

**Frontline Service #3:  
ASSESSMENT FOR NEW BUILDINGS OR MACHINERIES**

**About the Service**

New declaration has to be prepared for newly constructed house or building and the newly installed machinery. Improvement on the existing structure of a house or building should also be declared.

The Municipal Assessor's Office conducts field inspection to assess the value of the real property. The new tax declaration serves as the municipal government's permanent record on the property unit. It is also used for real property tax purposes of any property owners.

**Requirements**

**A. For Buildings**

1. Tax declaration of the lot where the building is constructed
2. Building permit (if any)
3. Real Property Tax receipt of land /tax clearance for the current year

**B. For Machinery**

1. Official Receipt of the sale of the machinery (includes acquisition cost, installation cost, hauling cost, etc.)
2. Itemized list of machinery
3. tax declaration of lot where the machinery is constructed
4. Sworn Statement of ownership

**Fee**

None

**Availability of the Service**

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

**How to Avail of the Service**

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Receive and review requirements	1 minute	Edna G. Acosta (Assessment Clerk III)
2. Verify and evaluate requirements	2 minutes	Sylvia DG. Magno (Municipal Assessor)

3.	Conduct an ocular inspection and prepare field sheet	1 day	Sylvia DG. Magno (Municipal Assessor)
4.	Encode Tax Declaration and record data in the logbook	3 minutes	Edna G. Acosta (Assessment Clerk III)
5.	Review and affix initials	1 minute	Sylvia DG. Magno (Municipal Assessor)
6.	Advise the client to come back after 6 days for the release of the approved owner's copy of the document	1 minute	Sylvia DG. Magno (Municipal Assessor)
7.	Submit Tax Declaration to Provincial Assessor for approval and receive the owner's copy	1 day	Sylvia DG. Magno (Municipal Assessor)
8.	Release approved owner's copy	5 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)

**Flowchart**

