

3. Securing

- I. Certification/s for Latest and Existing
- II. Certification/s for No-encumbrance
- III. Certification/s for No-improvements
- IV. Certification/s for No Property
 - IV.1 medical assistance (Hospitalization)
 - IV.2 scholarship purposes, etc.
- V. Certification/s for Ownership
- VI. Certification/s for with Improvement
- VII. Certified true copy of Tax Declaration
- VIII. Certified true copy of Tax Map or Base Map record

Service Description: Securing Certified True Copy of Tax Declaration and Other Certifications

The Tax Declaration (TD) serves as the municipal assessor’s permanent record for every real property unit (land, building, machinery). A certified true copy or certifications of various property holdings or no-improvements thereon may be requested from the Municipal Assessor’s Office. Clientele may also request for certifications such as ownership or no property for medical assistance (Indigent-no fees and charges) & scholarship purposes as well.

Office or Division:	Municipal Assessor’s Office	
Classification:	Simple	
Type of Transaction	Securing Certified True Copy of Tax Declaration & other Certifications	
Who may avail	Client	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • Service Slip Form (1 Copy) • Client’s duly filled out “Request Form” for Certified True Copy of Tax Declaration only. (1 copy) 		<ul style="list-style-type: none"> • Municipal Assessor’s Office, Tagoloan, Misamis Oriental • Municipal Assessor’s Office, Tagoloan, Misamis Oriental

<ul style="list-style-type: none"> • Tax Clearance and/or Tax Receipt for Certified True Copy of Tax Declaration, Latest and Existing, with or Without Improvement Certifications of the current year. (Validate copy only) • 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 for CTC Tax Declaration, Latest and Existing, No Improvements, With Improvements, No Encumbrance, Ownership, Scholarship CTC Copy of Tax Map/Base Map. Except for Certification with No Property for Medical Services (No payment charges). 		<ul style="list-style-type: none"> • Municipal Treasurer's Office, Tagoloan, Misamis Oriental • Owner / Law Office • Owner / Law Office • Municipal Treasurer's Office, Tagoloan, Misamis Oriental 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING FEE	PERSON RESPONSIBLE
STAGE I – VALIDATION OF DOCUMENTS				
1.1 Issue Service Slip Form to fill up and submit it to the	1.1 Validating the Client's documents prior to the	None	2 Minutes	<i>Data Controller IV</i> Municipal Assessor's Office

<p>Assessment Staff together with the documents to be evaluated.</p> <p>1.2 Issue Payment Order Slip Form to Client (Certification Fee)</p>	<p>transaction 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>The issuance of the Certified True Copy of Tax Declaration in a condition that the real property tax is paid for the current year.</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>Certified True Copy of Tax Declaration / Certification Fee – ₱ 100.00 Documentary Stamp – ₱ 30.00</p>	<p>5 Minutes</p>	<p>Municipal Treasurer's Office</p>
<p>STAGE III – ISSUANCE OF REQUESTED DOCUMENT/S</p>				

<p>3.1 Present the Official Receipt to the Municipal Assessor's Office.</p>	<p>3.1 Verifies, and prepares the Certified True Copy of Tax Declaration / Certifications for checking / initial of the verifier.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office</p>
<p>3.2 Client received Certified True Copy of Tax Declaration / Base Map and/or Certification.</p>	<p>3.2 Verify record & generate on the existing system Enhanced Tax Revenue Collection System (ETRACS).</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Tax Mapping Aide</i> Municipal Assessor's Office <i>Administrative Aide III</i> Municipal Assessor's Office</p>
<p>3.2 Client received Certified True Copy of Tax Declaration / Base Map and/or Certification.</p>	<p>3.3 Municipal Assessor reviews, approves and signs the requested document.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Administrative Aide I</i> Municipal Assessor's Office</p>
<p>3.2 Client received Certified True Copy of Tax Declaration / Base Map and/or Certification.</p>	<p>Issuance of Certified True Copy / Certification.</p> <p>3.4 Record request on Logbook for "Certified True Copy / Certification".</p> <p style="text-align: center;">-and-</p> <p>Client is given a copy of the Certified True Copy / Certification and signs the Logbook.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>OIC – Municipal Assessor</i> Municipal Assessor's Office</p> <p><i>Data Controller IV</i> Municipal Assessor's Office <i>Data Controller III</i> Municipal Assessor's Office <i>Tax Mapping Aide</i> Municipal Assessor's Office</p>

				<i>Administrative Aide III</i> Municipal Assessor's <i>Administrative Aide II</i> Municipal Assessor's <i>Administrative Aide I</i> Municipal Assessor's
STAGE IV – SATISFACTION SURVEY FORM	4.1 Request Client to fill up the Satisfaction Survey Form. Survey Form, containing the client's comments. Client can drop his/her survey to the feedback box outside Municipal Assessor's Office.	None	10 Minutes	<i>Book Binder III</i> Municipal Assessor's Office <i>Administrative Aide I</i> Municipal Assessor's Office
Total		₱ 130.00	50 Minutes	