



11. Certified True Copy of Latest Tax Declaration with Annotation

Issuance of Certified True Copy of Tax declarations with Annotation of mortgage, other encumbrances or contracts.

Office or Division:	Office of the Provincial Assessor	
Classification:	Complex	
Type of Transaction:	G2C- Government to Citizen/ G2B- Government to Business Entity	
Who may avail:	All property owners and/or authorized representative	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Any of the following</p> <ul style="list-style-type: none"> *Tax Declaration (1 photocopy) * Transfer Certificate of Title(1 photocopy) * Real Property Tax Receipt (“Amilyar”)(1 photocopy) <p>*** IF REPRESENTATIVE (with Special Power of Attorney and/or Authorization letter duly signed by the property owners with attached photocopy of identification cards)</p>	<ol style="list-style-type: none"> 1. Assessor's Office 2. Registry of Deeds 3. Treasurer's Office 4. Property Owner



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Checks the requirements and searches on Property Assessment and Tax Administration System (PATAS),	None	5 minutes	<i>Admin Aide I</i> Admin Unit
None	1.2 If no records found in PATAS, Checks in Tax Mapping (LARES) and/or calls in Municipal Assessor's Office where the property is located	None	15 minutes	<i>Tax mapper I</i> Tax Mapping Division
None	1.3 Issues Order of Payment.	PHP 150 (PHP 100 - Secretary's Fee PHP 50 - IT Fee)	5 minutes	<i>Tax mapper I</i> Tax Mapping Division
2. Fills out Routing Slip (PAO 001) then proceed to the Office of the Provincial Treasurer for the payment of Secretary's Fee.	None			
3. Presents the Official receipt	3.1 Forwards the requirements together with the Official Receipt and Routing Slip to the Computer Operator.	None	5 minutes	<i>Admin Aide I</i> Admin Unit
None	3.2 Searches the record on PATAS, prints Certified True Copy of Tax Declaration affixes initial on the Certified True Copy then forwards it to the Record's	None	15 minutes	<i>Assessment Clerk II</i> Admin Unit
None	3.3 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	3.4 Reviews then signs Certified True Copy as to correctness and affixes initial on the Routing Slip then forwards the documents to the Assistant Provincial Assessor.	None	3 minutes	<i>Administrative Officer III</i> Records Division



None	3.5 Signs the Certified True Copy, affixes initial on Routing Slip then forward it	None	2 minutes	<i>Assistant Department Head</i>
None	3.6 Records the transaction on the Log Book then releases the Certified True Copy.	None	5 minutes	<i>Assessment Clerk / Admin Unit</i>
TOTAL		PHP 150 (PHP 100- Secretary's Fee PHP 50- IT Fee)	1 hour	