

3. SERVICE NAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY – LAND (UNTITLED PROPERTY)

Description of the Service: *All real properties, whether taxable or tax-exempt, shall be appraised at the current and fair market value prevailing in the locality where the property is situated. (Sec. 201, LGC 1991)*

It shall be the duty of all persons, natural or juridical, owning or administering real property, including the improvements therein, within a city or municipality, or their duly authorized representative, to prepare or cause to be prepared, and file with provincial, city or municipal assessor, a sworn statement declaring the true value of their property. (Sec. 202, LGC 1991)

| Office or Divisions: | OFFICE OF THE CITY ASSESSOR | | | |
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| Classification: | SIMPLE | | | |
| Type of Transactions: | G2G, G2C, G2B | | | |
| Who may avail: | ALL | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ol style="list-style-type: none"> 1. Approved Survey Plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau. 2. Certification from the Community Environment and Natural Resources Office (CENRO) stating among others, that the land within is the alienable and disposable area. 3. Affidavit of Ownership/Notarized Sworn Statement. 4. Valid ID of real property owner and/or any authorized representative. 5. Authorization letter of the representative signed by the owner, if applicable. | | <ol style="list-style-type: none"> 1. Private Geodetic Engineer/DENR 2. Community Environment and Natural Resources Office (CENRO) 3. City Assessor's Office/Owner of the property 4. Owner and/or any authorized representative 5. 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 service/s needed. | None | 3 Minutes | Officer of the day |
| 2. Submit requirements and fill-out request form | Check and verify all required documents | None | 10 Minutes | Ma. Antonia G. Battad Assessment Clerk I Rosalie M. Salinas Bookkeeper I |

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| 3. Pay the required fees at the City Treasurer's Office by showing the Order of Payment | given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations. | 10 years back and current year Real Property Taxes (RPT) | 5 Minutes | Fitz Gerald L. Balmaceda Admin Assistant II | |
| | Set schedule of ocular inspection. | | | Ruben D. Calimag RCC III | |
| | Receive payment and issue Official Receipt. | | | Albert D. Maddara RCC III | |
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| 4. Extend cooperation during ocular inspection. | Conduct ocular inspection. | None | 2 Hours | Cesar Ian L. Maramag Admin Aide I | |
| | | | | Antonio A. Bucad, Jr. Admin Aide I | |
| | | | | Marvin V. Binag Casual Michael Angelo Verzosa Admin Aide III | |
| | | | | Genalyn M. Macugay Casual | |
| | | | | Elpidio D. Benitez RCC I | |
| | | | | Cesar Ian L. Maramag Admin Aide I | |
| | | | | Ireneo C. Loristo Draftsman III | |
| | | | | Concepcion R. Cabalonga LAOO I | |
| | | | | Fitz Gerald L. Balmaceda Admin Assistant II | |
| | | | | Kevin Richard A. Agtarap OIC City Assessor | |
| 5. Return to Assessor's office and claim the revised Tax Declarations. | Prepare the Real Property Field Appraisal & Assessment Sheet (RP-FAAS). | None | 15 Minutes | Officer of the day | |
| | Assign Property Index Number (PIN). | | | | |
| | Check RP-FAAS and recommend approval of Tax Declaration. | | | | |
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| | <div>Review and approve the RP-FAAS</div> <div>Prepare and issue Notice of Assessment</div> | | | |
| TOTAL: | | | 3 Hours 18 Minutes | |