

**7. SERVICE NAME: ISSUANCE OF TAX DECLARATION ON NEWLY
DISCOVERED REAL PROPERTY – BUILDING AND
MACHINERY**

Description of the Service: *For purposes of taxation, improvements (building/houses) shall be assessed upon completion/occupancy of the said improvements, in the name of the person/s owning or administering the same. Likewise, machineries shall be assessed on the year following the time of installation.*

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. Floor Plan (Building) 2. Building Permit (Building) 3. Certificate of Occupancy/Completion (Building) 4. Itemized List of Machineries Installed with Book Value sworn by the owner/responsible officer (Machineries) 5. Notarized Sworn Statement 6. Valid ID of Real Property Owner and any authorized representative 7. Authorization letter of the representative signed by the owner, if applicable. 		<ol style="list-style-type: none"> 1. City Engineering Office 2. City Engineering Office 3. City Engineering Office 4. Owner of the property 5. City Assessor's Office/Owner of the property 6. Owner and/or any authorized representative 7. 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 services 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, and conforms to assessment	None	10 Minutes	Ma. Antonia G. Battad Assessment Clerk I Rosalie M. Salinas Bookkeeper I Fitz Gerald L. Balmaceda Admin Assistant II

<p>3. Extend cooperation during inspection.</p> <p>4. Return to Assessor's office and claim the Tax Declarations.</p>	<p>rules, laws and regulations.</p> <p>Set schedule of ocular inspection.</p> <p>Conduct ocular inspection.</p>	<p>None</p>	<p>2 Hours</p>	<p>John Pros C. Gañgan Bookbinder III</p> <p>Dominic B. Alburo Admin Aide I</p> <p>Ferdinand L. Luis, Jr. Casual</p> <p>Alvin Matthew G. Cadatal Casual</p>
		<p>None</p>	<p>15 Minutes</p>	<p>Michael Angelo Verzosa Admin Aide III</p> <p>Genalyn M. Macugay Casual</p>
	<p>Prepare the Real Property Field Appraisal & Assessment Sheet (RP-FAAS).</p>	<p>None</p>	<p>10 Minutes</p>	<p>Elpidio D. Benitez RCC I</p>
	<p>Assign Property Index Number (PIN).</p>	<p>None</p>	<p>15 Minutes</p>	<p>Ireneo C. Loristo Draftsman III</p> <p>Concepcion R. Cabalonga LAOO I</p>
	<p>Check RP-FAAS and recommend approval of Tax Declaration.</p>	<p>None</p>	<p>15 Minutes</p>	<p>Fitz Gerald L. Balmaceda Admin Assistant II</p>
	<p>Check RP-FAAS and recommend approval of Tax Declaration.</p>	<p>None</p>	<p>5 Minutes</p>	<p>Kevin Richard A. Agtarap OIC City Assessor</p> <p>Officer of the day</p>
	<p>Review and approve the RP-FAAS</p> <p>Prepare and issue Notice of Assessment</p>			
<p>TOTAL:</p>			<p>3 Hours 13 Minutes</p>	

