

**REQUEST FOR CERTIFIED TRUE COPY OF TAX DECLARATION AND CERTIFICATIONS
RELATIVE TO ASSESSMENT AND OWNERSHIP OF REAL PROPERTIES**

A. ABOUT THE SERVICE

Real property owners, law offices, bankers, developers, surveyors, interested buyers may request for certified true copy of tax declaration and various certifications for transfer, loan, litigation, construction of buildings, surveying purposes, etc.

B. WHO MAY AVAIL OF THE SERVICE

Property owners, law offices, surveyors, prospective buyers, bankers, court

C. WHAT ARE THE REQUIREMENTS:

Receipts of payment of the certified true copy of tax declaration or certification

D. FEES/CHARGES:

Php100.00 for each copy of Tax Declaration and Certification

E. SCHEDULE OF AVAILABILITY OF SERVICE:

Mondays to Fridays,
8:00 AM to 5:00 PM

F. HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCES- SING TIME	PERSON RESPONSIBLE/ IN-CHARGE	FEES/ CHARGES	FORM
1	Request Tax Declaration/ Certification	Searches, verifies computers/Index cards	2 min/Tax Declaration/ Certification	Nenita R. Maduli Felicitas M. Quidilla		
2		Prepares certified true copy of Tax Declaration/ Certification A. Computerized Records A. Old Records (Manual)	3 min/Tax Declaration/ Certification 25 min/Tax Declaration/ Certification	Felicitas M. Quidilla Nenita R. Maduli Felicitas M. Quidilla Nenita R. Maduli		
3	Pay Certified True copy of Tax Declaration/ Certification at the Office of the City Treasurer	Signs Certified True Copy of Tax Declaration/ Certification	3 min/Tax Declaration/ Certification	Edsel P. Corpuz Felicitas M. Quidilla	Php100.00	

4.	Receives copy of Certified True Copy of Tax Declaration/ Certification	Issues copy of Certified True Copy of Tax Declaration/ Certification	2 min/ Certified True Copy of Tax Declaration/ Certification	Felicitas M. Quidilla Nenita R. Maduli		
<i>X-X-X-X- END OF TRANSACTION -X-X-X-X</i>						