

1. SECURING ASSESSMENT OF UNDECLARED REAL PROPERTIES

THIS SERVICE enables clients to identify real property, its ownership and location in the tax map at the City Assessor's Office.

Office or Division:	Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Real Property Owners of San Juan City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Permits		Office of the Building Official		
Floor Plan		Provided by the owner or representative		
Occupancy Permit		Office of the Building Official		
Sworn Statement		Provided by the owner or representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client inquires how to secure assessment of undeclared real properties.	1.1 Answers inquiries of Real Property Owners 2.2 Relaying required documents for completion		5 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Stephen Alcala Ryan Urbiztondo
2. Submission of completed documents by the Real Property Owners	2.1 Checking of submitted document if it is completed 2.2 Setting of expectation of the process and its turnaround time (TAT) *. If floor plan is not presented sworn statement and ocular inspection will be the basis of appraisal.		15 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo
3. Client waits for the evaluation of documents submitted	3.1 Checking of floor plan as the basis of issuing FAAS (Field Appraisal and Assessment Sheet) and Tax Declaration 3.2 Scheduling of ocular inspection		15 minutes	Marian Olavidez Ned Muñoz
4. Attend the ocular inspection of subject property. (if needed)	4. Ocular inspection of the subject property includes taking of		1 day upon schedule per transaction	Ned Muñoz Ernesto Coral Anthony Britt

	pictures of the infrastructure/s and measuring of floor area of subject improvement/s.			Rommel Aguilar
	5.1 Appraisal of the property <i>Issuance</i> of FAAS based on the floor plan provided 5.2 Validation and computation of data gathered from the ocular inspection. (if site visit was conducted)		1 hr for one family dwelling. 2 weeks for townhouses 1 month for condominium	Leonilo C. Magno Marian Olavidez Ned Muñoz
	6. Approval of the FAAS (Field Appraisal and Assessment Sheet) Submission of FAAS to the City Assessor for approval. 6.1 Re-validation of the City Assessor of documents with FAAS for approval		15 minutes per tax declaration	Leonilo C. Magno
	7. Encoding of Tax Declaration (from FAAS to RPTAS)		10 minutes per tax declaration	Marian Olavidez Rommel aguilar Rosario Malonzo
	8. Final Approval of tax declaration (Signed copy of Tax Declaration will be filed for records keeping)		10 minutes per tax declaration	Leonilo C. Magno
	9. Release of Assessment Printing out of Notice of Assessment and sending via registered mail thru Philippine Post		15 minutes	Fortunato Hugo Ernesto Coral Benito Averion Norraine Bernal

END OF TRANSACTION; Transaction Time: 1 day and 2 hours and 25 mins