

**Frontline Service #2:
NEWLY DECLARED PROPERTY (LAND)**

About the Service

Service is available at the Municipal Assessor's Office at the Municipality of Subic for all real property owners seeking for the issuance of tax declaration for land declared for the first time.

Requirement

1. CENRO (City Environment & Natural Resources Office) Certification
2. Affidavit of Ownership
3. Joint Affidavit of two (2) Land Adjoining Owners
4. Barangay Captain Certification
5. Approved Survey Plan
6. Certified True Copy of Title (if titled property)

Fee

Tax Type	Amount
Basic Tax	½ of 1% of Assessed Value
Special Education Fund (SEF) Tax	½ of 1% of Assessed Value

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, review and evaluate requirements	2 minutes	Edna G. Acosta (Assessment Clerk III)
2. Approve documents	2 minutes	Sylvia DG. Magno (Municipal Assessor)
3. Prepare appraisal and assessment sheet	5 minutes	Sylvia DG. Magno (Municipal Assessor)
4. Encode Tax Declaration and record data in the logbook	2 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

