

Issuance of Real Property Tax Receipt

Schedule of availability of service:

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

Who may avail of the service:

- Real Property Owners & Representatives

What are the requirements:

- Copy of Tax Declaration
- Copy of Latest Tax Receipt or any Real Property Identification

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 Collection Clerk assigned	Receive the documents and verify the correctness of Tax Declaration	1 minute		Roldan Potencia
		Compute Real Property Tax	2 minutes		Glenda Lazado
2	Pay the corresponding tax	Issue Official Receipt	2 minutes		Eric Nicolas Sollano