



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**



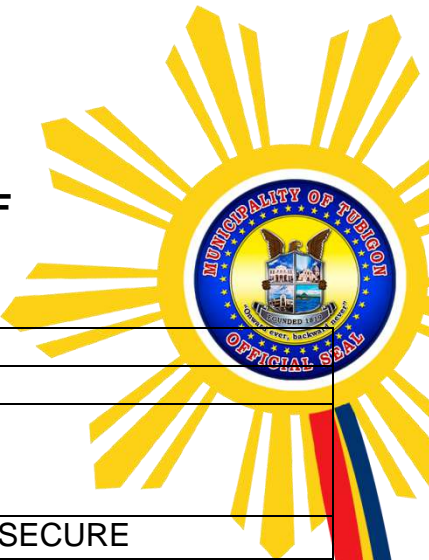


ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



9. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT



| | | | | |
|---|---|-----------------|---------------------------------|--------------------|
| 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 assessor's fee | | | 1. Municipal Treasurer's Office | |
| CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1 Request for a certification of improvement/no improvement | Interviews the client re: the name of the declarant | | 1 minute | Assessor's Staff |
| 2 Wait while the requested documents are being retrieved. | Retrieve the data thru the RPTIS, if not available informed client | | 8 minutes | Assessor's Staff |
| 3 Pay the Assessor's fee to the Municipal Treasurer's Office. | While waiting the OR, prepared the requested cert. of improvement/no improvement | 75.00 | 10 minutes | Assessor's Staff |
| 4 Present the Official Receipt | Encode the OR on the requested certification | | 1 minute | Assessor's Staff |
| 5 Wait | Let the Municipal Assessor signed the certification | | 1 minute | Assessor's Staff |
| 6 Receives the certification requested | Release the certification | | 1 minute | Assessor's Staff |
| TOTAL | | 75.00 | 22 minutes | |

Note: 22 minutes serving time per tax declaration and it may be extended if two or more tax declarations.