

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			

