



TAX DECLARATION FROM SEGREGATED OR CONSOLIDATED REAL PROPERTY

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Submission of requirements for pre-evaluation and fill-up application form provided by this office	•Manolita Tiangco	15 mins.	Owner of Real Property or Authorized Representative	<ol style="list-style-type: none"> 1. Two (2) photocopies of Transfer Certificate of Title 2. Photocopy of latest Real Property Tax payment or Tax Clearance 3. Approved Plan (location, subdivision and consolidation plan) 4. Photocopy of existing Tax Declaration 5. Community Tax Certificate 6. O.R. of processing fee (obtain on Step No. 2) 	P100.00 per Tax Declaration	
2. Payment of processing fee	CITY TREASURER •Rosalina Labarda (Window 7)	5 mins.				
3. Inspection, verification and evaluation	•Danilo Sengco / Richard Soriano •Herminia Cunanan / Rico Gatdula •Jonathan Santiago / Mezer Santos •Arsito Dionisio / Romy Pascual •Fernando Pascual / Exodus Matias •Edmundo Cruz / Zernan Lazaro	2 days				
4. Appraisal and assessment of Real Property	•Danilo Sengco / Richard Soriano •Herminia Cunanan / Rico Gatdula •Jonathan Santiago / Mezer Santos •Arsito Dionisio / Romy Pascual Fernando Pascual	45 mins.				
5. Approval of Tax Declaration	•Engr. Evangeline Arenga (City Assessor)	15 mins.				
6. Encoding on PATAS and releasing of owner's copy	•Wendy Angeles – Encoding •Teresa Tan – Releasing of Tax Declaration	15 mins. 15 mins.				