter **Revision Type**.
5. Enter **Year Conducted**.
6. Enter **Ordinance Number**.
7. Enter **Series**
8. Enter **Number of Barangays (included in the report)**.
9. Select **Date of Effectivity**.
10. Click **Save**. *Message Box* will be displayed.
11. Click **Ok**.



General Revision

Actual Transaction

Property Assessment

Monthly

1. Click Actual Transaction. >
 2. Click Add Record.
 3. Enter Period Covered.
 4. Select Month.
 5. Select Property Type.
 6. Tag Barangay.
- Assessment*
1. Enter Number of RPUs as necessary.
 2. Enter Valuation as necessary.
- Cancellations*
1. Enter Number of RPUs as necessary.
 2. Enter Valuation as necessary.
 3. Click Save.
 4. Click OK.

| Assessment | Number of RPUs | Valuation |
|-------------|----------------|-----------|
| Land | 0 | 0.00 |
| Building | 0 | 0.00 |
| Machineries | 0 | 0.00 |
| Others | 0 | 0.00 |

| Cancellations | Number of RPUs | Valuation |
|---------------|----------------|-----------|
| Land | 0 | 0.00 |
| Building | 0 | 0.00 |
| Machineries | 0 | 0.00 |
| Others | 0 | 0.00 |

General Revision



Actual Transaction



Property Assessment



Monthly

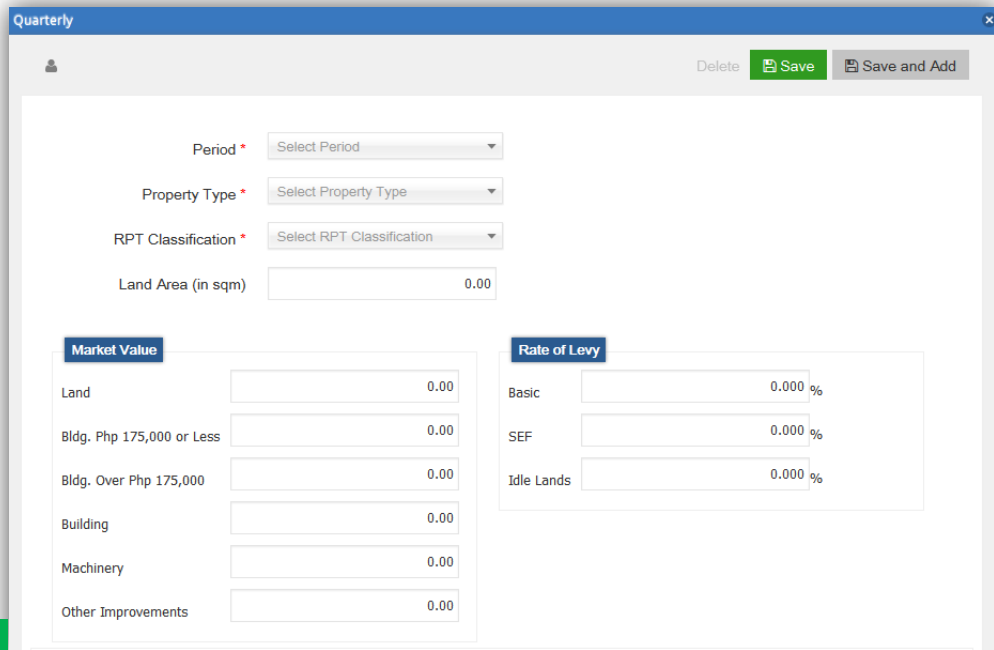
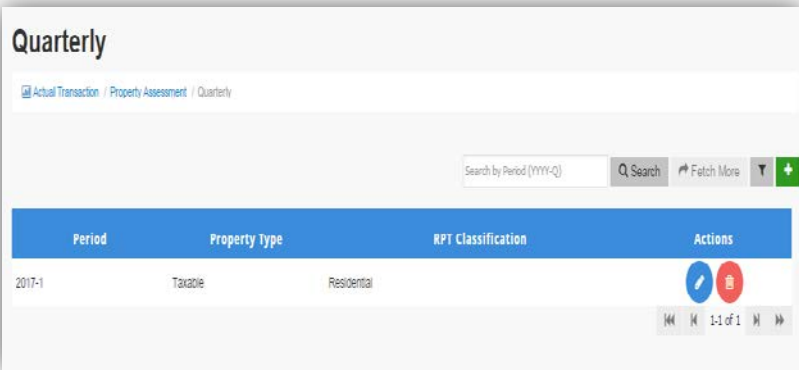
1. Click **Actual Transaction**. > **Property Assessment** > **Monthly**.
2. Click **Add Record**.
3. Enter **Period Covered**.
4. Select **Month**.
5. Select **Property Type**.
6. Tag **Barangay**.

Assessment

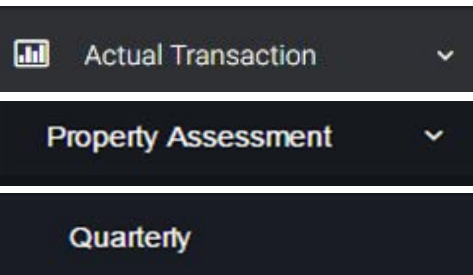
1. Enter **Number of RPUs** as necessary.
2. Enter **Valuation** as necessary.

Cancellations

1. Enter **Number of RPUs** as necessary.
2. Enter **Valuation** as necessary.
3. Click **Save**.
4. Click **OK**.



Add Quarterly Property Assessment



1. Click Actual Transaction
2. Click Add Record.
3. Enter Period Covered.
4. > Property Assessment
5. Select Property Type.
6. Enter Land Area .
7. Enter Market Value.
8. Enter Rate of Levy.
9. Enter Number of RPU's.
10. Enter Evaluation
11. Click Save.
12. Click OK.

| Assessment | Number of RPUs | Valuation |
|-------------|----------------|-----------|
| Land | 0 | 0.00 |
| Building | 0 | 0.00 |
| Machineries | 0 | 0.00 |
| Others | 0 | 0.00 |

Add Quarterly Property Assessment



Actual Transaction



Property Assessment



Quarterly

1. Click Actual Transaction
2. Click Add Record.
3. Enter Period Covered.
4. Select Property Type.
> Property Assessment
5. Select Real Property
> Quarterly.
6. Enter Land Area .
7. Enter Market Value.
8. Enter Rate of Levy.
9. Enter Number of RPU's.
10. Enter Evaluation
11. Click Save.
12. Click OK.

Monthly

Delete Save Save and Add

Period *

Month *

Property Type *

Barangay

| Kind | Number of RPUs | Assessed Value |
|--------------------|----------------|----------------|
| Land | 0 | 0.00 |
| Building | 0 | |
| Machineries | 0 | |
| Other Improvements | 0 | |

| Kind | Number of RPUs | Cancelled Value |
|--------------------|----------------|-----------------|
| Land | 0 | 0.00 |
| Building | 0 | 0.00 |
| Machineries | 0 | 0.00 |
| Other Improvements | 0 | 0.00 |

Add Monthly Property Assessment

Actual Transaction

Property Assessment

Monthly

1. Click Actual Transaction
2. Click Add Record.
3. Enter Period Covered.
4. Select Property Type.
5. Select Real Property Classification
6. Enter Land Area .
7. Enter Market Value.
8. Enter Rate of Levy.
9. Enter Number of RPU's.
10. Enter Evaluation
11. Click Save.
12. Click OK.

Quarterly

Actual Transaction / Property Assessment / Quarterly

Search by Period (YYYY-Q)

Property Type RPT Classification

| Period | Property Type | RPT Classification | Actions |
|--------|---------------|--------------------|---|
| 2016-1 | Taxable | Agricultural | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Delete

Period *

Property Type *

RPT Classification *

Land Area (in sqm)

Edit a Monthly/Quarterly Real Property Assessment

1. Click **Actual Transaction > Property Assessment > Quarterly/Monthly**
2. Click **Edit (Pencil Icon)**. Quarterly/Monthly window will be displayed.
3. Edit **fields** as necessary.
4. Click **Save**. *Message Box* will be displayed. **“The record was successfully saved.”**

Quarterly

[Actual Transaction](#) / [Property Assessment](#) / Quarterly

Search by Period (YYYY-Q)

Property Type RPT Classification

| Period | Property Type | RPT Classification | Actions |
|--------|---------------|--------------------|---|
| 2016-1 | Taxable | Agricultural | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Confirmation Box

Do you want to delete the record?

No

Message Box

The record was successfully deleted.

Delete a Monthly/Quarterly Real Property Assessment

1. Click **Actual Transaction > Property Assessment > Quarterly/Monthly**
2. Click **Delete (Trash Icon)**. Quarterly/Monthly window will be displayed.
3. Click **Yes**. Message Box will be displayed.
4. Click **Ok**.