



2.3 Issuance of Other Certification

The Assessor's Office issues certification other than those stated above 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 -Any Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up request form		Office of the Assessor		
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	Office Staff, Assessor's Office
Fill up request form	Receive the filled up request form	none	3 minutes	Office Staff, Assessor's Office
Wait for verification of records & order of payment	Check and verify records on file Issue order of payment	none	15 minutes	Clerk, Assessor's Office
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 attached to the document requested Assessor signs	none	10 minutes	Office Staff, Municipal Assessor Assessor's Office
Receive the document requested	Issue the certificate and make sign the logbook for acknowledgment	none	5 minutes	Office Staff, Assessor's Office
TOTAL:		P80.00 per document	44 minutes	