



CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

EXTERNAL SERVICES

1. ASSESSMENT AND PAYMENT OF REAL PROPERTY TAX

Office or Division	Municipal Treasurer's Office - Revenue Collection Division			
Classification	Simple			
Type of Transaction:	Government to Citizen Government to Business			
Who may avail:	Property Owner or Administrator			
REQUIREMENTS		WHERE TO SECURE		
Tax Declaration # Current	Municipal Assessor's Office			
Official Receipt of last Payment	Concern Taxpayer			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the required documents	Verify the genuity and completeness of documents	1% of Assessed value for Basic Tax and 1% of Assessed value for Special Education Fund (SEF)	5 minutes	Ana Marie C. Alterado Admin Aide 1 Gemma G. Fusingan Admin Aide 1

2. ASSESSMENT AND PAYMENT OF BUSINESS PERMIT AND BUSINESS TAX

Office or Division	Municipal Treasurer's Office - Revenue Collection Division			
Classification	Simple			
Type of Transaction:	Government to Citizen Government to Business			
Who may avail:	Business Establishment Owner			
REQUIREMENTS		WHERE TO SECURE		
BPLS Application Forms	BPLO, Mayor's Office			
Community Tax Cert. and Barangay Clearance	Barangay Treasurer			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the required application form	Verify the completeness of application form	Base on Declared Capital for NEW Base on Declared Gross sales for RENEWAL	7 minutes	Jocel E. Torrejas RCC 1 Angelus H. Palapar RCC 1

3. PAYMENT OF LOCAL FEES AND CHARGES

Office or Division		Municipal Treasurer's Office - Revenue Collection Division		
Classification		Simple		
Type of Transaction:		Government to Citizen Government to Business		
Who may avail:		Persons with Legal Rights/Interest or Obligation		
REQUIREMENTS		WHERE TO SECURE		
None		Revenue Collection Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Order of Payment Issued by Concern Office	Present the Required Order	Clearance & Cert P100.00 Permit & Registration 100.00-5,000.00	1 minute	Jocel E. Torrejas RCC 1 Angelus H. Palapar RCC 1

4. REGISTRATION AND BRANDING OF LARGE CATTLE

Office or Division		Municipal Treasurer's Office - Revenue Collection Division		
Classification		Simple		
Type of Transaction		Government to Citizen Government to Business		
Who may avail:		Owner of Large Cattle		
REQUIREMENTS		WHERE TO SECURE		
Certification from Barangay Captain		Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the required Certification	Verify if it is valid	160.00 / head	30 minutes	Jocel E. Torrejas RCC 1

5. SECURING REAL PROPERTY TAX CLEARANCE

Office or Division		Municipal Treasurer's Office - Revenue Collection Division		
Classification		Simple		
Type of Transaction		Government to Citizen Government to Business		
Who may avail:		Property Owner, Business Entity and Person with legal Rights		
REQUIREMENTS		WHERE TO SECURE		
Official Receipt of Real Property Tax (RPT)		Municipal Treasurer's Office - Revenue Collection Division		
Official Receipt payment Tax Clearance		Admin Aide 1-II or assigned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Official Receipts	Check the Authenticity of the Official Receipts	Base on his payable 100.00/Property	10 minutes	Jocel E. Torrejas RCC 1 Fortunato C. Corciega - MT

6. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Office or Division		Municipal Treasurer's Office - Revenue Collection Division		
Classification		Simple		
Type of Transaction		Government to Citizen Government to Business		
Who may avail:		Individual Person and Business Corporation		
REQUIREMENTS		WHERE TO SECURE		
		Municipal Treasurer's Office - Revenue Collection Division		
		Admin Aide 1-II or assigned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Payment	Interview	P 5.00 Basic + Base on Gross Income Earning Derived from Profession/Business	5 minutes	Angelus H. Palapar RCC 1

7. DISBURSEMENT OF CHECK/CASH FOR SALARIES AND WAGES AND OTHER FINANCIAL OBLIGATION OF LGU-PILAR

office or Division		Municipal Treasurer's Office - Disbursing Officer		
Classification		Simple		
Type of Transaction		Government to Government Government to Citizen Government to Business		
Who may avail:		Officials and Employees , Creditor and other Persons and Agency whom the Municipal has an obligation to Pay/Remit		
REQUIREMENTS		WHERE TO SECURE		
Valid Identification, Community Tax Cert. Authorization or Special Power of Attorney		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Valid ID, CTC, Authorization and SPA	Check the Validity of the Document Presented	none	5 Minutes	Arlene B. Pagaran Disbursing Officer Elyn Ente - Admin Aide 1

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

OFFICE: Municipal Treasurer

GOVERNMENT SERVICES	LEGAL BASIS	OFFICE REGULATIONS			
	Governing Law(s) Number and short Title	Specific Provision in the Governing Law(s) as Basis	Issuance Policy Title	Date of Effectivity	Other Issuance/Policies it effectively Repeal/amended
Assessment and Payment of Real Property Tax	Local Government Code of 1991/National Tax Imposition	Republic Act 7160 Collection of Real Property Tax			
Assessment and Payment of Business Permit and Business Tax	Local Government Code of 1991/Municipal Ord. No. 02 Series of 2018	Chapter II and Chapter IV of Revenue Code of 2018 Municipal Imposition			
Issuance of Local Fees and Charges		Chapter V of Revenue Code of 2018 Municipal Ord.			
Registration and Branding of Large Cattle		Chapter IV Article I of Mun. Ord. Of 2018			
Securing of Tax Clearance		Chapter V of Revenue Code of 2018 Municipal Ord.			
Disbursement of Check/Cash for Salaries and Wages and other Obligation of LGU		COA CIRCULAR 2012-01			
Issuance of Community Tax Certificate		Bureau of Internal Revenue			

SERVICE INFORMATION PER GOVERNMENT SERVICE

OFFICE: MUNICIPAL TREASURER

GOVERNMENT SERVICE: ASSESSMENT AND PAYMENT OF REAL PROPERTY TAX

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Tax Declaration No.	To determine changes in the tax base, if any	Present these documents as bases for computation	Local Government Code of 1991 National Tax Imposition	5 Minutes	1% for Assess Value-Basic 1% for SEF
Official Receipts Last Payment	To determine start year to be collected				

SERVICE INFORMATION PER GOVERNMENT SERVICE**OFFICE:** MUNICIPAL TREASURER**GOVERNMENT SERVICE:** ASSESSMENT AND PAYMENT OF BUSINESS PERMIT AND BUSINESS TAX

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Application Form CTC & Brgy. Clearance	To determine the exact entry of entity	Present these documents as bases for computation New/Renewal	LGC of 1991 Revenue Code 2018	7 Minutes	100.-10,000. Permit Tax is Base on Gross sales

SERVICE INFORMATION PER GOVERNMENT SERVICE**OFFICE:** MUNICIPAL TREASURER**GOVERNMENT SERVICE:** PAYMENT OF LOCAL FEES AND CHARGES

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as Indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Oreder of Payment Issued by Concern Office	Basis of the Issuance of Official Receipts	Present the Requirement's	Local Government Code of 1991 Revenue Code 2018	1 Minute	Clearance & Cert 100 Permit & Registration 100 - 5,000.

SERVICE INFORMATION PER GOVERNMENT SERVICE**OFFICE:** MUNICIPAL TREASURER**GOVERNMENT SERVICE:** REGISTRATION AND BRANDING OF LARGE CATTLE

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Certification from Brgy. Captain	To determine the basis of Acquiring	Present the Required Certification	Local Government Code of 1991 Revenue Code 2018	30 Minutes	160.00/ Head

SERVICE INFORMATION PER GOVERNMENT SERVICE

OFFICE: MUNICIPAL TREASURER

GOVERNMENT SERVICE: SECURING REAL PROPERTY TAX CLEARANCE

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Official Receipts of Real Property Tax Official Receipts of Tax Clearance	To determine that it is not delinquent Property	Present the Official Receipts Current Payment of Real Property Tax (RPT)	Local Government Code of 1991 Revenue Code 2018	10 Minutes	100.00/Property

SERVICE INFORMATION PER GOVERNMENT SERVICE

OFFICE: MUNICIPAL TREASURER

GOVERNMENT SERVICE: ISSUANCE OF COMMUNITY TAX CERTIFICATE

Service Information					
List of Requirements		List of Steps and Procedures			
Requirements	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
Payment Order	Interview the Client	Payment	Local Government Code of 1991 Revenue Code 2018	3 Minutes	P 5.00 Basic + Base on Gross Income

FORTUNATO C. CORCIEGA

Municipal Treasurer