

Issuance of Tax Declaration (Certified True Copy)

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen / G2B – Government to Business / G2G – Government to Government			
Who may avail:	Property Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Special Power of Attorney			Notary Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register at the office log book and fill up the request form	1. Give the log book and request form to client	None	2 Minutes	<i>Administrative Aide I</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 100.00	3 Minutes	<i>LTOO I</i> <i>Revenue Collection Clerk I</i> <i>Administrative Aide I</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 Assessment Clerk I</i> Office of the Municipal Assessor
	3.1 Preparation of certification		12 Minutes	
	3.2 The Municipal Assessor verifies and signs documents		3 Minutes	
4. Receive documents requested	4. Issuance of Certification	None	1 Minutes	<i>Municipal Assessor</i> <i>Administrative Aide I</i> Office of the Municipal Assessor
TOTAL:		Php 100.00	25 Minutes	