REVENUE MEMORANDUM ORDER NO. 41-2010 issued on April 26, 2010 prescribes the revised policies, guidelines and procedures in the establishment/revision of the schedule of zonal values of real properties within the jurisdiction of the Revenue District Offices and for other purposes.

The Order decentralizes the functions of the Asset Valuation Division with respect to revision/updating of the Schedule of Zonal Values, including protests, appeals, clarifications, etc. relative thereto, to the Regional Directors and Revenue District Officers.

Each Revenue Regional Office shall create the following Committees on Real Property Valuation (pursuant to Department Order No. 6-2010 dated March 12, 2010), to wit:

A. Executive Committee on Real Property Valuation (ECRPV)
Chairman: Regional Director, BIR
Members: Regional Director, Bureau of Local Government (BLGF)
         Regional Director, Housing and Land Regulatory Board (HLURB)
         Two (2) licensed and competent appraisers from a reputable association/organization of realty appraisers.
Consultants: Administrator, Land Registration Authority (LRA)
            Executive Director, National Tax Research Center (NTRC)
            Administrator, National Mapping and Resource Information Authority (NMRIA)
            General Manager, National Housing Authority (NHA)

B. Technical Committee on Real Property Valuation (TCRPV)
Chairman: Assistant Regional Director
Members: Representative, HLURB
         Provincial/City Assessor
         Two (2) licensed and competent appraisers from a reputable association/organization of realty appraisers
Consultants: Representatives from the following:
            • LRA
            • NTRC
            • NMRIA
            • NHA

Each Revenue District Office shall have a Sub-Technical Committee on Real Property Valuation (STCRPV) which shall be composed of:
Chairman: Revenue District Officer (RDO)
Vice-Chairman: Assistant Revenue District Officer (ARDO)
Members: Municipal/Assistant City Assessor
          Local Development Officer (Office of the Mayor)
          Two (2) licensed and competent appraisers from a reputable association/organization of realty appraisers

Each Regional Office shall create a Secretariat to support the TCRPV and ECRPV.

The determination of recommended market values shall be based on the following:

a. Acceptable methods of appraisal of real properties;
b. Records of the most recent actual sales/transfers/exchanges of properties appearing in documents filed in public offices e.g. BIR, Land Registration Commission, etc.;
c. Private records of banks, realtors, appraisers in the locality;
d. Records of provincial/city/municipal assessors; and
e. Other procedures and methods of appraisal.
The schedule of recommended zonal values shall contain the following:

a. Three (3) recommended values from the BIR, the private appraisers and the provincial/city/municipal assessor; and

b. The final recommended value which is the average of the two (2) highest recommended values.

In case there is no available private appraiser in the locality and/or in case of failure of any or all of the members of the STCRPV to attend the meetings called for and/or submit their respective recommended market values as requested within ten (10) calendar days from the date of the concluding meeting of the STCRPV, the Chairman of the STCRPV shall:

a. Execute an “Affidavit” to that effect;

b. Proceed with the establishment/revision of the schedule of zonal values based on the average of the two (2) highest recommended values or best data/documents available; and

c. Submit to the TCRPV the Schedule of Zonal Values, together with copies of letters of invitation with waiver duly received by the members, Affidavit, Maps, Minutes of Meeting and all other documents relative to the establishment/revision of zonal values.

The Common Errors which should be eliminated by the RDOs in the preparation of the schedule of zonal values are indicated in the Order. The schedule of recommended zonal values, duly signed by the Chairman/Vice-Chairman and members of the STCRPV must be submitted to the TCRPV not later than sixty (60) calendar days from the date of the concluding meeting of the STCRPV.

The schedule of the corrected values shall be submitted by the RDO to the TCRPV within thirty (30) calendar days from the date of the public hearing, together with the minutes of public hearing, pictures, attendance sheet, notices of public hearing and all other pertinent documents relative to the conduct of public hearing. All subsequent revisions of the Schedule of Zonal Values must be made three (3) years after the latest revision.

The effectivity of the newly approved Schedule of Zonal Values of real properties shall be published in the Official Gazette or in any newspaper of general circulation after fifteen (15) calendar days following the date of publication.

All RDOs whose Schedule of Zonal Values have not yet been revised as of December 31, 2006 must submit a revised schedule duly signed by all the members of the ECRPV not later than June 30, 2010.