



**Internal/External**

**5. SERVICENAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY – BUILDING**

**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.

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

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>For Building (in accordance with Sec. 202 of R.A. 7160)</p> <ol style="list-style-type: none"> <li>1. Building Permit;</li> <li>2. Sworn Statement of the true current and fair market value of the building by the owner;</li> <li>3. Ocular inspection report by City Assessor's Office Personnel</li> <li>4. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation.</li> <li>5. Valid ID of Real Property Owner and any authorized representative</li> </ol> <p>For Building (in accordance with Sec. 204 of R.A. 7160)</p> <ol style="list-style-type: none"> <li>1. Ocular inspection report by City Assessor's Office Personnel;</li> </ol>	<p>For Building (in accordance with Sec. 202 of R.A. 7160)</p> <ol style="list-style-type: none"> <li>1. City Engineering Office</li> <li>2. Owner and/or any authorized representative</li> <li>3. City Assessor's Office</li> <li>4. Owner of the property/Corporation</li> <li>5. Owner and/or any authorized representative</li> </ol> <p>For Building (in accordance with Sec. 204 of R.A. 7160)</p> <ol style="list-style-type: none"> <li>1. City Assessor's Office</li> <li>2. Owner and/or any authorized representative</li> </ol>



2. Sworn Statement of the true current and fair market value of the building by the owner				
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, validity, and conforms to assessment rules, laws and regulations.  Set schedule of ocular inspection.	None	10 Minutes	Michael Angelo Verzosa Senior Admin. Asst. III  Genalyn M. Macugay Admin. Aide I  Fitz Gerald L. Balmaceda LAOO II
3. 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
4. Return to Assessor's office and claim the Tax Declarations.	Prepare the Real Property Field Appraisal & Assessment Sheet (RP-FAAS) and	None	15 Minutes	Michael Angelo Verzosa Senior Admin. Asst. III



	<p>Notice of Assessment.</p>				<p>Genalyn M. Macugay Admin. Aide I</p>
	<p>Assign Property Index Number (PIN).</p>			<p>10 Minutes</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>Fitz Gerald L. Balmaceda LAOO II</p>
	<p>Review and approve the RP-FAAS</p>				<p>Kevin Richard A. Agtarap City Assessor</p>
	<p>Issue Notice of Assessment and new Tax Declaration</p>			<p>15 Minutes</p>	<p>Officer of the day</p>
				<p>15 Minutes</p>	



			5 Minutes	
		TOTAL	3 Hours and 13 Minutes	