



Internal/External

3. SERVICENAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY – LAND (UNTITLED 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 or 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 Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2G, G2C, G2B
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Approved Survey Plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (Blue print or white print) with Technical Description. 2. Certification from the Community Environment and Natural Resources Office (CENRO) stating among others, that the land within is the alienable and disposable area. 3. Approval of Application and Issuance of Patent with 	<ol style="list-style-type: none"> 1. Private Geodetic Engineer/DENR 2. Community Environment and Natural Resources Office (CENRO) 3. Community Environment and Natural Resources Office (CENRO) 4. City Assessor’s Office/Owner of the property 5. City Assessor’s Office 6. Owner of the Property/Corporation 7. Owner and/or any authorized representative



<p>Transmittal of Free Patent Application.</p> <ol style="list-style-type: none"> 4. Affidavit of Ownership/Notarized Sworn Statement. 5. Conduct 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 real property owner and/or any authorized representative. 				
CLIENT STEPS	AGENCY ACTION	FEEES 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	<p>Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations.</p> <p>Set schedule of ocular inspection.</p>	None	10 Minutes	<p>Michael Angelo Verzosa Senior Admin. Asst. III</p> <p>Genalyn M. Macugay Admin. Aide I</p> <p>Fitz Gerald L. Balmaceda LAOO II</p>



<p>3. Pay the required fees at the City Treasurer's Office by showing the Order of Payment</p>	<p>Receive payment and issue Official Receipt.</p>	<p>10 years back and current year Real Property Taxes</p>	<p>5 Minutes</p>	<p>Treasury Office</p>
<p>4. Extend cooperation during ocular inspection.</p>	<p>Conduct ocular inspection.</p>	<p>None</p>	<p>2 Hours</p>	<p>Cesar Ian L. Maramag Admin Aide I</p> <p>Marvin V. Binag Admin Aide I</p> <p>Alvin Matthew G. Cadatal Admin. Aide I</p>
<p>5. Return to Assessor's office and claim the revised Tax Declarations.</p>	<p>Prepare the Real Property Field Appraisal & Assessment Sheet (RP-FAAS) and Notice of Assessment.</p> <p>Assign Property Index Number (PIN).</p>	<p>None</p>	<p>15 Minutes</p> <p>10 Minutes</p>	<p>Michael Angelo Verzosa Senior Admin. Asst. III</p> <p>Genalyn M. Macugay Admin. Aide I</p> <p>John Pros C. Gañgan Draftsman-III</p> <p>Elpidio D. Benitez RCC I</p> <p>Cesar Ian L. Maramag Admin. Asst. I</p> <p>Antonio A. Bucad, Jr. Admin Aide I</p>



		<p>Check RP-FAAS and recommend approval of Tax Declaration.</p> <p>Review and approve the RP-FAAS</p> <p>Issue Notice of Assessment and new Tax Declaration</p>		<p>15 Minutes</p> <p>15 Minutes</p> <p>5 Minutes</p>	<p>Fitz Gerald L. Balmaceda LAOO II</p> <p>Kevin Richard A. Agtarap City Assessor</p> <p>Officer of the day</p>
			<p>TOTAL</p>	<p>3 Hours and 18 Minutes</p>	