

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



7. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF LANDHOLDING/NO LANDHOLDINGS

These two certifications are needed in the computation of estate tax and to determine the total aggregate landholding of the property owner.

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			
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 landholding	ation	Interviews the clier re: the name of the declarant			1 minute	Assessor's Staff
2	Wait while the requested 2 documents are being retrieved.		Retrieve the landholdings thru the RPTIS, if not available informed client			5 minutes	Assessor's Staff
3	Pay the Assessor's fee to the Municipal Treasurer's Office		Prepare the requested cert. of landholding		75.00	13 minutes	Assessor's Staff
	Present the Official Receipt		Encode the OR on the requested certification	l		1 minute	Assessor's Staff
5	Wait 5		Let the Municipal Assessor signed the certification			1 minute	Assessor's Staff
6	Receives the certified copy	k	Release the certification			1 minute	Assessor's Staff
			TOTA	L	75.00	22 minutes	

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