



Internal/External

6. SERVICENAME: ISSUANCE OF TAX DECLARATION ON NEWLY DISCOVERED REAL PROPERTY – MACHINERY

Description of the Service: For purposes of taxation, machineries shall be assessed upon on the year following the time of Installation, in the name of the person/s owning or administering the same.

Office or Division:	Office of the City Assessor	
Classification:	Simple	
Type of Transaction:	G2G, G2C, G2B	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		
For Machinery (in accordance with Sec. 202 of R.A. 7160) <ol style="list-style-type: none">1. Acquisition cost, freight and installation cost if not locally produced / Sworn Statement of the true current and fair market value of the machinery by the owner;2. Ocular inspection report by City Assessor's Office Personnel with pictures of the machinery;3. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation.4. Valid ID of Real Property Owner and any authorized representative	WHERE TO SECURE	
	For Machinery (in accordance with Sec. 202 of R.A. 7160) <ol style="list-style-type: none">1. Owner of the machinery2. City Assessor's Office3. Owner of the property/Corporation4. Owner and/or any authorized representative	
	For Machinery (in accordance with Sec. 204 of R.A. 7160) <ol style="list-style-type: none">1. City Assessor's Office2. Owner and/or any authorized representative3. City Assessor's Office	



<ol style="list-style-type: none"> 1. Basis or source of Market Value provided by the assessor; 2. Pictures of the machinery; 3. Ocular inspection report by the City Assessor's Office Personnel 				
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	<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 Genalyn M. Macugay Admin. Aide I</p> <p>Fitz Gerald L. Balmaceda LAOO II</p>
3. Extend cooperation during ocular inspection.	Conduct ocular inspection.	None	2 Hours	<p>Cesar Ian L. Maramag Admin Asst I</p> <p>Marvin V. Binag Admin Aide I</p> <p>Alvin Matthew G. Cadatal Admin. Aide I</p>



<p>4. Return to Assessor's office and claim the 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>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>None</p>	<p>15 Minutes</p> <p>10 Minutes</p> <p>15 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>Fitz Gerald L. Balmaceda LAOO II</p> <p>Kevin Richard A. Agtarap City Assessor</p> <p>Officer of the day</p>
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			15 Minutes	
			5 Minutes	
		TOTAL	3 Hours and 13 Minutes	