

Issuance of Certification of Property Holdings

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Property Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated payment of Real Property Tax		Office of the Municipal Treasury		
Official Receipt		Office of the Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register at the office log book and fill out the request form	1. Give the log book and request form to client	None	2 Minutes	<i>Administrative Aide</i> / Office of the Municipal Assessor
	1.2 Issue order of payment		2 Minutes	
2. Proceed to the Municipal Treasurer's Office for payment	2. Accept the payment based on the order of payment	Php 180.00	3 Minutes	<i>Revenue Collection Clerk I</i> <i>Administrative Aide</i> / Office of the Municipal Treasury
3. Present the official receipt to the Municipal Assessor's Personnel	3. List the Official receipt no. and other data	None	2 Minutes	<i>Municipal Assessor</i> <i>Administrative Aide</i> / Office of the Municipal Assessor
	3.1 Preparation of certification then signed by the Municipal Assessor		15 Minutes	
4. Receive documents requested	4. Issuance of Certification	None	1 Minute	<i>Municipal Assessor</i> <i>Administrative Aide</i> / Office of the Municipal Assessor
TOTAL:		Php 180.00	25 Minutes	