



Internal/External

13. SERVICENAME:PAYMENT OF FEES FROM ASSESSOR’S OFFICE

Description of the Service: This service enables clients to settle fees for transactions processed by the Assessor’s Office such as issuance of tax declarations, certified true copies, certifications, property assessments, and transfer of ownership.

Office or Division:	CITY TREASURER’S OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to Client
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Documents required by the City Assessor’s Office.	1. City Assessor’s Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	1. City Assessor’s Certification P 100.00 2. Subdivision and consolidation Fees P 200.00 3. Verification &	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		Printing of Map P 300.00 4. Annotation Fee P 100 per page 5. Cancellation of Annotation Fee P 100 per page		
2. Return to the City Assessor's Office and claim the requested documents.	2. Assist and instruct the client to return to the City Assessor's Office.	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
TOTAL			3 minutes	