

# CITY ASSESSOR'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City  
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<b>Frontline Service</b>	:	<b>HISTORICAL RESEARCH OF REAL PROPERTIES</b>
<b>Schedule of Availability of Service</b>	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Who May Avail of the Service</b>	:	<b>General Public</b>
<b>What Are the Requirements:</b>		Official Receipt (paid at City Treasurer's Office)

**Duration : 3-5 working days depending on the complexity of the transaction.**

## How to Avail the Service:

Step	Applicant/Client Responsibility	Service Provider's Functions	Duration of Activity Under Normal Circumstances	Personnel in Charge	Fees	Form
1	Request for historical research of real property	Ask for details of property owner and location of property	5 minutes	Assessment Clerk (Records Mgt. Division)	P 50.00/RPU *paid at CTO	
		Instruct client to pay the research fee at the City Treasurer's Office	1 minute	Assessment Clerk (Records Mgt. Division)		
<b>Client proceed to City Treasurer's Office to pay the research fee (duration not included)</b>						
3	Present Official Receipt	Receive Official Receipt	1 minute	Assessment Clerk (Records Mgt. Division)		
4	Listen and ask question to clarify instruction	Client to come back after 3 to 5 days depending on the complexity of the transaction.	5 minutes	Assessment Clerk (Records Mgt. Division)		
<b>Service provider research, fill Historical Research Form and have it signed by the Records Officer (duration not included: not face to face with client)</b>						
5	Approach service provider and receive Historical Research Form	Release Historical Form	1 minute	Assessment Clerk		Historical Release Form
<b>END OF TRANSACTION</b>						

**Note:** Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.

