



Republic of the Philippines  
**OFFICE OF THE MAYOR**  
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 Corner Elliptical Road, Diliman, Quezon City



*Herbert M. Bautista mpa mmba*

MEMORANDUM CIRCULAR No. 1  
 Series of 2015



**TO :**  
**RODOLFO M ORDANES**  
 City Assessor  
**EDGAR T VILLANUEVA**  
 City Treasurer  
**REYNALD PAUL M IMJADA**  
 ITDO

**SUBJECT :** **GUIDELINES AND PROCEDURES IN FORMULATING A SINGLE-WINDOW TRANSACTION TO STREAMLINE REGISTERING PROPERTY RELATED REQUESTS**

**DATE :** **09 JULY 2015**  
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**I. BACKGROUND AND OBJECTIVES**

This Circular is being issued to facilitate accepting and processing Registering Property-related transactions involving the Offices of the Assessor and Treasurer, in support to the Ease of Doing Business initiative. From the three (3)- step transaction involving four (4) days, as follows:

Obtain Tax Clearance from the Real Property Tax Division of the City Treasurer's Office	<u>Time to Complete</u> 2 days	<u>Associated Cost</u> Php 115 (Php50 for tax clearance for land and improvement plus Php 15 for documentary stamp tax.
Obtain certified true copy of latest tax declaration and certificate of improvement (with or without improvement) from the City Assessor's Office	1 day (simultaneous with procedure mentioned above)	Php50 per RPU + Php20 for documentary stamp tax; and Php 90 for certification of improvement
Pay transfer tax at the Real Property Tax Division of the City Treasurer's Office	1 day	0.75% of 1% of property selling price/zonal value whichever is higher plus Php125 certificate of payment

to a single-window transaction or one (1) step, process, consolidating the three (3) procedures in one application, completing the process within two (2) business days.

**II. COVERAGE**

This Circular operationalizes a Single Window Transaction module that shall streamline all the three steps mentioned above to be developed by the Quezon City Information Technology Development Office (QCITDO), in collaboration with the Treasury and Assessor's Office, to be referred to as the "Transfer Assistance Program (TAP-QC).

As such it would be a one-time application for a customer or property owner or his/her authorized representative, for the concerned Offices and units to process, and finally release the documents required within two (2) business days.

### III. POLICIES AND GUIDELINES

As provided for under existing laws, the following shall form part of the requirements in registering properties, on the part of the Local Government Unit, such as to wit:

- (1) Certified True Copy of the latest Tax Declaration of the property (whether land/lot, building/improvement and machinery);
- (2) Certification as to existing improvement;
- (3) Real Property Tax Clearance; and
- (4) Payment of Transfer Tax

All steps involving units from the Treasury and Assessor's Offices, with their respective requirements, fees, and procedures to follow, should be consolidated by the QCITDO into a Single Window Transaction Module.

Under the module, a customer or property owner need only accomplish an electronically prescribed form (Annex A attached), tick the required buttons based on their requirement, pay corresponding fees and return to claim the documents requested within two (2) business days. The form shall be uploaded in the Official Website of the city, downloadable and may be sent via electronic mail by the requesting party.

The document shall include: (1) Certified true copy of the Transfer Certificate of Title of subject property from the Register of Deeds (2) Duly Notarized Deed of Conveyance (Deed of Sale, Donation, etc.) (3) Original copy of the Official Receipt evidencing payment of Real Property Taxes (4) Valid Identification of the seller or buyer (5) Authorization and valid ID of the authorized representative, if applicable.

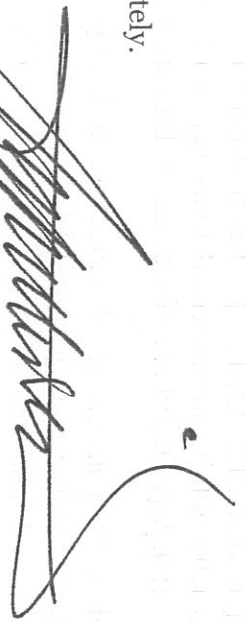
The module should be capable of farming out the request by electronic mail to the concerned offices and units, monitoring the same and reporting action taken. Order of payment has to be auto-computed based on request, claim stub and tentative computation of transfer tax must likewise be auto-generated. Only upon release of documents – Certified True Copy of TD Certification and Tax Clearance/s, can the property owner or his/her authorized representative can pay the corresponding transfer tax, which should be the last part of the process.

“TAP-QC” Kiosk shall be deployed in both Offices, which shall provide at least five (5) desktop units each with scanner, to accommodate the transacting public. Officers-of-the-Day shall be designated to man these kiosks.

Logistics support in terms of emergency procurement and distribution of necessary equipment, and trained personnel, which are essential to the full operation of this program shall be provided, subject to availability of funds of the Implementing Officers and compliance to RA9184 and its Implementing Rules and Regulation.

### IV. EFFECTIVITY

This Order shall take effect immediately.



**HERBERT M BAUTISTA MPA MNSA**  
Mayor