

11. Request for Certified Photocopy of Historical Assessment Documents

The office issues certified photocopy of available assessment documents, or documents attached to the current or previous tax declarations. A photocopy of document stamped with certified photocopy from office file. The processing time for this service may vary depending on the extent of records retrieval and the traceback required for previous years' documents.

Office or Division:	City Assessor's Office / Assessment Research, Archive and Maintenance Section/ Assessment Records Management Division			
Classification:	Complex Transaction			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	Taxpayer/Real Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Letter Request (Notarized) 2 copies 2. Official Receipt 3. Proof of Ownership documents 4. Special Power of Attorney or Authorization from the owner 5. Proof of Identification		Source Office: City Assessor's Office City Treasurer's Office Notary Public Notary Public Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Submit letter request and documents and receives acknowledgement receipt and wait for notification if the request are to be released	6. Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Administrative Assistant I, Administrative Unit, City Assessors Office</i>
No Activity	1.1 Receive, encode transaction, digitize documents and forward City Assessor	None	30 minutes	<i>Administrative Assistant I, Administrative Unit, City Assessors Office</i>
No Activity	7. Indicate marginal note on the acknowledgement receipt (office copy) and forward to Assessment Records	None	5 minutes	<i>City Assessor</i>

	Management Division			
No Activity	8. Assigns request and forwards to LAOO II	None	5 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>
No Activity	9. Receive, verify existing records, and conduct research on the historical trace back of the requested document and retrieve records book to which the document is attached	None	6 hours	<i>Local Assessment Operations Officer II, Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
No Activity	10. Pull-out, and photocopy the documents then forward documents to the Local Assessment Operations Officer II	None	30 minutes	<i>Administrative Aide IV, Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
No Activity	11. Stamps Certified Copy form Office file and initials each document and forwards to Division Chief	None	30 minutes	<i>Local Assessment Operations Officer II, Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>

				<i>Assessor's Office</i>
No Activity	12. Verify and certify as to the authenticity of the document and return to City Assessor	None	30 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>
	13. Review and signs the document then forward to Local Assessment Operations Officer II	None	30 minutes	<i>City Assessor, City Assessor's Office</i>
	14. Inform client that the document has been prepared	None	5 minutes	<i>Local Assessment Operations Officer II, Assessment Records Management Division, City Assessor's Office</i>
2.0 Proceed to Local Assessment Operations Officer II upon receipt of call or text notification	15. Instruct client to pay corresponding fees and issue Payment Order Slip	None	5 minutes	<i>Local Assessment Operations Officer II, Assessment Records Management Division, City Assessor's Office</i>
3.0 Present Order of Payment Slip to cashier	16. Receive order of payment slip and issue official rfeceipt	P70.00/d ocument	5 minutes (If the Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office, City Assessor's Office</i>
4.0 Present copy of letter request and official receipt to Local Assessment Operations Officer II	17. Receive official receipt and indicate in the documents the Official Receipt details and writes marginal note on client's copy that the	None	1 hour	<i>Local Assessment Operations Officer II, Assessment Records Management Division, City</i>

	documents have been received			<i>Assessor's Office</i>
5.0 Receive the documents and acknowledges receipt through signature in the letter request	13.0 Release the documents	None	5 minutes	<i>Local Assessment Operations Officer II , Assessment Records Management Division, City Assessor's Office</i>
	TOTAL		1 day, 2 hours and 30 minutes	
END OF TRANSACTION				