

**Frontline Service #7:
SECURING CERTIFIED TRUE COPY OF TAX DECLARATION**

About the Service

The Tax Declaration serves as the Municipal's permanent record for every property (land, building and machinery). A certified true copy or certifications of various property holdings or non-improvement thereon may be requested from the Municipal Assessor's Office.

Requirement

1. Photocopy of Tax Declaration
2. Tax receipt/Clearance for the current year
3. Authorization from the land owner (if the representative of the owner is the one requesting)

Fee

P50.00 per certification

Availability of the Service

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

How to Avail of the Service

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Client submit requirements while the EIC review the same	3 minutes	Edna G. Acosta (Assessment Clerk III)
2. Verification of records	3 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)
3. Payment of fees at the Municipal Treasurer's Office (Land Tax Division)	5 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)
4. IEC receives the Official Receipt as proof of payment	1 minute	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)
5. Print records	1 minute	Edna G. Acosta (Assessment Clerk III)
6. Sign documents	1 minute	Sylvia DG. Magno (Municipal Assessor)
7. Release document	1 minute	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)

Flowchart

Person Responsible

Edna G. Acosta (Assessment Clerk III)

Sylvia DG. Magno (Municipal Assessor)

Client

Sylvia DG. Magno (Municipal Assessor)
Edna G. Acosta (Assessment Clerk III)

Sylvia DG. Magno (Municipal Assessor)

Sylvia DG. Magno (Municipal Assessor)
Edna G. Acosta (Assessment Clerk III)

Procedure Flow

Receive and review requirements



Verification of records



Payment



Receives the O.R. as proof of
payment and print records



Sign documents



Release of documents