

Issuance of Certificate of Improvements/Latest Revision

Schedule of availability of service:

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

Who may avail the service?

- Clients with transaction to BIR (Bureau of Internal Revenue)

What are the requirements?

- 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 the issuance of Certificate of Improvements/ Latest Revision	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 Certificate	30 minutes	P60.00 P15.00	Revenue Collection Clerk Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
3	Receive the Certificate	Issue Certificate	2 minutes		Rodolfo Morilla, Jr.