



### 3. Issuance of Certificate of No Improvement or with improvement

The Certificate of No Improvement or with Improvement is a certification issued by the Municipal Assessors office to a certain property who has no recorded improvement in the land/property subject of the certification base on office records. If with improvement the office will estate the improvement in the certification per office record.

<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>	All			
<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	2 Minutes	<i>Local Assessment Operations Officer I Assessment Clerk II 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	<i>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 the Official Receipt	None	2 Minutes	<i>Local Assessment Operations Officer I Assessment Clerk II</i>



	and verify			<i>Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	2.2 Verify data thru RTACs for a possible improvement	None	3 Minutes	
	2.3 Encode and print certification	None	5 Minute	<i>Local Assessment Operations Officer I Assessment Clerk II Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	2.4 Forward the Certification to the Municipal Assessor for signature and approval	None	2 Minutes	<i>Municipal Assessor Office of the Municipal Assessor</i>
3. Receive the Certification	3. Record and release the Certification	None	2 Minutes	<i>Local Assessment Operations Officer I Assessment Clerk II Administrative Assistant III Administrative Aide VI Tax Mapping Aide Office of the Municipal Assessor</i>
	<b>TOTAL:</b>	<b>PHP 80.00</b>	<b>18 Minutes</b>	