



TRUE COPY OF TAX DECLARATION

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	• Estrella Machica	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 – Verification P50.00 – Certification	
2. Verification as per record	• Susan Rodillas • Wendy Angeles	10 mins.				
3. Payment of processing fee	CITY TREASURER • Rosalina Labarda (Window 7)	5 mins.		2. Official Receipt of Processing Fee		
4. Printing of Tax Declaration from PATAS	• Susan Rodillas • Wendy Angeles	5 mins.				
5. Approval of Certified True Copy	• Engr. Liberty Martin (Asst. City Assessor)	5 mins.				
6. Releasing of Certified True Copy	• Estrella Machica	5 mins.				