



## Annotating or Cancel annotation on Tax Declaration

### ABOUT THE SERVICE

This service is requested to annotate or cancel annotation on mortgage, levies etc.

<b>Department / Office:</b>		<b>CITY ASSESSOR'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Property owner		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Copy of Instrument / Release documents		• Register of Deeds (ROD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Officer-of-the-Day (OD) for the request	2. OD endorse request to Records Chief with Service Slip		1 minute	Officer-of-the-Day (OD)
	3. Submit photocopy of Instrument for review		5 minutes	RODELO B. IBASCO LAOO III Chief of Records
4. Pay corresponding fee		P50.00 / TD	10 minutes	Revenue Collection Officer City Treasurer's Office (CTO)
5. Submit paid OR to Administrative Aide.	6. Annotation on Tax Declaration.		5 minutes	IMELDA R. SECUYA Administrative Aide I
	Annotate tax declaration on file.  Electronic Annotation.		5 minutes	RHODORA N. FIRME Assessment Clerk I - IT Unit
	7. Approval of the City Assessor.		2 minutes	CESAR R. MAGISTRADO CGDH I (City Assessor)
8. Retrieve annotated or cleared TD.	9. Conclude the service, file Service Slip.		2 minutes	Officer-of-the-Day (OD)
<b>TOTAL</b>		P50.00	30 mins.	

### CITY ASSESSOR'S OFFICE

Room 105, G/F Main Building, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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