

Revision of Previous Assessment

Schedule of availability of service:

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

Who may avail the service:

- Clients with Tax Declaration Containing Old Assessment

What are the requirements:

- Copy of Tax Declaration containing Old Assessment

Total Processing Time:

- Two (2) hour and 8 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Provide the necessary information during the interview	Check the submitted documents and get the necessary information from the client	4 minutes		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos
2	Accompany the personnel during the inspection	Site inspection	1 hour		Rodolfo Morilla, Jr.
3	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	P60.00 P15.00	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		