

CITY TREASURER'S OFFICE

OFFICE DIVISION:	CITY TREASURER'S OFFICE / REAL PROPERTY TAX SECTION	
SERVICE DESCRIPTION		
Service Provided:	ISSUANCE OF TAX CLEARANCE CERTIFICATE	
Simple, Complex, or Highly Technical	Complex	
Internal or External	External	
Who may avail of Service	All Real Property Owners in Taguig	
CITIZEN'S CHARTER		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Latest Copy of the Original Receipt		Owner's Copy
Latest Tax Declaration		Assessor's Office

Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Proceed to City Treasurer's Office Real Property Tax (RPT) Section and submit required documents to apply for Tax Clearance	None	3 minutes	Receiving clerk Tax Clearance Section
2. Proceed to the Collector's counter for the payment of the certification fee.	PHP50.00 Certification Fee per copy	5 minutes	Revenue Collector Clerk
3. Photocopy the Official Receipt (OR), return to the RPT counter and give the original OR and photocopy of OR to the assigned CTO Staff.	Varies	10 minutes	RPT Staff
4. Keep the photocopy of your OR. Return on date inscribed and claim Certificate by presenting the photocopy of OR to RPT staff.	None	3 Working Days (Individual) / 5 Working Days (Bulk/Corporation)	RPT Staff

NOTE:

- For individual applications with a previously issued Tax Clearance Certificate and filed between 8:00am to 12:00pm, the process may take 1 day. Otherwise, the release of the
- Applications are considered "Bulk" when they involve 20 or more Tax Declarations.