



## CERTIFICATE OF NO IMPROVEMENT

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. Owner's request	• Carmencita Leano	5 mins.	Owner of Real Property or Authorized Representative	1. Filled-up form with complete details of the request (form provided by this office or written request)  2. O.R. of processing fee	P50.00 – Certification P50.00 – Verification	
2. Verification as per records	• Arsito Dionisio • Wendy Angeles	10 mins.				
3. Field inspection / ocular inspection	• Danilo Sengco / Richard Soriano • Herminia Cunanan / Rico Gatdula • Jonathan Santiago / Mezer Santos • Arsito Dionisio / Romy Pascual • Fernando Pascual / Exodus Matias • Edmundo Cruz / Zernan Lazaro	2 days				
4. Preparation of Certification	• Arsito Dionisio	15 mins.				
5. Payment of Processing Fee	CITY TREASURER • Rosalina Labarda (Window 7)	3 mins.				
6. Approval of Certificate	• Engr. Evangeline Arenga (City Assessor)	5 mins.				
7. Releasing of Certificate	• Arsito Dionisio	5 mins.				