

Issuance of Certificate of Assessment Records

This service is requested by real property owners/ taxpayers for their files, transfer, scholarship, loans, and any legal purpose.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	ex. Owner, authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Slip 2. Current Certificate of Real Property Tax Payment (Tax Clearance) 3. SPA with photocopy of ID of principal and grantee	1. Office of the Municipal Assessor 2. Office of the Municipal Assessor 3. Person being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office. Fill out the Request Slip.	1. Give the Log Book and Request Slip to the Client	None	2 mins	<i>Assessment Clerk II Assessor's Office</i>
2. Present the Tax Clearance and request slip to staff.	2. Receive request slip for verification of Assessment record/s being requested. 2.1 Issue the Order of	None	20 min	<i>Assessment Clerk II Assessor's Office</i>

	Payment 2.2 Start processing request			
3. Pay the required fees at the Treasury Office by showing the Order of Payment	3. Receive payment based on the Order of Payment 3.1 Issue the Official Receipt	Php50.00/Certification	5 minutes	<i>Rev. Collection Clerk II/ Mun. Treasurer</i> <i>Treasury Office</i>
4. Return to the Assessor's Office and present proof of payment.	4. Verify Official receipt and indicate O.R. No. in the document being requested.	None	2 min	<i>Assessment Clerk II</i> <i>Assessor's Office</i>
	5. Review and sign the document	None	1 min.	<i>Mun. Assessor</i> <i>Assessor's Office</i>
	6. Record and release document requested.	None	2 mins.	<i>Assessment Clerk II</i> <i>Assessor's Office</i>
	TOTAL	Refer to step no. 3	32 mins.	