

1. Annotating Or Cancelling Loans / Mortgages / Bailband / Sheriff / Notice Of Levy / Notice Of Lispendens On Tax Declaration

Service Description: To annotate and/or cancel annotation/s on Tax Declaration.

THIS SERVICE is requested to annotate real property for loan, bail bond, sheriff, and notice of levy or cancel mortgage purposes.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction	To Annotate or Cancel loans / Mortgages / Bailband / Sheriff / Notice of Levy / Notice of Lispendens on Tax Declaration.			
Who may avail	Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Service Slip Form (1 Copy) • Copy of the Mortgage/Release of Mortgage/Bailbond, Sheriff, Notice of Levy, Notice of Lispendens (duly registered on Registry of DEEDS) (2 copies) • Official Receipt as proof of payment for annotation or cancellation of the Tax Declaration 		<ul style="list-style-type: none"> • Municipal Assessor's Office, Tagoloan, Misamis Oriental • Document from Registry of Deeds • Municipal Treasurer's Office, Tagoloan, Misamis Oriental 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING FEE	PERSON RESPONSIBLE
STAGE I – VALIDATION OF DOCUMENTS				
1.1 Issue Service Slip Form to fill up and submit it to the Assessment Staff together with the documents to be evaluated.	1.1 Validating the Client's documents prior to the transaction and after verification client will be given Service Slip Form to fill up.	None	2 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office
		None	2 Minutes	

<p>1.2 Issue Payment Order Slip Form to Client (Certification Fee)</p>	<p>1.2 The client will be given a Payment Order Slip Form by the office staff to present to the Municipal Treasurer's Office for payment of his/her specific request.</p> <p>1.3 Record request on Logbook for "Incoming Clients"</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Tax Mapping Aide</i> Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office <i>Book Binder III</i> Municipal Assessor's Office</p>
<p>STAGE II – PAYMENT</p>				
<p>2.1 Client secures Official Receipt from the Municipal Treasurer's Office</p>	<p>2.1 Issuance of Official Receipt from Municipal Treasurer's Office.</p>	<p>Cancellation / Annotation Fee – ₱ 100.00 Documentary Stamp – ₱ 30.00</p>	<p>5 Minutes</p>	<p>Municipal Treasurer's Office</p>
<p>STAGE III – CANCELLATION / ANNOTATION</p>				
<p>3.1 Present Official Receipt to the Municipal Assessor's Office</p>	<p>3.1 Annotation / Cancellation of Annotation on Tax Declaration both on copy of Tax Declaration and ETRAC System.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office</p>

				<i>Tax Mapping Aide</i> Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
STAGE IV – SATISFACTION SURVEY FORM	4.1 Request Client to fill up the Satisfaction Survey Form. Survey Form, containing the client's comments. Client can drop his/her survey to the feedback box outside Municipal Assessor's Office.	None	10 Minutes	<i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
Total		₱ 130.00	47 Minutes	

1. This service is covered under (a) Article I, Section 135; (b) Chapter II, Appraisal and Assessment of Real Property; (c) Chapter IV, Imposition of Real Property Tax of RA 7160 of 1991.