

1. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION, CERTIFICATE OF LAND HOLDINGS, NON-IMPROVEMENT, RELEASING OF OWNER'S COPY OF TAX DECLARATION

This is issued in lieu of the Original Tax declaration for taxation purposes and/or other certifications of assessment for personal records or for legal purposes.

Section/Unit	Records Unit			
Classification:	Simple			
Type of Transaction:	Government to taxpayer			
Who may Avail:	The person who owns real property within the jurisdiction of the Municipality of La Trinidad/or anybody who has interest on the property.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Any of the following 1. Name of owner 2. Latest tax declaration 3. Current RPT receipt 4. Title (if available) 5. Cedula (for non-property holdings)			Owner or client Assessor's Office Treasurer's Office Registered of Deeds Barangay or LGU (window 1)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Take transaction number	Call number	none	1 minute <i>Adelaida R. Chan (Admin Officer II)</i> <i>Brenda M. dahlen (Admin. Asst. III)</i>
2	SUBMIT for initial verification	Receive and verify requirement 2.1 Issue Order of payment 2.2 start processing	none	1 minute <i>Adelaida R. Chan (Admin. Officer II)</i> <i>Brenda M. Dahlen (Admin. Asst. III)</i>
3	Pay the required Fees at MTO window 2 by showing the Order of payment)	Receives payment based on order of payment and Issue Official receipt	Secretary's Fee PHP 70.00 per copy+ 20 pesos per additional property (for land holding & property holdings certification)	6 mins. <i>RCC –window 2</i> <i>Municipal treasurer's Office</i>

4	then return to Mun. Assessor's Office (Records Section and Present Official Receipt	Receive and Check OR,	none	1 min	Adelaida R. Chan (Admin Officer II) Brenda M. dahlen (Admin. Asst. III
5	Wait while a copy of tax declaration or certification is being printed.	VERIFY and print out the tax Declaration/ Certification and verify/check the print out	none	3 mins (May Vary depending on the number of clients	Adelaida R. Chan (AO II) Brenda M. dahlen (Admin. Asst. III
6	CLAIM Certified true copy of Tax Declaration/ or Certification.	RELEASE CTC of Tax Declaration/ Certification and others	none	1 min.	Adelaida R. Chan (AO II) Brenda M. dahlen (Admin. Asst. III)
TOTAL:			PHP 70.00 pesos/copy	13 minutes	

2. ISSUANCE OF TAX DECLARATION BY SIMPLE TRANSFER

A new owner's copy of tax declaration is prepared caused by transfer of ownership of the whole property from the previous to the new owner.

Section/Unit:	Logistic Unit; Tax Mapping and Appraisal Units	
Classification:	Simple	
Type of Transaction:	Government to Tax payer	
Who can Avail:	Anybody who acquires real property within the jurisdiction of the Municipality of La Trinidad or their authorized representative.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Titled Property: 1. Electronic or Certified copy of the new title, or a Photo copy stamped "cross checked with original" by the concerned staff of the Municipal Assessor's Office.; 2. Non tax delinquency certification 3. Electronic/Certified copy or Photo Copy of the registered Deed of conveyance (Deed of Sale, Donation, Extrajudicial Settlement of Estate, Affidavit of Self Adjudication, Affidavit of Consolidation of Ownership and Certificate of Sale. 4. Special Power of Attorney(SPA) (if needed)		Registered of Deeds (RD) Municipal Treasury Office (MTO) Register of Deeds (RD)

<p>5. Photo copy of BIR-CAR</p> <p>B. Untitled Property with Unregistered documents (1999 Gen. Rev. to 2010 Gen. Rev. ARP'S)</p> <ol style="list-style-type: none"> 1. Original and photo copy of Current Non tax delinquency certification 2. Original and photo copy of Deed of Conveyance/s 3. Original and photo copy of Special power of Attorney (if signed in behalf of claimant) 4. Original and photocopy of BIR Certificate Authorizing Registration (BIR-CAR =payment of capital gains tax, donors tax, estate tax, etc.) 5. Original and photo copy of 2 sets of newspaper clippings (3x published) and Certificate of Publication (for EJSE) 6. Original and Photo copy of Transfer tax receipt and/or Certification 7. 2 Blueprint sketch plan 8. Original and photo copy of DAR certification (for Agricultural lands) 9. Original and Photo copy of Certificate of Occupancy and Full Payment Certification (for provincial housing employees) 10. Resolution authorizing signatory, if both or either party is a juridical person. 11. Tax declaration 	<p>Registered of Deeds(RD) BIR-CAR Office/Register of Deeds(RD)</p> <p>Municipal Treasury Office(MTO)</p> <p>BIR - CAR</p> <p>Publishing newspaper</p> <p>Provincial Treasurer's Office</p> <p>Geodetic Engineer DAR Office</p> <p>PHMC (Capitol)</p>
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CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	SUBMIT requirements	<p>1.1 Verify that submitted requirements are complete.</p> <p>1.2 Issue Order of payment then record in logbook</p>	None	3 mins.	<i>Esther A. Gasmuña (Admin. Asst III) Shari B. Canol (Admin. Asst. III)</i>
2	Pay the required Fees at MTO (window 2).	Receives payment based on the Order of payment and Issue Official Receipt	Php 300.00	5 mins.	<i>RCC MTO window-2</i>
3	Then return to Mun. Assessor's Office (Receiving Section) and Present Official Receipt	Receive OR, attach to documents then let/assist client fill up routine slip (client's information only)	None	1 min.	<i>Esther A. Gasmuña (Admin. Asst III) Shari B. Canol (Admin. Asst. III)</i>

4	Fill up Maintenance Transactions Routine Slip	4.0 Check Filled up routine slip 4.1 record in logbook and computer 4.3 release to tax mapping unit	none	1 min	<i>Esther A. Gasmеña (Admin. Asst. III)</i> <i>Shari B. Canol (Admin. Asst. III)</i>
5	Wait while transaction is being processed	TAX MAPPING 5.0 Encode in AutoCAD, 5.0.a update tax maps and TMCR 5.0.b indicate boundaries APPRAISAL UNIT 5.1 Verify previous records and encode in the system, then print FAAS 5.2 Printing of Assessment of Real Property (4 copies) and prepare corresponding transmittal 5.3 Municipal Assessor reviews and signs the prepared , Field Appraisal & Assessment Sheet (FAAS), tax declaration and transmittal	None	10 minutes 30 minutes 5 mins 5 minutes	<i>Ulysses L. Domerez (Tax Mapper I)</i> <i>Franklin Van L. Domingo(JO taxmapper)</i> <i>Roland G. Kinchalos (LAOO II)</i> <i>Emma L.Colansong (LAOO I)</i> <i>Eric Lee S. Dampac (AA III)</i> <i>Emma L. Colansong (LAOO I)</i> <i>Shari B. Canol (AA III)</i> <i>Esther A. Gasmеña (AA-III)</i> <i>Brenda M. Dahlen (AA-III)</i> <i>Patrick B. Concepcion (Municipal Assessor)</i> <i>Or Officer in Charge</i>
6	RECEIVE all prepared documents and supporting papers for hand carrying	RELEASE documents for hand carrying	None	1 minute	<i>Esther A. Gasmеña (Admin. Asst III)</i> <i>Shari B. Canol (Admin. Asst. III)</i>

	to Provincial Assessor's Office for Appropriate action/approval				
END OF TRANSACTION					
7	Verify if tax Declaration was approved	Update logbook and electronic file	None	3 mins.	<i>Adelaida R. Chan (Admin. Off. II)</i> <i>Brenda M. Dahlen (Admin. Asst. III)</i>
TOTAL:			PHP 300.00	64 minutes	

Note: *Within 3 weeks, get update of PASSO for action/approval then update logbook and electronic file.*