



## 12. ISSUANCE OF CERTIFIED TRUE/PHOTO COPY OF TAX DECLARATION

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
<b>Who May Avail:</b>	Real Property Owners, Administrator or authorized representative of the owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Year Payment of Real Property Tax (RPT)		Office of the Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for a copy of Tax Declaration	Issues client's request slip with corresponding amount of fees requested document for endorsement to the Municipal Treasurer to verify payment of Real Property Tax (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 Real Property Tax	Certificate P 100.00 Documentary Research Fee P 25.00	15 minutes	Revenue Collector
3. Presents the Official Receipt (OR) of payment	Issues/Releases Certification	none	15 minutes	Neil T. Faigao Municipal Assessor
4. Receives the copy of tax declaration	-end of transaction-			
<b>TOTAL</b>		<b>P 125.00</b>	<b>32 minutes</b>	