

CITIZEN'S CHARTER

FRONTLINE SERVICE : **ISSUANCE OF CERTIFIED TRUE COPY (CTC) OF TAX DECLARATION**

REQUIREMENTS : ▶ Photo or Machine Copy of Land Title

FEES / CHARGES: ▶ P 50.00 per Tax Declaration issued

DURATION : ▶ 20 minutes

HOW TO AVAIL THE SERVICE :

STEP

1 →

Client presents photo or machine copy of land title or tax declaration to any of City Assessor's Windows A, B, C or D

2 →

Receiving of the requirement and verification of data, and advise the Client to proceed to City Treasurer's Office for the payment of fee

3 →

Payment of fee at City Treasurer's Office

4 →

Printing of Certified True Copy of Tax Declaration

5 →

Approval of Certified Tax Declaration by LAOO IV and recording in the log book

6 →

Issuance of the requested document

