**VISION:**

A well-developed office with a strategically in placed REal property tax administration system catering to all stakeholders for a prograssive municipality.

**MISSION:**

to become a major and indispensable contributor to a highly improved revenue generation program of the local government unit.

**External Services**

1. **DECLARATION OF REAL PROPERTY**
2. Newly Discovered Properties
3. Voluntary Transfer of Ownership
4. Involuntary Transfer of Ownership
5. Consolidation/Subdivision
6. Reassessment/Reclassification
7. **ISSUANCE OF TAX DECLARATION**
   1. Newly Discovered Properties
   2. Transfer, Subdivision/Consolidation,

Reassessment / Reclassification

1. **CERTIFIED TRUE COPY OF TAX DECLARATION**
2. **ISSUANCE OF NOTICE OF CANCELLATION**
   1. Duplicity
   2. Demolish
   3. Obsolescence
   4. Mutilated Of Fire
3. **CERTIFICATE OF NO IMPROVEMENTS/WITH IMPROVEMENTS**
4. **CERTIFICATE OF NO REAL PROPERTY**
5. **CERTIFICATE OF AGGREGATE PROPERTY HOLDINGS**
6. **LAND HISTORY**
7. **ISSUANCE OF OTHER CERTIFICATIONS**
8. **RESEARCH/Verification of Tax Declaration(s)**
9. **DECLARATION OF REAL PROPERTY**
   1. Newly Discovered Properties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| - LAND -   1. Application for Patent (if unregistered land) 2. Blueprint of Land Map 3. Transmittal for the issuance of Title (if Unregistered land) 4. Certificate from Brgy. Capt. 5. Sworn Statement   - BUILDING –   1. Building Permit 2. Sworn Statement   - MACHINERY –   1. Sworn Statement 2. Official Receipt/Proof of Purchase | | * PENRO / CENRO * DENR / CENRO * PENRO / CENRO * OFFICE OF THE PUNONG BARANGAY WHERE THE PROPERTY IS LOCATED * PROPERTY OWNER * OFFICE OF THE BUILDING OFFICIAL * PROPERTY OWNER * PROPERTY OWNER * PROPERTY OWNER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Request & Action Slip | Give checklist of requirements to the client | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Submit all required documents | Verifies submitted supporting documents /database records and issues order of payment for service fee | None | 30 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Conduct ocular inspection | None | 960 minutes | ***GERMAN S. DAGA***  *Tax Mapper Aide I*  *Office of the Municipal Assessor* |
| 1. Present the Official Receipt | Preparation of supplemental Pre - Field Appraisal and Assessment Sheet (FAAS) | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Encoding of FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Check and review of encoded FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Scanning and uploading of supporting documents to the Provincial Assessor’s Office | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Issuance of proof of declaration of property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **1086 minutes** |  |

1. Voluntary Transfer of Ownership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| **- LAND -**   1. Deed of Conveyance 2. Blueprint of Land Map 3. eCAR 4. Sworn Statement 5. Tax Clearance 6. Transfer Fee / Service Fee   **- BUILDING -**   1. Deed of Conveyance 2. Sworn Statement 3. Tax Clearance 4. Transfer Fee / Service Fee   **- MACHINERY -**   1. Deed of Conveyance 2. Sworn Statement 3. Tax Clearance 4. Transfer Fee / Service Fee | | * NOTARY PUBLIC * DENR / CENRO * BIR * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER * NOTARY PUBLIC * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER * NOTARY PUBLIC * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Request & Action Slip | Give checklist of requirements to the client | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Submit all required documents | Verifies submitted supporting documents /database records and issues order of payment for service fee | None | 60 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Present the Official Receipt | Encoding of FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Check and review of encoded FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Scanning and uploading of supporting documents to the Provincial Assessor’s Office | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Issuance of proof of declaration of property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **126 minutes** |  |

1. Involuntary Transfer of Ownership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| **- LAND, BUILDING & MACHINERY-**   1. Certified copy of the Certificate of Finality 2. Certified copy of Court Decision 3. Approved Survey of the affected portion of property 4. Tax Clearance 5. eCAR (*when applicable*) 6. Affidavit of Sale (*when applicable*) 7. Consolidation of Ownership (*when applicable*) | | * COURT * COURT * DENR * MTO * BIR * OFFICE OF THE CLERK OF COURT * NOTARY PUBLIC | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Request & Action Slip | Give checklist of requirements to the client | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Submit all required documents | Verifies submitted supporting documents /database records and issues order of payment for service fee | None | 60 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Present the Official Receipt | Encoding of FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Check and review of encoded FAAS | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Scanning and uploading of supporting documents to the Provincial Assessor’s Office | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Issuance of proof of declaration of property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **141 minutes** |  |

1. Subdivision / Consolidation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| **- LAND -**   1. Deed of Conveyance 2. Blueprint of the approved Consolidation/Subdivision Survey 3. eCAR (*when applicable*) 4. Partition Agreement (*when applicable*) 5. Tax Clearance 6. Transfer Fee / Service Fee | | * NOTARY PUBLIC * DENR / CENRO * BIR * NOTARY PUBLIC * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Request & Action Slip | Give checklist of requirements to the client | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Submit all required documents | Verifies submitted supporting documents /database records and issues order of payment for service fee | None | 120 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Present the Official Receipt | Encoding of FAAS | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Check and review of encoded FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Scanning and uploading of supporting documents to the Provincial Assessor’s Office | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Issuance of proof of declaration of property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **201 minutes** |  |

1. Reassessment / Reclassification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| **- LAND -**   1. Request for Reassessment / Reclassification 2. Tax Clearance 3. Service Fee 4. Certification from Zoning Officer (*for reclassification)* 5. Sangguniang Bayan Ordinance on Reclassification with concurrence by Sangguniang Panlalawigan   **- BUILDING -**   1. Request for Reassessment / Reclassification 2. Tax Clearance 3. Service Fee | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER * MPDC OFFICE * SANGGUNIANG BAYAN / SANGGUNIANG PANLALAWIGAN * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Request & Action Slip | Give checklist of requirements to the client | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Submit all required documents | Verifies submitted supporting documents /database records and issues order of payment for service fee | None | 60 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Present the Official Receipt | Encoding of FAAS | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Check and review of encoded FAAS | None | 15 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Scanning and uploading of supporting documents to the Provincial Assessor’s Office | None | 30 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
|  | Issuance of proof of declaration of property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **141 minutes** |  |

1. **ISSUANCE OF TAX DECLARATION**
   1. Newly Discovered Properties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Proof of declaration of property 2. Authorization (*if claimant is an immediate family member)* 3. Special Power of Attorney and Broker’s License (*if claimant is other than his immediate family member)* 4. Valid Identification Card of the Claimant | | * PROPERTY OWNER * PROPERTY OWNER * NOTARY PUBLIC / CLAIMANT * CLAIMANT | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Printing of Notice of Assessment and issuance of payment order of 10 years back taxes | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of Official Receipt of the payment of the 10 years back taxes | Printing and issuance of the Owner’s Copy of the Tax Declaration | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **9 minutes** |  |

* 1. Transfer, Subdivision/Consolidation, Reassessment / Reclassification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Proof of declaration of property 2. Authorization (*if claimant is an immediate family member)* 3. Special Power of Attorney and Broker’s License (*if claimant is other than his immediate family member)* 4. Valid Identification Card of the Claimant | | * PROPERTY OWNER * PROPERTY OWNER * NOTARY PUBLIC / CLAIMANT * CLAIMANT | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Printing of Notice of Assessment and issuance of Owner’s Copy of Tax Declaration | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **6 minutes** |  |

1. **CERTIFIED TRUE COPY OF TAX DECLARATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Request for the issuance of the Certified True Copy of the Tax Declaration 2. Authorization (*if claimant is an immediate family member)* 3. Special Power of Attorney and Broker’s License (*if claimant is other than his immediate family member)* 4. Valid Identification Card of the Claimant 5. Tax Clearance or Latest Official Receipt | | * PROPERTY OWNER * PROPERTY OWNER * NOTARY PUBLIC / CLAIMANT * CLAIMANT * CLAIMANT | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance payment order for certified true copy of Tax Declaration | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of Official Receipt of certified true copy of the Tax Declaration | Printing and issuance of the Certified True Copy of the Tax Declaration | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | 1. **minutes** |  |

1. **ISSUANCE OF NOTICE OF CANCELLATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Request for Cancellation of Property Assessment 2. Tax Clearance 3. Others 4. Affidavit of Mutilation by fire 5. Demolition Permit 6. Picture of Demolished Building 7. Affidavit of Obsolescence 8. Others | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * PROPERTY OWNER * PROPERTY OWNER * PROPERTY OWNER * PROPERTY OWNER * PROPERTY OWNER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Conduct ocular inspection | None | 60 minutes | ***GERMAN S. DAGA***  *Tax Mapper Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of Notice of Cancellation | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | 1. **minutes** |  |

1. **CERTIFICATE OF NO IMPROVEMENTS/WITH IMPROVEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Letter Request for Certificate of No Improvement / with Improvements 2. Official Receipt of the Cert. Fee | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents and verification from the existing records | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of payment order for certification fee | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of the Official Receipt of certification fee | Printing and issuance of Certificate of No Improvement/with Improvement | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | 1. **minutes** |  |

1. **CERTIFICATE OF NO REAL PROPERTY AND OTHER CERTIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Letter Request for Certificate of No Real Property 2. Official Receipt of the Cert. Fee | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents and verification from the existing records | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of payment order for certification fee | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of the Official Receipt of certification fee | Printing and issuance of Certificate of No Real Property | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **9 minutes** |  |

1. **CERTIFICATE OF AGGREGATE PROPERTY HOLDINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Letter Request for Certificate of Aggregate Property Holdings 2. Official Receipt of the Cert. Fee | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents and verification from the existing records | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of payment order for certification fee | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of the Official Receipt of certification fee | Printing and issuance of Certificate of Aggregate Property Holdings | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **9 minutes** |  |

1. **LAND HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office:** | | Municipal Assessor’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | |
| **Who May Avail:** | | Property Owner | | |
| **CHECK LIST OF REQUIREMENTS**  2-photo copies each | | **WHERE TO SECURE** | | |
| 1. Letter Request for Land History 2. Official Receipt of the Research/History Fee 3. Tax Clearance | | * PROPERTY OWNER * OFFICE OF THE MUNICIPAL TREASURER * OFFICE OF THE MUNICIPAL TREASURER | | |
| **CLIENT STEPS** | **AGENCY**  **ACTIONS** | **FEES TO BE PAID** | **PROCESSING**  **TIME** | **PERSON RESPONSIBLE** |
| 1. Presentation of the required documents | Verifies submitted required documents and verification from the existing records | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of payment order for Research/ Land History fee | None | 3 minutes | ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
| 1. Presentation of the Official Receipt Research/Land History | Preparation of Research/Land History | None | 1440 minutes | ***GERMAN S. DAGA***  *Tax Mapper Aide*  ***SALOME H. SALVADOR***  *Admin Aide I*  *Office of the Municipal Assessor* |
|  | Issuance of Land History | None | 3 minutes | ***MARIE GRACE B. TIDAO, REA***  *Municipal Assessor*  *Office of the Municipal Assessor* |
| **TOTAL** | | **None** | **1449 minutes** |  |