

## 17. Issuance of Tax Clearance Certificate

Tax Clearance Certificate is issued as a proof that taxes on real property have been paid and updated.

<b>Office or Divisions:</b>	CITY TREASURER'S OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transactions:</b>	G2C-Government to Client
<b>Who may avail:</b>	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
. Tax Bill	1. City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 6 for verification and computation of Real Property Tax.	1. Receive the required documents and check for completeness.  1.1 Verify and compute the Real Property Tax.	None	3 minutes	Mike Jordan P. Yasto Admin Aide I City Treasurer's Office

<p>2. Prepare and pay the amount indicated in the Real Property Tax Bill.</p> <p>2.1 Pay the corresponding fee for Tax Clearance Certificate.</p>	<p>2. Collect the amount indicated in the Real Property Tax Bill.</p> <p>2.1 Issue the Official Receipt.</p>	<p>P 80.00</p>	<p>2 minutes</p>	<p>Carina Theresa Bulan Clerk II City Treasurer's Office</p> <p>Albert Maddara RCC III City Treasurer's Office</p>
<p>3. Present the Official Receipt requesting for Tax Clearance Certificate</p>	<p>3. Print and prepare the Tax Clearance Certificate.</p>	<p>None</p>	<p>2 minutes</p>	<p>Mike Jordan P. Yasto Admin Aide I City Treasurer's Office</p>
	<p><b>TOTAL:</b></p>		<p>7 minutes</p>	