

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN



1. Issuance of Certified True Copy of Tax Declaration and other Certifications.

One of the mandates of the municipal assessor is to issue, upon request of any interesting party, certified copies of assessment record relative to its assessment. These documents serve as requirements to various type of transaction of real properties.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative, others thru written request			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any document with information of ownership and description of lot (1 Photocopy);		Client		
2. Special Power of Attorney (S.P.A.) in case the claimants are represented through its authorized representative (2 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirement at the Assessor's Office	1.1 Check the requirements, verifies the record.	None	5 minutes	<i>LII / AC II / OIC – Mun. Assessor Municipal Assessor's Office</i>
	1.2 Issue Order of payment upon completion of requirements.	None	2 minutes	
2. Pay the necessary fees at the Treasurer's Office	2.1 Receive the Official Receipt.	P100.00	5 minutes	<i>AA III (Window 2) / AA I (Window 1) Office of the Municipal Treasurer</i>
3. Presents the Official Receipt and claim the document.	3.1 Counterchecks official receipt and releases the requested document.	None	3 minutes	<i>LII / AC II / OIC – Mun. Assessor Municipal Assessor's Office</i>
TOTAL		P100.00	11 MINUTES	

**MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN**



2. Appraisal and Assessment of Newly Declared Property

One of the mandates of the municipal assessor is to issue, upon request of any interesting party, certified copies of assessment record relative to its assessment. These documents serve as requirements to various type of transaction of real properties.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner or his/her representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Survey Plan (1 Original copy)		Geodetic Engineer		
2. Affidavit of Ownership and/or Sworn Statement declaring Market Value of Real Property filed by the owner (1 Original copy)		Owner		
3. Certificate from Barangay Captain (1 Original copy)		Concerned Barangay		
4. Ocular Inspection Report (1 Original copy)		Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirement at the Assessor's Office	1.1 Check the requirements, verifies the record.	None	5 minutes	<i>LI I / AC II / OIC – Mun. Assessor</i> Municipal Assessor's Office
	1.2 Preparation of Assessed Value for the last 10 years	None	10 minutes	
	1.3 Assigned Property Index and Real Property Number	None	10 minutes	
2. Pay the necessary fees at the Treasurer's Office	2.1 Receive Order of Payment and issue Official Receipt.	Basis of Computation of 10 years back taxes	5 minutes	<i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer
3. Presents the Official Receipt and claim the document	3.1 Counterchecks official receipt and releases of tax declaration upon verification	None	10 minutes preparation of Tax Declaration and 5 days for approval	<i>LI I / AC II / OIC – Mun. Assessor</i> Municipal Assessor's Office
	TOTAL	DEPENDS ON THE COMPUTATION FOR 10 YEARS BACK	5 DAYS AND 40 MINUTES	