

6. Processing of Tax Declarations- Reassessment

Reassessment is the assigning of new assessed values to property, particularly real estate, as the result of general, partial, or individual reappraisal of the property. (Manual on Real Property Appraisal and Assessment Operations)

Office or Division: Office of the Provincial Assessor Classification: Highly Technical 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 REASSESSMENT OF LAND- 1. Registry of Deeds 1. Transfer Certificate of Title (1 photocopy, 1 1. Registry of Deeds 2. Latest Realty Tax Receipt or Tax Clearance(1 9. Sangguniang Panlalawigan photocopy) 4. Sangguniang Bayan 3. Initial Tax Declaration from Municipal 5. Property Owner A. Seretary's Office (1 Original) 6. Provincial Treasurer's Office 4. Certification from Municipal Planning and 6. Provincial Treasurer's Office 5. Owner's Letter Request(1 Original) 1. Provincial/Municipal Treasurer's Office 6. Secretary's Fee 3. Singuniang Panlaking 7. Long Brown Envelope 4. Provincial Treasurer's Office 8. Assesses/sective Fee 5. Owner 9. Long Brown Envelope 4. Provincial Treasurer's Office 9. Long Brown Envelope 7. Original) 9. Sovers's Letter Request(1 Original) 9. Owner's Letter Request(1 Original) <t< th=""><th>, apprairear and , accessiner</th><th></th><th></th></t<>	, apprairear and , accessiner					
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO- CESSING TIME	PERSON RE- SPONSIBLE
1. Submits letter of re- quest for reassessment with the complete re- quirements	1. Interviews tax payer and Checks the com- pleteness and correct- ness of each docu- ment.	None	30 minutes	<i>Admin Aide I</i> Admin Unit
None	1.1 Issues Order of Payment Slip.	Php 400.00/ RPU (PHP 250 - Transfer of Ownership Fee PHP 150 - IT Fee)	5 minutes	Local Assessment Operations Officer I Assessment Division
2. Proceeds to the win- dow of Provincial Treasurer's Office for the payment of Secre- tary's Fee and submit Official Receipt to LAOO.	2. Issues claim slip to client	None	10 minutes	Local Assessment Operations Officer II Assessment Division
None	2.1 Schedules Ocular inspection (Usually the next Mon- day after recieiving re- quest)	None	10 days	Local Assessment Operations Officer III Assessment Division
None	2.3 Conducts ocular inspection	None	1 day	Local Assessment Operations Officer III Assessment Division
None	2.4 Accomplishes FAAS and initial tax declaration then for- wards to encoders	None	4 hours	Local Assessment Operations Officer III Assessment Division
None	2.5 Encodes and prints Tax Declaration, affixes initial on it then for- wards the documents to the Tax Mapper.	None	4 hours	<i>Bookbinder I</i> Records Division
None	2.6 Updates the Tax Mapping Control Roll (TMCR).	None	1 hour	<i>Draftsman III</i> Tax Mapping Divi- sion
None	2.7 Scans all attach- ments then forwards to LAOO	None	1 hour	Admin Aide IV Records Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.7 Checks the correct- ness of the data encoded, affixes initial on the tax declaration then forwards documents to the Assistant Provincial Assessor.	None	2 days	Local Assessment Op- erations Officer III Assessment Division
None	2.8 Affixes initial on Tax Declaration as to correct- ness then forwards the documents to the Assistant Provincial Assessor.	None	30 minutes	LAOO IV Assessment Division
None	2.9 Affixes initial on Tax Declaration then forwards the documents to the Pro- vincial Assessor.	None	20 minutes	Assistant Department Head
None	2.10 Signs the Tax Decla- ration, then forwards it to the Releasing Officer.	None	30 minutes	Department Head
None	2.11 Issues Owner's Copy of Tax Declaration to own- er	None	30 minutes	Admin Aide VI Records Division
3. Receives Tax declarations.	3.1 Records the transac- tion.	None	30 minutes	Admin Aide IV Records Division
None	3.2 Forwards copies to Records division and Mu- nicipal Assessors Staff for filing.	None	1 day	Admin Aide IV Records Division
	TOTAL:	PHP 400 per title/ improve- ment	15 days, 5 hours, 5 minutes	