



### 18. Demolition/Cancellation Of Tax Declaration

Tax declarations are issued for taxation purposes, in the same manner, that report of demolition/cancellation is submitted to cancel the same, for some reasons such as demolition, razed by fire, duplication, retirement of machinery, and others.

<b>Office or Division:</b>	Provincial Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen/ G2B- Government to Business Entity
<b>Who may avail:</b>	All property owners and/or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Report of Demolition/Cancellation (1 Original) 2. Official Receipt of Payment 3. Letter of Intent addressed to the Provincial Assessor(1 Original) 4. Picture (if available/needed)  *** IF REPRESENTATIVE (with Special Power of Attorney and/or Authorization letter duly signed by the property owners with attached photocopy of identification cards)	1. Municipal Assessor's Office 2. Treasurer's Office 3. Property Owner 4. Property Owner  4. Property Owner



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements.	1. Receives the requirements and verifies the existence of RPU in Property Assessment and Tax Administration System (PATAS)	NONE	5 minutes	<i>Assessment Clerk I</i> Admin Unit
None	1.1 Issues order of payment	PHP 400 (Secretary fee PHP 250 and IT fee of PHP 150)		<i>Admin Aide I</i> Admin Unit
2. Proceeds to the Provincial Treasurer's Office for payment of Secretary's fee then submits official receipt.	2. Receives official receipt and forwards to Tax Mapping	NONE	5 minutes	<i>Assessment Clerk I</i> Admin Unit
None	2.1 Retires the Property Identification Number (PIN) from the Manual and Digital Tax Map Control Roll, scan the documents then forwards to the Records division	NONE	20 minutes	<i>Draftsman III</i> Tax Mapping Division
None	2.2 Cancels tax declaration from the system (PATAS) and print cancelled tax declaration for binding.	NONE	15 minutes	<i>Administrative Officer III</i> Records Division
None	2.3 Cancels Tax declaration from the book and file the documents.	NONE	15 minutes	<i>Administrative Aide IV</i> Records Division
<b>TOTAL:</b>		<b>PHP 400 (Secretary fee Php 250 and IT fee of PHP 150)</b>	<b>1 hour</b>	