

4. SERVICE NAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY LAND (TITLED 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"> 1. Certified true copy of Free Patent, Homestead or Miscellaneous Sales application. 2. Certified true copy of Title issued by the Registry of Deeds. 3. Certification issued by the LRA, Registry of Deeds that the original copy of title is intact and existing in said Registry. 4. Affidavit of Ownership/Notarized Sworn Statement. 5. Valid ID of Real Property Owner and/or any authorized representative. 	<ol style="list-style-type: none"> 1. Registry of Deeds/DENR 2. Registry of Deeds 3. Registry of Deeds 4. City Assessor's Office/Owner of the property 5. Owner and/or any authorized representative 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Sign-in client's logbook 2. Submit requirements and fill-out Request Form 	<p>Ask the client for the service/s needed.</p> <p>Check and verify all required documents given for completeness, reliability, validity, and</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>

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