**6.3. Provision of reassessment/Revision/Cancellation of Assessment of Real Properties**

ABOUT THE SERVICE: The assessment records at the Municipal Assessor’s Office serve as the basis for computing the annual tax dues from the owners of lands and buildings.

Property owners occasionally request the cancellation or dropping of the assessment of their property/ies from the roll of assessment of buildings and machineries or for the adjustment or correction of the assessment of their real property.

CLIENT GROUPS:

Real Property owners

REQUIREMENTS: Letter request

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

TOTAL PROCESSING TIME: 30 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Present the letter request at the Municipal Assessor’s Office | Receives letter request and verifies record | 15 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |
| 2. Wait while the document is prepared. | Encodes and print the requested document | 10 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |
| 3. Receive the requested document | Releases requested document | 5 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |