



CANCELLATION OF LOANS OR MORTGAGE, BAILBOND, ATTACHMENTS, ETC.

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| Office or Division: | OFFICE OF THE MUNICIPAL ASSESSOR |
| Classification: | |
| Type of Transaction: | CANCELLATION, REVISION OR CORRECTION OF ASSESSMENTS |
| Who may avail: | Any individual may request for these service |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| Request letter of Cancellation, Revision and Correction of Assessment (Reassessment); | |
| Photocopy of latest Real Property Tax Receipt/Tax Clearance | |
| Barangay Certificate / Clearance (for cancellation/demolition of building); | Office of the Barangay Captain |
| Demolition Permit (if applicable) | Municipal Engineering Office |
| Certification from the Bureau of Fire Protection (BFP) if property has been razed by fire. | Bureau of Fire Protection (BFP) |
| Photocopy of Any Valid Identification Card (ID) | |
| Special Power of Attorney (SPA) if applicant is not the owner | Attorney's Office (Notary Public) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------|---|-----------------|-----------------|--|
| Request for Service | The personnel-in-charge informs the client for the documents required . | | 5minutes | Jeyen B. Escolano / Joana Marie D. Panol |
| Submit required documents | The personnel-in-charge receives and submit the same to the Municipal Assessor concerned for evaluation. | | 10 minutes | Jeyen B. Escolano / Joana Marie D. Panol |
| Scheduling for Field Inspection | The Municipal Assessor advices the clients of the date of Field Inspection | | 10 minutes | Rosalinda L. Aureada Municipal Assessor |
| Field Inspection | The Municipal Assessor and her personnel along with the client conducts an inspection on the schedule date of inspection of the property to clerk whether there is basis for cancellation, revision of assessment. A Field Appraisal Assessment Sheet (FAAS) is prepared by the personnel who accompanied the Municipal Assessor | | 2-3 hour | Rosalinda L. Aureada Municipal Assessor Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk |

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| Preparation Notice | The personnel who accompanied the Municipal Assessor in the inspection, prepares an inspection report. He also prepares a notice of cancellation, revision and correction. | | 1 hour | Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk |
| Processing Notice | The Municipal Assessor evaluates and sign the Notice of Cancellation, Revision and Correction. After the review of the Notice by the Municipal Assessor, she approves and sign the Notice. | | 15 minutes | Rosalinda L. Aureada Municipal Assessor |
| Processing of Tax Declaration | The Municipal Assessor evaluates, approves and sign tax declaration | | 30 minutes | Rosalinda L. Aureada Municipal Assessor |
| Issuance of Notice | The Notice of Cancellation, Revision or Correction on is recorded and a copy is issued to the client. | | 5 minutes | Jeyen B. Escolano / Joana Marie D. Panol |