



14. Certification of Property Holdings

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.

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
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. Property Owner

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements.	1. Checks the requirements and forwards to the Records staff for preview	None	5 minutes	<i>Admin Aide I</i> Admin Unit
None	1.1 Searches and prints preview copy of property holdings then return to	None	5 minutes	<i>Assessment Clerk II</i> Admin Unit



CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
2. Verifies and confirms the list of properties.	2. Issues order of payment.	PHP 150 (PHP 100 - Secretary's Fee PHP 50- IT Fee)	5 minutes	<i>Admin Aide I</i> Admin Unit
3. Proceeds to the Office of the Provincial Treasurer for the payment of Secretary's Fee.Presents the Official receipt	3. Prints certification, affixes initial on the certification, then forwards it to Verifier	None	15 minutes	<i>Assessment Clerk II</i> Records Division
None	3.1 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	10 minutes	<i>Admin Aide IV</i> Records Division
None	3.2 Reviews then signs certification, as to correctness then forwards the documents to the Assistant Provincial Assessor.	None	5 minutes	<i>Administrative Officer III</i> Records Division
None	3.3 Signs the Certification then forward it to the Releasing Officer.	None	5 minutes	<i>Assistant Department Head</i>
None	3.4 Records the transaction on the Log Book then releases the Certification	None	5 minutes	<i>Assessment Clerk II</i> Admin Unit
TOTAL:		PHP 150 (PHP 100- Secretary's Fee PHP 50- IT Fee) Additional PHP 20 for extra pages	55 minutes	