

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

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

	<p>Review and approve the RP-FAAS</p> <p>Prepare and issue Notice of Assessment</p>			
TOTAL:			3 Hours 18 Minutes	