

Issuance of a Sketch Plan (Verifying property location and vicinity)

☑ ABOUT THE SERVICE

This service enables clients to identify real property, its ownership and location in the tax map at the Municipal Assessor's Office.

☑ FEES:

- Sketch Plan - P 40.00

☑ HOW TO AVAIL OF THE SERVICE

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

Total

42 minutes