



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

**ISSUANCE OF CERTIFIED TRUE COPIES
 (At the Municipal Assessor's Office)**

A. ISSUANCE OF TAX DECLARATIONS/CTC OF TAX DECLARATION

ABOUT THE SERVICE:

The Municipal Assessor's Office issues updated Tax Declaration upon transfer of Ownership of Real Property from the previous owner to the new owner, to update the records and to transfer Real Property taxation to the new owner.

REQUIREMENTS:

1. Duly annotated deed of conveyance (sale, inheritance, donation, etc.)
2. Certificate of Non-Delinquency/Real Tax Receipt (current year)
3. Transfer of Tax Receipt/Certification of Transfer Tax
4. Certification of Photocopy of title (if any)

FEES:

Certified copies of assessment records
 P75.00/copy

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENT SHOULD DO	RESPONSIBILITIES OF PERSON/DEPARTMENT CONCERNED	PERSON IN CHARGE
1	Present all requirements.	Receive the requirements and forward same to the Municipal Assessor for review and approval. 10 mins.	Ermina C. Lopez Joseph Junio Kathleen Gamboa
2	Pay Certified True Copies of Tax Declaration at the Municipal Treasury Office.	Upon approval, return to the receiving clerk and advise the client to pay fees. 10 mins.	Treasury Office
3	Present/submit Official Receipt to the Municipal Assessor's Office & Receive the tax Declaration/CTC of Tax Declaration.	Receive official receipt. Research, review and prepare the computer-generated tax declaration. 20 mins.	Ermina C. Lopez Joanah de Vera Jacqueline J. Maximo
		Countersign the tax declarations /CTC of tax declarations. 10 mins.	Ermina C. Lopez Joseph Junio Kathleen Gamboa
		Sign the tax declaration. 10 mins.	Annie E. de Leon
		Release outgoing document. 10 mins.	Annie E. de Leon
TOTAL SERVICE TIME PER CLIENT 1 hr. and 10 mins.			
END OF TRANSACTION			

