



3. Processing of Tax Declarations - New Declaration of Building and Machinery (Municipal Assessor's Office Initiative)

Processing of tax declarations for new building and machineries for the purpose of taxation. This service is initiated by the Municipal Assessor's Office where the property is located either Tax Mapping Project or Request of property Owner.

Office or Division:	Office of the Provincial Assessor
Classification:	Complex
Type of Transaction:	G2C- Government to Citizen/ G2B- Government to Business Entity
Who may avail:	All property owners and/or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW DECLARATION OF BUILDING & MACHINERY 1. Initial Tax Declaration from Municipal Assessor's Office (MAO)(1 photocopy) 2. Sworn Statement duly prepared and signed by Owner(1 photocopy) 3. Field Appraisal and Assessment Sheet (FAAS) (1 Original) 4. Bill of Materials and Occupancy Permit (for Building)(1 photocopy) 5. Receipt of Purchase or any proof showing Acquisition Cost (for Machinery)(1 photocopy) 6. Building Permit(1 photocopy) 7. Picture of Building(1 Original) 8. Long Brown Envelope *** IF REPRESENTATIVE (with Special Power of Attorney and/or Authorization letter duly signed by the property owners with attached photocopy of identification cards)	1. Municipal Assessor's Office 2. Owner 3. Municipal Assessor's Office 4. Municipal Engineerings Office 5. Owner 6. Owner 7. Owner 8. Owner Property Owner

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Approaches the frontline officer and inquires about the processing of tax declarations.	1. Interviews and issues routing slip (PAO 002)	None	30 minutes	<i>Admin Aide / Admin Unit</i>
2. Submits requirements to Local Assessment Operations Officer with duly accomplished routing slip	2. Check the completeness of document.	None	1 hour	<i>Local Assessment Operations Officer / Assessment Division</i>
None	2.1 Issues Order of Payment Slip.	PHP 400.00/ RPU (P250.00 - Transfer of Ownership Fee P150.00 - IT Fee)	5 minutes	<i>Local Assessment Operations Officer Assessment Division</i>
3. Proceeds to the window of Provincial Treasurer's Office for the payment of Secretary's Fee	None	None		



4. Submits Official Receipt to LAOO.	4. Issues claim slip to client and forward all documents to Tax Mapping	None	5 minutes	<i>Local Assessment Operations Officer I</i> Assessment Division
	4.1 Checks the aerial view of the property then returns to Assessment division	None	2 hours	<i>Tax Mapper I</i> Tax Mapping Division
	4.2 Checks the correctness of each document and forwards all documents to Data Encoder	None	2 days	<i>Local Assessment Operations Officer I</i> Assessment Division
	4.3 Encodes and prints Tax Declaration, affixes initial on it then forwards the documents to the Tax Mapper.	None	1 hour	<i>Bookbinder I</i> Records Division
	4.4 Updates the Tax Mapping Control Roll (TMCR).	None	1 hour	<i>Draftsman III</i> Tax Mapping Division
	4.5 Scans all attachments	None	1 hour	<i>Admin Aide IV</i>
	4.6 Updates/plots the Title on the GIS Base Map, then forwards the	None	1 day	<i>Tax Mapper II</i> Tax Mapping Division
	4.7 Checks the correctness of the data encoded, affixes initial on the tax declaration forwards documents to the Assistant Provincial Assessor.	None	1 day	<i>LAOO III</i> Assessment Division
	4.8 Affixes initial on Tax Declaration as to correctness then forwards the documents to the Assistant Provincial Assessor.	None	20 minutes	<i>Local Assessment Operations Officer IV</i> Assessment Division
	4.9 Affixes initial on Tax Declaration as to correctness then forwards the documents to the Provincial Assessor.	None	15 minutes	<i>Assistant Department Head</i>
	4.10 Signs the Tax Declaration, then forwards it to the Releasing Officer.	None	15 minutes	<i>Department Head</i>
	4.11 Issues Owner's Copy of Tax Declaration to owner	None	20 minutes	<i>Admin Aide VI</i> Records Division
5. Receives Tax declarations and Notice of	5. Records the transaction.	None	30 minutes	<i>Admin Aide IV</i> Records Division
	5.1 Forwards copies of Notice of Assessment to Admin Unit for transmittal to PTO	None	20 minutes	<i>Admin Aide IV</i> Records Division
	5.2 Forwards copies to Records division and Municipal Assessors Staff for filing.	None	1 day	<i>Admin Aide IV</i> Records Division
TOTAL:		PHP 400 per title/ improve ment	6 days, 40 minutes	