

4. SECURING CERTIFIED TRUE COPY/IES OF TAX DECLARATION AND ISSUANCE OF OTHER CERTIFICATION (NO PROPERTY, PROPERTY HOLDINGS AND NO PROPERTY CERTIFICATION USED FOR MEDICAL AND BURIAL ASSISTANCE)

The City Assessor's Office may provide the owner or his authorized representative a Certified True Copy of Tax Declaration and other Certifications upon request.

Office or Division:	Assessor's Office			
Classification:	Simple transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Real Property Owners of San Juan City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Information details of Client that includes: Name of Patient/ deceased person Address				
Letter-request of property verification coming from		Requesting agency (ie. Bank, credit corporations etc.)		
Documents and ID of owner of property (ie. Receipts, tax declaration etc.)		Property owner		
Authorization Letter with the ID of the owner and Representative				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client request for Certified True Copy of tax Declaration or Certification of no property/ property holdings and submit documents	1. Verify documents submitted, and verify authority of person requesting 1.2 Interview of client on details of the client for issuance of certificate of no property used for medical/burial assistance / Issuance of order of payment		15 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Stephen Alcala Ryan Urbiztondo
2. Payment of fees at the treasury office	Receive payment and issue receipt	Php 100 per tax declaration Php 30/ Copy- Certificate of No Property/ Property Holdings	10 minutes	Treasury Department

		No fees required if Certificate of No Property will be used for medical/ burial assistance		
	3. Verification of information coming from Client using RPTAS		5 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Ryan Urbiztondo Stephen Alcalá
	4.1. Encodes and prints of Certified True Copy of Tax Declaration and Certificate of No Property and Property Holdings for signature of LAOO 4.2 Logging of Certificate in Records Book.		15 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Ryan Urbiztondo Stephen Alcalá
5. Client receive copy and sign receipt of documents in the record book	5. Issuance of Certified True Copy of Tax Declaration and Certification of No Property / Property Holdings - Office personnel will give signed documents to client		10 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Ryan Urbiztondo Stephen Alcalá

END OF TRANSACTION; Transaction Time: 55 minutes