

Office of the Municipal Treasurer

Administrative Division

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire.	Certifies as cash availability Attends to the queries of the clients	none	15–30 minutes / client	Michelle May B Mañago <i>Acting Municipal Treasurer</i>
End of transaction				

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real Property Tax Account Register (RPTAR)		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares Tax information campaign. Attends to the queries of the clients	None	5 – 10 minutes 10–20 minutes / client	Michelle May B Mañago <i>Acting Municipal Treasurer</i>

End of transaction				
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RECEIVING OF INCOMING COMMUNICATION

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presentation of letter.	Receive communication. Prepare outgoing communication and related reports.	None	3-5 minutes	Christine Wong <i>Admin Asst I</i>
End of transaction				

Office or Division:	Municipal Treasurers office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Concerned Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duplicate of Official Receipt / Report of Collections / & Deposit			Municipal Treasurer Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

none	Daily posting & sorting out all collections receive by MTO	none	Daily	<i>Jeannette Luna Admin Aide V</i>
End of transaction				

PREPARATION OF PPMP & PURCHASE REQUEST

Office or Division: Classification: Type of Transaction: Who may avail:	Municipal Treasurer's Office			
	Simple			
	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collections & Deposit / remittance Time deposit slip		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
none	Prepares PPMP and Purchase Request.	none		<i>Christine Wong Admin Asst I</i>
End of transaction				

PREPARATION OF OBR AND VOUCHERS

Office or Division:	Municipal Treasurers office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
none	Prepares OBR and Vouchers		2-3 minutes	Christine Wong <i>Admin Asst I</i>
End of transaction				

PROCESSING OF APPLICATION OF FIDELITY BONDS FOR ACCOUNTABLE PUBLIC OFFICIALS AND EMPLOYEES

Office or Division:	Municipal Treasurers office
Classification:	Simple
Type of Transaction:	G2G

Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Process online application of Fidelity Bond.		5 minutes/ applicant	Madeline Joy Balansin <i>Admin Aide IV</i>
	Send application for approval.			Christine Wong <i>Admin Asst I</i>
	Prepare OBR and Voucher of MTO.		3 minutes	Madeline Joy Balansin <i>Admin Asst I</i>
	Process payment.		3 minutes	Christine Wong <i>Admin Asst I</i>
	Send validated deposit slips, official receipt and ATAP.:		3 minutes	
End of transaction				

Office or Division:				
Classification:				
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Municipal Treasurers office				
Simple				
G2G				
Municipal Treasurer Office				
none	Maintains the cleanliness and orderliness of the office premises.	none	Daily	All Employees
	Deliver documents, communication, OBR and Vouchers and other			Joann Luna

	documents to different departments.		5 minutes	<i>Admin Aide I</i> Christine Wong <i>Admin Asst I</i>
End of transaction				