



## CERTIFICATE PROPERTY HOLDING OR NO PROPERTY HOLDING

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)	P50.00 – Certification P50.00 – Verification	
2. Verification as per records	• Arsito Dionisio • Wendy Angeles	10 mins.				
3. Preparation of Certification	• Arsito Dionisio	10 mins.		2. O.R. of processing fee		
4. Payment of processing fee	CITY TREASURER • Rosalina Labarda (Window 7)	3 mins.				
5. Approval of Certificate	• Engr. Evangeline Arenga (City Assesor)	5 mins.				
6. Releasing of Certificate	• Estella Machica	5 mins.				