

CITIZEN'S CHARTER

Frontline Service: Issuance of Certified True Copy (CTC) of Tax Declaration

Office: City Assessor's Office
Ground floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday, 8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Tax Payers
- Any person who has legal interest on the property

What are the Requirements?

- Photo or machine copy of land title

Fees/Charges: P50.00 per tax declaration issued

Duration (under normal circumstances): 20 minutes

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	Submit the requirement to any of City Assessor's Windows A, B, C or D	Receive the requirement and check on the data base	3 minutes	Assessment Clerks	None	None
		For request with available data:	3 minutes			
		Issue Order of Payment and advise the Client to proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	4 minutes			
	Prepare the requested document					
2	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	Accept payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	P50.00 per tax declaration	Order of Payment
3		Approve the certification	3 minutes	City Assessor or the representative	None	None
	Return to City Assessor's Office, present the Official Receipt and receive the requested document	Receive the Official Receipt, attach to the certification and issue to the Client	2 minutes	Assessment Clerks		

END OF TRANSACTION

