

**Issuance of Certificate of Payments**

*Schedule of availability of service:*

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

*Who may avail the service:*

- Real Property Owners

*What are the requirements:*

1. Copy of Latest Real Property Tax Declaration
2. Community Tax Certificate
3. Certification Fee Payment

*Total Processing Time:*

- Five (5) minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Present the requirements to the assigned personnel	Verify the payments made	1 minute		Glenda Lazado
		Check accuracy of data and affix signature	2 minutes		Mely Giga
		MTO head sign the certificate/clearance			Jocelyn Armada
2	Claim Certificate/ Clearance	Issue Certificate/Clearance	2 minutes		Dorena Purpura