

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		
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.		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 2. Submit requirements and fill-out request form	Ask the client for services needed Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment	None None	3 Minutes 10 Minutes	Officer of the day Ma. Antonia G. Battad Assessment Clerk I Rosalie M. Salinas Bookkeeper I Fitz Gerald L. Balmaceda Admin Assistant II

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

