



<b>12. Certificate of Without Improvement/ No Property Holdings</b>				
<p>The Provincial Assessor's Office provides Certificate of Property Holdings upon the request of the owner or his duly authorized representative/s, any government agency, or private entity. This service allows the taxpayer to obtain a listing of his/her property holdings as reference for payment of taxes, and for other legal purposes, it may serve.</p> <p>Issuance of certificate of with/without improvement is to provide the requesting party the list of improvements- building or machinery on a particular lot.</p>				
<b>Office or Division:</b>	Office of the Provincial Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen/ G2B- Government to Business Entity			
<b>Who may avail:</b>	All property owners and/or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any of the following *Tax Declaration (1 photocopy) * Transfer Certificate of Title(1 photocopy) * Real Property Tax Receipt ("Amilyar")(1 photocopy)  *** IF REPRESENTATIVE (with Special Power of Attorney and/or Authorization letter duly signed by the property owners with attached photocopy of identification cards)		1. Assessor's Office 2. Registry of Deeds 3. Treasurer's Office  4. Provincial Treasurer's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the requirements.	1. Checks the requirements and searches on Property Assessment and Tax Administration System (PATAS),	None	5 minutes	<i>Assessment Clerk / Admin Unit</i>
None	1.1 Issues Order of Payment.	PHP 150 (PHP 100 - Secretary's Fee PHP 50 - IT Fee)	5 minutes	<i>Admin Aide / Admin Unit</i>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fills out Routing Slip (PAO 001) then proceed to the Office of the Provincial Treasurer for the payment of Secretary's Fee.	None	None		
3.Presents the Official receipt	3.Forwards the requirements together with the Official Receipt and Routing Slip to the Computer Operator.	None	2 minutes	<i>Assessment Clerk I</i> Admin Unit
None	3.1 Prints certification affixes initial on the certification, then forward to verifier	None	5 minutes	<i>Assessment Clerk II</i> Records Division
None	3.2 Checks the correctness of its data with the existing data on the book of Tax Declaration, affixes initial on the certification, then forwards it to the Record's Officer.	None	5 minutes	<i>Admin Aide IV</i> Records Division
None	3.3 Reviews then signs certification, as to correctness then forwards the documents to Assistant Provincial Assessor	None	3 minutes	<i>Administrative Officer III</i> Records Division
None	3.4 Signs the Certification then forward it to the Releasing Officer.	None	2 minutes	<i>Assistant Department Head</i>
None	3.5 Records the transaction on the Log Book then releases the Certification	None	3 minutes	<i>Assessment Clerk I</i> Admin Unit
<b>TOTAL:</b>		<b>PHP 150 (PHP 100 - Secretary's Fee PHP 50 - IT Fee)</b>	<b>30 minutes</b>	