

26. Request to Update the Real Property Tax Declaration due to Change in Actual Use, Physical Change or Partial Destruction

To update the classification of the real properties per Comprehensive Land Use Plan and actual use per ocular field inspection.

Office or Division:	City Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<p>Type / Number of copies</p> <p><u>Change in Actual Use</u></p> <ol style="list-style-type: none"> 1. Request Action Slip Form 2. Real Property Tax Clearance (1 - photocopy) 3. If representative, Special Power of Attorney (1 - original or certified copy) 4. Proof of Identification (1 - photocopy) <p><u>Physical Change</u></p> <ol style="list-style-type: none"> 1. Request Action Slip Form 2. Land Survey 3. Real Property Tax Clearance (1 - photocopy) 4. If representative, Special Power of Attorney(1 - original or certified copy) 5. Proof of Identification (1 - photocopy) <p><u>Partial Destruction</u></p> <ol style="list-style-type: none"> 1. Request Action Slip Form 2. Real Property Tax Clearance (1 - photocopy) 3. If representative, Special Power of Attorney(1 - original or certified copy) 4. Proof of Identification (1 - photocopy) 		<p>Source Office:</p> <ul style="list-style-type: none"> - City Assessor's Office - Land Tax Division, City Treasurer's Office - Notary Public - Not applicable <ul style="list-style-type: none"> - City Assessor's Office - Geodetic Engineer - Land Tax Division, City Treasurer's Office - Notary Public - Not applicable <ul style="list-style-type: none"> - City Assessor's Office - Land Tax Division, City Treasurer's Office - Notary Public - Not applicable 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Admin Unit then receive the acknowledgement receipt	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.0 Encode transaction, digitize	None	30 minutes	<i>Assessment Clerk III,</i>



		documents and forward documents to Appraisal Division Chief			<i>Administrative Unit</i>
No Activity	1.1	Review, assign and forward documents to Land Appraisal and Assessment Section Personnel	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.2	Validate office record, print vicinity map, conduct ocular inspection, prepare and submit inspection report with initial recommendation then forward documents to Appraisal Division Chief.	None	5 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.3	Review inspection report, provide final recommendation and forward to Asst. City Assessor/City Assessor for approval.	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.4	Approve the inspection report and forward to Assessment Clerk III.		1 hour	<i>Asst. City Assessor/ City Assessor</i>
No Activity	1.5	Digitize the approved inspection reports and supporting documents and forward to Appraisal and Assessment Division.		1 hour	Assessment Clerk III, Administrative Unit
No Activity	1.6	Assign approved inspection report	None	30 minutes	Local Assessment



	to Land Assessment Section Personnel			Operations Officer IV, Appraisal and Assessment Division
No Activity	1.7 Prepare Field Appraisal and Assessment Sheet then forward document to Assessment Audit and Evaluation Division Chief.	None	1 hour	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.8 Review and assign Field Appraisal and Assessment Sheet then forward document to Local Assessment Operations Officer II.	None	30 minutes	<i>Local Assessment Operations Officer III, Assessment Audit and Evaluation Unit</i>
No Activity	1.9 Conduct ocular inspection, evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward document to Assistant City Assessor/City Assessor.	None	1 day	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>
No Activity	1.10 Approve Field Appraisal and Assessment Sheet then forward to Assessment Records Management Division.	None	1 hour	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.11 Print and segregate Field Appraisal and Assessment	None	30 minutes	<i>Administrative Aide VI, Assessment Records</i>



	Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Notice of Assessment and indicate assigned number to attached documents.			<i>Management Division</i>
2.0 Present Acknowledgement Receipt, signify receipt of document in the Acknowledgement Releasing of Tax Declaration Form and receive owner's copy of Tax Declaration and Notice of Assessment	2.0 Verify, retrieve hard copy and release owner's copy of Tax Declaration and Notice of Assessment	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
	TOTAL		7 days and 1 hour	
END OF TRANSACTION				