

## Loan Under ALRF (PD 1002) (Checklist of Requirements)

### A. For Tax Mapping Project

1. Loan application supported with a Project Study and Action Plan (PSAP);
2. Resolution of the local legislative body, authorizing the Provincial Governor/ City/Municipal Mayor to enter into a loan agreement with the Department of Finance indicating the amount of loan desired, and the specific project to be undertaken to be signed by the Majority of the members of the Sangguniang Panlalawigan/Panglunsod/Bayan;
3. A Comparative Statement of Real Property Tax Collections-Basic Tax, covering a period of five (5) years immediately preceding the year of the project implementation, duly certified to by the Treasurer concerned;
4. If Multi-Year Program is to be submitted to support the loan application, an Executive Order issued by the local chief executive creating a RPTA Task Force, setting forth the membership defining the duties and responsibilities of such body. However, the creation of said RPTA Task Force is optional;
5. A certification of the Provincial Assessor that the city/municipality has
  - a) not less than 4,000 real property units and } Specify actual number  
not less than 3,000 land parcels }
  - b) available base maps covering the entire city/municipality
  - c) has not been previously tax mapped
6. Certification of the Provincial/City/Municipal Mayor as to the availability of office space, equipment, and technical and clerical personnel for the duration of the project;
7. Certification of the PNP Director, as to prevailing peace and order condition of the City/Municipality;
8. Plantilla of Personnel  
(Offices of the Treasurer and Assessor)
9. Activities for the Tax Collection Enforcement Programs of Treasurer Activities that may be possibly included are the following:
  - Training of Personnel
  - Accomplishment of Part B of the RPTOPs
  - Updating the Real Property Tax Registers based on Assessment Roll or New Tax Declarations
  - Tax Information Drive
  - Field Tax Collection Campaign
  - Updating of Tax Delinquency and Preparation of Demand letter, and
  - Institution of Legal Remedies
10. Detailed Activities of Tax Mapping by Barangay;
11. Period to complete each activity under the Tax Mapping Operation;
12. Resolution authorizing the Department of Budget and Management (DBM) to deduct/withhold the corresponding amortization due in case of default, and
13. Certification of Borrowing and Debt Service Capacities.

## **B. For Data Computerization**

1. Loan application supported with a Project Study and Action Plan (PSAP);
2. Resolution of the local legislative body, authorizing the Provincial Governor City/Municipal Mayor to enter into loan agreement with the Department of Finance indicating the amount of loan desired, and the specific project to be undertaken to be signed by the Majority of the members of the Sangguniang Panlalawigan/Panglunsod/Bayan;
3. A Comparative Statement of Real Tax Property Collections-Basic Tax, covering a period of three (5) years from the latest General Revision (\_\_\_\_\_), duly certified to by the Treasurer concerned;
4. Certification of the Provincial Governor City/Municipal Mayor as to the availability of office space, equipment, and technical and clerical personnel for the duration of the project;
5. Certification of the PNP Director, as to prevailing peace and order condition of the Province/City/Municipality;
6. Plantilla of Personnel;  
(Office of the Provincial/City/Municipal Assessor)
7. Number of Real Property Units (RPU) from 1998 to present;
8. Number of Land Parcels;
9. Detailed activities of Data Computerization Work by barangay;
10. Period to complete each activity in Data Computerization Work;
11. Resolution authorizing the Department of Budget and Management (DBM) to deduct/withhold the corresponding amortization due in case of default, and
12. Certification of Borrowing and Debt Service Capacities.

## **C. For General Revision**

1. Loan application supported with a Project Study and Action Plan (PSAP);
2. Resolution of the local legislative body, authorizing the Provincial Governor City/Municipal Mayor to enter into loan agreement with the Department of Finance indicating the amount of loan desired, and the specific project to be undertaken to be signed by the Majority of the members of the Sangguniang Panlalawigan/Panglunsod/Bayan;
3. A Comparative Statement of Real Tax Property Collections-Basic Tax, covering a period of three (3) years from the latest General Revision (\_\_\_\_\_), duly certified to by the Treasurer concerned;
4. Certification of the Provincial Governor City/Municipal Mayor as to the availability of office space, equipment, and technical and clerical personnel for the duration of the project;
5. Certification of the PNP Director, as to prevailing peace and order condition of the Province/City/Municipality;
6. Plantilla of Personnel;  
(Office of the Provincial/City/Municipal Assessor)
7. Number of Real Property Units (RPU) from \_\_\_\_\_ to present;

8. Number of Land Parcel from \_\_\_\_\_ to present;
9. Detailed activities of General Revision Work by barangay;
10. Period to complete each activity in General Revision Work;
11. Certification of the Provincial Assessor that the City/Municipality has an approved Schedule of Market Values;
12. Resolution authorizing the Department of Budget and Management (DBM) to deduct/withhold the corresponding amortization due in case of default, and
13. Certification of Borrowing and Debt Service Capacities.

**Forms to be Accomplished and Submitted for evaluation of BLGF**

1. Master Schedule of RPTA System Installation
2. Annual Implementation Schedule and Workload Detail
3. Personnel Requirements
4. Equipment Requirements – field and office support
5. Supplies and Materials Requirements – in support of tax mapping and appraisal and Records and Management Operation
6. Facilities Requirements – drafting area, storage area, vehicles and office areas
7. Base Data Requirements
8. Additional Printing Requirements
9. Information and Education Campaign Requirements
10. Summary and Estimated Project Costs
11. Comparative Statement of Real Property Collections – Basic Tax for five (5) years immediately preceding the project, certified by the City/Municipal Treasurer
12. Estimated increase in Assessed Value due to discovery of improvements and adjustments of underassessment
13. Estimated Assessed Value due to increase in number of tax declarations
14. Estimates in Assessed Value due to increase in land area
15. Summary in increase of assessed value
16. Calculation of estimated direct real benefits from project
17. Estimated daily accomplishment and number of work days by municipal/Barangay and number of teams to complete the project
18. Cost/Benefit Comparison
19. Plantilla of Personnel (Offices of the Assessor and Treasurer)
20. Detailed activities of Tax Mapping Project by Barangay
21. Period to complete each activity in tax Mapping Operation (Pre-field, Field Operation and Post Field)