



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
Sign in the client log book in the office front desk	Assist the client in signing	none	1 minutes	<i>Office Staff, Assessor's Office</i>
Fill up request form and submit with required documents for reference	Receive the filled up request form and documents	none	10 minutes	<i>Clerk, Assessor's Office</i>
Wait for verification of records & order of payment	Check and verify records on file Issue order of payment	none	15 minutes	<i>Office Staff, Assessor's Office</i>
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	10 minutes	Cashier, Treasurer's Office
Submit O.R. to assessor staff and wait for processing of document	Accept Official Receipt and attach to the document requested Assessor signs	none	10 minutes	<i>Clerk, Municipal Assessor, Assessor's Office</i>



Receive the requested documents	Issue the CTC of Tax Declaration & make sign the logbook for acknowledgment	none	10 minutes	Clerk, Assessor's Office
TOTAL:		P80.00 per document	56 minutes	