



Republic of the Philippines
Province of Ilocos Sur
Vigan City

PROVINCIAL ASSESSOR'S OFFICE

CITIZEN'S CHARTER **2023 Edition**

1. Request for Annotation

This service refers to the requests for annotation of mortgages, bail bonds, adverse claims, notices of levy/lien and other encumbrances and cancellation of annotation of mortgages in the tax declaration and assessment roll of real properties; and cancellation of tax declaration and demolition of building, as may be requested by the clients.

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| Office or Division | PROVINCIAL ASSESSOR'S OFFICE | |
| Classification | SIMPLE | |
| Type of Transaction | G2G, G2B, G2C | |
| Who may avail: | ALL | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Mandatory Requirements | | |
| 1. Letter Request | 1 Original Copy | Property Owner/Representative |
| 2. Real Property Tax Receipt (if applicable) | 1 Original or Photocopy | Municipal Treasurer's Office |
| 3. Official Receipt for payment of Verification/Annotation/Cancellation Fee | 1 Original or Photocopy | Revenue Collection Division - Provincial Treasurer's Office |
| 4. Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable) | 1 Original or Photocopy | Property Owner |
| Additional Requirements | | |
| For Annotation of Encumbrances | | |
| 1. Notice of Annotation | 1 Original Copy | Provincial Assessor's Office |
| 2. Tax Declaration | 1 Photocopy | Property Owner/Representative |
| 3. Real Estate Mortgage/Surety Bond/Adverse Claim/Lis Pendens and Other Encumbrances | 3 Original or Certified Photocopies | Property Owner/Representative |
| For Cancellation of Annotation | | |
| 1. Notice of Annotation | 1 Original Copy | Provincial Assessor's Office |
| 2. Tax Declaration | 1 Photocopy | Property Owner/Representative |

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| 3. Cancellation Real Estate Mortgage/ Surety Bond/Adverse Claim/Lis Pendens and Other Encumbrances | | 3 Original or Certified Photocopies | Property Owner/Representative | |
| For Cancellation of Tax Declaration/Demolished Building | | | | |
| 1. Notice of Annotation | | 1 Original Copy | Provincial Assessor's Office | |
| 2. Tax Declaration | | 1 Photocopy | Property Owner/Representative | |
| 3. Endorsement from the Municipal Assessor as per ocular inspection | | 1 Original Copy | Municipal Assessor's Office | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | RESPONSIBLE PERSON |
| 1. Client submits Letter Request and other necessary documents | Receives request, fills up routing slip, check documents submitted as per checklist of requirements, collect additional information if necessary. Record the transaction | None | 15 mins | <i>Officer-in-Charge</i> Provincial Assessor's Office |
| | Assess the completeness of requirements and verify Record of Assessment. Issue Order of Payment | None | 10 mins | <i>Designated Officer-in-Charge</i> Provincial Assessor's Office |
| 2. Pay Verification/ Annotation/ Cancellation fee | Issue Official Receipt upon payment | <i>Verification Fee – PHP 100</i> <i>Annotation/ Cancellation Fee – PHP 150</i> | 15 mins | <i>Revenue Collection Officer</i> Provincial Treasurer's Office / Client |
| 3. Show Official Receipt as proof of payment | Record the transaction and prepare Notice of Annotation | None | 5 mins | <i>Designated Officer-in-Charge</i> |
| | Annotate/cancel encumbrance in the assessment roll; if there is any encumbrance advise client to settle | None | 5 mins (Response may require additional time) | <i>Local Assessment Operations Officer</i> Provincial Assessor's Office |
| | Final Review of transactions | None | 15 mins | <i>Local Assessment Operations Officer</i> Provincial Assessor's Office |
| | Recommendation and approval | None | 5 mins. | <i>Provincial Assessor</i> Provincial Assessor's Office |

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| 4. Receive Annotated Documents | Release of the approved documents | | 5 mins | <i>Designated Officer-in-Charge</i> Provincial Assessor's Office /Client |
| TOTAL | | <i>Verification Fee – PHP 100</i> <i>Annotation/ Cancellation Fee – PHP 150</i> Per Tax Declaration | 1 Hour & 15 Minutes | |