



Republic of the Philippines
 Province of Pangasinan
 Municipality of Manaoag

OFFICE OF THE MUNICIPAL ASSESSOR

CITIZEN'S CHARTER

<i>TYPE OF TRANSACTION/ FRONTLINE SERVICE</i>	<i>FEES</i>	<i>FORMS</i>	<i>PROCESSING TIME</i>	<i>RESPONSIBLE PERSON/SECTION</i>
A. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION	P75.00		<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
B. ISSUANCE OF CERTIFICATE OF LANDHOLDINGS	P75.00		<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
C. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENTS	P75.00		<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
D. ISSUANCE OF CERTIFICATE OF NO PROPERTIES	P75.00		<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
E. ISSUANCE OF OTHER CERTIFICATES	P75.00		<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
F. VERIFICATION OF TAX DECLARATIONS, CARDS AND MAPS			<i>10-15 minutes</i>	<i>Lilibeth Rancudo Vilma AVECILLA Nelía Banayat</i>
G. REVISION OF TAX DECLARATION			<i>10-15 MINUTES</i>	<i>Nelía Banayat</i>
H. DECLARATION OF NEW BUILDINGS AND RE-ASSESSMENT			<i>10-15 MINUTES</i>	<i>Nelía Banayat</i>

A. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements: RPT Receipt and Certification Receipt

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Pay the required fee	Receive the payment and issue official receipt	5 minutes	Municipal Treasury Office	P75.00	
2	Submit the Real Property Tax Receipt and the certification receipt	Receive the receipts and prepare the document	5 minutes	Lilibeth Rancudo Vilma Avecilla Nelia Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Lilibeth Rancudo Vilma Avecilla Nelia Banayat		

B. ISSUANCE OF CERTIFICATE OF LANDHOLDINGS

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements:

- supporting papers, RPT and certification fee receipt

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Pay the required fee	Receive the payment and issue official receipt	5 minutes	Municipal Treasury Office	P75.00	
2	Submit required documents/supporting papers, RPT and certification fee receipt	Receive the requirements and prepare the document	5 minutes	Lilibeth Rancudo Vilma Avecilla Nelia Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Lilibeth Rancudo Vilma Avecilla Nelia Banayat		

C. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENTS

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements:

- supporting papers and certification fee receipt

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Pay the required fee	Receive the payment and issue official receipt	5 minutes	Municipal Treasury Office	P75.00	
2	Submit required documents/supporting papers, RPT and certification fee receipt	Receive the requirements and prepare the document	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelia Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelia Banayat		

D. ISSUANCE OF CERTIFICATE OF NO PROPERTIES

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements:

- supporting papers and certification fee receipt

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Pay the required fee	Receive the payment and issue official receipt	5 minutes	Municipal Treasury Office	P75.00	
2	Submit required documents/supporting papers and certification fee receipt	Receive the requirements and prepare the document	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelia Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelia Banayat		

E. ISSUANCE OF OTHER CERTIFICATES

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements:

- supporting papers and certification fee receipt

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Pay the required fee	Receive the payment and issue official receipt	5 minutes	Municipal Treasury Office	P75.00	
2	Submit required documents/supporting papers and certification fee receipt	Receive the requirements and prepare the document	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelía Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Lilibeth Rancudo Vilma AVECILLA Nelía Banayat		

F. VERIFICATION OF TAX DECLARATIONS, CARDS AND MAPS

Who May Avail of the Service: Taxpayers/Landowners

What are the Requirements:

-Supporting documents (if necessary)

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Present the necessary information to the person in charge	Verify the Tax Declaration, cards and maps	10-15 minutes	Lilibeth Rancudo Vilma AVECILLA Nelía Banayat		

G. REVISION OF TAX DECLARATION

Who May Avail of the Service: Taxpayers/Landowners or Bank Clients

What are the Requirements:

-Supporting papers

Duration: 10-15 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Submit required documents/supporting papers	Receive the requirements and prepare the document	5 minutes	Nelia Banayat		
2	Receive the document from the person in-charge	Release the document to the client	5 minutes	Nelia Banayat		

H. DECLARATION OF NEW BUILDINGS AND RE-ASSESSMENT

Who May Avail of the Service: Taxpayers/Landowners or Bank Clients

What are the Requirements:

-Supporting papers

Duration: 15-20 minutes

How to Avail the Service:

STEP	Applicant/Client (What To Do)	Service Provider (What To Do)	Duration of Activity (Time To Wait)	Person In Charge	Fees	Form
1	Submit required documents/supporting papers	Receive the requirements and prepare the document	5 minutes	Nelia Banayat		
2		Perform ocular inspection/reassessment/appraises/assesses lands and buildings	5 minutes	Nelia Banayat		
3	Receive the document from the person in-charge	Release the document to the client	5 minutes	Nelia Banayat		