



**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.

<b>Office or Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	-The property owner himself or through a duly authorized representative -In case of the person's death, the nearest of kin.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Principal</b>				
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		
<b>Representative/Nearest Kin</b>				
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 & submit requirements	Receive the required documents for evaluation and check for its completeness	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 O.R. and attached to the document requested  Assessor signs	none	5 minutes	Clerk, Municipal Assessor Assessor's Office
Receive the requested document	Issue the certificate to the client including the Tax Declaration of the property and sign the logbook for acknowledgment	none	5 minutes	Clerk, Assessor's Office
<b>TOTAL:</b>		<b>P80.00 per document</b>	<b>46 minutes</b>	