

LOCAL GOVERNMENT UNIT OF MANAOAG CITIZEN'S CHARTER

LIST OF SERVICES

Office of the Municipal Assessor

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Office of the Municipal Assessor External Services

1. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION

document

Release the

client

document to the

receipt

3.Receive the

document from the

person in-charge

Office or Division:	Office of the Municipal Assessor
Classification:	Simple Transaction
Type of	Government to Citizens (G2C)
Transaction:	
Who may avail:	Taxpayers/Land Owners

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CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE
RPT Receipt		Municipal T	reasury Office	
Certification Receipt		Municipal T	reasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Pay the required fee	Receive the payment and issue official receipt	75.00	5 minutes	Municipal Treasury Staff
2.Submit the Real Property Tax Receipt and the certification	Receive the receipts and prepare the		5 minutes	Lilibeth Rancudo Nelia Banayat

5 minutes

Lilibeth Rancudo

Nelia Banayat

2. ISSUANCE OF CERTIFICATE OF LANDHOLDINGS

documents/supportin

g papers, RPT and

document from the person in-charge

certification fee

3.Receive the

receipt

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction	Simple Transaction		
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Taxpayers/Land Ov	vners		
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE
RPT Receipt		Municipal T	reasury Office	
Certification Receipt		Municipal Treasury Office		
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Pay the required fee	Receive the payment and issue official receipt	75.00	5 minutes	Municipal Treasury Staff
2.Submit required	Receive the		5 minutes	Lilibeth Rancudo

Nelia Banayat

Lilibeth Rancudo

Nelia Banayat

5 minutes

requirements and

prepare the

Release the

client

document to the

document

3.ISSUANCE OF CERTIFICATE OF NO IMPROVEMENTS

payment and issue official

Receive the

prepare the

Release the

client

document to the

document

requirements and

receipt

fee

2.Submit required

documents/supportin

g papers, RPT and

document from the

person in-charge

certification fee

3.Receive the

receipt

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction			
Type of	Government to Citiz	zens (G2C)		
Transaction:				
Who may avail:	Taxpayers/Land Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification Receipt		Municipal Treasury Office		
Cupporting papers		<u> </u>		
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE

75.00

5 minutes

5 minutes

Staff

Lilibeth Rancudo

Nelia Banayat

Lilibeth Rancudo

Nelia Banayat

4.ISSUANCE OF CERTIFICATE OF NO PROPERTIES

Office or Division:	Office of the Municip	pal Assessor
Classification:	Simple Transaction	
Type of	Government to Citizens (G2C)	
Transaction:		
Who may avail:	Taxpayers/Land Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

Certification Receipt		Municipal Treasury Office		
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Pay the required fee	Receive the payment and issue official receipt	75.00	5 minutes	Municipal Treasury Staff
Submit required documents/supportin g papers and certification fee receipt	Receive the requirements and prepare the document		5 minutes	Lilibeth Rancudo Nelia Banayat
Receive the document from the person in-charge	Release the document to the client		5 minutes	Lilibeth Rancudo Nelia Banayat

5.ISSUANCE OF OTHER CERTIFICATES

Office or Division:	Office of the Municipal Assessor
Classification:	Simple Transaction
Type of	Government to Citizens (G2C)
Transaction:	
Who may avail:	Taxpayers/Land Owners

CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE
Certification Receipt		Municipal T	reasury Office	
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Pay the required fee	Receive the payment and issue official receipt	75.00	5 minutes	Municipal Treasury Staff
Submit required documents/supportin g papers and certification fee receipt	Receive the requirements and prepare the document		5 minutes	Lilibeth Rancudo Nelia Banayat
Receive the document from the person in-charge	Release the document to the client		5 minutes	Lilibeth Rancudo Nelia Banayat

6. VERIFICATION OF TAX DECLARATIONS, CARDS AND MAPS

and maps

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Taxpayers/Land Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Present the necessary information	Verify the Tax Declaration, cards	None	10-15 minutes	Lilibeth Rancudo Nelia Banayat

7. REVISION OF TAX DECLARATION

to the person in

charge

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction	Simple Transaction		
Type of	Government to Citiz	ens (G2C)		
Transaction:				
Who may avail:	Taxpayers/Land Ov	vners		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SI	ECURE
Supporting papers		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Submit required documents/supportin g papers	Receive the requirements and prepare the document	None	5 minutes	Nelia Banayat
Receive the document from the person in-charge	Release the document to the client		5 minutes	Nelia Banayat

8. DECLARATION OF NEW BUILDINGS AND RE-ASSESSMENT

Office or Division:	Office of the Municipal Assessor
Classification:	Simple Transaction
Type of	Government to Citizens (G2C)
Transaction:	
Who may avail:	Taxpayers/Land Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Supporting papers		Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
Submit required documents/supportin g papers	Receive the requirements and prepare the document	None	5 minutes	Nelia Banayat	
	Perform ocular inspection/reasse ssment/ appraises/assess es lands and buildings		5 minutes	Nelia Banayat	
Receive the document from the person in-charge	Release the document to the client		5 minutes	Nelia Banayat	