

3. Issuance of Certified True Copy of Tax Declaration

The Assessor's Office issued a certified true copy of the Tax Declaration for any legal purpose.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen;			
Who may Avail:	-The property owner himself or through a duly authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original)		Property owner		
Filled up request form (1 Original)		Office of the Assessor		
Title or Tax Declaration or previous tax receipt, or Deed of Conveyance or Housing Loan Application (1 photocopy)		Property Owner/Seller/Pag-ibig Office/Developer		
SPA or Authorization Letter (if the applicant is not the owner) , ID		Property Owner		
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	Receive the filled up request form	none	5 minutes	Office Staff, Assessor's Office
3. Present the required documents for reference	Receive copy of documents as reference	none	15 minutes	Clerk, Assessor's Office

4. Get Order of Payment	Issue Order of Payment ; start processing	none	20 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 attach to the document requested	none	20 minutes	Clerk, Assessor's Office
7. Claim the Certified True Copy of Tax Declaration	Issue the CTC of Tax Declaration	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 & 21 minutes	