

MUNICIPAL TREASURER'S OFFICE EXTERNAL SERVICES

1. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Office or	Municipal Treasurer Office				
Division: Classification:	Highly Techr	nical			
Type of Transaction:	G2C–Goverr		en		
Who may avail:	ALL				
CHECKLIST OFREQUIREMENT		١	WHERETOSECU	RE	
- Old CTC/Personal	- 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.	based on the data given.	5.00 for Individual Basic 1.00 per every 1000.00 Based on Income	5 minutes	Revenue Clerk	
тот	AL .		5 minutes		

2. ISSUANCE OF OFFICIAL RECEIPT ON CIVIL REGISTRY MATTERS

Office or		Municipal Treasurer Office			
Division:		l liada b d	Technical		
Classification:			Technical		
Type of		G2C-0	GovernmenttoCitiz	en	
Transaction:					
Who may avai	1:	ALL			
CHECKLIST OFREQUIREM		c	WHER	ETOSECURE	
- Pay slip/c					
LCR	nuci	nom			
_		FNOV		DDOOFCOINO	DEDCON
CLIENT		ENCY	FEES	PROCESSING TIME	
STEPS		TION	TO BE		RESPONSIBLE
			PAID		
4 Tauna	1				
1. Taxpayers is	Issu				
ask he/she	recei	ipts ed on			
had already requested a		needed		5 minutes	Revenue Clerk
copy of		iments.		0 1111000	
needed	uucu	inents.			
documents					
from LCR.					
Hom Lorx.					
2. Issuance of	Issu	es	105.00 for Birth,		
an Official	recei	ipts	Death &		
Receipt		ed on	Marriage		
depends on	the r	needed	Certificate		
the service	docu	iments	625.00 for		
given by the			Church Wedding		
LCR as to			& 1125.00 for		
birth,			Civil Wedding		
marriage and			170.00 for	5 minutes	Revenue Clerk
death			CENOMAR as to		
certificate or			need of the client		
application for			based on Revenue Code		
service.					
TO	TAL			10 minutes	

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

0 (//							
Office or		Munic	cipal Treasurer Offi	ce			
Division: Classification		HighlyTechnical					
	1.		-GovernmenttoCitiz				
Type of		G2C-	Governmenttocitiz	en			
Transaction:							
Who may ava	ail:	ALL					
CHECKLIST	-		WHERE	TOSECURE			
OFREQUIRE							
- Official F full payn		ots for					
CLIENT	AGE		FEES	PROCESSING	PERSON		
STEPS	ACT	ION	ТО	TIME	RESPONSIBLE		
			BE				
			PAID				
1. Inquiry from			1,500.00+ 1,500				
the cemetery			maintenance fee		Comotony		
lot caretaker			for Apartment	10 minutes	Cemetery Caretaker		
the available			Style 63,000.00 +		Carelaker		
lot, niche for			1,575.00				
sale.			maintenance fee				
	Issues		for Tomb Style				
	receip Certifi		252,000 +				
2.Proceed to the Treasurer	Certim	cale.	6,500.00				
's Office for			maintenance fee	5 minutes	Revenue Clerk		
payment			for Mausoleum				
payment			Style				
			15,000.00 + 1,000.00				
3. Proceed to			maintenance fee				
the Mayor's			for Lawn Lot				
Office for			maintenance fee				
Certification			is for every five				
of Ownership.			year	5 minutes	Mayor's Staff		
					inayor o olan		
то	TAL			20 minutes			

4. ACCEPTANCE OF PAYMENT ON REAL PROPERTY TAX

Office orDivision :	Municipal Treasurer Office					
Classification:	HighlyTechnical					
Type ofTransaction		G2C–GovernmenttoCitizen				
: Whomayavail:	ALL					
CHECKLIST OFRE						
 Old receipts of Proof of owned 	tax bill					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Inquiry from taxpayer of his/her demand						
2.Ask him/her the taxpayers name, location of property.						
3. Look for real property card and its payment.		2% of				
4.Compute the taxes.	lssues official receipt	assesse d value of declared	5 minutes to 7 minutes	Revenue Clerk		
5. Receive/issues the corresponding receipts/payments		property				
6. Record payments on the corresponding index card.						
тот	AL	-	-			

5. ISSUANCE OF TAX CLEARANCE

Office or	Municipa	Municipal Treasurer Office				
Division:						
Classification:	HighlyTe					
Type of	G2C–Go	overnmenttoCitiz	ien			
Transaction:	ALL					
Who may avail:	ALL					
CHECKLIST OFREQUIREMEN	ITS		RETOSECURE			
 Previous red index card Proof of upd 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	5 minutes	Revenue Clerk		
2. Issue tax clearance and record it to the logbook signed by the treasurer.	Type the tax clearance	80.00 for Certification	5 minutes	Municipal Treasurer		
тот	AL		10 minutes			

6. PREPARATION OF TAX BILL/LETTER OF DELINQUENCY

Office or Division: Classification: Type of Transaction: Who may avail: CHECKLIST OFREC - Index Card	Municipal Treasurer Office HighlyTechnical G2C–GovernmenttoCitizen ALL QUIREMENTS WHERETOSECURE				
CLIENT STEPS	AGENCY ACTION	FEES TOBE PAID	PROCESSING TIME	PERSONRE SPONSIBLE	
1.Compute tax bill of RPT taxpayer, current and delinquent account			5 minutes	Revenue Clerk	
тот	AL		5 minutes		

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

Division: HighlyTechnical Classification: HighlyTechnical Type of Transaction: G2C-GovernmenttoCitizen Who may avail: ALL OFREQUIREMENTS WHERETOSECURE OFREQUIREMENTS WHERETOSECURE OFREQUIREMENTS WHERETOSECURE OFREQUIREMENTS WHERETOSECURE CLIENT AGENCY FEES PAID STEPS AGENCY FEES ACTION BE PAID POlice Clearance as to use ResPONSIBLE 1. Inquiry from taxpayer of their payments to be made. Police Clearance as to use Se for their employment 500.00 for employment 500.00 for tarpent 250.00 for travel abroad 5 minutes Issues receipts Stall Fees 600.00/mo. For Wet section 1500.00 for other purpose Stall Fees 600.00/mo. For Wet section 2200.00 for Restaurant Electric Fees- 9.00/KW 5 minutes Stoud other fees as stipulated on Revenue Code/Tourism Code/Market Code 5 minutes	Office or		Municipa	al Treasurer Office				
Type of Transaction: G2C-GovernmenttoCitizen Who may avail: ALL CHECKLIST OFREQUIREMENTS WHERETOSECURE - Order sip, tax bill, other related documents PEES ACTION CLIENT STEPS AGENCY ACTION FEES PAID 1. Inquiry from taxpayer of their payments to be made. AGENCY ACTION FEES PAID 1. Inquiry from taxpayer of their payments to be made. Police Clearance as to use 100.00 for employment 500.00 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 2000.00 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								
Transaction: ALL Who may avail: ALL CHECKLIST OFREQUIREMENTS WHERETOSECURE - Order slip, tax bill, other related documents PEES CLIENT STEPS AGENCY ACTION FEES PAID PROCESSING TIME PERSON RESPONSIBLE 1. Inquiry from taxpayer of their payments to be made. Police Clearance as to use Interpret to their 100.00 for employment 500.00 for firearm permit 600.00 for application of Filipino 5 minutes Revenue Clerk 1ssues receipts 250.00 for tharel abroad 5 minutes Revenue Clerk 250.00 for other purpose 5 minutes Revenue Clerk 150.00 for other purpose 5 minutes Revenue Clerk 600.00/mo. For Wet section 1500.00 for code/Tourism Code/Market Code 5 minutes								
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OFREQUIREMENTS • Order slip, tax bill, other related documents CLIENT STEPS AGENCY ACTION FEES PAID PROCESSING TIME PERSON RESPONSIBLE 1. Inquiry from taxpayer of their payments to be made. Police Clearance as to use 100.00 for employment 500.00 for direm 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/Touri		il:	ALL					
Order slip, tax bill, other related documents AGENCY STEPS ACTION AGENCY ACTION AGENCY ACTION Police TO BE PAID Police Clearance as to use use 100.00 for employment 500.00 for firearm permit 600.00 for application of Filipino citizenship 200.00 for other purpose Stall Fees 600.00/mo. For Wet section 150.00 for Restaurant Electric Fees- 9.00/KW 150.00 minimum for water fees and other fees as stipulated on Revenue Code/Market Code Code/Market Code PROCESSING TIME PERSON Responsible Person TIME Person			c	WHER	ETOSECURE			
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STEPSACTIONTO BE PAIDTIMERESPONSIBLE1. Inquiry from taxpayer of their payments to be made.Police Clearance as to use 100.00 for employment 500.00 for firearm permit 600.00 for application of Filipino citizenship 200.00 for other purpose Stall Fees 600.00/mo. For Wet section 200.00 for Restaurant Electric Fees- 9.00/KW 150.00 minimum for water fees as stipulated on Revenue Code/Tourism Code/Market Code/MarketTIMEResponsibleSTEPSACTIONFor payments firearm permit 600.00 for application of filipino citizenship 200.00 for travel abroad 150.00 for other purpose5 minutesRevenue ClerkIssues receipts50.00 for travel abroad 150.00 for other purpose5 minutesRevenue Clerk								
Indury form taxpayer of their payments to be made. 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 5 minutes Revenue Clerk Stall Fees 600.00/mo. For Wet section 1500.00 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	-			TO BE				
TOTAL	taxpayer of their payments to be made.		s receipts	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		Revenue Clerk		
	T(OTAL			5 minutes			

8. ACCEPTANCE OF PAYMENT ON MAYOR'S BUSINESS PERMIT

Office or Division:	Municipal Treasurer Office					
Classification:	HighlyTechnical					
Type of		GovernmenttoCitizen				
Transaction:						
Who may avail:	ALL					
CHECKLIST		WHER	ETOSECURE			
- Affidavit	NIS					
- Previous pa	avments					
		FEES	PROCESSING	PERSON		
	ACTION	TO BE PAID	TIME	RESPONSIBLE		
1.Compute the business tax/bill based on gross sales/capital investment declaration		Based on Gross Sales Retailers/Essenti als up to 400.00- 2.5% Non-Essential up to 400.00-3.2%				
2.Issue receipt		may differ/wary				
3. Secure CTC based on declared income		as to Revenue Code				
	nspect the document		10 minutes	Revenue Clerk		
5. Instruct to proceed in different offices concerned.						
6.Record payments on index card						
тоти	AL.		10 minutes			

9. DISBURSEMENT OF FUND/PAYMENT OF VOUCHERS

	r				
Office or	Municipal Treasurer Office				
Division:					
Classification:	HighlyTechnica				
Type of	G2C–Governm	enttoCitiz	zen		
Transaction:					
Who may avail:	ALL				
CHECKLIST OFRE	• =		WHERETOSEC	URE	
- Complete requ					
payments of v					
- Official receipt	AGENCY	FEES	PROCESSING	PERSON	
STEPS	ACTION	TO BE PAID	TIME	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	
тот	AL		9 minutes		

10. ENCASHMENT OF CHECKS

Office or	Municipal Treasurer Office				
Division:	· · · · <u>-</u> · · ·				
Classification:	HighlyTechnica				
Type of	G2C–Governm	enttoCitiz	zen		
Transaction:					
Who may avail:	ALL				
CHECKLIST OFRE			WHERETOSEC	URE	
 Identification C signatures 	Card with				
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	
тот	AL		7 minutes		