

2. Cancellation of Tax Declaration for Land, Building, Plants, Machinery and Other Improvements

Service Description: Cancellation of Tax Declaration.

Cancellation of Record of Assessment for Land, Building, Plants, Machinery and Other Improvement requested by client and/or as per actual status of the real property. To permanently cancel the record of assessment as basis of the annual tax due of the Municipal Treasurer's Office.

Office or Division:	Municipal Assessor's office			
Classification:	Complex/Highly Technical/ Multi-Stage Processing			
Type of Transaction	Cancellation of Record of Assessment of Real Property			
Who may avail	Client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Service Slip Form (1 Copy) • Letter Request (2 Copies) • Proof of the Property to be cancelled – photo of the actual status (2 copies, if any) • Tax Clearance (2 copies) 			<ul style="list-style-type: none"> • Municipal Assessor's Office, Tagoloan, Misamis Oriental • Owner's Letter Request addressed to the Municipal Assessor • Owner/Client • 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	20 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office

	1.2 Record request on Logbook for "Incoming Clients"	None	1 Minute	<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
STAGE II – ACTUAL INSPECTION	2.1 Site Inspection The Assessment Team along with the client conducts an actual inspection to verify the cancellation requested by client. 2.2 Issue Field Appraisal Report recommending for cancellation of Assessment of records based on ocular inspection.	None	Time varies 1-5 hours a. Dimension of the property b. Location c. Transportation 5 Minutes	<i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide II</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office <i>Administrative Aide II</i> Municipal Assessor's Office

STAGE III – ISSUANCE OF NOTICE OF CANCELLATION	3.1 Notice of Cancellation subject for approval of the Provincial Assessor’s Office. Attached with Picture, Tax Clearance and Letter Request	None	5 Minutes	<i>Data Controller III</i> Municipal Assessor’s Office
	3.2 Municipal Assessor reviews & signs Notice of Cancellation.	None	5 Minutes	<i>OIC – Municipal Assessor</i> Municipal Assessor’s Office
STAGE IV – APPROVAL OF NOTICE OF CANCELLATION	4.1 Submit Notice of Cancellation subject for Approval to the Provincial Assessor’s Office	None	20 days	<i>OIC – Provincial Assessor</i> Municipal Assessor’s Office
STAGE V – RELEASING	Upon Approval			
	5.1 Cancel Record of Assessment on Real Property Ownership Card (RPOC), Assessment Roll, Record of Assessment, TMCR and Master List of Real Property	None	2 Minutes	<i>Data Controller IV</i> Municipal Assessor’s Office <i>Data Controller III</i> Municipal Assessor’s Office
	5.2 Forward Municipal Treasurer’s copy of approved Notice of Cancellation as basis of cancellation of assessment.	None	5 Minutes	<i>Data Controller III</i> Municipal Assessor’s

	5.3 Approved Notice of Cancellation of Real Property Assessment System (ETRACS) to cancel the record on RPT System up to the Municipal Treasurer's Office as basis of their cancellation of records.	None	5 Minutes	Office <i>Data Controller III</i> Municipal Assessor's Office
STAGE VI – SATISFACTION SURVEY FORM	6.1 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		None	20 days and 6 hours	

1. 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.