



## 2. Issuance of Certificate of Exact Location of Property

The Certificate of Exact Location is issued by the Municipal Assessors office for the purpose of stating the exact location of property base on records available at the office of the Municipal Assessor.

<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, G2C-Government to Citizen			
<b>Who may avail</b>	Owners of Property			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up request form (1 original copy)		Office of the Municipal Assessor		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill up the request form and hands over the required documents at the staff in charge	1. Receive the request Form	None	3 Minutes	<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	1.1 Issuance of Order of Payment	None	2 Minutes	
	1.2 Locate the Property through the Tax Map and determine the corresponding ARP no.	None	5 Minutes	<i>Draftsman III Tax Mapping Aide Office of the Municipal Assessor</i>
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and return to the Office of the Municipal Assessor	2. Issue Official Receipt	Certification Fee Php. 50.00 Documentary Stamps Php. 30.00		<i>Revenue Collection Clerk II Office of the Municipal Treasurer</i>



	2.1 Receive and validate the Official Receipts	None	2 Minutes	<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	2.2 Verify data on Realty Tax Assessment Collection System (RTACs)	None	2 Minutes	
	2.3 Encode and print certification	None	5 Minutes	
	2.4 Handover the Certification for approval of the Municipal Assessor	None	2 Minutes	<i>Municipal Assessor Office of the Municipal Assessor</i>
3. Receive the Certificate of Exact Location	3. Record and release the Certification to the Client/s	None	2 Minutes	<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	<b>TOTAL:</b>	<b>PHP 80.00</b>	<b>23 Minutes</b>	