

CITY ASSESSOR'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City

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Frontline Service : ISSUANCE OF PLAIN/CERTIFIED TRUE COPY OF TAX DECLARATION AND CERTIFICATIONS

- Certification of Real Property/ies
- Certification of No Property
- Certification of Landholdings
- Certification for Estate Tax/capital Gains Tax/Donor's Tax
- Other Purposes

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : **General Public**

What Are the Requirements:

- Official receipt (paid at the City Treasurer's Office)
- Documentary Stamp

Duration : 12 minutes or less per Real Property Unit (RPU) for certified true/plain copy of tax declarations and certifications (simple transaction)
42 minutes or more to 5 working days (complex transaction)

How to Avail the Service:

Step	Applicant/Client Responsibility	Service Provider's Functions	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Express request for a Plain/Certified True Copy of Tax Declaration and certification (may be in person or through written request)	Ask for details of request: name of declared owner and exact location of property and purpose.	3 minutes	Records Division	P50.00/RPU *Paid at CTO	
2	Pay the required fee/s at the City Treasurer's Office					
3	Present Official Receipts	Received Official Receipt	1 minute/RPU	Assessment Clerk		Tax Declaration

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How to Avail the Service: ISSUANCE OF PLAIN / CERTIFIED TRUE COPY OF TAX DECLARATIONS AND CERTIFICATIONS

Step	Applicant/Client Responsibility	Service Provider's Functions	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
		Do research work on Tax Declaration requested to be certified	30 minutes or more /RPU to 5 working days depending on the complexity of the transaction	Assessment Clerk		
		Prepare and print certification and forwarded to approving officer	3 minutes/RPU	Clerk/Assessment Clerk (Records Division)		
		Affix initials and signature	2 minutes/RPU	Records Division Head & City Assessor		Certification
4	Receive Tax Declaration or Certification	Release Tax Declaration or Certification	1 minute	Assessment Clerk		
END OF TRANSACTION						

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

