

Issuance of Certifications, True Copy of Tax Declaration, Property Holdings, Improvements

☑ ABOUT THE SERVICE

A certified true copy or certifications of various property holdings or non-improvements thereon may be requested from the Municipal Assessor's Office.

☑ FEES:

- Certification Fee - P50.00
- True Copy of Tax Declaration - P30.00

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
1.	Request for a certification/true copy		
2. Entertain client	Fill up Request Slip (which include the ff. data: Name, tax declaration no., etc.)		Matilde Caseñas Sundra Arig Renie Rose Alforque Lorena Mangyao Rosalio Llido
3. Search and verify the record		10 minutes	Matilde Caseñas Sundra Arig Renie Rose Alforque Lorena Mangyao Rosalio Llido
4. Instruct client to pay	Client pay at the Treasurer's Office	5 minutes	Revenue Clerk
5, Prepare the: certification true copy, then review	Give the Official Receipt	5 minutes 12 minutes	MASSO Encoder Marilyn Ando Asst. Mun. Assessor Eli Doria Mun. Assessor
6. Log the document for release	Affix signature in the logbook	15 minutes	MASSO Clerk

Total 35 minutes-certification

42 minutes-true copy