



Cancellation or Correction of Tax Declaration

ABOUT THE SERVICE

This service is requested by real property owners when corresponding Tax Declaration is no longer existing or there are changes on Tax Declaration information.

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Property owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request of owner 		<ul style="list-style-type: none"> Requestor 		
<ul style="list-style-type: none"> For Cancellation – Demolition permit <ul style="list-style-type: none"> Retirement of business Closure Cert. 		<ul style="list-style-type: none"> City Engineers Office City Treasurers Office Requestor 		
<ul style="list-style-type: none"> For Correction – Copy of Title or Subdivision Plan 		<ul style="list-style-type: none"> Requestor 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Officer-of-the-Day (OD) for the request	2. OD endorse request to Assessment Chief with Service Slip		1 minute	Officer- of-the-Day MELBA C. DOLLANO LAOO III Chief of Assessment
	3. Submit requirement		4 minutes	GASPAR P. GONZAGA LAOO III GENER B. CONSTATINO LAOO II EDUARDO E. GUTIERREZ LAOO II
	4. Prepare inspection or verification report (if required)		30 minutes	-do-
	5. Prepare Notice of Cancellation / correction		15 minutes	-do-
	6. Approval of Notice		5 minutes	MELBA C. DOLLANO LAOO III Chief of Assessment ALBERTO C. VILLAFUERTE III CGADH I (Asst. City Assessor)



				CESAR R. MAGISTRADO CGDH I (City Assessor)
	7. Electronic Cancellation or correction of Tax Declaration		20 minutes	RHODORA N. FIRME Assessment. Clerk I - IT Unit
8. Obtain Copy of Notice	9. Copy of Notice released to requestor Conclude the service, file Service Slip		5 minutes	RODELO B. IBASCO LAOO III Chief of Records OD
	TOTAL		1 hour and 30 mins.	

➤ If ocular inspection is required, processing may incur 4 to 5 hours

CITY ASSESSOR'S OFFICE

Room 105, G/ Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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