



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES

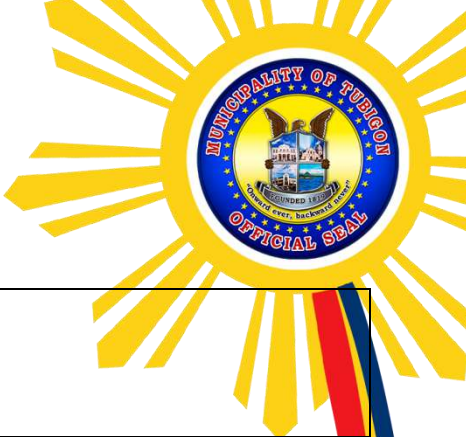


## 2. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW DISCOVERIES OF LAND



The objective for the issuance of tax declaration for the newly discovered lands is to properly account all real properties within the municipality.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Untitled Property</b> 1. Sketch Plan 2. A & D certification from DENR (original copy) 3. Affidavit of ownership 4. Affidavit of Adjoining Owners (all adjoining owners must sign in the affidavit) <b>For Titled Property:</b> 1. Sketch Plan 2. Photo copy of the title authenticated by the Municipal Assessor 3. Document that support the ownership of the title (if in case the document is insufficient additional affidavit is required) <b>For new discoveries of land with erroneous survey claimant (untitled property):</b> 1. Sketch plan 2. Certification from DENR as to A & D 3. Affidavit of Ownership 4. Affidavit of Adjoining owners 5. Affidavit of waiver from the cadastral survey claimant 6. Certification from the barangay captain <b>New Discoveries of Fishponds with FLA</b> 1. Approved Plans FLA/Sketch plan duly signed by Geodetic Engineer with certificate from DENR/DA/BFAR 2. Letter request from applicant with proper endorsement from the Municipal Assessor (masso level) Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer and not the declared owner. <b>New Discoveries of Fishponds without FLA</b> 1. Sketch Map 2. Findings of the Municipal Assessor Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer	1. CENRO – DENR 2. CENRO - DENR 3. To be prepared by a Notary Public 4. To be prepared by a Notary Public  1. Municipal Assessor's 2. From the Owner  3. From the Owner   1. CENRO - DENR 2. CENRO – DENR 3. To be prepared by a Notary Public 4. To be prepared by a Notary Public 5. To be prepared by a Notary Public  6. Barangay captain where the property is located 1. CENRO – DENR  2. From the applicant   1. Geodetic Engineer 2. Municipal Assessor's Office



and not a declared owner.	
Note: All the documents submitted must be in two (2) copies	

CLIENTS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the issuance of new tax declaration		3 minutes	Assessor's Staff
2 Present all the requirements needed		10 minutes	Assessor's Staff
3 Wait		20 minutes	Assessor's Staff
4 Wait		1 minute	Municipal Assessor
5 Wait and needs to follow-up until the TD be approved by the Provincial Assessor		3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
6 Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office	Realty tax depends on the assessment	20 min.	Treasurer's Staff
7 Received the new tax declaration		1 min.	Assessor's Staff
	None	34 inutes	