



## 10. Certified True Copy of Latest Tax Declaration

The Provincial Assessor's office provides Certified True Copy of Tax Declaration upon the request of the owner or his authorized representative, any government agency or private entities, for various reasons, the most common of which are for transfer-related transactions, as a requirement and many other legal purposes.

<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

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	PROCESSING	PERSON RESPONSIBLE
1. Approaches the receiving officer and submits the requirements.	1. Checks the requirements and searches on Property Assessment and Tax Administration System (PATAS),	None	5 minutes	Admin Aide I Admin Unit
None	1.1 Issues Order of Payment.	PHP 150 (PHP 100- Secretary' s Fee PHP 50 - IT Fee)	5 minutes	Admin Aide I Admin Unit
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	Assessment Clerk I Admin Unit
None	3.1 Prints Certified True Copy of Tax Declaration, affixes initial on the Certified True Copy then forwards it to the Record's Officer.	None	5 minutes	Assessment Clerk II 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 Certified True Copy as to correctness then forwards the documents to the Assistant Provincial Assessor.	None	3 minutes	<i>Administrative Officer III</i> Records Division
None	3.4 Approves then signs the Certified True Copy, then forward it to the Releasing Officer.	None	2 minutes	<i>Assistant</i> Department Head
None	3.5 Records the transaction on the Excel Log then releases the Certified True Copy.	None	3 minutes	<i>Assessment Clerk I</i> Admin Unit
<b>TOTAL:</b>		<b>PHP 150</b> <b>(PHP 100 -</b> <b>Secretary's</b> <b>Fee</b> <b>PHP 50 - IT</b> <b>Fee)</b>	<b>30 minutes</b>	