OUR FRONTLINE SERVICES

V - OFFICE OF THE MUNICIPAL ASSESSOR

1. COLLECTION OF REAL PROPERTY TAX (RPT)

THE SERVICE :

Real Property Taxes are being collected annually based on the actual use of the land. As incentives to those who are updated and paying on time, they are given up to 20% discount in their taxes.

OUR CLIENTS :

All individuals/owners who owned land/s located within the municipality.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Inform employee of the purpose or nature of request	Previous Official Receipt	Retrieve RPTOP (Real Property Tax Order of Payment)	5 minutes	Mr. Mark Anthony Pagila Assessment Clerk I Ms. Elaine C. Sayson LAO I
2. Wait for the computation of tax		Compute Tax for the year	5 minutes	Mr. Mark Anthony Pagila Assessment Clerk I Ms. Elaine C. Sayson

				LAO I
3. Payment of Real Property Tax due to the Municipal Treasurer's Office.	RPTOP	Issue Official Receipt	2 minutes	Ms. Maribel Z. Ramos Ms. Sheila Marie M. Castillo RCC I Mr. Julian C. Cabanas Admin. Aide VI

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.
TOTAL RESPONSE TIME - 12 minutes

2. ISSUANCE OF CERTIFICATION OF REAL PROPERTY TAX PAYMENT (NON-DELINQUENT TAX) AND TAX DECLARATION (ORIGINAL AND CERTIFIED TRUE COPY)

THE SERVICE :

This service is being given to individuals to support them in the transfer of sold properties and loan purposes.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Inform employee of the purpose or nature of request.		Retrieve records regarding the request	5 minutes	Mr. Julius Moskito Admin. Aide III Mr. Mark Anthony Pagila Assessment Clerk I
2. Proceed to the Treasurer's Office for the payment of requested document.	Pay P100.00 (Certified True Copy) Pay P150.00 (Certification of any Documents)	Issue Official Receipt	3 minutes	Ms. Maribel Z. Ramos Ms. Sheila Marie M. Castillo RCC I Mr. Julian C. Cabanas Admin. Aide VI
3. Proceed to the Municipal Assessor's Office and wait for the release of the documents	Official Receipt	Preparation of the requested document/s and release it to client	10 minutes	Mr. Julius Moskito Admin. Aide III Mr. Mark Anthony Pagila Assessment Clerk I

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME - 18 minutes