

**Change of Location of Land**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Clients with declared land but the location

*What are the requirements:*

1. Approved/Subdivision Plan
2. Official Tax Receipt for the Current Year
3. Official receipt for Issuance Fee (+ documentary stamp fee)
4. Community Tax Certificate

*Note: No. 1 to No. 3 requirements shall be submitted in two copies and in xeroxed format*

*Total Processing Time:*

- Two (2) hours and 9 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Provide the necessary information during the interview	Check the submitted documents and get the necessary information from the client	5 minutes		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
2	Accompany the personnel during the inspection	Site inspection	1 hour		Rodolfo Morilla, Jr.
3	Proceed to MTO for payment	Prepare the Field Appraisal and Assessment Sheet (FAAS), Tax Declaration, Inspection Report and Notice of Assessment  Sign Tax Declaration, Inspection Report and Notice of Assessment	1 hour	P60.00 P15.00	Revenue Collection Clerk  Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos
	2 minutes		Rodolfo Morilla, Jr.		
4	Receive duly approved Tax Declaration	Issue Tax Declaration	2 minutes		