



OFFICE OF THE MUNICIPAL ASSESSOR

External Services



6. Request for Tax Declaration (Certified True Copy)

This is issued to landowners, natural or judicial for reference purposes, transfer or titling of properties and other legal purposes involving properties.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business entity			
Who may avail:	All land owners, authorized individuals, groups or corporation in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished form		Office of the Municipal Assessor (OMAS)		
• Real Property Tax Clearance		Office of the Municipal Treasurer (OMT)		
• Official Receipt (Certified True Copy of Tax Declaration, Research Fee)		Office of the Municipal Treasurer (OMT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished Request Form	1.1 Receive the request form.	None	1 minute	Renerose Ternura
	1.2 Conduct research/verify if the request has records on file.	100.00	10 minutes	Romil Gaje
	1.3 Preparation of Certified True Copy.	100.00	5 minutes	Katherine Clarin Lailyn Agustin
2. Pay fee at OMT and return the receipt at the OMAS	2.1 Issue payment order and request client to pay to the OMT.	None	5 minutes	Crystal Saldevia Katherine Clarin



	2.2 Municipal Assessor signs the document.	None	2 minutes	Leslie Corneta, REA/ Romil Gaje
	2.3 The client signs the logbook upon release of documents.	None	2 minutes	Lailyn Agustin
	TOTAL:	200.00	25 minutes	



7. Request for Issuance of Certificate of Improvement/No Improvement, Certificate of Total Land Holdings, No Property Certification (House)

This is issued to landowners to effect the newly declared improvement or no improvement of the property, the total Land Holdings or No Property for taxation purposes.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All authorized individuals, groups or corporation in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished form		Office of the Municipal Assessor (OMAS)		
• Research fee		Office of the Municipal Treasurer (OMT)		
• Official Receipt (Certification)		Office of the Municipal Treasurer (OMT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished Request Form	1.1 Receive the request form.	None	1 minute	Renerose Ternura Lailyn Agustin
	1.2 Conduct research.	100.00	4 minutes	Romil Gaje
	1.3 Preparation of Certified True Copy.	None	6 minutes	Crystal Saldevia Katherine Clarin
2. Client pays fee at the OMT	2.1 Issue payment order and request client to pay to the OMT.	100.00	5 minutes	Crystal Saldevia Romil Gaje
3. Client presents receipt and receives the certificate.	3.1 Review and signing of certificate.	None	1 minute	Leslie Corneta, REA
	3.2 Client signs in the logbook.	None	2 minutes	Lailyn Agustin
TOTAL:		200.00	19 minutes	



8. Verification of History of Tax Declaration

This is issued to land owners, natural or judicial for reference purposes, transfer or titling of properties and other legal purposes involving properties.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All land owners/ buyers who want to locate the previous owners of a parcel of land.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished form		Office of the Municipal Assessor (OMAS)		
• Research Fee		Office of the Municipal Treasurer (OMT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished Request Form	1.1 Receive the request form.	None	2 minutes	Romil Gaje
	1.2 Issue payment order and request client to pay to the OMT.	None	5 minutes	Renerose Ternura
2. Pay fee at OMT and return the receipt at the OMAS	2.1 Conduct research.	100.00	1 day	Crystal Saldevia
	2.2 The client signs the log book upon release of documents.	None	3 minutes	Katherine Clarin Lailyn Agustin
TOTAL:		100.00	1 day & 10 minutes	



9. Correction of Owner's Name of Real Property Tax Declaration

This is issued to landowners to effect the correct name of the owner of Real Property Tax Declaration.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All land owners in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished form		Office of the Municipal Assessor (OMAS)		
• DAR Certification		Department of Agrarian Reform (DAR)		
• Survey Claimant from DENR, Roxas		DENR Land Mgt. Services, Roxas City		
• Machine copy of Land Title (optional)		Register of Deeds, Roxas City		
• Real Property Tax Certification		Office of the Municipal Treasurer (OMT)		
• Live Birth (optional)		Municipal Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished Request Form with attached requirements	1.1 Receive the request form.	None	1 minute	Renerose Ternura
	1.2 Review completeness and correctness of documents.	None	10 minutes	Cherrielyn Palomar, REA Leslie Corneta, REA
	1.3 Prepare Field Appraisal sheet for tax declaration.	None	10 minutes	Crystal Saldevia
2. Pay fee at OMT and return the receipt at the OMAS	2.1 Issue payment order and request client to pay to the OMT.	Amount of tax due	3 minutes	Crystal Saldevia Romil Gaje Lailyn Agustin
3. Client receives the document and signs in the log book.	3.1 Preparation of corrected name for Tax declaration.	None	5 minutes	Crystal Saldevia
	3.2 Release of Document.	None	1 minute	or Katherine Clarin
TOTAL:			30 minutes	



10. Correction of Area of Real Property Tax Declaration

This is issued to landowners to effect the correct area of the property.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All landowners in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished form		Office of the Municipal Assessor (OMAS)		
• Machine Copy of Land Title		Register of Deeds, Roxas City		
• Ocular Inspection & Investigation		Office of the Municipal Assessor (OMAS)		
• Real Property Tax Certification		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished Request Form	1.1 Receive the request form.	None	1 minute	Lailyn Agustin Renerose Ternura
	1.2 Review/ verify completeness and correctness of documents.	100.00	6 minutes	Municipal Assessor
	1.3 Conduct Ocular Inspection	100.00	1 day	Municipal Assessor Staff
2. Pay fee at OMT and return the receipt at the OMAS	2.1 Preparation of Ocular and Investigation Report.	None	5 minutes	Municipal Assessor
	2.2 Preparation of Field Appraisal sheet for Tax Declaration	Amount of tax due	5 minutes	Lailyn Agustin Katherine Clarin
3. Client receives the document and logs in the logbook.	2.3 Preparation of corrected area Tax Declaration	None	5 minutes	Crystal Saldevia Katherine Clarin
TOTAL:		200.00	1 day & 22 minutes	