

# Issuance of Certified Copies of Tax Declaration or ARP'S

**ABOUT THE SERVICES:** The Tax declaration serves as a permanent record of every real property unit (land, building and machinery) as basis for payment of Real Property tax.

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| <b>CLIENT GROUPS:</b>         | Real Property owners/ Administrator/ Authorized Representative.  |
| <b>REQUIREMENTS:</b>          | <ul style="list-style-type: none"> <li>• Name of owner</li> <li>• Lot number</li> <li>• Previous ARP no./PN</li> <li>• Etc.</li> </ul> |
| <b>SERVICE SCHEDULE:</b>      | Monday to Friday 8:00 AM to 5:00 PM  |
| <b>TOTAL PROCESSING TIME:</b> | 20 minutes   |
| <b>TOTAL FEES/CHARGES:</b>    | P 35.00/copy   |

Step 1 >> 10 minutes

Request for certified copy of documents needed

Assessment Clerk verifies records and print the documents

Step 2 >> 3 minutes

Proceed to Treasury Office to pay the fees

Revenue Collection Officer issues Official Receipt

Step 3 >> 5 minutes

Back to Assessor's Office and present the receipt

Assessment Clerk or Municipal Assessor record the certified copy Authenticate or certify the print copy

Step 4 >> 2 minutes

Received the requested certified copy by client

Assessment Clerk issues the document