

## 7. Request for Certificate of Improvement (With Improvement)

The office issue Certificate with Improvement declaring that the subject property is with structural improvement wherein identified building or other structure is subject to issuance of real property assessment. Issuance of this certificate as required by Land Tax Division of the City Treasurer's Office or the Bureau of Internal Revenue.

<b>Office or Division:</b>	City Assessor's Office			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	Real Property Owner / Authorized Representative / Government Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Request Action Slip Form 2. Official Receipt 3. Notarized Sworn Statement of the Market Value of Real Properties Form 4. If representative, Special Power of Attorney (1 - original or certified copy) 5. Proof of Identification (1 - photocopy) 6. Recent photograph of the structure		Source Office: - City Assessor's Office - Land Tax Division, City Treasurer's Office - Notary Public  - Not applicable  - Requesting party - Requesting party		
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 then forward documents to Local Assessment Operations Officer I/II.	None	30 minutes	<i>Assessment Clerk III, Appraisal and Assessment Division, City Assessor's Office</i>
No Activity	1.1 Validate office record, print vicinity map, conduct ocular inspection, prepare and submit inspection report with initial recommendation, indicate the required documents for the assessment of the	None	5 days	<i>Local Assessment Operations Officer I,II, Appraisal and Assessment Division</i>

	identified structures then forward documents to Division Chief.			
No Activity	1.2 Review inspection report, provide final recommendation and forward validation report to Asst. City Assessor/City Assessor for Approval.	None	2 hours	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.3 Approve inspection report.		30 minutes	Asst. City Assessor/City Assessor
No Activity	1.4 Digitize the approved inspection reports and supporting documents and forward to tax mapping division		1 hour	Assessment Clerk III, Administrative Unit
No Activity	1.5 Receive and assign documents and forward to Tax Mapper	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.6 Review and update PIN, boundaries of the real property, cadastral lot number and lot area then forward to Appraisal and Assessment Division Chief	None	30 minutes	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.7 Assign approved inspection report to Building and Machineries Appraisal and Assessment Section Personnel	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and Assessment Division
No Activity	1.8 Prepare Field Appraisal and Assessment Sheet then forward	None	1 hour	<i>Local Assessment Operations Officer I and</i>

	document to Assessment Audit and Evaluation Division Chief.			<i>Local Assessment Operations Officer II, Appraisal and Assessment 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 document to Assistant City Assessor	None	1 day	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>
No Activity	1.11 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	1.12 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	3.0 2.1 Verify, retrieve hard copy and	None	30 minutes	<i>Administrative Aide VI,</i>

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	release owner's copy of Tax Declaration and Notice of Assessment			<i>Assessment Records Management Division</i>
	TOTAL		7 days and 30 minutes	
<b>END OF TRANSACTION</b>				