

**Frontline Service #6:  
SECURING VARIOUS CERTIFICATIONS  
(No Property/is, No Improvement/Ownership)**

**About the Service**

The Municipal Assessor's Office issued this certificate to any property owner or his/her duly representative as a proof such as No Property, No Improvement and Ownership.

**Requirement**

1. Photocopy of tax receipt
2. Complete name and address of the interested party in case of No Property is requested
3. Photocopy of tax declaration

**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	1 minute	Edna G. Acosta (Assessment Clerk III)
2. Verification of records	2 minutes	Sylvia DG. Magno (Municipal Assessor)
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	Edna G. Acosta (Assessment Clerk III)
5. Prepare certification	1 minute	Edna G. Acosta (Assessment Clerk III)
6. Sign certification	1 minute	Sylvia DG. Magno (Municipal Assessor)
7. Release certification	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

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



Receive the O.R. as proof of payment  
and prepare the certification



Sign certification



Release of certification