

2. Issuance of Certifications

2.1 Certification of Aggregate Landholdings

The Assessor's Office issues Certification of Aggregate Landholdings to individuals needing this document that states all of his registered properties.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	<p>-The property owner himself or through a duly authorized representative</p> <p>-In case of the person's death, the nearest of kin.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Filled up request form (1 Original)		Office of the Assessor		
Death Certificate (for Estate Purpose only) (1 clear photocopy)		Municipal Civil Registrar/Owner's Copy		
Notarized Extra Judicial Settlement of Estate (1 photocopy)		Property owner/Legal Office		
Representative/Nearest Kin				
Filled up request form (1 Original)		Office of the Assessor		
SPA or Authorization Letter (if the declarant is not the property owner) (1 Original), ID		Property owner		
Death Certificate (for Estate Purpose only) (1 clear photocopy)		Municipal Civil Registrar/Owner's Copy		
Notarized Extra Judicial Settlement of Estate (1 photocopy)		Property owner/Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the client log book in the office front desk	Assist the client in signing	none	3 minutes	Office Staff, Assessor's Office
2. Fill up request form & submit requirements	Receive the required documents for evaluation and check for completeness	none	15 minutes	Clerk, Assessor's Office
3. Get advice to claim	Start processing the request	none	20 minutes	Clerk, Assessor's Office
4. Upon return, get Order of Payment	Issue Order of Payment	none	15 minutes	Office Staff, Assessor's Office
5. Pay the required fee at the Treasurer's Office by presenting the Order of Payment	Accept the payment based on the Order of Payment	P50.00 Certification Fee + P30.00 Documentary Stamp per document	5 minutes	Cashier, Treasurer's Office
6. Return to Assessor's Office and present Official Receipt	Accept Official Receipt and attached to the document requested	none	20 minutes	Clerk, Assessor's Office
7. Claim the Certificate of Landholdings	Issue the certificate to the client including the Tax Declaration of the property	none	10 minutes	Clerk, Assessor's Office
8. Sign logbook to acknowledge receipt	Give the logbook to the client	none	3 minutes	Office Staff, Assessor's Office
TOTAL:		P80.00 per document	1 hour & 31 minutes	