

Issuance of Certificate of Total Land Holdings

Schedule of availability of service:

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

Who may avail the service:

- Real Property Owners or representatives

What are the requirements:

1. Official receipt for Certification Fee (+ documentary stamp)
2. Community Tax Certificate

Total Processing Time:

- 46 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit request for Certification	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 Certification	40 minutes	P60.00 P15.00	Revenue Collection Clerk Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
3	Receive the duly approved Certification of Total Landholdings	Issue Certification	2 minutes		Rodolfo Morilla, Jr.