

# CITY TREASURER'S OFFICE

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

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**Frontline Service : ISSUANCE OF REAL PROPERTY TAX CLEARANCE**

**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 :** Persons whose properties are declared with Iligan City

**What are the Requirements :** Official Receipt for Real Property Tax payment/Copy of Tax Declaration  
Official Receipt for Tax Clearance (paid at Cash Receipts Division)

**Duration :** 4 minutes

## How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Present requirements	Receive and check requirements	1 minute	Local Treasury Operations Officer II	P50.00	Official Receipt
		Enter data in system	30 seconds	Local Treasury Operations Officer II		
		<ul style="list-style-type: none"> <li>➤ If no account for payment, print clearance and forward to Real Property Tax Division Head</li> <li>➤ If with payable account, print Statement of Account &amp; advice to pay at the Cash Receipts Division before issuance of Real Property Tax Clearance</li> </ul>	1 minute	Local Treasury Operations Officer II		

How to avail the service - ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
		Sign Clearance	1 minute	Head - Real Property Tax Division		Real Property Tax Clearance
2	Receive Real Property Tax Clearance	Release Real Property Tax Clearance	30 seconds	Head - Real Property Tax Division		Real Property Tax Clearance
<b>END OF TRANSACTION</b>						

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

