



Internal/External

2. SERVICENAME: ISSUANCE OF UPDATED TAX DECLARATION BASED ON THE RESULT OF SEGREGATION/CONSOLIDATION/RECLASSIFICATION OF REAL PROPERTY/IES.

Description of the Service: The City Assessor's Office issues updated Tax Declarations of parcels of land being reclassified based on actual use as found out during ocular inspections. Likewise, the office issues updated tax declarations of parcels of land being consolidated/segregated based on newly issued Certificates of Title/Approved plans.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2G, G2C, G2B
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. For Subdivision/Consolidation</p> <ol style="list-style-type: none">1. Electronic Copy (e-copy) of Title (issued within 6 months). If burn, Certified Photocopy of Owner's Duplicate Certificate (certified by Registry of Deeds) accompanied by Certification that the Title is burnt/intact/included/existing in the registry.2. Approved Survey Plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (Blue	<p>I. For Subdivision/Consolidation</p> <ol style="list-style-type: none">1. Registry of Deeds2. Private Geodetic Engineer/DENR3. City Treasurer's Office4. City Treasurer's Office5. City Assessor's Office6. Owner of the Property/Corporation7. Owner and/or any authorized representative



- print or white print) with Technical Description.
3. Official Receipt of Subdivision/ Consolidation Fee.
 4. Official Receipt of Updated Real Property Tax Payment/Tax Clearance
 5. Ocular inspection, if necessary.
 6. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation.
 7. Valid ID of the real property owner and the authorized representative.

II. For Reclassification

1. Copy of any of the following:

(For Reclassification)

1. 1.a. DAR Conversion Certificate (For Reclassification from agricultural to non-agricultural use)
- 1.b. Sangguniang Panlungsod Ordinance approved by the LCE
- 1.c. CLUP Certification from CPDO indicating that the property is covered by Zoning Ordinance
2. Ocular inspection report on actual condition of the property with picture
3. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation

II. For Reclassification

1. 1.a. Department of Agrarian Reform (DAR)
- 1.b. Sangguniang Panlungsod Office
- 1.c. City Planning and Development Office
2. City Assessor's Office
3. Owner of the Property
4. Owner and/or any authorized representative



4. Valid ID of the real property owner and the 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 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, validity, and conforms to assessment rules, laws and regulations. Issue request form and order of payment.	None	10 Minutes	Michael Angelo Verzosa Senior Admin. Asst. III Genalyn M. Macugay Admin. Aide I Rosalie M. Salinas Admin. Asst. II
3. Pay the required fees at the City Treasurer's Office by showing the order of payment	Receive payment and issue Official Receipt.	Subdivision Fee P200.00 per parcel Consolidation Fee P200.00	5 Minutes	Treasury Office



4. Return to Assessor's Office and present the Official Receipt for the schedule of inspection.	Check the Official Receipt and set schedule of ocular inspection, if applicable.	None	10 Minutes	Fitz Gerald L. Balmaceda LAOO II
5. Extend cooperation during ocular inspection.	Conduct ocular inspection.	None	2 Hours	Cesar Ian L. Maramag Admin. Asst. I Marvin V. Binag Admin Aide I Alvin Matthew G. Cadatal Admin. Aide I
6. Return to Assessor's office and claim the revised Tax Declarations.	Prepare the Real Property Field Appraisal and Assessment Sheet (RF-FAAS) and Notice of Assessment <i>For consolidated / segregated Real Property Units (RPUs):</i> Assign new Property Index Number (PIN)	None None	15 Minutes 10 Minutes	Michael Angelo Verzosa Senior Admin. Asst. III Genalyn M. Macugay Admin. Aide I John Pros C. Gañgan Draftsman-III Elpidio D. Benitez RCC I Cesar Ian L. Maramag Admin. Asst. I Antonio A. Bucad, Jr. Admin Aide I



		<p>Check RP-FAAS and recommend approval to City Assessor.</p> <p>Review and approve the RP-FAAS</p> <p>Issue Notice of Assessment and revised Tax Declaration</p>	None	15 Minutes	<p>Fitz Gerald L. Balmaceda LAOO II</p> <p>Kevin Richard A. Agtarap City Assessor</p> <p>Officer of the day</p>
			None	15 Minutes	
			None	5 Minutes	
		<p>TOTAL</p>		<p>3 Hours and 28 Minutes</p>	