

CITY TREASURER'S OFFICE

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

Tel.: (063) 221-4330; 221-4343; 221-6515; 221-6316; email: ctoiligan@gmail.com

Frontline Service : ISSUANCE OF REAL PROPERTY TAX STATEMENT OF ACCOUNT

Schedule of Availability of Service : 8:00 AM-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 : - Copy of Tax Declaration/Previous Official Receipts
- PIN (Property Index Number)

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 Tax Declaration No. or the name of Real Property owner	Check the data in the system, generate the tax assessment and print the statement of accounts	3 minutes/ Real Property Unit (RPU)	Local Treasury Operations Office I, II, III		Statement of Account
2		Release the Statement of Account and instruct Client to proceed to the Cash Receipt Division for payment	1 minutes	Head, Real Property Tax Division		Statement of Account
END OF TRANSACTION						

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