



Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR
Classification:	
Type of Transaction:	ISSUANCE OF NEW TAX DECLARATION FOR BUILDING / MACHINERY/ OTHER IMPROVEMENT
Who may avail:	Any individual may request for these service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR HOUSE / BUILDINGS:	
Letter Request	
Copy of Approved Building Floor Plan	
Photocopy of Building Permit, Certificate of Occupancy & Certificate of Completion	Office of the Municipal Engineer
Notarized Sworn Statement of the True and Fair Market Value of the Property	Municipal Assessor's Office / Attorney's Office (Notary Public)
Copy of Official Receipt of updated payment of Real Property Tax (Land)	Municipal Treasurer's Office
Original Copy of Certificate of Tax Clearance	Municipal Treasurer's Office
Copy of Official Receipt of the Issuance Fee	Municipal Treasurer's Office
Photocopy of any Valid Identification Card (ID)	
Special Power of Attorney (SPA) if applicant is not the owner	Attorney's Office (Notary Public)
FOR NEWLY ACQUIRED MACHINERIES:	
Letter Request	
Detailed listing of Machineries; Description of Machineries, Original Acquisition Cost, Original Date of Acquisition/ Operation	
Notarized Sworn Statement of the True and Fair Market Value of the Machineries (duly signed by Accountable Officer)	Municipal Assessor's Office / Attorney's Office (Notary Public)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request	The personnel-in-charge receives and records the letter-request in a logbook. It is then submitted to the Municipal Assessor		5 minutes	Jeyen B. Escolano / Joana Marie D. Panol
Scheduling for Field Inspection	The Municipal Assessor advises the one who makes the request of the date for field inspection of the new building or machinery.		5 minutes	Rosalinda L. Aureada Municipal Assessor / Jeyen B. Escolano / Admin. Aide III
Field Inspection	Actual Inspection of the Real Property for assessment purpose		1 hour	Rosalinda L. Aureada Municipal Assessor / Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk

Pay Appropriated Taxes and Fees	Tax on Real Property of Land (if not yet paid) Tax Clearance and Issuance Fee	Issuance Fee ₱35.00		Municipal Treasurer's Office
Preparation of Tax Declaration	The Assessment Clerk prepares the ff: 1. Field Appraisal/ Assessment Sheet 2. Tax Declaration 3. Notice of Assessment 4. Property Record Form		1 hour	Joana Marie D. Panol Assessment Clerk
Processing of Tax Declaration	The Municipal Assessor evaluates, approves and sign tax declaration		5 minutes	Rosalinda L. Aureada Municipal Assessor
Issuance of 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