

## 9. Issuance of Real Property Tax Clearance

Upon payment of Real property Taxes, client may request for Tax Clearance

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All Transacting Public of Tagoloan Mis. Or.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Latest Real Property Tax Receipt			Personal file	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present required documents to frontline personnel	1.1. Receive the required documents and check for completeness	None	5 Minutes	<i>Revenue Collectors</i>
	1.2 Verify records of payment on taxes	None	5 Minutes	
2. Pay required fees	1. Accept payment	P 130.00	5 Minutes	<i>Revenue Collectors</i>
	2 Start processing tax clearance	None	5 Minutes	
3. Receive Official Receipt and tax clearance	Issue Official Receipt and tax clearance	None	5 Minutes	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedback box	Request clients accomplish satisfaction survey			
			<b>TOTAL:</b>	25 Minutes