



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF CAVITE  
MUNICIPALITY OF ROSARIO

## CITIZENS CHARTER

OTHERWISE KNOWN AS

### "ANTI-RED TAPE ACT OF 2007"

REPUBLIC ACT NO. 9485



AN ACT TO IMPROVE EFFICIENCY IN THE DELIVERY OF GOVERNMENT SERVICE TO THE PUBLIC REDUCING BUREAUCRATIC RED TAPE, PREVENTING GRAFT AND CORRUPTION, AND PROVIDING PENALTIES THEREFORE.

## OFFICE OF THE MUNICIPAL ASSESSOR

### FRONTLINE SERVICE : ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

STEPS / PROCESS		DOCUMENTS REQUIRED FROM CUSTOMER	FEES	RESPONSE TIME	PERSON RESPONSIBLE	LOCATION
CLIENT	PROVIDER					
1. Inquires and submits the request	Interviews Client  Prepares Certified True Copy of Tax Declaration  Prepares order of payment	Vaid I.D. Authorization Letter if the requesting party is not the owner	NONE	10 mins./ transaction	Nanette O. Lasic Edwina R. Cupino Hazel R. Redruco	Table #2 Table #4 Table #1  Office of the Mun. Assessor
2. Makes payment	Accepts payment and issues Official Receipt  Reviews & signs Certified True Copy of Tax Declaration  Records & releases Certified True Copy of Tax Declaration	Order of payment	P75.00 (as per local ordinance # 214 series of 2009)	2 mins.	Joyce Ann R. Valdeabella Aralin R. Rios Leandro Fulton A. Vivo  Regidor D. De Guia <i>Municipal Assessor</i> Dennis C. Ilas <i>Asst. Municipal Assessor</i> Jenila D. Montano	Treasurer's Office Ground Floor, Lingkod-Bayan Building, Poblacion, Rosario, Cavite  Office of the Mun. Assessor  Table #8  Table #5
3. Receives Certified True Copy of Tax Declaration			NONE			

**FRONTLINE SERVICE : ISSUANCE OF TAX DECLARATION - CHANGE OF OWNERSHIP**

STEPS / PROCESS		DOCUMENTS REQUIRED FROM CUSTOMER	FEES	RESPONSE TIME	PERSON RESPONSIBLE	LOCATION
CLIENT	PROVIDER					
1. Inquires and submits the request	Interviews Client	Photocopy of Transfer of Certificate of Title (New Title) Mode of Transfer-Documents - Deed of Absolute Sale/ Donation/Assignment/ Exchange/Extra Judicial settlement of Estate/ Estate Tax Certificate Authorizing Registration Real Property Tax (latest payment) Transfer Tax	NONE	3-5 days/ Tax Declaration	Nanette O. Lasic Edwina R. Cupino	Table # 2 Table # 4 Office of the Mun. Assessor, 2nd floor, Lingkod-Bayan Building Poblacion, Rosario, Cavite
	Evaluate documents submitted					
	Assigns Tax Declaration number Encodes and prints Tax Declaration					
	Reviews & approves Tax Declaration					
	Records and releases Tax Declaration				Nanette O. Lasic Idalino C. Laparan Edwina R. Cupino	Table # 2 Table # 9 Table # 4
					Regidor D. De Guia <i>Municipal Assessor</i>	Office of the Municipal Assessor
					Nanette O. Lasic	Table # 2
2. Receives Tax Declaration			NONE			