



#### 14. ISSUANCE OF SKETCH PLANS (FOR ELECTRIFICATION, FOR TRANSFER, LOAN, PERSONAL, ETC.)

<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, and authorized representative of the owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Year Payment of Real Property Tax		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 copy of Sketch Plan	Issues service slip for endorsement to the Municipal Treasurer for verification of Real Property Tax	none	2 minutes	Gelie Morales
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt upon payment of RPT	Sketch Plan P 125.00 Research Fee P 25.00	15 minutes	Revenue Collector
3. Presents the Official Receipt of payment	Prepares/Issues Sketch Plan	none	30 minutes	Gelie Morales
4. Receives the Sketch Plan	-end of transaction-			
<b>TOTAL</b>		<b>P 150.00</b>	<b>47 minutes</b>	