

**Frontline Service #5:
CANCELLATION OF ASSESSMENT OF BUILDING AND MACHINERY**

About the Service

The service is requested by any property owner/s when the real property tax assessment should be dropped from the roll due to legal reason such as demolition of building.

Requirement

1. Tax clearance of building/machinery
2. Letter requesting the cancellation thereof
3. Affidavit of cancellation or certificate of closure of business (for machinery only)

Fee

None

Availability of the Service

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

How to Avail of the Service

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Receive requirements	1 minute	Edna G. Acosta (Assessment Clerk III)
2. Verify and evaluate records	2 minutes	Sylvia DG. Magno (Municipal Assessor)
3. Conduct ocular inspection	1 day	Sylvia DG. Magno (Municipal Assessor)
4. Prepare Notice of Cancellation	1 minute	Edna G. Acosta (Assessment Clerk III)
5. Review and affix initials	1 minute	Sylvia DG. Magno (Municipal Assessor)
6. Advise the client to come back after 6 days for the release of the approved owner's copy of the document	1 minute	Sylvia DG. Magno (Municipal Assessor)
7. Submit Tax Declaration to Provincial Assessor for approval and receive the owner's copy	1 day	Sylvia DG. Magno (Municipal Assessor)

8. Release of Notice of Cancellation	5 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)
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Flowchart

