



13. ISSUANCE OF CERTIFICATIONS (TOTAL LANDHOLDING, NO IMPROVEMENT, NO OR WITH PROPERTY, LIEN AND ENCUMBRANCES, ETC.)

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
Who May Avail:	Real Property Owners, Administrator, authorized representative of the owner or the person who transacts transfer of ownership			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Year Payment of Real Property Tax		To be secured by the Client		
Mode of Conveyance (Deed of Sale, Deed of Donations, etc., and Death Certificate of Real Property Owners if Total Landholding are issued		To be secured by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for Certification	Issues client's request slip with corresponding amount of fees requested document for endorsement to the Municipal Treasurer to verify payment of RPT	none	2 minutes	Neil T. Faigao / Gelie Morales
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt upon payment of RPT	Certificate P 100.00 Documentary Stamp P 30.00 Research Fee P 25.00	15 minutes	Revenue Collector
3. Presents the Official Receipt of payment	Issues/Releases Certification	None	15 minutes	Neil T. Faigao Municipal Assessor
4. Receives the Certification	-end of transaction-			
TOTAL		P 155.00	32 minutes	