



MUNICIPAL TREASURER'S OFFICE EXTERNAL SERVICES

1. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–GovernmenttoCitizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Old CTC/Personal Data on ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Individual is required to write his/her name, civil status and birthdate.	Issues CTC based on the data given.	5.00 for Individual Basic 1.00 per every 1000.00 Based on Income	5 minutes	Revenue Clerk
TOTAL			5 minutes	

2. ISSUANCE OF OFFICIAL RECEIPT ON CIVIL REGISTRY MATTERS

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Pay slip/order from LCR				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Taxpayers is ask he/she had already requested a copy of needed documents from LCR.	Issues receipts based on the needed documents.		5 minutes	Revenue Clerk
2. Issuance of an Official Receipt depends on the service given by the LCR as to birth, marriage and death certificate or application for service.	Issues receipts based on the needed documents	105.00 for Birth, Death & Marriage Certificate 625.00 for Church Wedding & 1125.00 for Civil Wedding 170.00 for CENOMAR as to need of the client based on Revenue Code	5 minutes	Revenue Clerk
TOTAL			10 minutes	

3. ACCEPTANCE OF PAYMENTS ON SALE/LEASE OF CEMETERY LOT

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Official Receipts for full payment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry from the cemetery lot caretaker the available lot, niche for sale.	Issues receipt and Certificate.	1,500.00+ 1,500 maintenance fee for Apartment Style	10 minutes	Cemetery Caretaker
2. Proceed to the Treasurer's Office for payment		63,000.00 + 1,575.00 maintenance fee for Tomb Style		
3. Proceed to the Mayor's Office for Certification of Ownership.		252,000 + 6,500.00 maintenance fee for Mausoleum Style	5 minutes	Revenue Clerk
		15,000.00 + 1,000.00 maintenance fee for Lawn Lot	5 minutes	Mayor's Staff
		<i>maintenance fee is for every five year</i>		
TOTAL			20 minutes	

4. ACCEPTANCE OF PAYMENT ON REAL PROPERTY TAX

Office or Division :	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction :	G2C–Government to Citizen			
Whom may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Old receipts of tax bill - Proof of ownership 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry from taxpayer of his/her demand	Issues official receipt	2% of assessed value of declared property	5 minutes to 7 minutes	Revenue Clerk
2. Ask him/her the taxpayers name, location of property.				
3. Look for real property card and its payment.				
4. Compute the taxes.				
5. Receive/issue the corresponding receipts/payments				
6. Record payments on the corresponding index card.				
TOTAL		-	-	

5. ISSUANCE OF TAX CLEARANCE

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Previous receipt and index card - Proof of updated payment 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Look for payment such as official receipts in the index card of the taxpayer.		80.00 for Tax Clearance 180.00 for Tax Declaration 80.00 for Certification	5 minutes	Revenue Clerk
2. Issue tax clearance and record it to the logbook signed by the treasurer.	Type the tax clearance		5 minutes	Municipal Treasurer
TOTAL			10 minutes	

6. PREPARATION OF TAX BILL/LETTER OF DELINQUENCY

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Index Card				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Compute tax bill of RPT taxpayer, current and delinquent account.			5 minutes	Revenue Clerk
TOTAL			5 minutes	

7. ISSUANCE OF OTHER RECEIPTS SUCH AS POLICE CLEARANCE FEE, TRANSFER FEE, BUILDING FEE, MARKET FEES REGISTRATION OF LARGE CATTLE etc.

Office or Division:		Municipal Treasurer Office		
Classification:		Highly Technical		
Type of Transaction:		G2C–Government to Citizen		
Who may avail:		ALL		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Order slip, tax bill, other related documents				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry from taxpayer of their payments to be made.	Issues receipts	Police Clearance as to use 100.00 for employment 500.00 for firearm permit 600.00 for application of Filipino citizenship 200.00 for police report 250.00 for travel abroad 150.00 for other purpose Stall Fees 600.00/mo. For Wet section 1500.00/mo. For Dry section 2000.00 for Restaurant Electric Fees- 9.00/KW 150.00 minimum for water fees and other fees as stipulated on Revenue Code/Tourism Code/Market Code	5 minutes	Revenue Clerk
TOTAL			5 minutes	

8. ACCEPTANCE OF PAYMENT ON MAYOR'S BUSINESS PERMIT

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Affidavit - Previous payments 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Compute the business tax/bill based on gross sales/capital investment declaration	Inspect the document	Based on Gross Sales Retailers/Essentials up to 400.00-2.5% Non-Essential up to 400.00-3.2% may differ/wary as to Revenue Code	10 minutes	Revenue Clerk
2. Issue receipt				
3. Secure CTC based on declared income				
4. Check the other documents record; re: Engineering Inspection fee, etc.				
5. Instruct to proceed in different offices concerned.				
6. Record payments on index card				
TOTAL			10 minutes	

9. DISBURSEMENT OF FUND/PAYMENT OF VOUCHERS

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Complete requirements for payments of voucher - Official receipt 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the vouchers ready for payment. a. Complete, signatories such as Mayor, Budget, Accountant, approved for payment.			5 minutes	Cashier/Clerk
2. Issue check for signature by the Treasurer and Mayor			2 minutes	Treasurer and Mayor
3. Upon return from the Mayor's Office, check the corresponding official receipt issued by the payee, then record it to the cashbook.			2 minutes	Cashier/Clerk or the Treasurer
TOTAL			9 minutes	

10. ENCASHMENT OF CHECKS

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Identification Card with signatures				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check duly signed by proper authority			5 minutes	Cashier
2. Request for proper identification card with the same signature.			1 minute	Administrative Officer
3. Record/ sign on logbook.			1 minute	Administrative Officer
TOTAL			7 minutes	