



Certification on Real Property Records

ABOUT THE SERVICE

This service is requested by property owner for the following certifications:

- Certified True Copy
- Current and Existing TD
- With/Without Improvement
- Property/Land Holdings
- No Property/Land Holding, etc.

| | | | | |
|---|--|--|------------------------|---|
| Department / Office: | | CITY ASSESSOR'S OFFICE | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Citizens | | |
| Who may avail | | Property owner/representative | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| • For non-owner, SPA or authorization | | • Property owner/representative | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Approach Officer-of-the-Day (OD) for the request | 2. OD endorse request to Records Chief with Service Slip | | 1 minute | Officer-of-the-Day (OD) RODELO B. IBASCO LAOO III Chief of Records |
| | 3. Identify property TD | | 5 minutes | EVANGELINE A. CANLAS Admin. Aide I |
| 4. Pay corresponding fee | | P 50.00 / Certification P 75.00 / True Copy | 10 minutes | Revenue Collection Officer City Treasurer's Office (CTO) |
| 5. Submit paid OR to Admin Aide | 6. Prepare certification | | 10 minutes | VILMA C. CHANG Statistician EVANGELINE A. CANLAS Admin. Aide I |
| | 7. Approval of the City Assessor | | 2 minutes | CESAR R. MAGISTRADO CGDH I (City Assessor) |
| 8. Obtain Certification | 9. Copy of Notice released to requestor. Conclude the service, file Service Slip | | 2 minutes | RODELO B. IBASCO LAOO III Chief of Records OD |
| TOTAL | | P50.00 or P75.00 | 30 minutes | |

CITY ASSESSOR'S OFFICE

Room 105, G/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Cesar R. Magistrado, City Government Department Head I / City Assessor

Tel. Nos. (054) 205-2980 loc 1050

E-mail: caso@naga.gov.ph