2. **SERVICE NAME: ISSUANCE OF UPDATED TAX DECLARATION BASED ON**

   THE RESULT OF SEGREGATION/CONSOLIDATION/ RECLASSIFICATION OF REAL PROPERTY/IES.

Description of the Service: *The City Assessor's Office issues updated Tax Declarations of parcels of land being reclassified based on actual use as found out during ocular inspections. Likewise, the office issues updated tax declarations of parcels of land being consolidated/segregated based on newly issued Certificates of Title/Approved plans.*

Office or Divisions:	OFFICE OF THE CITY ASSESSOR
Classification:	SIMPLE
Type of Transactions:	G2G, G2C, G2B
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. **Certified True Copy of Transfer Certificate of Title** 2. **Approved Plan** 3. **Development permit with attached Sagguniang Panlungsod Resolution, if applicable** 4. **License to sell (HLURB), if applicable** 5. **Ocular inspection report, if applicable** 6. **Real Property Tax Clearance or Real Property Tax Receipt. (Current Year)** 7. **Zoning Certificate, if applicable (For Reclassification)** 8. **DAR Clearance, if applicable (For Reclassification)** 9. **Valid ID of real property owner and/or any authorized representative.** 10. **Authorization letter of the representative signed by the owner, if applicable**	1. **Registry of Deeds** 2. **Private Geodetic Engineer/DENR** 3. **City Planning and Development Office** 4. **HLURB** 5. **City Assessor's Office** 6. **City Treasurer's Office** 7. **Office of the City Assessor/CPDO** 8. **Department of Agrarian Reform** 9. **Owner and/or any authorized representative** 10. **Owner of the Property**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in client's logbook	Ask the client for the services needed	None	3 Minutes	Officer of the day
		None	10 Minutes	Ma. Antonia G. Battad Assessment Clerk I

2. Submit requirements and fill-out request form	Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations.			Rosalie M. Salinas Bookkeeper I
3. Pay the required fees at the City Treasurer's Office by showing the order of payment	Issue request form and order of payment.	Subdivision Fee P200.00 per parcel Consolidation Fee P200.00	5 Minutes	Ruben D. Calimag RCC III Albert D. Maddara RCC III
4. Return to Assessor's Office and present the Official Receipt for the schedule of inspection.	Receive payment and issue Official Receipt.	None	10 Minutes	Fitz Gerald L. Balmaceda Admin Assistant II
5. Extend cooperation during ocular inspection.	Check the Official Receipt and set schedule of ocular inspection, if applicable.	None	2 Hours	Cesar Ian L. Maramag Admin Aide I Antonio A. Bucad, Jr. Admin Aide I Marvin V. Binag Casual
6. Return to Assessor's office and claim the revised Tax Declarations.		None	15 Minutes	Michael Angelo Verzosa Admin Aide III Genalyn M. Macugay Casual
	Conduct ocular inspection.	None	10 Minutes	Elpidio D. Benitez RCC I Cesar Ian L. Maramag Admin Aide I
	Prepare the Real Property Field Appraisal and Assessment Sheet (RF-FAAS)	None	15 Minutes	Ireneo C. Loristo Draftsman III Concepcion R. Cabalonga LAOO I Fitz Gerald L. Balmaceda Admin Assistant II
		None	15 Minutes	Kevin Richard A. Agtarap OIC City Assessor

			5 Minutes	Officer of the day
	For consolidated / segregated Real Property Units (RPUs): **Assign new Property Index Number (PIN)** **Check RP-FAAS and recommend approval to OIC-City Assessor.** **Review and approve the RP-FAAS** **Prepare and issue Notice of Assessment**	**None**		
TOTAL:			**3 Hours 28 Minutes**	