

Office of the Municipal Treasurer

Revenue Operation

1. Submit the requirements for business termination.	Prepares and Issues Business Termination Certificate.	Assessment fees as provided under Municipal Ordinance No.16-2019.	5 minutes/ client	Josie Marfil <i>Admin Aide IV</i>
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OCCULAR INSPECTION OF BUSINESS ESTABLISHMENTS

Office or Division:	Municipal Treasurers office
Classification:	Complex
Type of Transaction:	G2B
Who may avail:	Business Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	On-site visit of business establishments.	none	1 hour / business establishment	Josie Marfil <i>Admin Aide IV</i> Edwin Paglingayen <i>Admin Asst I</i> Nevel Teves <i>Admin Aide III</i> Dan Llamasares <i>Office Clerk</i> Albert Orlain <i>Bookkeeper</i>

End of transaction				
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RECORDING OF MARKET RENTALS & OTHER BUILDING RENTALS

Office or Division:	Municipal Treasurers office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Market Stall Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

* Official receipts payment of market stall holder		Business Tax Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
none	Recording of Official Receipt to ledgers of stallholders at Daraga Public Market.	none	2 minutes/ receipt	Jeannette Luna <i>Admin Aide V</i>
	Preparation of Report of Delinquent Stallholders.	none	48 Hours	Jeannette Luna <i>Admin Aide V</i>
End of transaction				

PREPARATION OF RPT REPORTS

Office or Division:	Municipal Treasurers office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Preparation of Notice of Delinquencies.	None		Nevel Teves <i>Admin Aide III</i>
	Recording of Real Property Tax Collections of 54 barangays.	None		Albert Orlain <i>Bookkeeper</i>
	Property classification and recording of	None		<i>Margie Atos</i> <i>Admin Aide III</i>

	Barangay shares on Real Property Tax and preparation of RPT consolidated reports. Preparation of report on Liquidation for remittance to PTO.	None		<i>Margie Atos Admin Aide III</i>
End of transaction				

PREPARATION OF REPORTS ON DAILY COLLECTION, RIS AND MONTHLY REPORT

Office or Division:	Municipal Treasurer's office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Prepare daily collection and report on all cash collected in the issuance of receipts. Sorting of Official Receipts and cash.		30minutes	<i>Collectors:</i> Renee Rose Lorica <i>Admin Asst I</i>
none	Recording of daily transactions in the cashbook.		10-15 minutes	Lanie Soriano <i>Admin Aide III</i>
	Prepares RIS.		5 minutes	Yolina Padilla <i>Admin Aide III</i> May-Ann Dumagsa <i>Admin Aide I</i>

	Prepares Monthly Report of Accountable Forms.		15-20minutes	Ma Bingelen Antivola <i>Admin Aide VI</i> Milanie T. Vergara <i>Admin Officer II</i>
End of transaction				

ISSUANCE OF OFFICIAL RECEIPT & MONTHLY SUMMARY COLLECTION

Office or Division:	Municipal Treasurers Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RIS / Report of Collections & Deposits		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present RIS.	Issuance of Official Receipt request of Accountable Officers and Barangay Treasurer.		3 minutes	<i>Milanie Vergara</i> <i>Admin Officer II</i>
Present report and collection.	Receive, examine, check and verify all collections of revenue collectors and		5 minutes	<i>Milanie Vergara</i> <i>Admin Officer II</i>

	Barangay Treasurers.			
	Verify and reconcile monthly reports of revenue collectors for submission to COA.		8 minutes	Milanie Vergara <i>Admin Officer II</i>
	Recording of daily transactions in the cashbook (Cash in Treasury).		10 minutes	Madeline Joy M. Balansin
	Preparation of Monthly Report on Accountable Forms for submission to COA. And Preparation of CRAAF & RAAF)		30mins – 1 hour	Milanie Vergara <i>Admin Officer II</i>
End of transaction				

RECORDING AND PREPARATION OF REPORTS

Office or Division:	Municipal Treasurer's office
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	Concerned Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Disbursement Vouchers / Electronic Statement of Receipts and Expenditures	Municipal Treasurer Office

None	Recording of cash and checks disbursements. Preparation of eSRE monthly and quarterly reports. Preparation of other reports required by other offices.	none	Quarterly / Monthly	Rommel Laguilles <i>Admin Asst I</i> Rommel Laguilles <i>Admin Asst I</i> Rommel Laguilles <i>Admin Asst I</i>
End of transaction				

REPORTS ON DAILY COLLECTION AND DEPOSITS

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:				
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	Preparation of daily deposit slips.		5mins.	<i>Madeline Joy Balansin Admin Aide IV</i>
None	Daily deposit of collection to different depository banks and remittances to other agencies.		1-2 hours	<i>Madeline Joy Balansin Admin Aide IV</i>
None			15mins	<i>Madeline Joy Balansin</i>

None	<p>Preparation of reports of daily transactions and preparation of remittances of Statutory Obligations of the LGU.</p> <p>Monthly remittance to BIR, DCTV, GSIS and additional payment to Philhealth.</p>		2-3 hrs/office	<p><i>Admin Aide IV</i></p> <p><i>Elsie Encisa</i> <i>Admin Asst I</i> <i>Bookkeeper</i></p>
End of transaction				