

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 of 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
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 given for completeness, reliability, validity, and	None	10 Minutes	Ma. Antonia G. Battad Assessment Clerk I Rosalie M. Salinas Bookkeeper I

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

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