



<b>16. Issuance of Location Map/ Certification</b>				
Location map is a graphic presentation of the tax map that can be requested to identify the particular location of the proerty based on the latest record on Geographic Information System (GIS), and for other purposes. However, this particular certification cannot be used as evidence for setting boundaries.				
<b>Office or Division:</b>	Provincial Assessor's Office			
<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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		1. Assessor's Office 2. Registry of Deeds 3. DENR/DAR  4. Property Owner		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Receives requirements and forwards to Tax Mapping	None	5 minutes	<i>Admin Aide I</i> Admin Unit
None	1.1 Tax Mapper will plot the parcel based on the given reference, return to the owner for verification	None	30 minutes	<i>Tax Mapper I</i> Tax Mapping Division
2. Checks and confirms the draft location map/certificate	2. 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
3. Proceeds to the Office of the Provincial Treasurer for the payment of Secretary's Fee then Submits official receipt	3. Receives Official Receipt then prints the official location map/certification.	NONE	10 minutes	<i>Tax Mapper I</i> Tax Mapping Division
None	3.3 Releases location map/ certification	NONE	5 minutes	<i>Admin Aide I</i> Admin Unit
<b>TOTAL:</b>		<b>PHP 150 (PHP 100- Secretary's Fee PHP 50- IT fee</b>	<b>1 hour</b>	



None	3.2 Certifies location map/certification	NONE	2 minutes	<i>Department Head, Assistant Department Head</i>
None	3.3 Releases location map/certification	NONE	5 minutes	<i>Admin Aide I Admin Unit</i>
<b>TOTAL:</b>		<b>PHP 150 (PHP 100- Secretary' s Fee PHP 50- IT fee</b>	<b>1 hour</b>	