

9. Request for Certified Copy of Tax Declaration

The office issues Certified True Copy of Tax Declaration to clients for the following purposes, to wit: 1) for personal file copy; 2) for verification and validation; 3) for private company's requirements; 4) for government agencies requirements; 5) for legal reasons, and 6) for other purposes that it may serve.

Office or Division:	City Assessor's Office / Assessment Records, Update and Verification Section/ Assessment Records Management Division (ARMD)			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Request Action Slip Form (RAS) 2. Official Receipt 3. Real Property Tax Clearance (1 – photocopy) – if RPT not updated 4. Special Power of Attorney or Authorization from the owner (if Representative) (1 – original copy) 5. Proof of Identification (1 – photocopy)		Source Office: City Assessor's Office City Treasurer's Office City Treasurer's Office Notary Public /Property Owner Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit documents to Assessment Records, Update and Verification Section personnel	1.0 Receive and verify from the record and indicate fees.	None	15 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
2.0 Present RAS and payment of fees	2.0 Receive RAS and payment then issue Official Receipt	P70.00 per TD	5 minutes (Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office</i>

3.0 Submit RAS, documents, and Official Receipt	3.0 Receive documents with fees and print the certified copy of tax declaration, sign and then forward to Division Chief	None	20 minutes	<i>Assessment Clerk II Assessment Records Management Division, City Assessor's Office</i>
No Activity	3.1 Evaluate documents and sign the certified copy of tax declaration and return to Assessment Clerk II	None	15 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>
4.0 Receive the certified copy of tax declaration, and affixes signature in the RAS	4.0 Call the client and issue the certificate at the releasing window	None	5 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
	TOTAL		1 hour	
END OF TRANSACTION				