

REAL PROPERTY TAX ASSESSMENT / PAYMENT

Office of Division	Office of the Municipal Treasurer			
Classification	Complex			
Type of Transaction	Government to Citizen / Business			
Who may avail	Real Property Owners / Administrator			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Revised Tax Declaration effective January 2020 per Sangguniang Panlalawigan No. 2019-01			Office of the Municipal Assessor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority service number and fill-out the information sheet and wait for number to be called	Call the number	1% of the assessed Value multiplied By 2% Basic and SEF tax rate plus penalty/ (discount)	30 minutes	Rhoda L. Imperio Marieta Riego Mirasol Javier
2. Present the tax declaration and wait for the assessment	Review the tax declaration and compute tax due			
3. Payment of tax due and Receive the official receipt	Issue official receipt and receive payment			