

ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT

(At the Assessor's Office)

Requirements to be presented by client/taxpayer

1. Present previous land tax official receipt
2. Tax Declaration

HOW TO AVAIL OF THE SERVICE

| STEP | WHAT THE CLIENTS SHOULD DO | WHAT THE OFFICE SHALL DO AND SERVICE TIME | PERSON IN CHARGE |
|---|--|---|--|
| 1 | Present previous Land Tax Official Receipt or a copy of previous Tax Declaration, if any. | Verify latest Tax Declaration 5 minutes (minimum) | Jocelyn R. Javillonar Marilou L. Custodio Albert A. Licuanan Alfredo A. Peroche Jr. Jorabite F. Ferrer |
| 2 | Wait for the issuance of RPTOP. | Evaluate information provided by the taxpayer and issue RPTOP 2 minutes | Jocelyn R. Javillonar Marilou L. Custodio Albert A. Licuanan Alfredo A. Peroche Jr. Jorabite F. Ferrer |
| 3 | Submit copy to the Treasury Office, containing the assessed value, computed Basic and SEF Tax. | Receives RPTOP from Taxpayer 4 minutes | |
| Total Service Time per Client: 7 minutes | | | |
| END OF TRANSACTION | | | |

TAX MAPPING
(At the Assessor's Office)

Requirements to be submitted

1. Section Maps
2. Approved Cadastral Survey Plan
3. Tax Declaration
3. Transfer Certificate of Transfer
4. Cadastral Card
6. Any Conveyance (Registered) on how the property has been acquired.

HOW TO AVAIL OF THE SERVICE

| STEP | WHAT THE CLIENTS SHOULD DO | WHAT THE OFFICE SHALL DO AND SERVICE TIME | PERSON IN CHARGE |
|---|---|---|---|
| 1 | Present all requirements | Conduct Verification of Cadastral Lot Number , Area & Boundary 10 minutes (or depending upon verification of PIN and if ocular inspection is needed) | Alfredo A. Peroche, Jr. |
| 2 | Wait for the result of ocular inspection (<i>if needed</i>) | Conduct ocular inspection in coordination with the barangay officials concerned where property is located | Albert A. Licuanan Alfredo A. Peroche, Jr. |
| 3 | Pay Verification Fee | Treasury office receives payment of verification fee and issue Official Receipt 3 minutes | Treasurer's Office Personnel |
| 4 | Wait for the approval and issuance of Cadastral Lot Number | Approve and issue Cadastral Lot Number and keep file copy 5 minutes | Merle C. Moreno (<i>Municipal Assessor</i>) Alfredo A. Peroche, Jr. |
| Total Service Time per Client: 18 minutes (or depending upon the length of ocular inspection) | | | |
| END OF TRANSACTION | | | |

ISSUANCE OF CERTIFICATIONS
(At the Assessor's Office)

HOW TO AVAIL OF THE SERVICE

| STEP | WHAT THE CLIENTS SHOULD DO | WHAT THE OFFICE SHALL DO AND SERVICE TIME | PERSON IN CHARGE |
|--|-------------------------------------|---|--|
| 1 | Present all requirements | Verify and evaluate requirements and Latest tax Declaration 10 minutes | Jocelyn R. Javillonar Marilou L. Custodio Albert A. Licuanan Alfredo A. Peroche Jr. Jorabite F. Ferrer |
| 2 | | Conduct ocular inspection in <i>(if needed)</i> 15 minutes | Albert A. Licuanan Alfredo A. Peroche, Jr. |
| 3 | Pay Certification Fee | Treasury office receives certification payment and issue Official Receipt 5 minutes | Treasurer's Office |
| | Present Official Receipt of payment | Type Certification | |
| Total Service Time per Client: 20 minutes <i>(or depending upon the length of ocular inspection)</i> | | | |
| END OF TRANSACTION | | | |

ISSUANCE OF CERTIFICATIONS
(At the Assessor's Office)

HOW TO AVAIL OF THE SERVICE

| STEP | WHAT THE CLIENTS SHOULD DO | WHAT THE OFFICE SHALL DO AND SERVICE TIME | PERSON IN CHARGE |
|--|---|---|--|
| 1 | Present all requirements | Verify and evaluate requirements 5 minutes | Jocelyn R. Javillonar Marilou L. Custodio Albert A. Licuanan Alfredo A. Peroche Jr. Jorabite F. Ferrer |
| 2 | Payment Certified True Copies of Tax Declaration | Treasury office receives certification payment and issue Official Receipt 5 minutes | Treasurer's Office Personnel |
| 3 | Pay Certification Fee | Type Tax Declaration 3 minutes | Jocelyn R. Javillonar Marilou L. Custodio Albert A. Licuanan Alfredo A. Peroche Jr. Jorabite F. Ferrer |
| 4 | Wait for the approval and issuance of certification | Approved and issue Certification and keep file copy 2 minutes | Merle C. MERLE <i>(Municipal Assessor)</i> |
| Total Service Time per Client: 15 minutes | | | |
| END OF TRANSACTION | | | |

