



ESTATE MANAGEMENT DEPARTMENT

External Services

6. CANCELLATION OF CONDITIONS AND RESTRICTIONS ON TITLE: RESIDENTIAL UNITS						
Applicability: Awards with released titles and where the conditions and restrictions annotated at the back portion have already lapsed.						
Office or Division:	Regional/District Office					
Classification:	Simple					
Type of Transaction:	G2C- Government-to-Citizen					
Who may avail:	Awardees of Residential Units					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Letter-Request	- original copy	Submitted by the awardee				
2. Certified Copy of TCT (Title)	- original copy	Registry of Deeds				
3. Photocopy of Latest Tax Declaration		Assessor Office where property is located				
4. If Client is Represented by Attorney-in-Fact, original copy of duly Notarized		Submitted by Attorney-in-Fact				
5. Any two (2) government-issued ID and photocopies with 3 specimen signatures		Concerned Government Agency				
CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1	Submits letter-request for cancellation with complete documentary requirements to District Office (DO)	1.1	Checks documents submitted	None	1 hour	EM Staff (EMA/EMS/ES), DO
		1.2	Vallidates award against Lot Inventory System (LIS) data	None		EM Staff (EMA/EMS/ES),DO
		1.3	Computes/verifies Cancellation Fee	None		EM Staff (EMA/EMS/ES), DO
		1.4	Prepares the following: - Memorandum recommending cancellation of conditions/ restrictions - Notice of Approval - Deed of Cancellation of Condition/Restriction (DCCR)	None	1 day	EM Staff (EMS/ES), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		1.5	Transmits documents and records folder and Deed of Cancellation of Condition/Restriction (DCCR) to Regional Office (RO)	None	1 hour	EM Staff (EMA/EMS), DO
		1.6	Reviews documents and approves application and signs Notice of Approval and Deed of Cancellation of Condition/Restriction (DCCR)	None	1 hour	Regional Manager, RO
		1.7	Sends Notice of Approval to DO (maybe sent through fax/email in extra ordinary situation)	None	30 mins	Program EM Staff, RO
		1.8	Issues Notice of Approval to client for payment of fees or advise client either thru text / phone call/email of the approval and payment of fees	None	15 mins	EM Staff (EMA/EMS), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2	Receives Order of Payment and pays Cancellation Fee and Notarial Fee	2.1	Issues Order of Payment	None	15 mins	EM Staff (EMA/EMS), DO
		2.2	Issues Official Receipt and accepts payments, forwards copy to EM Staff	Cancellation Fee: Five percent (5%) of Fair Market Value of the property per latest Tax Declaration but not less than Php200. (Subject to adjustment based on previous transfer transactions) Notarial Fee:Php 100.00	15 mins	Cashier, Finance Unit, DO
		2.3	Transmits (by fax or email) copy of Official Receipt (OR) to Regional Office (RO)	None	15 mins	EM Staff (EMA/EMS), DO



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		2.4	Forwards Deed of Cancellation of Condition/Restriction (DCCR) to *Corporate Legal Counsel, Regional Office (RO)	None	1 hour	Program EM Staff, RO
		2.5	Notarizes Deed of Cancellation of Condition/Restriction (DCCR) and returns to EMU-RO	None	1 day	Corporate Legal Counsel, RO
		2.6	Transmits records folder to District Office (DO)	None	1 hour	EM Staff (EMA/EMS), RO
3	Receives Notice of Approval and two copies of DCCR	3.1	Releases Notice of Approval and two copies of Deed of Cancellation of Condition/Restriction (DCCR)	None	10 mins	EM Staff (EMA/EMS), DO
TOTAL				Notarial Fee - Php100.00 plus Computed Cancellation Fee	*2 days, 6 hours & 40 mins	

NOTE

Points to consider in processing time"

1. the Regional Office has a Corporate Legal Officer
1. availability of the signing authorities in the District Office/Regional Office
2. transmittal of documents from the District Office, Regional Office, Main Office and vice versa
3. availability of forms online