

## 15. Request for Correction of Real Property Tax Declaration

Revision of real property assessment to correct an error due to wrong information, erroneous documents, etc.

<b>Office or Division:</b>	City Assessor's Office			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	Real Property Owner / Authorized Representative / Government Agencies			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
Type / Number of copies 1. Letter Request 2. Request Action Slip Form 3. Real Property Tax Clearance (1 - photocopy) 4. If representative, Special Power of Attorney (1 - original or certified copy) 5. Proof of Identification (1 - photocopy)		Source Office: - City Assessor's Office - Land Tax Division, City Treasurer's Office  - Notary Public  - Not applicable		
<u>To correct the name of the declarant</u> 1. Affidavit (1 - original copy) or Title ( 1 - photocopy) or Deed of Conveyance (1 - photocopy) or Identification Card (1 - photocopy)		- Notary Public - Registry of Deeds - Notary Public - Not applicable		
<u>To correct the address of the declarant</u> 1. Affidavit (1 - original copy) or Proof of billing (1 - photocopy)		- Notary Public - Not applicable		
<u>To correct the lot number</u> 1. Title (1 - photocopy) or Technical Description (1 - photocopy)		- Registry of Deeds - DENR		
<u>To correct the lot area</u> 1. Title (1 - photocopy) or Technical Description (1 - photocopy)		- Registry of Deeds - DENR		
<u>To correct the boundaries</u> 1. Title (1 - photocopy) or Technical Description (1 - photocopy)		- Registry of Deeds - DENR -		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Appraisal	1.0 Check the completeness of documents, receive and issue acknowledgement	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>

Division then receive the acknowledgement receipt	nt receipt to the client			
No Activity	1.1 Encode transaction, digitize documents and forward documents to Appraisal Division Chief	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.2 Review, assign and forward documents to Local Assessment Operations Officer	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.3 Validate office record, prepare and submit validation report with initial recommendation then forward documents to Appraisal Division Chief	None	2 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.4 Review validation report, provide final recommendation and return documents to Local Assessment Operations Officer	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5 Approve the inspection report and forward to Assessment Clerk III.		1 hour	<i>Asst. City Assessor/ City Assessor</i>
No Activity	1.0 Digitize the approved inspection reports and supporting documents and		1 hour	<i>Assessment Clerk III, Administrative Unit</i>

	forward to Appraisal and Assessment Division.			
No Activity	1.16 Assign approved inspection report to Building and Machinery Assessment Section Personnel	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and Assessment Division
No Activity	1.6 Prepare Field Appraisal and Assessment Sheet then forward document to Tax Mapping Division Chief	None	30 minutes	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.7 Receive and assign documents and forward to Tax Mapper.	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.8 Review and update PIN, boundaries of the real property, cadastral lot number and lot area then forward to Assessment Audit and Evaluation Division Chief	None	30 minutes	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.9 Review and assign Field Appraisal and Assessment Sheet then forward document to Local Assessment Operations Officer II.	None	30 minutes	<i>Local Assessment Operations Officer III, Assessment Audit and Evaluation Unit</i>

No Activity	1.10 Evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward document to Assistant City Assessor	None	4 hours	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>
No Activity	1.11 Review documents and provide the initial approval to the Field Appraisal and Assessment Sheet then forward to City Assessor.	None	30 minutes	<i>Assistant City Assessor</i>
No Activity	1.12 Review documents and provide the final approval to the Field Appraisal and Assessment Sheet then forward to Assessment Records Management Division	None	30 minutes	<i>City Assessor</i>
No Activity	1.13 Print and segregate Field Appraisal and Assessment Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Notice of Assessment and indicate assigned number to attached documents	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
2.0 Present Acknowledgement Receipt, signify	2.0 Verify, retrieve hard copy and release owner's	None	30 minutes	<i>Administrative Aide VI, Assessment</i>

receipt of document in the Acknowledgement Releasing of Tax Declaration Form and receive owner's copy of Tax Declaration and Notice of Assessment	copy of Tax Declaration and Notice of Assessment			<i>Records Management Division</i>
	TOTAL	None	3 days 5 hours and 30 minutes	
<b>END OF TRANSACTION</b>				