



ISSUANCE OF CERTIFIED MACHINE COPY OF TAX DECLARATION & OTHER CERTIFICATES

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR
Classification:	
Type of Transaction:	ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION
Who may avail:	Any individual may request for these service
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Photocopy of the Real Property Tax Receipt	
Special Power of Attorney (SPA) or Authorization Letter if applicant is not the owner	
Official Receipt of Assessor's Certified True Copy of Tax Declaration	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Service	The personnel-in-charge informs the client for the document required .		3 minutes	Jeyen B. Escolano / Joana Marie D. Panol
Submit required documents	The personnel-in-charge receives and verify the document given by the client		3 minutes	Jeyen B. Escolano / Joana Marie D. Panol
Preparation	The personnel-in-charge prepares the Certified True Copy of Tax Declaration		15 minutes	Jeyen B. Escolano / Admin. Aide III Joana Marie D. Panol Assessment Clerk
Payment of Fees		Receipt - ₱35.00 Documentary Stamp 2pcs - ₱50.00		Municipal Treasurer's Office Jeyen B. Escolano / Joana Marie D. Panol
Evaluation	The Municipal Assessor evaluates and sign the Certified True Copy of Tax Declaration		2 minutes	Rosalinda L. Aureada Municipal Assessor
Issuance of the Certified True Copy of Tax Declaration	The certified true copy of tax declaration is issued to the clients		5 minutes	Jeyen B. Escolano / Joana Marie D. Panol