



## Transfer of Ownership / Updating of Tax Declaration

### ABOUT THE SERVICE

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

<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>		New 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>- Title</li> <li>- Deed of Conveyance (eg. Deed of Sale)</li> <li>- Transfer Tax OR</li> <li>- BIR Clearance (e-CAR)</li> <li>- Certificate of Tax Payment</li> <li>- DAR Clearance (for Agricultural lands)</li> <li>- Approved Subdivision Plan (partitions)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>- Requestor copy / Register Of Deeds</li> <li>- Requestor copy / Register Of Deeds</li> <li>- Requestor copy / City Treasurers Office / Register Of Deeds</li> <li>- Requestor Copy / Bureau of Internal Revenue / Register Of Deeds</li> <li>- City Treasurer's Office (CTO)</li> <li>- Department of Agrarian Reform (DAR-Naga)</li> <li>- Requestor copy/Geodetic Engineer</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.		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
	<b>TOTAL</b>	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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