

**OFFICE OF THE MUNICIPAL TREASURER**

## EXTERNAL SERVICES

### COMMUNITY TAX CERTIFICATE

<b>Service:</b>	<b>COMMUNITY TAX CERTIFICATE</b>			
<b>Brief Description:</b>	A Community Tax shall be imposed on persons, natural or juridical residing in the municipality.			
<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B,			
<b>Who may avail:</b>	18 years old and above			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One (1) Government Issued Identification		Professional License, GSIS, SSS, Philhealth, BIR, Passport, National ID		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Payment and issuance of Community Tax Certificate (CTC).	1. Collect payment and issue CTC.	Individual Taxpayer Basic – PHP 5 1.00/every 1,000 of gross income for business/profession but not exceeding PHP 5,000. Corporation Basic PHP 5 PHP 2.00/every PHP 5,000 of gross income but not exceeding P10,000.	3 minutes	Renee Rose Lorica <i>Admin Asst I</i>  Lanie Soriano <i>Admin Aide III</i>  Yolina Padilla <i>Admin Aide III</i>  May-Ann Dumagsa <i>Admin Aide III</i>  Ma Bingelen Antivola <i>Admin Aide V</i>
End of Transaction				

## REAL PROPERTY TAX

<b>Service:</b>	<b>REAL PROPERTY TAX</b>			
<b>Brief Description:</b>				
<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Type of Transaction:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	Land Tax Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Tax Declaration (1 machine copy)		Assessor's Office		
RPT official receipt (1 machine copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents.	1.1. Look for RPTAR in the record section and research in case of delinquent taxpayers.		10 minutes	Melchor Ricacho <i>Admin Aide V</i>
	1.2. Preparation of RPT billing.		10 minutes	Miryle Ebarsal <i>Bookkeeper</i>  Dan Llamasares <i>Office Clerk</i>  Albert Orlain <i>Bookkeeper</i>  Sandra Mapa <i>Admin Aide III</i>  Mae Jade Villanueva <i>Office Clerk</i>
2. Payment of billing.	Issuance of Official Receipt	For prompt payment:	3 minutes	May-Ann Dumagsa <i>Admin Aide I</i>
	Posting of payment on tax ledger.	Assessed Value X 2% = tax due If applicable, a penalty of 2% per month but not exceeding 72% will apply.	3-5 minutes	Ma Bingelen Antivola <i>Admin Aide V</i>  Melchor Ricacho <i>Admin Aide V</i>
	Releasing of official receipt.		1 minute	Margie Atos <i>Admin Aide V</i>  Miryle Ebarsa <i>Bookkeeper</i>

				Albert Orlain <i>Bookkeeper</i>
3. Request for tax clearance.	Check RPTAR and prepare tax clearance.	Php 150.00	3 minutes	Renee Rose Lorica <i>Admin Asst I</i>  Lanie Soriano <i>Admin Aide V</i>  Yolina Padilla <i>Admin Aide III</i>  May-Ann Dumagsa <i>Admin Aide III</i>  Ma Bingelen Antivola <i>Admin Aide V</i>
4. Payment of tax clearance and Certificate of Tax Payments.	Releasing of tax clearance.		15 minutes	Sandra Mapa <i>Admin Aide III</i>  Mae Jade Villanueva <i>Office Clerk</i>
End of transaction				

### FEEES AND CHARGES

<b>Service:</b>	<b>FEEES AND CHARGES</b>
<b>Brief Description:</b>	
<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C, G2B, G2G

<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment		Concerned office.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Order of Payment from the concerned office.				Client
2. Get a number from queuing system and proceed to assigned counter.				Client
3. Payment.	Collect payment and issue official receipt.	<b>Service Fee for Health Examination</b> Medical Certificate: Php100.00 Medico-legal Cert Php 100.00 Autopsy report Php150.00 Health Card Php100.00  Screening 1.New born screening: Php1,7500.00 2.Smearing Php100.00  Dental Services: 1.Extraction per tooth Php150.00 2.Dental clearance for employment  Medical Screening: 1.Expanded New Born Screening Php1,750.00 2.Smearing/Gram Stain Php100.00  Laboratory fees: 1.Preganancy Test Php150.00 2.Complete Blood Count Php150.00	1 minute	Collectors:  Renee Rose Lorica <i>Admin Asst I</i>  Lanie Soriano <i>Admin Aide III</i>  Yolina Padilla <i>Admin Aide III</i>  May-Ann Dumagsa <i>Admin Aide I</i>  Ma Bingelen Antivola <i>Admin Aide VI</i>

		<p>3.Hemoglobin and Hematocrit Determination Php100.00</p> <p>4.Platelet count Php150.00</p> <p>5.CTBT Php100.00</p> <p>6.Blood Typing Php100.00</p> <p>7.RPR 100.00</p> <p>8.Gram's Stain Php100.00</p> <p>9.Routine Urinalysis Php100.00</p> <p><b>Permit Fees on Tricycle Operation:</b></p> <p>There shall be collected an annual fee in the amount of Five Hundred Pesos (Php500.00) for the operation of tricycle-for-hire.</p> <p>a. Transfer Fee (Petition to Transfer MTOP) Php5,000.00 Petition to transfer MTOP to immediate Members (spouse, children, brother or sister) Php500.00</p> <p>b. Substitute fee (Petition to substitute unit/Motorcycle) Php300.00</p> <p>c. Franchise (MTOP) Application fee (for New Applicant of franchise/MTOP) Php2,000.00</p>		<p>Collectors:</p> <p><b>Renee Rose Lorica</b> <i>Admin Asst I</i></p> <p><b>Lanie Soriano</b> <i>Admin Aide III</i></p> <p><b>Yolina Padilla</b> <i>Admin Aide III</i></p> <p><b>May-Ann Dumagsa</b> <i>Admin Aide I</i></p> <p><b>Ma Bingelen Antivola</b> <i>Admin Aide VI</i></p>
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		<p>d. Fare adjustment fee (for fare increase) Php300.00</p> <p>a. Filing fee (for amendment of MTOP to another other change of ownership of MTOP) Php500.00</p> <p>(For petition for renewal/extension of MTOP for another three (3) years Php500.00 For every additional unit Php100.00</p> <p>f. Service fee Php100.00</p> <p><b>Permit fee for Cockpits/Operators/ Licensees/Promoters and Cockpit Personnel</b></p> <p>a.From the owner/ operator/licensees of the cockpit:</p> <p>1.Application fee Php500.00 2.Annual cockpit permit fee Php1,000.00</p> <p>b. From cockpit personnel</p> <p>1.Promoter/Hosts Php500.00 2.Pit Manager Php150.00 3.Referee Php250.00</p>		<p>Collectors:</p> <p>Renee Rose Lorica <i>Admin Asst I</i></p> <p>Lanie Soriano <i>Admin Aide III</i></p> <p>Yolina Padilla <i>Admin Aide III</i></p> <p>May-Ann Dumagsa <i>Admin Aide I</i></p> <p>Ma Bingelen Antivola <i>Admin Aide VI</i></p>
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	<p>c.Certified xerox copy Php100.00</p> <p>Service fee a.Transfer of Ownership Php100.00</p> <p>b.Research Php150.00</p> <p>c. Inspection fee *Agricultural Php100.00 *Residential Php150.00 *Commercial/Industrial Php200.00</p> <p><b>Municipal Agriculture Fees</b> a.Certification fee Php100.00 b.Organic Fertilizer Php350.00/bag c.Fruit Tree Seedlings and other Planting Materials Php50- 100/pc d.Vegetables/Root Craft – rates varied depends on prevailing market price</p> <p>MSWD Fees a.Pre-Marriage Counselling Php100.00 b.Replacement of Lost ID's (Senior Citizen, PWD's, Solo Parent) Php100.00</p> <p>For Building Permit, Zoning/Locational Clearance, Licensing Permits, Inspection fees, Market fees, Civil Registrar fees and other fees and charges, kindly secure an order of payment</p>	<p>1 minute</p>	<p>Collectors:</p> <p><b>Renee Rose Lorica</b> <i>Admin Asst I</i></p> <p><b>Lanie Soriano</b> <i>Admin Aide III</i></p> <p><b>Yolina Padilla</b> <i>Admin Aide III</i></p> <p><b>May-Ann Dumagsa</b> <i>Admin Aide I</i></p> <p><b>Ma Bingelen Antivola</b> <i>Admin Aide VI</i></p>
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		from the concerned department/office,		
4. Proceed to concerned office for issuance.				
End of transaction				

**CALIBRATION OF WEIGHING SCALE – GASOLINE PUMPS/FEES FOR SEALING AND LICENSING OF WEIGHTS AND MEASURES**

<b>Service:</b>				
<b>Brief Description:</b>				
<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Business owner prepares document for inspection	1.1. Send Notice of Inspection / Calibration  1.2. Prepares and Issuance of onsite Inspection	a. For sealing linear metric measures:  Not over one (1) meter <b>PHP 150/ quarter</b>	30 mins	
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		<p>Measure over one (1) meter <b>PHP250/ Quarter</b></p> <p>b. For Sealing metric measures of capacity:</p> <p>Not over ten (10) liters <b>PHP 150/ Quarter</b></p> <p>Over ten (10) liters <b>PHP 250/ quarter</b></p> <p>c. For Sealing metric instruments of weights:</p> <p>With capacity of not more than 30kg <b>PHP150/ quarter</b></p> <p>With capacity of more than 30kg but not more than 300kg. <b>PHP 200/ quarter</b></p> <p>With capacity of more than than 300kg but not more than 3000kg <b>PHP 250/ quarter</b></p> <p>with capacity of more than 3000kg <b>PHP 350/ Quarter</b></p> <p>d. For sealing apothecary balances of precision</p> <p>e. for sealing scale or balance with complete set of weights: For each scale or balance or other balances with complete set of</p>	<p>1 to 2 hrs / establishment</p>	<p>Nevel Teves <i>Admin Aide III</i></p> <p>Edwin Paglingayen <i>Admin Asst I</i></p>
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2. Pay fees	<p>1.3. Sealing of weighing scale and pasting sticker</p> <p>2.1. Prepare order of Payment</p> <p>2.2. Issuance of receipt</p>	<p>weights for use therewith <b>PHP 250/quarter</b></p> <p>For each extra weight: <b>PHP150/quarter</b></p> <p>f. for each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, an additional service charge of <b>PHP 100</b> for each instrument shall be collected.</p>	<p>30 min</p> <p>1 min</p> <p>2 minutes</p>	<p>Nevel Teves <i>Admin Aide III</i></p> <p>Edwin Paglingayen <i>Admin Asst I</i></p> <p><i>Collectors</i></p> <p>Renee Rose Lorica <i>Admin Asst I</i></p> <p>Lanie Soriano <i>Admin Aide III</i></p> <p>Yolina Padilla <i>Admin Aide III</i></p>
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End of transaction				
	2.3. Issuance of certification of calibration		5 minutes	May-Ann Dumagsa <i>Admin Aide I</i>  Ma Bingelen Antivola <i>Admin Aide VI</i>  Edwin Paglingayen <i>Admin Asst I</i>