

5. Request for Cancellation of Real Property Assessment of Land

In case several assessments are made on the same property, one of the parties may request for the cancellation of the other assessments upon presentation of certificate of title or evidence of ownership.

Office or Division:	City Assessor's Office / Assessment and Appraisal Division			
Classification:	Complex 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. Title (1 - electronic copy) 4. If representative, Special Power of Attorney (1 - original or certified copy) 5. For Foreshore Land, DENR Certification/ Lease Contract 6. Proof of Identification (1 - photocopy) 7. Quit Claim/Any Legal Document used to transfer a person's interest or rights Additional Requirements: 1. Sangguniang Panlungsod (SP) concurrence 2. Approval of Land Conversion from the Department of Agrarian Reform or Certification that approval is no longer necessary		Source Office: - City Assessor's Office - Notary Public - Registry of Deeds - Notary Public - Department of Environment and Natural Resources - Not applicable - Notary Public - SP - Department of Agrarian Reform (DAR)		
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 Appraisal Division then receive the acknowledgement receipt	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.1 Encode transactions, digitize	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>

		documents and forward documents to Section Chief(Land Section)/ appraisal division chief.			
No Activity	1.2	Review, assign and forward documents to Land Appraisal and Assessment Section Personnel	None	30 minutes	<i>Local Assessment Operations Officer III/ LAOOIV Appraisal and Assessment Division</i>
No Activity	1.3	Validate office record, prepare and submit validation report with initial recommendation 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	1.4	Review validation report and prepare to provide final recommendation and forward documents to Asst./City Assessor.	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5	Review documents and provide the final approval of the validation Report then forward to Admin division for scanning.	None	1 hour	<i>Assistant/ City Assessor</i>
	1.6	Scan Document and Create Transaction for the Approved Cancellation and forward to LAOO III/IV of Appraisal	None	30 minutes	<i>Administrative Aide II, Administive Unit</i>

		and Assessment Division.			
		1.7 Assign Cancellation Transaction to LAOO I/II	None	30 minutes	<i>LAOO III/IV, Appraisal and Assessment Division</i>
		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>
		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>
		1.10 Check and review Notice of Cancellation and forward to the Asst/City Assessor for Approval.	None	1 hour	<i>Local Assessment Operations Officer Assessment II, Assessment Audit and Evaluation Unit</i>
		1.11 Approval of Notice of Cancellation and forward to Assessment Records Management Division	None	1 day	<i>Asst. /City Assessor</i>
		1.12 Verify, print and segregate Original Copy and Owner's Copy of NC.	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
1.0 Acknowledgement Receipt, signify receipt of document in the Acknowledgement Releasing of Notice of Cancellation Form and receive owner's copy of Notice of Cancellation	2.0	Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>

	TOTAL	None	7 days	
END OF TRANSACTION				