



APPRAISSAL & ASSESSMENT / REASSESSMENT OF BUILDING & OTHER STRUCTURES

Issuance of New Tax Declaration for Land (Titled / Untitled but undeclared),
Building / Machinery / other Improvement.

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR
Classification:	
Type of Transaction:	ISSUANCE OF NEW TAX DECLARATION FOR LAND (TITLED / UNTITLED BUT UNDECLARED)
Who may avail:	Any individual may request for these service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified Copy of Notarized Affidavit of Land Ownership & Possession (if untitled);	Attorney's Office (Notary Public)
Certified Electronic Copy of Title	Land Registration Authority
A request letter from the owner or whoever may have interest on the property;	
Certificate Authorizing Registration (CAR) / BIR Clearance	BIR Gumaca Branch RDO 61
Certification from DENR (List of Claimants/as per Cadastro);	DENR / CENRO
Copy of Notarized Affidavit of Adjoining Lot Owners;	Attorney's Office (Notary Public)
Copy of Official Receipt of the Issuance Fee	Municipal Treasurer's Office
Barangay Certificate of Land Ownership	Office of the Barangay Captain
Cadastral Plan or Approved / Sketch Plan duly signed by Geodetic Engineer with Certification from the DENR / CENRO of Alienable & Disposable Land	DENR / CENRO
Photocopy of Any Valid Identification Card (ID)	
Special Power of Attorney (SPA) if applicant is not the owner	Attorney's Office (Notary Public)
Certified copy of Court Decisions, finalities, adjudication, etc. if transaction clearly express landownership/registry disputes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Service	The personnel-in-charge informs the client for the documents required .		5minutes	Jeyen B. Escolano / Joana Marie D. Panol
Submit required documents	The personnel-in-charge receives and verify the documents given by the client		10 minutes	Jeyen B. Escolano / Joana Marie D. Panol

Preparation of Tax Declaration	a. Field Appraisal Assessment Sheet (FAAS) b. Tax Declaration c. Notice of Assessment is being prepared by the Personnel-in-charge		1 hour	Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk
Pay Appropriated Fees	Issuance Fee	Issuance Fee ₱35.00		Municipal Treasurer's Office
Processing of Tax Declaration	The Municipal Assessor evaluates, approves and sign tax declaration		20 minutes	Rosalinda L. Aureada Municipal Assessor
Issuance of the Tax Declaration	The new tax declaration (Owner's Copy) is issued to the clients together with the Notice of Assessment		5 minutes	Jeyen B. Escolano / Joana Marie D. Panol