

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.

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