

# **MUNICIPAL TREASURER'S OFFICE**

## **External Services**

# 1. Payment of Real Property Tax

A municipality may levy an annual ad valorem on real property such as land, buildings, machinery, and other improvements not specifically exempted under the law

<b>Office or Division:</b>	Office of the Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
Latest Tax Declaration Number (1 Photocopy)		Municipal Assessors Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Tax Declaration to collector and request for RPT Billing	1.2 Print the Statement of Account/Billing	None	5 minutes	<i>Rosemarie N. Dianco-RCC / Zenaida Bitangga-RCC / Starsky B. Bringas- RCC /</i>
2. Received the printed RPT Billing & give payment to the collector as disclosed in the RPT Billing. Received Official Receipt.	2.1 Received payment and Issue Official Receipt	Formula: Basic Tax: Tax Due= (Assessed Value) x Applicable Tax Rate SEF: SEF Due= (Assessed Value) x (Applicable Tax Rate)	5 minutes	<i>Rosemarie N. Dianco-RCC / Zenaida Bitangga- RCC / Starsky B. Bringas-RCC /</i>
		Total Fees to be paid: Amount indicated in the printed RPT Billing	Total Processing Time: 10 minutes	

## 2. Request for RPT Clearance and Certification

Issued upon full payment of RPT tax.

<b>Office or Division:</b>	Office of the Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
Official Receipt of RPT payment (original copy)		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request of RPT Clearance/Certification	1.1 Check the Tax Payer's Account if updated	None	2 minutes	<i>Zenaida Bitangga-Revenue Collection Clerk I</i>
2. Pay for Clearance/Certification Fee (if taxpayer's account is updated)	2.1 Issues Official Receipt	P100.00	2 minutes	<i>Zenaida Bitangga-Revenue Collection Clerk I</i>
3. Received Official Receipt	3.1 Sign Tax Clearance	None	2 minutes	<i>Berlita T. Basa-Municipal Treasurer</i>
4. Received approved Tax Clearance	4.1 Issue Tax Clearance	None	2 minutes	<i>Zenaida Bitangga-Revenue Collection Clerk I</i>
		Total Fees to be paid: P 100.00	Total Processing Time: 10 minutes	

### 3. Registration of Pedaled Tricycle Unit

The process by which an operator required documents to register the pedaled tricycle unit for its legalities to operate.

<b>Office or Division:</b>	MUNICIPAL TREASURER'S OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
Certificate of Inspection (1 original)		PNP Traffic Division		
Community Tax Certificate (1 original)		Municipal Treasurer's Office		
Barangay Clearance (1 original)		Barangay		
Waiver of Rights (1 original)		Vendor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Requirements	1.1 Receives requirements and prepares the registration papers and collects fees	P535.00 Surcharge- P58.75 Total- 593.75	5 Minutes	<i>Rosemarie N. Dianco- RCC I</i>
2. Received Official Receipt and Sign the Registration form to MTO and PNP Traffic Division	2.2 Issues Official Receipt	None	10 Minutes	<i>Berlita T. Basa-Municipal Treasurer and Bernard D. Enriquez- Police Executive Master Sargeant Chief Traffic PNCO</i>
3. Submit the Registration Form to PNP Traffic Division and proceed to BPLS	3.1 Receives and Signs the Registration Form	None	10 Minutes	<i>Rosemarie N. Dianco- RCC I</i>
		Total payment fee: P 593.75	Total Processing Time: 32 minutes	

#### 4. Collection of Community Tax Certificate (CEDULA)

Municipalities may levy a community tax in lieu of the former residence tax levied and collected under Section 38 of P.D. No.231, as amended.

<b>Office or Division:</b>	<b>OFFICE OF THE MUNICIPAL TREASURER</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business, Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
<u>Individual</u> Previous CEDULA/ Completely Filled out Information Sheet		Municipal Treasurer's copy		
<u>Corporation</u> SEC Approved Articles of Incorporation (new) Latest Community Tax Certificate/BIR Form 0017 (renewal) Approved Business Tax Assessment Form (renewal)		Company BIR  BPLS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. For Individual: Fill out Information Sheet  For Corporation: Present requirements at the assigned collector.	1.1 Check requirement/s.  1.2 Receives information sheet, post/encode entries to the database	None	1 minute  1 minute	<i>Haidee Coronado- RCC I</i> <i>Rosemarie N. Dianco- RCC I</i> <i>Zenaida Bitangga- RCC I</i> <i>Starsky B. Bringas- RCC I</i>
2. Pay the corresponding taxes, fees and charges	2.1 Receive payment Facilitate the affixing of signature and thumb mark on the Community Tax Certificate	(see payment matrix)	3 minutes	<i>Haidee Coronado- RCC I</i> <i>Rosemarie N. Dianco- RCC I</i> <i>Zenaida Bitangga- RCC I</i> <i>Starsky B. Bringas- RCC I</i>
3. Received the Original Copy of Community Tax Certificate	Issue Community Tax Certificate and retain duplicate and triplicate copy for Liquidation	None	1 minute	<i>Haidee Coronado- RCC I</i> <i>Rosemarie N. Dianco- RCC I</i> <i>Zenaida Bitangga- RCC I</i> <i>Starsky B. Bringas- RCC I</i>
		Total payment fee: (see payment matrix)	Total processing time: 6 minutes	

**CTC Fees**

For Individual	Gross Receipt from earnings derived from business during the preceding year (P1.00 for every P1,000.00) Salaries or Gross Receipt or earnings derived from exercise of profession or pursuit of any occupation (P1.00 for every P1,000.00)
For Corporation (engaged in doing business):	Annual Community Tax of P500 and an annual additional tax, which in no case, shall exceed P10,000.00 w/ the following schedule: 1. For every P5,000 worth of real property in the Philippines, owned by juridical entity during the preceding year, based on the assessed value used for the payment of the real property tax under existing laws- Two Pesos (P2.00); and For every P5,000.00 of gross receipts or earnings derived from the business in the Philippines during the preceding year-Two Pesos (P2.00)

## 5. Releasing of Claims of Salaries and Wages, Honorariums and Other Payroll Claims, Suppliers and Voucher Claims

Employees are entitled to receive the salaries and wages, honorariums and other payroll claims as agreed, which is in consonance with existing laws and regulations.

<b>Office or Division:</b>	Office of The Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government, Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
<b>For Salaries and Wages</b> Identification Card/Cedula		Government issued Identification Card		
<b>For Suppliers Claims</b> Special Power of Attorney (if representative of the claimant) Official Receipts/ Collection Receipts (for accredited establishments/suppliers with valid claims against the LGU)		Public Attorney's Office  Official Receipts from the Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements: For payroll claims: Sign the payroll in the column corresponding to name of the claimant.	1.1 Verifies the authenticity of the requirements presented Pay in cash the exact net amount indicated in the payroll.	None	4 Minutes	<i>Rosalie T. Juanillo- Administrative Officer III</i>
2. For Disbursement Voucher Claims: Issue Official Receipts (for payee suppliers only) and affix Signature on the Received Column of the Disbursement Vouchers and Check Registry	2.1 Verifies the authenticity of the requirements presented  2.2 Review Official Receipts (for establishments with valid claims), the signature of the claimant in the Disbursement Voucher and Check Registry, and release the check.	None	5 Minutes	<i>Starsky B. Bringas Revenue Collection Clerk I</i>
		Total payment fee: None	Total processing time: 9 minutes	

**6. Collection of local business taxes (Zoning and Locational Fees, Building/Electrical Permit, Civil Registration Fees, Mayor’s Special Permit, MTOP, Police Clearance and Certification, Weigh and Measure Calibration Fee, Fees on Business Retirement and other Fees & Charges) Loan Payments Grow Micro, Kcast misc. fees**

Business taxes are those imposed by a local government unit on the privilege of engaging in business, occupation and other activities within its territorial jurisdiction. The proceeds of these taxes accrue exclusively to the local government unit that impose them, or when provided by law, may be shared with other local government units.

<b>Office or Division:</b>	Office of The Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
MTOP (traffic violation-pink copy)		Copy issued by traffic police		
Civil Registration Fees (order of payment/payment slip)		Local Civil Registrar		
Building and Electrical Permit		Municipal Engineering Office		
Zoning and Locational Clearance Fees (Payment Slip)		Municipal Planning Development Office		
Fees on Business Tax (New, Renew and Retirement and Mayor’s Special Permit (Payment Slip)		Business Permit and Licenses Office		
KCAST School Fees (Payment Slip)		KCAST		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present payment slip Pay the corresponding fees and charges	1.1 Receive payment slip and issue Official Receipt	(Amount Indicated in the Payment Slip)	5 Minutes	<i>Rosemarie N. Dianco - Revenue Collection Clerk I</i> <i>Haidee Coronado - Revenue Collection Clerk I</i> <i>Starsky B. Bringas - Revenue Collection Clerk I</i>
2. Receives Official Receipts and present the Official Receipts to the requisitioning office to complete the transaction	2.1 Keep Collection for Liquidation	None	1 Minute	<i>Rosemarie N. Dianco - Revenue Collection Clerk I</i> <i>Haidee Coronado - Revenue Collection Clerk I</i> <i>Starsky B. Bringas - Revenue Collection Clerk I</i> ss
		Total payment fee:	Total processing time: 6 minutes	



		depends on the Payment Slip		
--	--	-----------------------------------	--	--