

Issuance of Authenticated Copy of Tax Declaration

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Clients that need Authenticated Copy of Tax Declaration

What are the requirements:

1. Official receipt for Certification Fee (+ documentary stamp)

Total Processing Time:

- 36 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit request for authentication	Receive request and get the necessary information	4 minutes		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
2	Proceed to MTO for payment Go back to Municipal Assessor’s Office and present the original Official Receipt	Prepare the Certified True Copy of Tax Declaration	30 minutes	P60.00 P15.00	Revenue Collection Clerk Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
3	Receive the Certified True Copy of Tax Declaration	Issue Certified True Copy of Tax Declaration	2 minutes		Rodolfo Morilla, Jr.