

18. Request for Reclassification of Real Property Tax Declaration of Land

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

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		
Type / Number of copies 1. Request Action Slip Form 2. Notarized Letter Request 3. Zoning Certification (1 - original copy) 4. Real Property Tax Clearance (1 - photocopy) 5. If representative, Special Power of Attorney (1 - original or certified copy) 6. Proof of Identification (1 - photocopy)		Source Office: - City Assessor's Office - Notary Public - City Planning and Development 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 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 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	1.1 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 Assign for field validation to Land Appraisal and Assessment Section Personnel	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</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/ Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.1	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>
	1.4	Approve inspection report.		1 hour	Asst. City Assessor/City Assessor
	1.5	Digitize the approved inspection reports and supporting documents and forward to tax mapping division.		1 hour	Assessment Clerk III, Administrative Unit
No Activity	1.6	Receive and assign documents and forward to Tax Mapper.	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.7	Review and update PIN, boundaries of the real property, cadastral lot number and lot	None	30 minutes	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>

	area then forward to Appraisal and Assessment Division Chief			
	1.8 Assign approved inspection report to Land Appraisal and Assessment Section Personnel	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and Assessment Division
No Activity	1.9 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	1.10 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	1.11 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	2.0 Approve Field Appraisal and Assessment	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>

	Sheet then forward to Assessment Records Management Division.			
No Activity	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>
		TOTAL	7 days 3 hours and 30 minutes	
END OF TRANSACTION				