

16. Request for Depreciation of Real Property Tax Declaration

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:	Real Property Owner / Authorized Representative / Government Agencies			
Who may avail:	Real Property Owner / Authorized Representative			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Letter Request 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) 5. Recent Photograph of the structure		Source Office: - Not applicable - Land Tax Division, City Treasurer's Office - Notary Public - Not applicable - Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Submit letter request and supporting documents at the receiving area of the Administrative Unit then receive the acknowledgement receipt	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client then forward documents to Appraisal and Assessment Division	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.1 Receive, encode transaction, digitize documents and forward documents to Appraisal Division Chief	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.2 Review, assign and forward documents to Building and Machineries Appraisal and	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment</i>

	Assessment Section Personnel			<i>Division , City Assessor's Office</i>
No Activity	1.3 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	1.4 Review inspection report, provide final recommendation and return documents to Building and Machineries Appraisal and Assessment Section Personnel.	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5 Approve the inspection report and forward to Assessment Clerk III.		1 hour	<i>Asst. City Assessor/ City Assessor</i>
No Activity	1.0 Digitize the approved inspection reports and supporting documents and forward to Appraisal and Assessment Division.		1 hour	Assessment Clerk III, Administrative Unit
No Activity	1.1 Assign approved inspection report to Building and Machinery Assessment	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and

	Section Personnel			Assessment Division
No Activity	1.6 Prepare Field Appraisal and Assessment Sheet then forward document to Tax Mapping Division Chief.	None	30 minutes	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.7 Receive and assign documents and forward to Tax Mapper	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.8 Review and update PIN, boundaries of the real property and cadastral lot number then forward to Assessment Audit and Evaluation Division Chief	None	30 minutes	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.9 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	1.10 Conduct ocular inspection, evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward	None	1 day	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>

	document to Assistant City Assessor/City Assessor			
No Activity	1.11 Approve the Field Appraisal and Assessment Sheet then forward to Assessment Records Management Division.	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.12 Print and segregate Field Appraisal and Assessment 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.	None	30 minutes	<i>Administrative Aide VI, Assessment Records 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	None	7 days and 2 hours	
END OF TRANSACTION				