

5. Securing Of Historical Ownership Record

Service Description: To issue a historical ownership record of a certain Real Property (from 1945 up to current record)
 THE HISTORY of a certain property (e.g. ownerships, improvements, assessments, etc.) shall be secured at the Municipal Assessor's Office.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple / Complex			
Type of Transaction	Issuance of Historical Ownership			
Who may avail	Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Service Slip Form (1 Copy) • Special Power of Attorney (SPA) and/or Authorization Letter for Non-owner/s of Tax Declaration with Identification Card of the declared owner of the Certified True Copy of Tax Declaration and Certifications (1 copy each) • Deed of Conveyance for property acquired not yet transferred for Certified True Copy of Tax Declaration (1 Copy) • Official Receipt of the Transaction 		<ul style="list-style-type: none"> • Municipal Assessor's Office, Tagoloan, Misamis Oriental • Owner / Law Office • Owner / Law Office • Municipal Treasurer's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STAGE I – VALIDATION OF DOCUMENTS 1.1 Issue Service Slip Form to fill up and submit it to the Assessment Staff together	1.1 Validating the Client's documents prior to the transaction	None	2 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office

<p>with the documents to be evaluated.</p> <p>1.2 Issue Payment Order Slip Form to Client (Certification Fee)</p>	<p>and after verification client will be given Service Slip Form to fill up.</p> <p>1.2 The client will be given a Payment Order Slip Form by the office staff to present to the Municipal Treasurer's Office for payment of his/her specific request.</p> <p>1.3 Record request on Logbook for "Incoming Clients"</p>	<p>None</p> <p>None</p>	<p>2 Minutes</p> <p>1 Minute</p>	<p><i>Data Controller III</i> Municipal Assessor's Office <i>Tax Mapping Aide</i> Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office</p> <p><i>Book Binder III</i> Municipal Assessor's Office</p>
<p>STAGE II – PAYMENT</p> <p>2.1 Client secures Official Receipt from the Municipal Treasurer's Office</p>	<p>2.1 Issuance of Official Receipt from Municipal Treasurer's Office.</p>	<p>Historical Ownership Fee – ₱ 100.00 Documentary Stamp – ₱ 30.00</p>	<p>5 Minutes</p>	<p>Municipal Treasurer's Office</p>
<p>STAGE III – ISSUANCE OF HISTORICAL OWNERSHIP</p> <p>3.1 Present the Official Receipt to the Municipal Assessor's Office.</p>	<p>Verification and Research</p> <p>3.1 Verifies and researches the history of the real property.</p>	<p>None</p>	<p>1-5 Hours May vary depending on the availability of the records</p>	<p><i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i></p>

3.2 Client received History of the Real Property	3.2 Municipal Assessor reviews, checks and signs the historical ownership of real property.	None	5 Minutes	Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office Administrative Aide III Municipal Assessor's Office Administrative Aide I Municipal Assessor's Office
	Presentation of the Property History	None	1 Minute	
	3.3 Record request on Logbook for "Certification".	None	4 Minutes	OIC – Municipal Assessor Municipal Assessor's Office
	3.4 Assessment Clerk presents the history of the real property to the client.			Data Controller IV Municipal Assessor's Office Data Controller III Municipal Assessor's Office Tax Mapping Aide Municipal Assessor's Office Administrative Aide III Municipal Assessor's Office Administrative Aide I

				Municipal Assessor's Office
STAGE VII – SATISFACTION SURVEY FORM	<p>7.1 Request Client to fill up the Satisfaction Survey Form.</p> <p>Survey Form, containing the client's comments. Client can drop his/her survey to the feedback box outside Municipal Assessor's Office.</p>	None	10 Minutes	<p><i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office</p>
	Total	₱ 130.00	5 hours and 35 minutes	