



21. Cancellation/Withdrawal of Issued Warrant of Levy

To assist the declared owner, or his heir/s, or party-in-interest to cancel the annotated warrant of levy on its tax declaration and/or title, and to collect delinquent realty taxes and cost there from

Office or Division:	Office of the Provincial Treasurer/ Revenue Operations Division-Revenue Generation Planning/ Collection Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen/ G2B-Government to Business
Who may avail:	Real Property Owners in Bataan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Real property Tax order of Payment (RPTOP) (1 original) Current year Tax Declaration and/or Tax declaration at the time the property is warranted (1 photocopy) Title (1 photocopy) Certificate of complete record of payment up to present/Official receipt of RPT payment (In case of none payment - Certification of no record of payment) . (1 photocopy) Official receipt of cost of warrant of Levy (1 photocopy) Valid Identification Card of transacting party with active contact number (1 photocopy) Valid Proof of Identification as person having legal interest (1 photocopy)	Provincial Assessor's Office Provincial Assessor's Office Register of Deeds Municipal Treasurers Office (MTO) - where the property is located Provincial Treasurer's Office (PTO) Client/Government Agencies Necessary Agency

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the photocopy of the required documents below to counter 6 and wait to be called a. Real property Tax order of Payment (RPTOP) b. Current year Tax Declaration and/or Tax declaration at the time the property is warranted c. Title d. Certificate of complete record of payment up to present (In case of none payment - Certification of no record of payment) / Official receipt of RPT payment. e. Official receipt of cost of warrant of Levy f. Valid Identification Card of transacting party with active contact number g. Valid Proof of Identification as person having legal interest (1 photocopy)	1. Receives and checks all the applicable requirements. * If the document is complete proceeds to step 2. * If the not, returns to client and informs him to complete the documents first.	None	3 minutes per property	<i>Bookbinder II</i> Revenue Operations Division-Other Taxes and Fees Section



2. None	2. Verifies the RPT Payments * Paid or not, proceeds to step 3	None	5 minutes per property	<i>Revenue Collection Clerk III</i> Revenue Operations Division-Revenue Generation Planning Section
3. None	3. Verifies the issuance of warrant of levy (Print copy of warrant of Levy) * With or without print copy of warrant of levy, proceeds to step 4	None	5 minutes per property	<i>Revenue Collection Clerk III</i> Revenue Operations Division-Revenue Generation Planning Section
4. None	4. Examines all applicable documents * If the realty tax and the cost of warrant is paid, proceeds to step 7. If the realty tax and/or cost of warrant is not paid, proceed to next step.	None	15 minutes per property	<i>Local Treasury Operation Officer II</i> Revenue Operations Division-Revenue Generation Planning Section
5. None	5. Prepares the Statement of account for the taxes due and/or cost of warrant of levy and issues the SOA to the clients	None	3 minutes per property	<i>Local Treasury Operation Officer II</i> Revenue Operations Division-Revenue Generation Planning Section
6. Receives the SOA, proceeds to Collection Division counter 2 to 5 and pays the taxes due and/or cost of warrant	6. Receives the SOA, prepares and issues the official receipt * Accountable Form 51 for cost of expenses * Accountable Form 56 for taxes due	cost or expenses of issued warrant 2% of the Assessed Value plus/less the applicable penalty/discount depends on the time of payment and tax delinquency for RPT and .5% of the Assessed Value depends on the time of payment and tax delinquency for SHT (if any)	3 minutes per property	<i>Revenue Collection Clerk III</i> Collection Division



7. Receives the official receipts and submits to Local Treasury Operation Officer II	7. Receives the official receipts and prepares the cancellation/ withdrawal of warrant of Levy	None	5 minutes per property	Local Treasury Operation Officer II Revenue Operations Division-Revenue Generation Planning Section
8. None	8. Reviews the cancellation/ withdrawal of warrant of Levy	None	2 minutes per property	Assistant Provincial Treasurer Office of the Provincial Treasurer
9. None	9. Signs the cancellation/ withdrawal of warrant of Levy	None	1 minutes per property	Provincial Treasurer Office of the Provincial Treasurer
10. Receives the issued cancellation/withdrawal of warrant of Levy and official receipts and proceeds to the Provincial Assessors/ Register of Deeds	10. Releases the cancellation/ withdrawal of warrant of Levy together with the submitted official receipts	None	1 minute per property	Local Treasury Operation Officer II Revenue Operations Division-Revenue Generation Planning Section
TOTAL:		Cost or expenses of issued warrant 2% of the Assessed Value plus/less the applicable penalty/ discount depends on the time of payment and tax delinquency for RPT and .5% of the Assessed Value depends on the time of payment and tax delinquency for SHT (if any)	43 minutes	
Cancellation/Withdrawal of Issued Warrant of Levy is covered under Chapter 6 of LGC - RA 7160				