

OFFICE OF THE
MUNICIPAL TREASURER

SERVICE NAME: ISSUANCE OF CERTIFICATION AS REGISTERED STALL HOLDERS				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All stall owner				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Copy of the Contract for the stall at the Public Market or Previous Official Receipt		From the Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client stall owner inform the assigned administrative aide of the request showing his/her contract	1.Evaluate the request from the stall owner	<i>NONE</i>	<i>5 minutes</i>	Juliet Alegado-Administrative Officer IV
	1.2 Start the processing request		<i>10 minutes</i>	
	1.3The Municipal Treasurer Mayor approves and signs the permit.		<i>5 minutes</i>	
2.Payment of the Certification	2. Accept/Receive the payment based on the Order of payment	<i>Php 100.00</i>	<i>5 minutes</i>	Revenue Collection Clerk Juliet Alegado-Administrative Officer IV
2.Receive the requested certification	2.Issue the Certification	<i>NONE</i>	<i>5 minutes</i>	Revenue Collection Clerk Juliet Alegado-Administrative Officer IV
TOTAL			<i>30 minutes</i>	
-End of Transaction-				

SERVICE NAME: 2.ISSUANCE OF COMMUNITY TAX CERTIFICATE	
Classification: Simple	
Type of Transaction: G2G - Government to Barangays	
Who may avail: Barangay Treasurer	
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
Document # 1 Request Form (1	Municipal Treasurer's Office

copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get the Request Form from the Collection Clerk	1. Give the request form to the Barangay Treasurer	<i>NONE</i>	<i>5 minutes</i>	Administrative Aide/Collection Clerk
2. Submit the request form to the Administrative Aide or Collection Clerk	2. Receive the request form and check for the completeness 2.1 Start the processing request	<i>NONE</i>	<i>5 minutes</i>	Administrative Aide/Collection Clerk
3. Pay the required fees to the assigned Collecting Officer *Make sure to secure the Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment	<i>Based on the Revenue Code</i>	<i>5 minutes</i>	Administrative Aide/Collection Clerk
4. Receive the Community Tax Certificate	4.1 Issue the Community Tax Certificate to the Barangay Treasurer	<i>NONE</i>	<i>5 minutes</i>	Administrative Aide/Collection Clerk
TOTAL			<i>20 minutes</i>	
-End of Transaction-				

SERVICE NAME: ISSUANCE OF CERTIFICATE OF TAX PAYMENTS	
Classification: Simple	
Type of Transaction: G2C - Government to Citizens	
Who may avail: All Tax Payee	
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
Document # 1: Latest Real Property Tax Declaration (1 copy)	From the Owner
Document #2: Copy of Certification Fee Payment OR (1 copy)	From the Owner
If the purpose of the requested certification is to transfer of property, the following are further required:	
Document # 3 Documents supporting the transfer of ownership, duly notarized (1 copy)	From the Owner
Document # 4 Transfer Tax Payment	

(1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client stall owner inform the assigned administrative aide of the request	1.Evaluate the request from the stall owner	<i>NONE</i>	<i>5 minutes</i>	Evelyn Labre-Rev. Collection Clerk II
	1.2 Start the processing request		<i>10 minutes</i>	Jeremy John Cudal- Rev. Collection Clerk I
	1.3The Municipal Treasurer Mayor approves and signs the permit.		<i>5 minutes</i>	Luzviminda P. Asio Municipal Treasurer
2.Receieve the requested certification	2.Issue the Certification	<i>NONE</i>	<i>5 minutes</i>	Evelyn Labre-Rev. Collection Clerk II Jeremy John Cudal- Rev. Collection Clerk I
TOTAL			<i>25 minutes</i>	
-End of Transaction-				

SERVICE NAME: PAYMENT OF MARKET RENTAL				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All stall owner				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # Previous Official Receipt of monthly rental		From the Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present previous Official Receipt of the monthly rental	1.Assessed and compute the corresponding fees and charges	<i>NONE</i>	<i>5 minutes</i>	Revenue Collection Clerk Juliet Alegado-MAA II
2.Payment of the unpaid monthly rental at the	2. Accept/Receive the payment based on the Order of payment	<i>NONE</i>	<i>5 minutes</i>	Revenue Collection Clerk Juliet Alegado-MAA II
3. Receive the Official	3. Issue the Official Receipt	<i>Bases on the ff. categories:</i>	<i>5 minutes</i>	Revenue Collection Clerk

Receipt *Make sure to secure the Official Receipt that will be issued upon payment		<i>a. Food Court- ₱2,000.00</i> <i>b. Dry Goods(old&muslim vendors)- ₱1,500.00</i> <i>c. Dry Goods (South Side)- ₱3,000.00</i> <i>d. Grocery-₱1,500.00</i> <i>e. Variety Stalls(south of meat section)- ₱1,500.00</i> <i>f. Variety Stall(old meat section)-₱750.00</i> <i>g. Fish Section- ₱750.00</i> <i>h. Fruits & Vegestable Section- ₱750.00</i> <i>i. Meat Section- ₱1,500.00</i>		Juliet Alegado-MAA II
TOTAL			15 minutes	
-End of Transaction-				

SERVICE NAME: REAL PROPERTY TAX PAYMENT				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Age of Majority				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Previous Real Property Tax OR (1 copy) or Tax Declaration (1 copy)		From the Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present previous Real Property Tax Official Receipt to the Collection Clerk	1.Assessed and compute the RPT which will be subsequently release to the client	NONE	5 minutes	Evelyn Labre Collection Clerk II Jeremy John Cudal

	1.1 Revenue Collection Clerk verifies correctness of RPTOP	<i>NONE</i>	<i>5 minutes</i>	Revenue Collection Clerk I
2.Receives the RPT Assessment Form	2.Issue the Assessment Form	<i>Based on the 1% of assessed value of the property</i>	<i>5 minutes</i>	Evelyn Labre Collection Clerk II Jeremy John Cudal Revenue Collection Clerk I
3.Payment of the RPT at the Municipal Treasurer's Office through the Collection Clerk	3.Accept the payment based on the Order of Payment and on the Official Receipt	<i>Based on the 1% of assessed value of the property</i>	<i>5 minutes</i>	Evelyn Labre Collection Clerk II Jeremy John Cudal Revenue Collection Clerk I
TOTAL			<i>20 minutes</i>	
-End of Transaction-				

SERVICE NAME: SECURING OF COMMUNITY TAX CERTIFICATE				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Age of Majority				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Application Form		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filling-Out the Community Tax Certificate at the office	1.Give the blank CTC to the client	<i>NONE</i>	<i>2 minutes</i>	Revenue Collection Clerk Jenica Anne Canonizado Adiministrative Aide
2.Submit the CTC to the Administrative Aide or Collection Clerk	2.Receive the CTC and check for the completeness 2.1 Start the processing request	<i>NONE</i>	<i>5 minutes</i>	Revenue Collection Clerk Jenica Anne Canonizado Adiministrative Aide
3. Put right thumbmark at	3.Receive the CTC and	<i>NONE</i>	<i>2 minutes</i>	Revenue Collection Clerk

the CTC and signature	check for the completeness			Jenica Anne Canonizado Administrative Aide
4. Pay the required fees to the assigned Collecting Officer *Make sure to secure the Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment	<i>Based on the 1. Basic Community Tax of P5.00 1.1 Gross Receipts or Earnings Revenue Code derived from the business during the preceding year (P1.00 for every P1,000.00) 1.2 Salaries or gross receipts or earnings derived from exercise of profession or pursuit of any occupation (P1.00 for every P1,000.00) 1.3 Income from Real Property (P1.00 for every P1,000.00)</i>	5 minutes	Revenue Collection Clerk Jenica Anne Canonizado Administrative Aide
5. Receive the Community Tax Certificate	5.1 Issue the Community Tax Certificate to the client	NONE	2 minutes	Administrative Aide/Collection Clerk
TOTAL			16minutes	
-End of Transaction-				