



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

ISSUANCE OF CERTIFICATIONS

Land holdings/With and without Improvements/Number of Properties and Others

Requirements to be submitted by client:

1. Latest land tax receipt
2. Affidavit of No Improvements
3. Conduct of ocular inspection (if the land declared is residential)
4. Certification from the Barangay Captain (hospitalization/medical /scholarship purposes)
5. Any documents needed by the requesting person

HOW TO AVAIL OF THE SERVICES

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO & SERVICE TIME	PERSON IN CHARGE
1	Present all requirements.	Verify and evaluate requirements and latest Tax Declaration. 15 mins.	Joseph Junio Eduardo Abalos Cristy Marcha
2	Pay Certification Fee.	Treasury Office receives certification payments and issues Official Receipt. 15 mins.	Luisita Danan or authorized representative
3		Conduct ocular inspection (if needed), depending on the location or barangay. 1 hr.	Joseph Junio Joven Lasquite Maricar Padilla
4	Present Official Receipt of payment.	Type/encode Certification. 20 mins.	Ermina Lopez
5	Wait for the approval and Issuance of Certification.	Approve and Issue certification and keep file copy. 20 mins.	Annie de Leon (Municipal Assessor)
TOTAL SERVICE TIME PER CLIENT 2 hours & 10 mins.			
END OF TRANSACTION			



**8 KILOMETERS
THE LONGEST BARBECUE**
Bayambang, Pangasinan, Philippines
April 4, 2014