

**6. SERVICE NAME: ISSUANCE OF TAX DECLARATION WITH ANNOTATIONS
OF NOTICE OF LEVY, MORTGAGES, ENCUMBRANCES, ETC.**

Description of the Service: *Annotations of mortgage, levy and encumbrances are requested by the owners/persons with legal interest in the property/ies in order to protect their rights of ownership of such property/ies.*

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. Notice of Levy, Loan Mortgage, Encumbrances, Etc. 2. Valid ID of Real Property Owner and/or any authorized representative 3. Authorization letter of the representative signed by the owner, if applicable. 		<ol style="list-style-type: none"> 1. Trial Court/Banks/Home Development and Mutual Fund 2. Owner of the property and any authorized representative 3. Owner of the property 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign 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 conforms to assessment rules, laws and regulations.	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	Receive payment and issue Official Receipt.	Annotation Fee P100.00 DST P30.00	5 Minutes	Ruben D. Calimag RCC III Albert D. Maddara RCC III
4. Return to the City Assessor's office		None	15 Minutes	Tessie N. Estabillo Bookkeeper I Judilyn M. Zipagan Admin Aide I

<p>and present the Official Receipt for the issuance of Tax Declaration with Annotation/s.</p>	<p>Check the Official Receipt. Record manually the annotation/s of Real Property Field Appraisal and Assessment Sheet (RP-FAAS)</p> <p>Check and recommend approval of the RP-FAAS with Annotation/s.</p> <p>Review and approve the RP-FAAS</p>	<p>None</p> <p>None</p>	<p>15 Minutes</p> <p>15 Minutes</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>TOTAL:</p>			<p>1 Hour 3 Minutes</p>	