



## Reclassification, Reassessment and Revision of Tax Declaration

### ABOUT THE SERVICE

This service is requested by real property owner when corresponding Tax Declaration has changed its classification; actual use; area; physical condition, etc.

<b>Department / Office:</b>		<b>CITY ASSESSOR'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Property owner		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Photocopies of the following:               <ul style="list-style-type: none"> <li>- Site Zoning Classification (for land)</li> <li>- DAR Clearance (for land)</li> <li>- Title</li> <li>- Certificate of Tax Payment</li> <li>- Letter Request of owner</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>- City Planning &amp; Development Office (CPDO)</li> <li>- Department of Agrarian Reform (DAR-Naga)</li> <li>- Requestor</li> <li>- City Treasurer's Office</li> <li>- Requestor</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Officer-of-the-Day (OD) for the request	2. OD endorse request to Assessment Chief with Service Slip		1 minute	Officer-of-the-Day (OD)  MELBA C. DOLLANO LAOO III Chief of Assessment
	3. Submit requirements		10 minutes	GASPAR P. GONZAGA LAOO III  GENER CONSTATINO LAOO II  EDUARDO GUTIERREZ LAOO II
	3. FAAS undertaking		15 minutes	-do-
	4. FAAS approval		5 minutes	MELBA C. DOLLANO Chief of Assessment  ALBERTO VILLAFUERTE Asst. City Assessor  CESAR R. MAGISTRADO City Assessor
	5. Electronic entry of FAAS for Tax Declaration		15 minutes	RHODORA N. FIRME Assessment Clerk I - IT Unit



	6. Approval of Tax Declaration (TD)		5 minutes	<p>MELBA C. DOLLANO LAOO III Chief of Assessment</p> <p>ALBERTO C. VILLAFUERTE III CDADH I (Asst. City Assessor)</p> <p>CESAR R. MAGISTRADO CGDH I (City Assessor)</p>
7. Obtain owner's Copy of TD with Notice of New Assessment	<p>8. Approved TD sent to Records for release</p> <p>Make Notice of new Assessment for TD</p> <p>Issuance of TD to requestor</p> <p>Conclude the service, file Service Slip</p>		5 minute	<p>EVANGELINE CANLAS Admin. Aide I</p> <p>RODELO B. IBASCO LAOO III Chief of Records OD</p>
	<b>TOTAL</b>	P100.00/TD	1 Hour	

**CITY ASSESSOR'S OFFICE**

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For more information, please contact:

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