

## 8. Issuance of Real Property Tax billing or Statement

The Real Property Tax (RPT) is a valorem tax on real properties such as lands, buildings and other improvements and machineries. The RPT is based on the assessed value which is a certain percentage of the market value of the real property. The assessed value is arrived at upon application of the assessment levels to the market value of the property.

<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>	
None (Personal Appearance)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach frontline personnel	1.1 Assess records and compute fees and charges and print RPT Statement	None	5 Minutes	<i>Revenue Collectors</i>
2. Receive RPT bill or statement	2.1. Issue RPT bill or statement	None	5 Minutes	<i>Revenue Collectors</i>
3. Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
<b>TOTAL:</b>			10 Minutes	