



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 Administrative 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 Building, 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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