

Certificate of Non-tax Delinquency or Tax Clearance

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Special Power of Attorney (Original and Photocopy)		Attorney		
Identification Card (Original and Photocopy)		Owner's copy		
Latest Tax Declaration		Assessor's office		
Real Property Tax Official Receipt		Owner's copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and state purpose of visit	1.1. Interview client validate documents and records 1.2. Prepare documents	None	15 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>

2. Pay the computed amount	2. Compute amount to be paid and receive payment	1. P 30.00 - document ary stamp tax per certificatio n 2. P 70.00 - per Real Property Tax unit	5 minute s	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
3. Receive duly signed documents	3. Release documents and Official receipt.	None	3 minute s	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
	TOTAL	Refer to step 2	23 minute s	