

MUNICIPAL ASSESSOR'S OFFICE

ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

Schedule of Availability of Service:

Monday to Friday, 8:00 am to 5:00 pm, without noon break

Who May Avail of the Service:

Real Property Owners or representative

What are the Requirements:

Real Property Tax receipt

Duration:

10 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Assessor's Office and present complete requirements	Accept and evaluate submitted requirements Issue order of payment and prepare Certified True Copy of Tax Declaration	3 minutes	Municipal Assessor's Office staff	None	Order payment Form
2	Pay at the Treasurer's Office	Accept and process payment and issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	₱50.00	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Assessor's Office Present O.R. and claim Certified True Copy of Tax Declaration	Release Certified True Copy of Tax Declaration	2 minutes	Municipal Assessor's Office staff	None	Real Property Tax Assessment Form No. 4-2004
END OF TRANSACTION						

ISSUANCE OF PROPERTY CERTIFICATION

- a. Landholdings/ Property holdings
- b. Non-Improvement/ With Improvement
- c. No property

Schedule of Availability of Service:

Monday to Friday, 8:00 am to 5:00 pm, without noon break

Who May Avail of the Service:

Real Property Owners or representative

What are the Requirements:

Title (original or photocopy) or Tax Declaration
Residence Certificate or any valid ID

Duration:

12 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Assessor's Office and present complete requirements	Accept and evaluate submitted requirements Issue order of payment and prepare the certificate	5 minutes	Municipal Assessor's Office staff	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	₱50.00	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Assessor's Office Present O.R. and claim the certificate	Release the certificate	2 minutes	Municipal Assessor's Office staff	None	
END OF TRANSACTION						

ISSUANCE OF CERTIFIED TRUE COPY OF TAX MAP

Schedule of Availability of Service:

Monday to Friday, 8:00 am to 5:00 pm, without noon break

Who May Avail of the Service:

Real Property Owners or representative

Bank Appraiser

Credit and Loan Investigator

What are the Requirements:

Title (original or photocopy) or Tax Declaration

Duration:

13 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Assessor's Office and present complete requirements	Accept and evaluate submitted requirements Issue order of payment and provide tax map for reproduction	5 minutes	Local Assessment Operations Officer I	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	₱50.00	Accountable Form No. 51/Official Receipt
3	Photocopy and return tax map Present O.R. and claim certified true copy	Receive original tax map, certify and release certified true copy	3 minutes	Local Assessment Operations Officer I	None	Tax Map
END OF TRANSACTION						