



Subdivision or Consolidation of Tax Declaration

ABOUT THE SERVICE

For properties that had undergone segregation or consolidation

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Property owner/representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Photocopies of the following: <ul style="list-style-type: none"> - Approved Subdivision/Consolidation Plan - Technical Description - Certificate of Tax Payment 		<ul style="list-style-type: none"> - Requestor copy / Geodetic Engineer - Requestor copy / Geodetic Engineer - City Treasurer's Office (CTO) 		
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 / parcel	10 minutes	Revenue Collection Officer City Treasurer's Office (CTO)
	5. Assign PIN.		10 minutes	LORRY MARIA V. TESORERO Tax Mapper II Chief of Taxmapping
	6. FAAS undertaking.		10 minutes	GASPAR P. GONZAGA LAOO III GENER B. CONSTATINO LAOO II EDUARDO E. GUTIERREZ LAOO II
	7. FAAS approval.		5 minutes	MELBA C.



				<p>DOLLANO LAO III Chief of Assessment</p> <p>ALBERTO C. VILLAFUERTE III CGADH I (Asst. City Assessor)</p> <p>CESAR R. MAGISTRADO CGDH I (City Assessor)</p>
	8. Electronic data entry of FAAS for TD.		10 minutes	<p>RHODORA N. FIRME Assessment Clerk I - IT Unit</p>
	9. Approval of Tax Declaration (TD).		5 minutes	<p>MELBA C. DOLLANO LAO III Chief of Assessment</p> <p>ALBERTO C. VILLAFUERTE III CGADH I (Asst. City Assessor)</p> <p>CESAR R. MAGISTRADO CGDH I (City Assessor)</p>
10. Obtain owner's Copy of TD with Notice of New Assessment.	<p>11. Approved TD sent to Records for release.</p> <p>Make Notice of new Assessment for TD Issuance of TD.</p> <p>Conclude the service, file Service Slip.</p>		5 minute	<p>EVANGELINE A. CANLAS Admin. Aide I</p> <p>RODELO B. IBASCO LAO III Chief of Records OD</p>
TOTAL		P100.00/TD	1 Hour	

CITY ASSESSOR'S OFFICE

Room 105, G/F Main Building, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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