

**Correction in Area/Boundaries**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Clients with Title but the area/boundaries is/are different from Tax Declaration

*What are the requirements:*

- Title
- Approved/Subdivision Plan
- Official Tax Receipt for the Current Year
- Official Receipt for Issuance Fee (+ documentary stamp)
- Community Tax Certificate (Sedula)

*Note: No. 1 to No. 4 requirements shall be submitted in two copies and in xeroxed format*

*Total Processing Time:*

- Two (2) hours and 24 minutes

*How to avail the Service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the required documents and provide the necessary information during interview	Check the submitted documents and get the necessary information from the client  Property inspection <i>Note: A site inspection may be conducted if and when the Municipal Assessor so requires.</i>	20 minutes  1 hour		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
2	Proceed to MTO for payment  Go back to Municipal Assessor's Office and present the original Official Receipt together with the Community Tax Certificate	Prepare the Field Appraisal and Assessment Sheet (FAAS), Tax Declaration, Inspection Report and Notice of Assessment  Sign Tax Declaration, Inspection Report and Notice of Assessment	1 hour  2 minutes		Revenue Collection Clerk  Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos  Rodolfo Morilla, Jr.
3	Receive duly approved Tax Declaration	Issue Tax Declaration	2 minutes		