



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

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR
Classification:	
Type of Transaction:	ANNOTATION OR CANCELLATION OF LOANS OR MORTGAGE, BAILBOND, ATTACHMENTS, ETC.
Who may avail:	Any individual may request for these service
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Copy of the mortgage/release of mortgage, court order for bailbond, attachment,	Bank / Court
Official Receipt of Annotation/Cancellation of Mortgage/Bailbond	Municipal Treasurer's Office

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 verify the documents given by the client		20 minutes	Jeyen B. Escolano / Joana Marie D. Panol
Annotation in the Tax Declaration	The personnel-in-charge prepares the annotation and submit the same to the Municipal Assessor		1 hour	Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk
Evaluation	The Municipal Assessor evaluates and sign the annotated Tax Declaration		10 minutes	Rosalinda L. Aureada Municipal Assessor
Payment of Fees		Annotation - ₱35.00 Documentary Stamp 2pcs. - ₱50.00		Municipal Treasurer's Office Jeyen B. Escolano / Joana Marie D. Panol
Issuance of the Annotated Tax Declaration	The tax declaration with annotation is issued to the clients		5 minutes	Jeyen B. Escolano / Joana Marie D. Panol