



I. REAL PROPERTY TAX COLLECTION

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	REAL PROPERTY TAX COLLECTION			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RPT Order of Payment				
2. OR of latest RPT payment (optional)				
3. Tax roll from Municipal Assessor				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pays Real Property Tax (RPT)	1. Verifies correctness of amount by checking the following: a. RPT Order of Payment b. OR issued for latest payment of RPT (optional) c. Tax Roll from Municipal Assessor	None	10 mins	<i>Local Revenue Collection Officer I</i> <i>Revenue Collection Clerk II</i> <i>Local Revenue Collection Officer I</i>
	2. Checks computation of tax amount as to discounts/penalties		5 mins	
	3. Receives payment from taxpayer and issues official receipt or RPTR.		2 mins	



II. ISSUANCE OF TAX BILL

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	ISSUANCE OF TAX BILL			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs in the logbook and requests	1. Verifies records.	None	5 mins	<i>Local Revenue Collection Officer I</i>
	2. Prepares tax bill.		5mins	<i>Local Revenue Collection Officer I</i>
	3. Signs tax bill.		1 min	<i>Municipal Treasurer</i>
	4. Issues tax bill.		1 min	<i>Local Treasury Operations Officer II</i>
2. Receives tax bill.				<i>Revenue Collection Clerk II</i> <i>Local Revenue Collection Officer I</i> <i>Local Revenue Collection Officer I</i>



III. ISSUANCE OF CERTIFICATE OF TAX PAYMENT OF TAX PAYMENT AND CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	ISSUANCE OF CERTIFICATE OF TAX PAYMENT OF TAX PAYMENT AND CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs in the logbook and requests Certificate of tax payment and/ or	A. If fully paid (not delinquent)-	P130.00		<i>Local Revenue Collection Officer I Local Revenue Collection Officer I Office Assistant</i>
	1. Verifies records		5 mins	
	2. Prepares tax payment/clearance.		5mins	
	3. Signs certificate of taxpayment/clearance		1 min	
	4. Releases certification.		1 min	<i>Municipal Treasurer Local Treasury Operations Officer II</i>
2.Receives certificate of tax payment/ Clearance	B. If not yet paid (delinquent taxpayer)	P 130.00 and corresponding amount of RPT		<i>Local Revenue Collection Officer I Local Revenue Collection Officer I Office Assistant</i>
	1. Verifies records		5 mins	
	2. Prepares & issues tax bill.		5 mins	<i>Municipal Treasurer Local Treasury Operations Officer II</i>



	3. Receives payment & issues OR		2 mins	
	4. Prepares certificate of tax payment/clearance		5 mins	
	5. Signs certificate of tax payment.		1 min	
	6. Releases certification/Clearance		1 min	



IV. COLLECTION OF FEES AND CHARGES

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	COLLECTION OF FEES AND CHARGES			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Order of Payment and pays fees and charges as specified. 2. Receives OR.	1. Receives payment and issues official receipt	Corresponding amount of fees and charges.	5 mins	<i>Local Revenue Collection Officer I</i> <i>Revenue Collection Clerk II</i> <i>Local Revenue Collection Officer I</i>



V. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished info sheet.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Community Tax Certificate (CTC or cedula)	1. Provides client a form for personal data information.	Corresponding amount of tax	1 min	<i>Revenue Collection Clerk II Office Assistant</i>
2. Fills out form & submit to personnel.	2. Computes the corresponding community tax.		2 mins	
3. Pays amount of tax & waits for the OR and CTC.	3. Receives payment & issues OR and CTC.		1 min	



VI. RELEASE OF CHECK

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	RELEASE OF CHECK			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claims check	1. Verifies if check is ready for release. 2. Asks for an official receipt (if necessary) and ensures that DV is completely signed. 3. Asks client to sign in the check register and releases check.	Corresponding amount of tax	1 min 6 mins 2 min	<i>Administrative Aide VI (Clerk III) Office Assistant</i>



VII. PAYMENT OF PETTY CASH VOUCHERS (PCV)

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	PAYMENT OF PETTY CASH VOUCHERS (PCV)			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claims petty cash voucher	1. Verifies the completeness of the petty cash voucher. 2. Pays the corresponding claim.		2 mins 1 min	<i>Administrative Officer III (Cashier II) Office Assistant</i>



VIII. PAYMENT OF SALARIES AND WAGES

Service Information

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	PAYMENT OF SALARIES AND WAGES			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTR and/or Accomplishment Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claims salaries and wages	1. Asks client to sign in the payroll. 2. Releases salaries &/or wages.		2 mins	<i>Administrative Officer III (Cashier II) Office Assistant</i>



OFFICE OF THE MUNICIPAL TREASURER
External Services