

2. Request for Assessment of Newly Declared Land

It is the duty of all persons, natural or juridical, owning or administering real property, to prepare or cause to be prepared and file with the City Assessor, a sworn statement declaring the true value of their property.

Office or Division:	City Assessor's Office	
Classification:	Highly Technical	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies	
	CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
	Type / Number of copies	Source Office:
	<u>Titled Property</u>	
	1. Request Action Slip Form	- City Assessor's Office
	2. Free Patent or Homestead or Miscellaneous Sales Application (1 - original or certified copy)	- Department of Environment and Natural Resources Office
	3. Title (1 - electronic copy)	- Register of Deeds
	4. Approved Survey Plan (1 - Blue Print Copy)	- Department of Environment and Natural Resources Office
	5. Technical Description (1 - photocopy)	- Department of Environment and Natural Resources Office
	6. Sworn Statement of the Market Value of Real Properties Form	- City Assessor's Office
	7. If representative, Special Power of Attorney (1 - original or certified copy)	- Notary Public
	8. Proof of Identification (1 - photocopy)	- Not applicable
	<u>Untitled Property:</u>	
	1. Request Action Slip Form	- City Assessor's Office
	2. Notarized Letter Request	- Notary Public
	3. Approved Survey Plan (1 - Blue Print Copy)	- Department of Environment and Natural Resources Office
	4. Technical Description (1 - photocopy)	- Department of Environment and Natural Resources Office
	5. Lot Description (1 - photocopy)	- Department of Environment and Natural Resources Office
	6. Certification stating among others that the land is within the alienable and disposable area (1 - original or certified copy)	- Department of Environment and Natural Resources Office
	7. Affidavit of Ownership (1 - original copy)	- Notary Public
	8. Affidavit that the declarant is in long, continuous possession of the property (1 - original copy)	- Notary Public
	9. Certification that the applicant is the present possessor and occupant of the land and the certification of the adjoining	- Office of the Barangay Captain

<p>owners duly sworn by the Barangay Captain</p> <p>10. Sworn Statement of the Market Value of Real Properties Form</p> <p>11. Sanggunian Panlungsod (SP) concurrence</p> <p>12. In case of lands of the public domain occupied and possessed by National Cultural Communities prior to July 4, 1955, certification from the National Commission for Indigenous People (1 - original or certified)</p> <p>13. If representative, Special Power of Attorney (1 - original or certified copy)</p> <p>14. Proof of Identification (1 – photocopy)</p>	<ul style="list-style-type: none"> - City Assessor's Office - SP - National Commission for Indigenous People - 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 Appraisal Division 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, City Assessor's Office</i>
No Activity	1.1 Encode transaction, digitize documents and forward documents to Appraisal Division Chief.	None	30 minutes	<i>Assessment Clerk III, Administrative Unit, City Assessor's Office</i>
No Activity	1.2 Review documents and forward the copy of Approved Survey Plan and Technical and Lot Description to Tax Mapping Division.	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.3 Receive and assign and forward documents to tax mapper.	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.4 Plot and digitize as to Technical Description and	None	1 hour	<i>Draftsman II, Draftsman III, Tax Mapper I</i>

		Subdivision Plan then print and attached copy of the digitized map as to actual location and forward to Appraisal and Assessment Division Chief.			<i>and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.5	Assign and forward document to Land Appraisal and Assessment Section Personnel.	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.6	Conduct ocular inspection, prepare and submit inspection report with initial recommendation then forward documents to Appraisal and Assessment Division Chief	None	5 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division Tax Mapper I, Tax Mapper II and Tax Mapping Aide, Tax Mapping Division</i>
No Activity	1.7	Review inspection report, provide final recommendation and forward documents to Assistant City Assessor/City Assessor	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.8	Approve Inspection Report then forward to Assessment Clerk III.	None	1 hour	<i>Assistant City Assessor/City Assessor</i>
No Activity	1.9	Digitize the approved		1 hour	Assessment Clerk III,

	inspection reports and supporting documents and forward to Appraisal and Assessment Division.			Administrative Unit
No Activity	1.10 Assign approved inspection report to Land Assessment Section Personnel	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and Assessment Division
No Activity	1.11 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	1.12 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	1.13 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	1.14 Approve Field Appraisal and Assessment Sheet then forward to Assessment Records Management Division.	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.15 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		7 days 2 hours and 30 minutes	
END OF TRANSACTION				