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| DCN  NO. | REV  NO. | REGISTERED DATE | REVISION HISTORY | ORIGINATED  BY | REVIEWED BY | APPROVED BY | PAGE REVISED |
| 2016-038 | 00 | December 7, 2016 | Initial Release | Ferdinand R. Real | Materno P. Ato | Materno P. Ato | None |
| 2017-212 | 01 | November 7, 2017 | First Revision | Ferdinand R. Real | Imelda R. Ben | Imelda R. Ben | 1-4 |
| 2019-500 | 02 | August 23, 2019 | Second Revision | Maria Perpetua F. Vergara | Imelda R. Ben | Imelda R. Ben | 1-5 |
| 2022-010 | 03 | June 28, 2022 | Updated Definition of Terms, Additional Procedures, Identified Mandatory and Additional Requirements | Engr. Ceasar B. Palapala | Atty. Mhelygene D. Tesoro-Ramos, REA | Atty.  Mhelygene D. Tesoro-Ramos, REA | 1-7 |

1. **PURPOSE**

To deliver the best quality of service to the public, with the provision of a detailed and step by step procedure in the issuance of Certifications and Certified Photocopy of Real Property Records based and kept in the office.

1. **SCOPE**

This procedure covers the entire scope of the Quality Management System Standard (ISO 9001:2015) from the time a client requests for the issuance of Certification of Total Landholdings, Certification of No Property and Certified Photocopy of Tax Declaration and Other Real Property Records and Certification of Disposal of Records, up to the time the service is completed.

1. **DEFINITION OF TERMS** 
   1. **Clients** shall refer to any person who shall request for certification or certified photocopy of documents based and kept in the office of the Provincial Assessor.
   2. **Certificate of Landholdings** is a documentissued stating based on records the real properties of a taxpayer situated within the Province of Ilocos Sur except for those situated in component cities.
   3. **Certificate of No Property** is a document issued stating based on records that a taxpayer has no real property within the Province of Ilocos Sur except for those situated in component cities.
   4. **Certified Photocopy of Tax Declaration and Other Real Property Records** are machine copies of Tax Declarations and other Real Property Records that are kept in the Provincial Assessors Office that can be used in lieu of the original one the same to have been checked and formally approved as a true and accurate copy of the official records custodian.
   5. **Officer-in-Charge** refers to an officer or employee who has been assigned to receive and assess the documents from the clients.
   6. **Designated Officer-in-Charge** refers to an employee or officer who is in charge in the Records Division to process and prepare Certification of Real Properties.

* 1. **Records Officer** refers to the official custodian of all Tax Declarations and other Real Property Records in the Provincial Assessors Office.
  2. **Real Property Records** refer to any documents stating real property ownership, transfer, liens or any encumbrance thereto (e.g. Deed of Sale, Assessment rolls, Real Estate Mortgages, Security Bonds, Affidavit of ownership etc.)
  3. **Tax Declaration** is a real property record, which is a traditional assessment document maintained by the provincial, city or municipal assessors, showing, among others the declared owner, location of the property, classification, market, assessed values among others of the property as the basis for the collection of real property tax.

1. **REFERENCE DOCUMENTS**
   1. Code of Professional Responsibility (June 21, 1988)
   2. Local Government Code of 1991
   3. 2018 Revenue Code of the Province of Ilocos Sur

Provincial Ordinance No. 037-18 dated November 20 2018

* 1. Provincial Ordinance No. 037-18 dated November 20 2018
  2. Manual on Real Property Appraisal & Assessment Operations (January 2006)
  3. Data Privacy Act (August 5, 2012)
  4. National Archives of the Philippines Act of 2007

1. **SAFETY REQUIREMENTS**

Not Applicable

1. **EQUIPMENT AND MATERIALS**
   1. Computer
   2. Printer
   3. Ink
   4. Copy Paper/Bond Paper
   5. Sign Pen
   6. Stapler
   7. Copier
   8. Rubber Stamp
   9. Log Book
   10. Assessment Roll
2. **PROCEDURAL FLOW**

**Responsible References**

Clients’ Letter Request

Submit request /Accomplish/ Fill-out information

Client

Routing Slip

Officer-in-Charge

Receive, assess, evaluate and collect information

Supporting Documents

LAOO

Verify records

Supporting Documents Order of Payment

Designated Officer-in-Charge

Prepare certification, photocopy document/

Issue Order of Payment

Client

Pay Certification Fee at the Provincial Treasurer’s Office

Order of Payment Official Receipt

Recording of the Transaction for Certification

Designated Officer-in-Charge

Supporting Documents

Review Certification, stamped photocopied documents/ Endorse for approval

LAOO

Draft Certification/ Photocopied Documents

Provincial Assessor

Recommendation and approval

Designated Officer-in-Charge /Client

Release of the approved documents

Releasing Logbook

Binder/Folder

Filing of approved documents

Designated Officer-in-Charge

1. **PROCEDURE**
   1. The client submits request letter and if none, to fill-out and accomplish the Clients’ Letter Request (PASS-ADM4-04) provided for by the Office.
   2. The trained Officer-in-Charge shall receive and fill-out the Routing Slip for Annotations and Issuance of Certifications (PASS-ADM4-07) and shall do the initial assessment based on the checklist of requirements, evaluate the documents submitted and collect additional information if necessary. The following are the list of documentary requirements:

**TYPES OF TRANSACTION**

* Certified Photocopy of Tax Declaration & Other Documents
* Certificate of Landholdings
* Certificate of No Property
* Certificate of Disposal of Records

**MANDATORY REQUIREMENTS**

* Letter Request
* Real Property Tax Receipt (if applicable)
* Official Receipt for payment of Verification/Certification Fee
* Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)

**ADDITIONAL REQUIREMENTS**

Certificate of Landholdings/No Property

* Certificate of Landholdings/No Property issued by the Municipal Assessor
* Duly notarized Affidavit of No Properties in other Municipalities except Vigan City and Candon City

OTHER REQUIREMENTS – if applicable

* 1. The Local Assessment Operations Officer ( Records Officer ) shall verify from the assessment rolls to determine the existence of real properties of a taxpayer. In case of certified photocopies, he shall verify whether the documents requested exist in the records.
  2. The Designated Officer-in-Charge (Assessment Records Management Division) shall draft the Certification of Landholdings (PASS-ARM4-03) or Certification of No Property (PASS-ARM4-04) or Certification of Disposal of Records (PASS-ARM4-05) or photocopy the documents and shall issue Order of Payment (PASS-ADM4-02) hereafter after determining the number of documents sought to be certified.
  3. The client shall pay the Order of Payment (PASS-ADM4-02) issued at the Provincial Treasurer’s Office and to show the Official Receipt as proof of payment thereafter.
  4. The Designated Officer-in-Charge (Assessment Records Management Division) shall record the transaction for certification.
  5. The Records Officer (LAOO) shall review the draft certification or the photocopied document. If the Certification is disapproved, a Corrective Action Form (PASS-ADM4-03) is attached to the requirements and returned to the Municipal Assessor/Clients for compliance. He shall stamp the same if found to be correct and affix his signature in the document/s.
  6. In the event that there are recommendations by the Records Officer, the Officer-in-Charge shall revise the certification based on the recommendations given.
  7. The Provincial Assessor shall give her recommendation if there be any and approve and release the certification or certified photocopies.
  8. In the event that there are recommendations by the Provincial Assessor, the Local Assessment Operations Officer (Assessment Records Management Division) shall revise the certification based on the recommendations given.
  9. The Designated Officer-in-Charge (Assessment Records Management Division) shall record and release the final documents.
  10. The Designated Officer-in-Charge (Assessment Records Management Division) shall file the final documents.

1. **FORMS ATTACHED**
   1. Clients’ Letter Request (PASS-ADM4-04))
   2. Routing Slip for Annotations and Issuance of Certification (PASS-ADM4-07)
   3. Order of Payment (PASS-ADM4-02)
   4. Corrective Action Form (PASS-ADM4-03)
   5. Certification of Landholdings (PASS-ARM4-03)
   6. Certification of No Property (PASS-ARM4-04)
   7. Certification of Disposal of Records (PASS-ARM4-05)