



Transfer of Ownership/Updating of Tax Declaration

ABOUT THE SERVICE

New Tax Declaration (TD) is issued to new property owner

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		New property owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Photocopies of the following: <ul style="list-style-type: none"> - Title - Deed of Conveyance (eg. Deed of Sale) - Transfer Tax OR - BIR Clearance (e-CAR) - Certificate of Tax Payment - DAR Clearance (for Agricultural lands) - Approved Subdivision Plan (partitions) 		<ul style="list-style-type: none"> - Requestor copy / Register Of Deeds - Requestor copy / Register Of Deeds - Requestor copy / City Treasurers Office / Register Of Deeds - Requestor Copy / Bureau of Internal Revenue / Register Of Deeds - City Treasurer's Office (CTO) - Department of Agrarian Reform (DAR-Naga) - Requestor copy/Geodetic Engineer 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Officer-of-the-Day (OD) for the request	2. OD endorse request to Assessment Chief with Service Slip		5 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 B. CONSTATINO LAOO II EDUARDO E. GUTIERREZ LAOO II
4. Pay corresponding fee		P100.00/ TD	10 minutes	Revenue Collection Officer City Treasurer's Office (CTO)
	5. FAAS undertaking		10 minutes	-do-
	6. FAAS approval		5 minutes	MELBA C. DOLLANO LAOO III Chief of Assessment ALBERTO C. VILLAFUERTE III CGADH I (Asst. City Assessor)



				CESAR R. MAGISTRADO CGDH I (City Assessor)
	7. Electronic data entry of FAAS for Tax Declaration		10 minutes	RHODORA N. FIRME Assessment Clerk I - IT Unit
	8. Approval of Tax Declaration (TD)		5 minutes	MELBA C. DOLLANO LAOO III Chief of Assessment ALBERTO C. VILLAFUERTE III CGADH I (Asst. City Assessor) CESAR R. MAGISTRADO CGDH I (City Assessor)
9. Obtain owner's Copy of TD with Notice of New Assessment	10. Approved TD sent to Records for release Make Notice of new Assessment for TD Issuance of TD Conclude the service, file Service Slip		5 minute	EVANGELINE A. CANLAS Admin. Aide I RODELO B. IBASCO LAOO III Chief of Records OD
	TOTAL	P100.00/TD	1 Hour	

CITY ASSESSOR'S OFFICE

Room 105, G/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Cesar R. Magistrado, City Government Department Head I / City Assessor

Tel. Nos. (054) 205-2980 loc 1050

E-mail: caso@naga.gov.ph