



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES





1. **ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATIONS**

To provide a system generated certified true copies to the transacting clients.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for the certification fee 2. Real Property tax must be paid until the current year. 3. Special Power of Attorney is required if the requesting party is not the tax declarant.		1. Municipal Treasurer's Office 2. Municipal Treasurer's Office  3. To be prepared by a Notary Public		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certified true copy	Interviews the client the tax declaration number		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the requested TD thru the RPTIS, if not available informed client		4 minutes	Assessor's Staff
3 Pay the certification fee to the Municipal Treasurer's Office	Prepared the requested tax declaration	75.00	5 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested TD		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certified TD		1 minute	Assessor's Staff
6 Receives the certified copy	Release the certified TD		1 minute	Assessor's Staff
TOTAL		75.00	13 minutes	

Note: 13 minutes serving time per tax declaration and it may be extended if two or more tax declarations.