

# **ELECTRONIC DATA PROCESSING DIVISION**

## ***BASIC FUNCTION***

The Electronic Data Processing Division (EDP) is the division primarily responsible in the establishment and operationalization of a computer-assisted Real Property Assessment Records database, through the maintenance and upgrading of **the Quezon City Real Property Assessment and Taxation System (QCRPATS)**, a server-based network operating system, to support to the City Government's thrust of enhancing revenue generation.

Specifically, it is the division responsible in the data capture and storage of all relevant real property assessment information from the Field Appraisal and Assessment Sheets (FAAS) to the computerized Tax Declarations, for real property tax collection purposes. It likewise serves as the office' data bank for certifications being requested for property verifications, property holdings, and certifications as to no improvement or with existing improvements.

## ***SERVICES***

- i. Daily Transaction Processing
- ii. Real Property Assessment Records Updating
- iii. Data Revalidation
- iv. Property Verification
- v. Processing of Certifications of Property Holding and Improvements

## **DAILY TRANSACTION PROCESSING**

With the introduction of the FAAS-TD Transaction processing, processing of new Tax Declarations in its digital or digitized form is now being generated by EDP. Procedures were established and maintained from data entry, to encoding and verification, to ensure that all the requirements and information pertaining to a particular property is properly recorded and valued for taxation purposes before it is released. Transactions involve:

- Transfer of Ownership
- Segregation/Consolidation
- New Assessments
- Reassessments/Reclassifications
- Revision of values (per existing Ordinances)
- Correction of Entry/ies
- Annotations, etc. as may be necessary; and
- Cancellation of Assessment as per Appraiser's actual findings

As part of our daily activities likewise, we accept walk-in transactions for idle land tax encoding and delisting, for collection and exemption purposes, respectively.

### **REAL PROPERTY ASSESSMENT RECORD UPDATING**

This activity likewise involves the data capture process of tax declarations being released by the Assessment Records Management Division (ARMD), specifically related to:

- a) Encoding of tax declarations being released for 1996 & 1997 General Revisions
- b) Updating of existing Notice of Assessments (NOA) & Fastrack(FT) records upon release of corresponding Tax Declarations
- c) Updating existing Real Property Assessment Records subject of:
  - ✓ Previous Notice of Cancellation/s (NOCs)
  - ✓ Previous correction on various fields such as address, owner's name, etc. as per corrected copy of TDs (duly certified and submitted)
  - ✓ Inclusion of vital information such as co-owners, annotations, notice of levy, etc., upon record validation

As part of our daily activities, we likewise entertain incoming taxpayers requesting correction and validation of specific real property assessment field/data, for purposes of tax billing and payment.

### **DATA REVALIDATION**

This particular activity involves the data clean-up control and validation. As such, the existing Real Property Assessment Database is evaluated as to various cases/instances of:

- a) No PIN/incomplete PIN
- b) Multiple assignment of PI (old)
- c) Multiple assignment of PI (new)
- d) Multiple assignment of TDN
- e) Building records w/o bldg. type & kind or w/o land record
- f) Machinery records w/o land and/or building record

- g) Total number of taxable road lot/alley
- h) Completion/updating of real property assessment records particularly on the following specific fields:
  - ✓ Co-owners/married to fields
  - ✓ Inclusion of Tax Identification No. (TIN)
  - ✓ Other previous TD reference/s

As part of our daily routine, we likewise entertain incoming taxpayers requesting correction and validation of specific real property assessment field/data, for purposes of tax billing and payment.

### **PROPERTY VERIFICATION AND CERTIFICATION**

This particular service of the Electronic Data Processing Division encompasses two (2) distinct assistance for incoming property owners, taxpayers and other interested parties.

1<sup>st</sup> *Issuance of Certifications* being requested for:

- a) Property Verification
- b) Property Holding
  - ✓ *with property*
  - ✓ *no property*
- c) Improvements
  - ✓ *with improvement*
  - ✓ *no improvement*

2<sup>nd</sup> *Issuance of computer-generated print-outs* for real property assessment records subject of query and/or verification.

#### **Schedule of Availability of Service**

**Days** : Monday – Friday  
**Hours** : 8:00 a.m. – 5:00 p.m., no noon break

**Who May Avail of the Service** : All Quezon City real property owners/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

#### **Documentary Requirements** :

1. Photo copy of valid ID or can be official letter-request
2. Photo copy of TD or real property tax receipt and other reference for property identification
3. Owner's authorization/special power of attorney (if representative or other parties requesting)

**Processing Period** : 1-2 hours, first come-first served policy for single transaction. Multiple subjects needs to be scheduled, also on a first come, first-served policy

**How to Avail of the Service (Request for Certifications):**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 7 Submit duly accomplished EDP Form 1 inclusive of required documents/ information	Validates and receive request; Issue order of Payment	5 mins	Receiving Clerk (Computer Operator)	Php70.00 per property	EDP Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	10 mins	Billing Clerk, CTO		
		Verifies property being requested Check on improvement, if any; and validate other fields (if necessary)	45 mins	Computer Operator		
3	Present corresponding OR	Attach OR to the request and issue claim stub, prepare and type certification	15 mins	Computer Operator		
4	Wait for claim number to be called Receive certification	Submit certification for review and approval, Affix Signature & refer back to Window 7 for release	10 mins 5 mins 5 mins	Computer Operator/ Head, EDP Releasing Clerk		

**END of TRANSACTION**

<sup>1/</sup> Request can also be made through a formal communication on which case, receipt and release are coursed through the Records Section

Note: Same process/routine for issuance of the following Certifications:

- No Improvement
- With Improvement
- No Property
- Property Holding (except for requests that necessitates tracing back prior year periods, in which case the same is scheduled separately)
- **Requests for "medical social service" is always given priority, in addition to requests of Senior Citizens and Persons w/ Disability**

**How to Avail of the Service (Property Verification):**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Window 8 Submit duly accomplished EDP Form 1 inclusive of required document/information	Validates and receive request;  Verifies property being requested Issue order of Payment	10 mins	Receiving Clerk	Php 25.00 per print out;	EDP Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	10 mins	Billing Clerk, CTO	Php 20.00 for identification only	
3	Present corresponding OR	Log the request, record the OR number, attach receipt to the document requested	5 mins	Receiving Clerk		
4	Receive print out	Release computer print-out together with the Official Receipt	5 mins	Receiving Clerk		
<b>END of TRANSACTION</b>						

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