

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.

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| **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 | |
| 1. Real Property Tax Receipt (if applicable) | | | | 1 Original or Photocopy | Municipal Treasurer’s Office | |
| 1. Official Receipt for payment of Verification/Certification Fee | | | | 1 Original Copy | Revenue Collection Division - Provincial Treasurer’s Office | |
| 1. 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 | |
| 1. 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  None | | 10 Minutes | *Officer-in-Charge*  Provincial Assessor’s Office/Client |
| Verify records | | 5 Minutes | *Local Assessment Operations Officer*  Provincial Assessor’s Office |
| Prepare certification/ Photocopy document | | 15 Minutes | *Designated Officer-in-Charge*  Provincial Assessor’s Office |
| Issue Order of Payment | | 1. Minutes |
| 1. Pay Certification/ Verification Fee / Show Official Receipt as proof of payment | Issue Official Receipt upon payment | | *Cert. Fee – PHP 100.00*  *Verification Fee –*  *PHP 100.00* | | 15 Minutes | *Revenue Collection Officer*  Provincial Treasurer’s Office/Client |
| Record the transaction | | None | | 5 Minutes | *Designated Officer-in-Charge*  Provincial Assessor’s Office |
| Review Certification, stamped photocopied documents, endorse for approval | | 10 Minutes | *Assigned Local Assessment Operations Officer*  Provincial Assessor’s Office |
| Recommendation and approval | | 10 Minutes | *Provincial Assessor*  Provincial Assessor’s Office |
| 1. Receive documents requested | Release of the approved documents | | 5 Minutes | *Designated Officer-in-Charge*  Provincial Assessor’s Office  / Client |
| **TOTAL** | | | *Cert. Fee – PHP 100.00*  *Verification Fee –*  *PHP 100.00*  *Per Tax Declaration* | | **1 Hour & 20 Minutes** | |