

4. Request for Cancellation of Real Property Assessment of Building and Machinery

This service allows property owners to request the cancellation of assessed values for buildings and machinery that are no longer existing, operational, or taxable. The purpose is to update the official real property records and ensure that property assessments accurately reflect current conditions.

Office or Division:	City Assessor's Office / Appraisal and Assessment Division				
Classification:	Highly Technical Transaction				
Type of Transaction:	G2C, G2B, G2G				
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies				
CHECKLIST OF REQUIREMENT/S			WHERE TO SECURE		
Type / Number of copies 1. Request Action Slip Form 2. Notarized Letter Request 3. Real Property Tax Clearance (1 - photocopy) 4. OBO(Demolition Permit) /BPLD/Barangay Certification(Non Operational),BFP Certification, Cancellation of Mortgage (if applicable) 5. Photograph of the cancelled structures/machinery 6. If representative, Special Power of Attorney (1 - original or certified Copy) 7. Proof of Identification (1 - photocopy)			Source Office: - City Assessor's Office - Notary Public - Land Tax Division, City Treasurer's Office - Office of Building Official/Business Permits & Licensing Division/Barangay, BFP -property owner - Notary Public - Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Admin Unit then receive	1.0 Check the completeness and accuracy of documents, receive and issue acknowledgment receipt to the client	None	30 minutes		<i>Administrative Assistant III, Administrative Unit</i>

the acknowledgem ent receipt.					
No Activity	1.1	Forward the received documents to Asst. City Assessor/City Assessor for approval.	None	30 minutes	<i>Administrative Assistant III, Administrative Unit</i>
No Activity	1.2	Forward documents to Admin Unit for digitization of documents.	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.3	Encode transaction, digitize documents and forward documents to appraisal division chief.	None	30 minutes	<i>Administrative Assistant III, Administrative Unit</i>
No Activity	1.4	Review, assign and forward documents to Building and Machineries Appraisal and Assessment Section Personnel	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5	Validate office record, print vicinity map, conduct ocular inspection, prepare and submit inspection report with initial recommendati on then forward documents to Appraisal Division Chief.	None	5 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>

No Activity	1.6 Review inspection report, provide final recommendation and forward to Assistant City Assessor/City Assessor for Approval	None	1 day		<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.7 Approved Inspection Report and forward to Admin unit for Scanning.	None	1 hour		<i>Assistant City Assessor/City Assessor</i>
No Activity	1.6 Scan Document and Create Transaction for the Approved Cancellation and forward to LAOO III/IV of Appraisal and Assessment Division	None	30 minutes		<i>Administrative Aide II, Administrative Unit</i>
No Activity	1.7 Assign Cancellation Transaction to LAOO I/II	None	1 hour		<i>LAOO III/IV, Appraisal and Assessment Division</i>
No Activity	1.8 Encode Cancellation Transaction in e-tracs and forward to Evaluation Unit	None	1 hour		<i>Local Assessment Operations Officer Assessment I/II, Appraisal and Assessment Division</i>
No Activity	1.9 Assign Notice of Cancellation to Local Assessment Operations Officer II.	None	30 minutes		<i>Local Assessment Operations Officer Assessment III, Assessment Audit and Evaluation Unit</i>
No Activity	1.10 Check and review Notice	None	1 hour		<i>Local Assessment</i>

	of Cancellation and forward to the Asst. City Assesor/City Assessor for Approval.				<i>Operations Officer Assessment II, Assessment Audit and Evaluation Unit</i>
No Activity	1.11 Approval of Notice of Cancellation and forward to Assessment Records Management Division	None	1 day		<i>Asst. City Assessor/City Assessor</i>
No Activity	1.12 Verify, print and segregate Original Copy and Owner's Copy of NC.	None	1 hour		<i>Administrative Aide VI, Assessment Records Management Division</i>
2.0 Present Acknowledgem ent Receipt, signify receipt of document in the Acknowledgem ent Releasing of Notice of Cancellation Form and receive owner's copy of Notice of Cancellation	2.0 Verify, retrieve hard copy and release owner's copy of Notice of Cancellation.	None	30 minutes		<i>Administrative Aide VI, Assessment Records Management Division</i>
	TOTAL		8 days, 2 hours		
END OF TRANSACTION					