



Republic of the Philippines
Province of Ilocos Sur
Vigan City

PROVINCIAL ASSESSOR'S OFFICE

CITIZEN'S CHARTER **2023 Edition**

1. Request for Certification/Certified Photocopy of Real Property Records

This service refers to the issuance of certifications of total landholdings, certification of no property and certified photocopy of tax declaration and other real property records and certification of disposal of records as may be requested by clients.

Office or Division	PROVINCIAL ASSESSOR’S OFFICE			
Classification	SIMPLE			
Type of Transaction	G2G, G2B, G2C			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Mandatory Requirements				
1. Letter Request		1 Original Copy	Property Owner/Representative	
2. Real Property Tax Receipt (if applicable)		1 Original or Photocopy	Municipal Treasurer’s Office	
3. Official Receipt for payment of Verification/Certification Fee		1 Original Copy	Revenue Collection Division - Provincial Treasurer’s Office	
4. Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)		1 Original or Photocopy	Property Owner	
Additional Requirements				
For Certificate of Landholdings/No Property				
1. Certification of Landholdings/No Property		1 Original Copy	Municipal Assessor’s Office	
2. Duly notarized Affidavit of No Properties in other Municipalities except Vigan City and Candon City		1 Original Copy	Property Owner/Representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Client submits Letter Request and other necessary documents	Receives request, check documents submitted as per checklist of requirements, collect additional information if necessary Record the transaction	None	10 Minutes	Officer-in-Charge Provincial Assessor’s Office/Client

	Verify records	None	5 Minutes	<i>Local Assessment Operations Officer</i> Provincial Assessor's Office
	Prepare certification/ Photocopy document		15 Minutes	<i>Designated Officer- in-Charge</i> Provincial Assessor's Office
	Issue Order of Payment		5 Minutes	
2. Pay Certification/ Verification Fee / Show Official Receipt as proof of payment	Issue Official Receipt upon payment	<i>Cert. Fee – PHP 100.00</i> <i>Verification Fee – PHP 100.00</i>	15 Minutes	<i>Revenue Collection Officer</i> Provincial Treasurer's Office/Client
	Record the transaction	None	5 Minutes	<i>Designated Officer- in-Charge</i> Provincial Assessor's Office
	Review Certification, stamped photocopied documents, endorse for approval		10 Minutes	<i>Assigned Local Assessment Operations Officer</i> Provincial Assessor's Office
	Recommendation and approval		10 Minutes	<i>Provincial Assessor</i> Provincial Assessor's Office
3. Receive documents requested	Release of the approved documents		5 Minutes	<i>Designated Officer- in-Charge</i> Provincial Assessor's Office / Client
TOTAL		<i>Cert. Fee – PHP 100.00</i> <i>Verification Fee – PHP 100.00</i> <i>Per Tax Declaration</i>	1 Hour & 20 Minutes	