

6. Securing Owner's Copy of Updated Tax Declaration

Service Description: To issue an updated Tax Declaration for Correction of Record of Assessment, Indicate Title No., Re-assessment, Reclassification and Revising.

THE OWNER'S copy of updated tax declaration is issued upon approval of newly approved and corrected Tax Declaration. This is done to update the record of the real property as per owner's letter request.

Office or Division:	Municipal Assessor's Office	
Classification:	Highly Technical/ Multi-Stage Processing	
Type of Transaction	Issuance of New Tax Declaration for Correction of Record of Assessment, Indicate title no., Reassessment, Reclassification and Revising	
Who may avail	Client	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • Service Slip Form (1 Copy) • Letter Request (2 Copies) • Deed of Conveyance for property acquired not yet transferred for Certified True Copy of Tax Declaration (1 Copy) • Certificate of Real Property Tax Payment of current year (commonly known as <u>TAX CLEARANCE</u>) (2 copies) • Certified True Copy of Title (if titled property, 2 copies) • Certified True Copy of Tax Declaration (2 copies) 		<ul style="list-style-type: none"> • Municipal Assessor's Office, Tagoloan, Misamis Oriental • Client/Owner • Law Office • Municipal Treasurer's Office, Tagoloan, Misamis Oriental • Registry of Deeds • Municipal Assessor's Office, Tagoloan, Misamis Oriental

<ul style="list-style-type: none"> Historical Ownership (1 copy) B.L. Form V-37 for correction of area (2 copies) Zoning Clearance (2 copies) 		<ul style="list-style-type: none"> Municipal Assessor's Office, Tagoloan, Misamis Oriental Provincial of Environment and Natural Resources Office (PENRO) Municipal Planning Development Office, Tagoloan, Misamis Oriental 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STAGE I – VALIDATION OF DOCUMENTS				
1.1 Issue Service Slip Form to fill up and submit it to the Assessment Staff together with the documents to be evaluated.	1.1 Validating the Client's documents prior to the transaction and after verification client will be given Service Slip Form to fill up.	None	20 Minutes	<i>Data Controller IV Municipal Assessor's Office Data Controller III Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office Administrative Aide III</i>
	1.2 Record request on Logbook for "Incoming Clients"	None	1 Minute	<i>Municipal Assessor's Office Administrative Aide I Municipal Assessor's Office</i>

				<i>Book Binder III Municipal Assessor's Office</i>
STAGE II – REASSESSMENT / ACTUAL INSPECTION	<p>2.1</p> <ul style="list-style-type: none"> •REASSESSMENT – attached with B.L Form V-37 for correction of area and Letter Request <li style="text-align: center;">-or- • RECLASSIFICATION – attached with Zoning Clearance and/or Picture and Letter Request • SITE INSPECTION The Assessment Team along with the client conducts an actual inspection to verify the cancellation requested by client. • REVISION – attached with B.L Form V-37, Historical Ownership, 10 years back taxes and Letter Request • INDICATE TITLE NO. – attached with Certified True Copy of Title and Letter request 	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 Minutes</p> <p>Time varies 1-5 hours</p> <p>a. Dimension of the property b. Location</p> <p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Data Controller IV Municipal Assessor's Office Data Controller III Municipal Assessor's Office</i></p> <p><i>Book Binder III Municipal Assessor's Office Administrative Aide II Municipal Assessor's Office Administrative Aide I Municipal Assessor's Office</i></p>

	<ul style="list-style-type: none"> • CORRECTION OF RECORDS – B.L Form V-37 and/or Certified True Copy of Title and Letter request, Affidavit of Oneness and/or Birth Certificate for correction of declared owner's name. 	None	5 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office
	<p>Applies schedule of unit values</p> <p>Computation of market value & assessed value to the Field Appraisal Assessment Sheet (FAAS) the new assessment of tax declaration subject for correction and indicate tax map not drawn to scale.</p> <p>2.2 Preparation of Tax Declaration</p>	None	30 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Administrative Aide II</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
	<p>Entry data of Assessment on Real Property Assessment System (ETRACS) based on Field Appraisal Assessment Sheet (FAAS) computation.</p>	None	30 Minutes	Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
		None	2 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office

	<p>Processing of Tax Declaration</p> <p>2.3 After Tax Declaration is numbered, evaluate & review the printed Tax Declaration subject for submission and approval.</p> <p>2.4 Evaluate, Reviews, Signs and recommend for approval of the new Tax Declaration.</p>	<p>None</p> <p>None</p>	<p>5 Minutes</p>	<p><i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office</p> <p><i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Administrative Aide II</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office</p> <p><i>Data Controller IV</i></p>
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				Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Administrative</i> <i>Aide III</i> Municipal Assessor's Office <i>Administrative</i> <i>Aide I</i> Municipal Assessor's Office <i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Administrative</i> <i>Aide III</i> Municipal Assessor's Office <i>Administrative</i> <i>Aide I</i>
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STAGE III – APPROVAL OF NOTICE OF CANCELLATION	3.1 Submit Transaction to Provincial Assessor's Office for Approval	None	20 days	<i>OIC – Provincial Assessor</i> Municipal Assessor's Office
STAGE IV - RELEASING OF NEWLY APPROVED TAX DECLARATION	Upon Approval 4.1 Record transaction on Real Property Ownership Card (RPOC), Assessment Roll, Record of Assessment and Master List of Real Property 4.2 Approved Tax Declaration on the Real Property Assessment System (ETRACS) to forward the record of Assessment to the Municipal Treasurer's Office as the basis of their annual tax due.	None None	2 Minutes 2 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office <i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office

4.1 Client received copy for Declared New Tax Declaration	4.3 Prepares NOTICE OF ASSESSMENT of the newly approved Tax Declaration.	None	3 Minutes	Tax Mapping Aide Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
	4.4 Municipal Assessor reviews & signs Notice of Assessment.	None	5 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office
	4.5 Served Notice of Assessment attached with owner's copy of Approved TD.	None	30 Days	Tax Mapping Aide Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i>
	4.6 Record & File Notice of Assessment, received by the owner of Approved TD.	None	2 Minutes	Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office <i>OIC – Municipal Assessor</i>

				Municipal Assessor's Office <i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office <i>Tax Mapping Aide</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
STAGE VII – SATISFACTION SURVEY FORM	7.1 Request Client to fill up the Satisfaction Survey Form. Survey Form, containing the client's comments. Client can drop his/her survey to the feedback box outside Municipal Assessor's Office.	None	10 Minutes	<i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
	Total	None	50 days and 7 hours	

1. Service is covered under (a) Article I, Section 135; (b) Chapter II, Appraisal and Assessment of Real Property; (c) Chapter IV, Imposition of Real Property Tax; (d) Section 222 of RA 7160 of 1991.
2. Securing Owner's Copy of Updated Tax Declaration is qualified for multi stage processing.