



## 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.

<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>		
<ul style="list-style-type: none"> <li>• Letter Request of owner</li> </ul>		<ul style="list-style-type: none"> <li>• Requestor</li> </ul>		
<ul style="list-style-type: none"> <li>• For Cancellation – Demolition permit               <ul style="list-style-type: none"> <li>- Retirement of business</li> <li>- Closure Cert.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• City Engineers Office</li> <li>• City Treasurers Office</li> <li>• Requestor</li> </ul>		
<ul style="list-style-type: none"> <li>• For Correction – Copy of Title or Subdivision Plan</li> </ul>		<ul style="list-style-type: none"> <li>• Requestor</li> </ul>		
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
	<b>TOTAL</b>		1 hour and 30 minutes	

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

**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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