

1. Issuance of Certification of Landholding

The Certificate of Landholding (Assessor's Certificate) is issued to clients/taxpayers as supporting document for Department of Agrarian Reform (DAR), Bureau of Internal Revenue (BIR) and other line agencies requirement.

Office or Division:	Provincial Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Completed Request Form		1. Provincial Assessor's Office – Officer of the Day		
2. Certification Fee (Official Receipt) (1 original)		2. Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form from Officer of the Day	1. Reviews/ receives accomplished request form. Advises client to pay at the Provincial Treasurer's Office with the request form from Provincial Assessor's Office	None	5 minutes	<i>Officer of the Day</i> Provincial Assessor's Office
2. Pay the fee at Provincial Treasurer's Office	2. Processes payment and issues Official Receipt	PHP 100/ person (per copy)		<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present Official Receipt	3. Verifies electronically through Enhanced Tax Revenue Assessment and Collection System (ETRACS) with property and without property		5 minutes	<i>Records Management Staff Assigned</i> Provincial Assessor's Office
	With 1 – 5 Real Property Units and Enhanced Tax Revenue Assessment and Collection System (ETRACS)		10 minutes	
	Verifies data and records findings		15 minutes	
	3.1. Verifies manually (in case of power failure) without property		10 minutes	
	With property (1 – 5 Real Property Units)		20 minutes	<i>Records Management Staff Assigned</i> Provincial Assessor's Office
	With property (6 – more Real Property Units)		30 minutes	
4. Receive the document requested				<i>Officer of the Day</i> Provincial Assessor's Office
TOTAL:		PHP 100/ person (per copy)	20 – 50 minutes	