**7.3. Collection of Real Property Taxes**

ABOUT THE SERVICE: After the assessment of land, buildings and machineries at the Municipal Assessor’s Office, the real property taxes are paid in the Office of the Municipal Treasurer based on its assessment level and fair market value.

CLIENT GROUPS:

Individuals and/or corporations owning real properties in the Municipality

REQUIREMENTS:

* Official Receipt of previous year’s payment or latest real property tax payment
* Real Property Tax Order of Payment (RPTOP)

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

Based on the assessment

TOTAL PROCESSING TIME: 23 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Request for a Real Property Tax Order of Payment from the Municipal Assessor’s Office . | Prepares RPTOP | 10 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |
| 2. Submit the order of payment and latest real property payment official receipt to the collection clerk | Verifies last tax payment | 10 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |
| 3. Pay the assessed amount and wait for the Official receipt | Issues official receipt | 3 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |