2. Processing of Tax Declarations- Correction

Correction of data in a tax declaration refers to the process of identifying and rectifying errors or omissions made in the tax declaration such as misspelled names, Title numbers, total area, Property Identification Numbers and Location. Corrections made usually noted on the Memoranda of the corrected Tax Declaration.

Office or Division:	Office of the Provincial Assessor
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen / G2B- Government to Business Entity
Who may avail:	All property owners and/or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORRECTION (Spelling of Name, Property Identification No., Barangay, Area, Lot No. etc.) 1. Transfer Certificate of Title (1 photocopy, 1 Original for verification) 2. Latest Realty Tax Receipt or Tax Clearance(1 photocopy) *** IF REPRESENTATIVE (with Special Power of Attorney and/or Authorization letter duly signed by the property owners with attached photocopy of identification cards)	1. Registry of Deeds 2. Provincial/Municipal Treasurer's Office 3. Property Owner

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the frontline officer and inquires about the processing of tax declarations.	1. Interviews taxpayer and issues routing slip (PAO 002)	None	30 minutes	*Admin Aide I Admin Unit*
2. Submits requirements to Local Assessment Operations Officer with duly accomplished routing slip	2.1 Check the completeness and correctnes of each document.	None	45 minutes	*Local Assessment Operations Officer I* Assessment Division
	2.2 Issues Order of Payment Slip.	PHP 400 / RPU (PHP 250 - Transfer of Ownership Fee PHP 150- IT Fee)	5 minutes	*Local Assessment Operations Officer* Assessment Division
3. Proceeds to the window of Provincial Treasurer's Office for the payment of Secretary's Fee and submit Official Receipt to LAOO.	3. Issues claim slip to client and forward all documents to Data Encoder	None	5 minutes	*Local Assessment Operations Officer I* Assessment Division

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Encodes/corrects and prints Tax Declaration, affixes initial on it then forwards the documents to the Tax Mapper.	None	1 hour	*Bookbinder I* Records Division
	3.2 Updates the Tax Mapping Control Roll (TMCR).	None	1 hour	*Draftsman III* Tax Mapping Division
	3.3 Scans all attachments	None	1 hour	*Admin Aide IV* Records Division
	3.4 Updates/plots the Title on the GIS Base Map, then forwards the documents to the LAOO.	None	1 hour	*Tax Mapper II* Tax Mapping Division
	3.5 Checks the correctness of the data encoded, affixes initial on the tax declaration forwards documents to the Assistant Provincial Assessor.	None	2 hours	*LAOO III* Assessment Division
	3.6 Affixes initial on Tax Declaration as to correctness then forwards the documents to the Provincial Assessor.	None	10 minutes	*Assistant Department Head*
	3.7 Signs the Tax Declaration, then forwards it to the Releasing Officer.	None	10 minutes	*Department Head*
	3.8 Issues Owner's Copy of Tax Declaration to owner	None	10 minutes	*Admin Aide VI* Records Division
4. Receives Tax declarations.	4. Records the transaction.	None	10 minutes	*Admin Aide IV* Records Division
	4.1 Forwards copies to Records division and Municipal Assessors Staff for filing.	None	1 day	Admin Aide IV Records Division
	TOTAL:	**PHP 400 per title/ improvement**	**2 days, 5 minutes**	