

12. Request for Certified Photocopy of Tax Map

Tax maps are used to establish a permanent link between real properties in the field and the corresponding property assessment and tax records in the office. They are essential for identifying properties and determining property ownership. The office provides a certified photocopy of the Tax Map upon request, for the purpose of updating records and locating the area of the identified real property. Fees for this service are based on Ordinance No. 08, Series of 2010.

Office or Division:	Office of the City Assessor- Tax Mapping Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type: no. of copies 1. Letter request (duly notarized if tax map is for legal purposes) 2. Authorization from the property owner (<i>in case of representative</i>)(1 – original copy) 1. Request Action Slip (RAS) 2. Official Receipt		Source Office: Notary Public Office of the City Assessor Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for the requested property	1.1 Receives letter request and forward to City Assessor for approval.	None	2 minutes	<i>Administrative Aide IV, Administrative Unit</i>
No activity	1.2 Approve submitted letter request	None	5 minutes	<i>City Assessor /Assist. City Assessor</i>
No activity	1.3 Forward the approved letter request to the Tax Mapping Division. 1.4 Inform the client to fill out the Request Action Slip (RAS).	None	3 minutes	<i>Administrative Aide IV, Admin Unit</i>
2. Fill-out Request Action Slip (RAS)	2.1 Assist the client in filling out the Request Action Slip (RAS) and	None	5 minutes	<i>Administrative Aide IV, Admin Unit</i>

	indicate the applicable fee.			
3. Present RAS and payment of fees	3.1 Receive RAS and payment then issue Official Receipt	P100.00+ 30.00 Doc. Stamp/ sheet	5 minutes (Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office</i>
4. Present the RAS and Official Receipt to Tax Mapping Division	4.1 Receive the RAS with Official Receipt, then reproduce, validate, and certify the Tax Map.		1 hour	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide Tax Mapping Division</i>
No Activity	4.2 Review and approve the document, then forward it to the Administrative Unit.		4 minutes	<i>Division Chief, Tax Mapping Division, City Assessor</i>
5. Receive documents	5.1 Facilitate the receipt of the signed document and release the certified copy of the Tax Map to the client.		1 minute	<i>Administrative Aide IV, Admin Unit</i>
	TOTAL	P130.00/ sheet	1 hr and 25 minutes	
END OF TRANSACTION				