



4. Issuance of True Copy of Tax Declaration

The Municipal Assessor's Office issues updated true copy of tax declaration, were it contains the Market Value and Assess Value of Real Property (Land, Building and Machinery).

Office or Division	Office of the Municipal Assessor			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up request form (1 original copy)		Office of the Municipal Assessor		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Land Title (1 original & 1 photocopy)		Register of Deeds/ Owner		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit requirements and filled up Request Form at the staff in charge	1. Receive and verify request form and requirements	None	3 Minutes	<i>Local Assessment Operations Officer I Assessment Clerk II Administrative Assistant III</i>
	1.1 Verify records on electronic data	None	3 Minutes	<i>Administrative Aide VI Tax Mapping Aide</i>
	1.2 Issuance of Payment Order	None	2 Minutes	Office of the Municipal Assessor
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and return to the Office of the Municipal	2.1 Issue Official Receipt	Certification Fee Php 50.00 Documentary Stamps Php 30.00		Revenue Collection Clerk II <i>Office of the Municipal Treasurer</i>



Assessor				
	2.2 Printing of Tax Declaration	None	3 Minutes	<i>Local Assessment Operations Officer I</i> <i>Assessment Clerk II</i> <i>Administrative Assistant III</i> <i>Administrative Aide VI</i> <i>Tax Mapping Aide</i> Office of the Municipal Assessor
	2.3 Handover the Tax Declaration to the Municipal Assessor for signing and approval	None	2 Minutes	Municipal Assessor Office of the Municipal Assessor
3. Present Official Receipt and receive the Tax Declaration	3.1 Record and ask for the Official Receipts before releasing the Tax Declaration	None	2 Minutes	<i>Local Assessment Operations Officer I</i> <i>Assessment Clerk II</i> <i>Administrative Assistant III</i> <i>Administrative Aide VI</i> <i>Tax Mapping Aide</i> Office of the Municipal Assessor
TOTAL:		PHP 80.00	15 Minutes	