



Securing Certificate of Real Property Tax Payments

ABOUT THE SERVICE

A certificate of Real Property Tax Payments is required, in certain transactions (e.g. securing a Building Permit), to prove that taxes on real property have been paid and updated. This may be secured from the Land Tax Division of the CTO.

Department / Office:		CITY TREASURER'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Landowners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Copy of Latest Real Property Tax Declaration 		<ul style="list-style-type: none"> • City Assessor's Office 		
<ul style="list-style-type: none"> • Community Tax Certificate 		<ul style="list-style-type: none"> • City Treasurer's Office 		
<ul style="list-style-type: none"> • Certification Fee Payment – Official Receipt 				
<ul style="list-style-type: none"> • If the purpose of the requested certification is for transfer of property ownership, the following are further required: <ul style="list-style-type: none"> – Document supporting the transfer of ownership, duly notarized – Transfer Tax Payment – Official Receipt 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements.			3 minutes	SALVE LUZ A. OJEDA Administrative Aide II ALVIN ANGELO Q. ALANGCO (Job Order)
2. Pay corresponding fees.		Cert Fee - P50 / Tax Declaration Research Fee – P75 / Tax Declaration	3 minutes	Collecting Personnel: OLGA B. IMPERIAL Revenue Collection Clerk II JOEL R. ARROYO Revenue Collection Clerk II MARY JANE S. BELLEZA Revenue Collection Clerk II CRISTHABELLE B. VELARDE Revenue Collection Clerk II



				<p>HAIDE C. SEMPUEGO Revenue Collection Clerk II</p> <p>LEO RICARDO N. GENERAL Collector Designate</p> <p>DEXTER B. QUIAPO Revenue Collection Clerk II</p> <p>Reliever:</p> <p>TUDY T. ESTRELLA Revenue Collection Clerk II</p> <p>ANGELINE B. BATAK Revenue Collection Clerk I</p> <p>RONAN EMMANUEL A. CUYO Revenue Collection Clerk I</p> <p>RAYMOND B. NASAYAO Collector Designate</p> <p>ROSABELINDA R. DEL VILLAR Admin Aide IV</p> <p>MARILYN S. EMBESTRO Administrative Officer V Cashier III</p>
3. Present the requirements at the Computer Area and inform the assigned personnel as to the purpose of the requested certificate.	4. Printing of Certificate.		15 minutes	<p>PRINCESS CHRISTINE I. NAPIGQUIT Clerk (Job Order)</p> <p>ALVIN ANGELO Q. ALANGCO (Job Order)</p>



				VERGIE B. GABRIANO (Job Order)
5. Verification of Certificate The printed certificate, along with the Individual Property Card, is forwarded to the assigned personnel. A check is made on completeness of real property tax payments and the accuracy of data printed on the certificate.			20 minutes	JOCELYN D. DOLOIRAS Local Revenue Collection Officer II ROLANDO A. BOBIS JR. Local Revenue Collection Officer I
6. Approval and Issuance. The Chief of the Land Tax Division initials the certificate and forwards the same to the City Treasurer for his signature. It is then released to the client.			5 minutes	CECILIA A. BACOLO Local Revenue Collection Officer IV MARIA SOCORRO R. GAYANILO CGADH I / Acting City Treasurer
TOTAL		P	38 minutes	

CITY TREASURER'S OFFICE

Room 101, G/F Main Building, J. Miranda Avenue, City Hall Complex, Concepcion Pequeña, Naga City

For more information, please contact:

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