

ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Schedule of Availability of Service:

Monday to Friday 8:00 A.M.- 12:00 N.N. - 1:00 P.M - 5:00 P.M.

Who May Avail of the Service:

Real Property Taxpayers

What are the Requirements:

Tax Receipt/Community Tax Cert./Tax Clearance Fee Receipt

Duration:

20 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees
1	Pay to the cashier	Issue Tax Clearance Receipt	1 minute	Pedro Evangelista	P15.00
2	Present Tax Receipt & Tax Clearance Receipt	Prepare Tax Clearance	5-10 minutes	Alice Eugenio	
		Process clearance includes verification	5 minutes	Rolina Lazaro	
3	Present Community Tax Certificate		1 minute	Alice Eugenio	
End of Transaction					