



CERTIFIED TRUE COPIES / CERTIFICATION OF PAYMENT / TAX CLEARANCE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Submission of request letter	<u>Real Property Tax</u> • Elizabeth Lamela • German Ramirez • Ana Liza Lopez <u>Business and Misc. Revenue</u> • Virgie Juanatas • Marlinda Nievera • Cristina Sengco	1 min.	Malabon Taxpayers	• Identification card • Latest Official Receipt	P50.00 – Certification / Certified True Copy P50.00 - Verification	N/A
2. Preparation of Tax Order of Payment	<u>Real Property Tax</u> • Elizabeth Lamela • German Ramirez • Ana Liza Lopez <u>Business and Misc. Revenue</u> • Virgie Juanatas • Marlinda Nievera • Cristina Sengco	1 min.				
3. Payment of Fees	Cashiers • Melissa Santos (Window 2) • Syra Matito (Window 3) • Veronica Santos (Window 6)	15 mins.				
4. Preparation, verification of payments	<u>Real Property Tax</u> • Philip Salvador • Elizabeth Lamela • German Ramirez • Ana Liza Lopez <u>Business and Misc. Revenue</u> • Virgie Juanatas • Marlinda Nievera • Cristina Sengco • Melissa Macalino • Ginia Villacorta	15 mins.				

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF TAX	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
5. Authentication	<ul style="list-style-type: none"> • Amalia Santos (ICO, Treasury) 	1 min.	Malabon Taxpayers	(Continuation from Page 1)	(Continuation from Page 1)	N/A
6. Releasing of Certified True Copy/Certification of Payment/Tax Clearance	<u>Real Property Tax</u> <ul style="list-style-type: none"> • Elizabeth Lamela • German Ramirez • Ana Liza Lopez <u>Business and Misc. Revenue</u> <ul style="list-style-type: none"> • Virgie Juanatas • Marlinda Nievera • Cristina Sengco • Ginia Villacorta 	1 min.				