



Property Identification / Location

ABOUT THE SERVICE

This service is requested by Citizen 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		
None				
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 Taxmapping Chief		1 minute	Officer-of-the-Day (OD) LORRY MARIA V. TESORERO Tax Mapper II Chief of Taxmapping
	3. Identify property		5 minutes	LORRY MARIA V. TESORERO Tax Mapper II Chief of Taxmapping VILMA L. CONSTANTINO Admin. Aide IV (Data Controller) ANNIE C. ALANO Tax Mapping Aide
3. Pay corresponding fee		P 50.00/	10 minutes	Revenue Collection Officer City Treasurer's Office (CTO)
4. Submit paid OR to Taxmapping Aide	5. Prepare Certification or photocopy of map for certification		10 minutes	ANNIE C. ALANO Tax Mapping Aide
	6. Approval of the City Assessor		2 minutes	CESAR R. MAGISTRADO CGDH I (City Assessor)
7. Obtain Certification	8. Certification		2 minutes	LORRY MARIA



	released to requestor			V. TESORERO Tax Mapper II Chief of Taxmapping OD
	Conclude the service, file Service Slip			
TOTAL		P 50.00	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

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