

CERTIFICATE OF LAND HOLDINGS**Who may avail: DAGITI MAKAGUN-OD**

Declared owners/residents of the Municipality

Requirements: DAGITI MAKASAPULAN

Affidavit of Total Land Holdings

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

How to avail: KASATNO A MAGUN-OD

STEP	CLIENT	DIVISION CHIEF	DURATION (Normal Situation)	PERSON-IN-CHARGE	FEES/CHARGES
1. Submission of Requirements	Goes to the Assessor's Office	Myrna Y. Basco	5 minutes	Lorna G. Villanueva Myrna Y. Basco	Miscellaneous Fee -Php65.00
2. Reviewal and Assessment of Documents	Awaits the document	Myrna Y. Basco	5-10 minutes	Myrna Y. Basco	
3. Payment /Charges	Proceeds to the Treasury Office	Emmanuel Ventenilla	5 minutes	Daisy D. Estoesta Evelyn S. Quesada	
4. Attachment of Official Receipts to the documents	Goes back to the Assessor's Office	Myrna Y. Basco	3 minutes	Lorna G. Villanueva Myrna Y. Basco	
5. Signing and Issuance of Annotated Certified True Copy of Tax Declaration	Receives the approved certificate of Land Holdings	Myrna Y. Basco	3 minutes	Lorna G. Villanueva Zenaida G. Cariño	

AVAILMENT OF TAX DECLARATION**Who may avail: DAGITI MAKAGUN-OD**

Land Owners and other interested parties

Requirements: DAGITI MAKASAPULAN

Lot Number, Location of Property

Name of owner

Authorization from Declared owner

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How to avail: KASATNO A MAGUN-OD

STEP	CLIENT	DIVISION CHIEF	DURATION (Normal Situation)	PERSON-IN-CHARGE	FEES/CHARGES
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4. Attachment of Official Receipts to the documents	Goes back to the Assessor's Office	Myrna Y. Basco	3 minutes	Zenaida G. Cariño Lorna G. Villanueva	
5. Signing and Issuance of Annotated Certified True Copy of Tax Declaration	Receives the approved certificate of Land Holdings	Myrna Y. Basco	3 minutes	Zenaida G. Cariño Lorna G. Villanueva	

ANNOTATION OF ENCUMBRANCES**Who may avail: DAGITI MAKAGUN-OD**

Declared owners and other interested parties

Requirements: DAGITI MAKASAPULAN

Land Title

Documents needed for the Annotation

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

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2. Reviewal and Assessment of Documents	Awaits the document	Myrna Y. Basco	5-10 minutes	Myrna Y. Basco	
3. Payment of fees and Charges	Proceeds to the Treasury Office	Emmanuel Ventenilla	5-10 minutes	Daisy D. Estoesta Evelyn S. Quesada	
4. Attachment of Official Receipts to the documents	Goes back to the Assessor's Office	Myrna Y. Basco	5 minutes	Zenaida G. Cariño Lorna G. Villanueva	
5. Signing and Issuance of Annotated Certified True Copy of Tax Declaration	Receives the approved certificate of Land Holdings	Myrna Y. Basco	5 minutes	Myrna Y. Basco	

VERIFICATION OF REAL PROPERTY**Who may avail: DAGITI MAKAGUN-OD**

Declared owners and other interested parties

Requirements: DAGITI MAKASAPULAN

Land Title/Deed of Sale

Authorization from Declared Owner

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

How to avail: KASATNO A MAGUN-OD

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