



Internal/External

4. SERVICENAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY – LAND (TITLED 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)

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| 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 |
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| <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. Certified photocopy of Free Patent, Homestead or Miscellaneous Sales application. (Certified by Department of Environment and Natural Resources) | <ol style="list-style-type: none">1. Registry of Deeds2. Department of Environment and Natural Resources (DENR)3. Private Geodetic Engineer/DENR4. City Assessor's Office/Owner of the property5. Owner and/or any authorized representative6. Owner of the Property/Corporation7. Owner and/or any authorized representative |



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| <ol style="list-style-type: none"> 3. Approved Survey Plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (Blue print or white print) with Technical Description. 4. Conduct ocular inspection, if necessary. 5. Affidavit of Ownership/Notarized Sworn Statement. 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. | |
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| CLIENT STEPS | AGENCY ACTION | FEES 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 | Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations. | None | 10 Minutes | Michael Angelo Verzosa Senior Admin. Asst. III Genalyn M. Macugay Admin. Aide I |



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| | | <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>Admin Aide I</p> <p>Fitz Gerald L. Balmaceda LAOO II</p> <p>Kevin Richard A. Agtarap City Assessor</p> <p>Officer of the day</p> |
| | | | | 15 Minutes | |
| | | | | 15 Minutes | |
| | | | | 5 Minutes | |
| | | | | 3 Hours and 18 Minutes | |
| | | | TOTAL | | |