

CITY TREASURER'S OFFICE
External Services

1. Barangay Fidelity Bond Form 57A signing

All elected Barangay officials and members are required to apply their fidelity bond to faithfully account all funds and public property coming into his possession and custody.

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| Office or Division: | City Treasurer's Office/Administrative Division/Window 7 | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Barangay Officials and members | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| For New and Renewal: FORM 57A for Barangay Fidelity Bond (3 original copies, 1 st page signed by the Barangay Officials and members) | | | Personal | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present Form 57A at Window 7 to Admin staff | 1.1 Accept Form 57A from Barangay official or members | None | 5 minutes | Admin Aide III or Casual Utility Worker |
| | 1.2 Initial and sign the back of Form 57A | None | 5 minutes | Asst. CTO, City Treasurer's Office |
| 2. Accept signed Form 57A from Admin staff after signing from logsheet | 2. Issue signed Form 57A to Barangay Official or members after recording into logsheet. | None | 5 minutes | Admin Aide III or Casual Utility Worker City Treasurer's Office |
| TOTAL: | | None | 15 minutes | |

2. Collection of Bicycle Registration Fees

The traffic code of the City also provides that all bicycles must be registered within the City so as to regulate its use and establish ownership thereof and the corresponding fee must be paid by the owner every year.

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| Office or Division: | Office of the City Treasurer (Business License Division)/Window 5 City Mayor's Office- Business Permit & License Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens | | | |
| Who may avail: | Residents of Cavite City | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| New: Official receipt of purchase from previous purchase | | | Owner's copy | |
| Renewal: Previous receipt from City Treasurer's Office from previous payment | | | Owner's copy | |
| CLIENT'S STEP (TERMINAL FEE) | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present Receipt of Purchase for new registration and previous receipt for renewal to collector at Window 5 | 1. Accept receipt of purchase for new registration and previous receipt for renewal from taxpayer | None | 5 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| 2. Pay the bicycle registration fee to the collector at Window 5 | 2. Accept payment from tax payer | Php 100.00 | 15 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| 3. Accept Official Receipt | 3. Issue official receipt according to payment | | 5 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| TOTAL: | | Php 100.00 | 25 minutes | |

** Additional payment of Php25 for late registration for renewal*

3. Collection of Business Tax

Unless otherwise provided in the Revenue Code, the tax period of all local taxes, fees and charges shall be the calendar year. Such taxes, fees and charges may be paid in quarterly installments.

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| Office or Division: | Office of the City Treasurer (Business License Division/Window 5) Office of the City Mayor-Business Permit & Licensing Office (BPLO) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses | | | |
| Who may avail: | Citizen Businesses | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| New: | Original Copy of CTC Fire Certificate Tax Order of Payment | | Owner's copy Owner's copy BPLO | |
| Renewal: | Tax Order of Payment from previous year | | Owner's copy | |
| CLIENT'S STEPS (Business Tax) | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. For New Business: Present Tax Order of Payment, original copy of CTC and Fire Certificate to collector at Window 1 or 2 | 1.1 Accept Tax Order of Payment, original copy of CTC and Fire Certificate from taxpayer | None | 10 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| For Business Renewal: Present Tax Order of Payment to collector at window 1 or 2 | 1.2 Verify correctness of CTC & Fire Certificate and TOP as to period of payment (Quarterly/ Semi- | None | 5 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |

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|---|---|---|-------------------|---|
| | Annually/ Annually | | | |
| | 1.3 Check and initial/sign the TOP received from BPLO staff | None | 5 minutes | Asst. CTO and CTO |
| 2. Pay the Business Tax | 2. Accept payment from tax payer | As assessed by the BPLO/CTO officers (see business category and tax amount at BPLO Section) | 10 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| 3. Accept Official Receipt from the collector | 3. Issue Official Receipt according to tax paid | None | 10 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| TOTAL: | | As assessed | 40 minutes | |

4. Collection of Transfer Tax

A tax **imposed on the sale**, donation, barter, or on any other mode of transferring ownership or title to real property. Moreover, in all instances, late payment of the taxes due is subject to surcharges and penalties.

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| Office or Division: | Office of the City Treasurer (Business License Division/Window 5) Office of the City Mayor-Business Permit & Licensing Office |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizens |
| Who may avail: | Citizen |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|--|--|-------------------|---|
| 1 copy of each: Photocopy of Tax Declaration House and Lot Photocopy of Land Title Photocopy of Deed of Sale/Extra Judicial, Deed of Donation, etc. | | City Assessor or Personal copy Registrar of Deeds or personal copy Attorney or Owner's copy | | |
| CLIENT'S STEPS (Business Tax) | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present required documents to collector on Window 1 or 2 | 1.1 Accept documents presented by taxpayer | None | 5 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| | 1.2 Verify documents presented | None | 5 minutes | |
| | 1.3 Compute Transfer Tax | None | 5 minutes | |
| | 1.4 Issue TOP | None | 5 minutes | |
| 2. Pay the corresponding fee as per TOP and receive Official Receipt | 2.1 Accept payment as per TOP issued | Transfer Tax = *FMV or value on Deed of Sale/Donation (whichever amount is higher) x1.1% + (Property Tax) Php100.00 With penalty: Same formula but with 25% penalty x no. of months lapsing 60 days but maximum of 36 months | 10 minutes | LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office |
| | 2.2 Issue Official Receipt | | | |
| TOTAL: | | | 30 minutes | |

*FMV – Fair Market Value

5. Collection of Market and Miscellaneous Fees

As per new Market Code, Stall Holders are required to pay monthly rental fees, goodwill/Transfer Fee and payments for their electrical consumption. In order to provide good and sanitary selling area at the market, the city is collecting fees from the market vendors and stallholders.

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|--|--|--|------------------------|--|
| Office or Division: | City Treasurers Office – Market Admin. Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses | | | |
| Who may avail: | Citizen Business clients | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Monthly Stall Fee Billing Transfer/goodwill Bill Electrical Billing statement | | Public Market Admin Office Public Market Admin Office | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| For the payment of Market Stall Fees: 1. Inquire fees to be paid to collector at Public Market Office (state name and section and location) | 1.1 Present Index card to stall owner/taxpayer to answer inquiry | None | 10 minutes | Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office |
| 2. Pay the market stall fee to the authorized collector | 2. Accept payment from stall owner or taxpayer | Fixed payment as per section and corner under the market code (see table attached) | 10 minutes | Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office |
| 3. Accept official receipt from payment made | 3. Issue official receipt to taxpayer according to amount paid | None | 10 minutes | Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee |

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| | | | | City Treasurer's Office |
| TOTAL: | | Fixed under the market code | 30 minutes | |
| For the payment of electrical bills: | | | | Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office |
| 1. Inquire statement of billing to collector at Public Market Office | 1. Print statement of billing and present to taxpayer | None | 10 minutes | |
| 2. Pay the electric bill to the collector | 2. Accept payment as stated in the bill | As per billing statement | 10 minutes | Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office |
| 3. Accept the Official Receipt | 3. Issue Official Receipt as per payment made | None | 10 minutes | Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office |
| TOTAL: | | As per billing statement issued from the City Engineer's Office | 30 minutes | |

6. Collection of Miscellaneous Fees

Birth Certificate (AUSF, Adoption, Late Reg.)/Death Certificate (Burial Permit)/Marriage Certificate (Marriage Application/License, Solemnization/Family Planning, Annulment, Late Registration), Building/ Electrical Permit, Court Docs, Environmental Fee, Fiscal Clearance, Illegal Fishing/Trawl/Curfew, Mayor's Clearance, PMA Clearance & other Office Document, PTR/Occupational Tax, Transfer Tax, Weights and Measures, Working Permit)

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|--|--|--|------------------------|---|
| Office or Division: | Office of the City Treasurer (Business License Division) City Civil Registrar's Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2G - Government to Government | | | |
| Who may avail: | Employees Citizen | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| TOP of Birth Certificate, AUSF, Adoption, Legitimation, Cancellation, Correction of birth entry, Late Reg./Marriage Certificate, Family Planning, Solemnization/Death Certificate TOP of Family Planning TOP of Pre-Marital Counseling TOP for Electrical & Construction TOP for Motorized Banca TOP for Health Permit (Working Permit) *TOP – Tax Order of Payment | | Office of the Civil Registrar City Health Office City Social Welfare & Development Office City Engineer's Office City Agriculture Office City Health Office | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present Tax Order of Payment from office concerned to collector at Window 1 or 2 | 1. Accept Tax Order of Payment from the tax payer | None | 10 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |
| 2. Pay miscellaneous fee to collector at Window 1 or 2 | 2. Accept payment from tax payer as per TOP received | Misc. Fee Php130 (AUSF-Php332 Late Registration – Php232 Adoption – Php532 Annulment – Php532 Legitimation – Php232 Acknowledge ment – Php532 | 10 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |

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| | | Cancellation/ Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month | | |
| 3. Accept Official Receipt upon payment to collector | 3. Issue Official Receipt according to amount paid | Misc. Fee Php130 (AUSF- Php332 Late Registration – Php232 Adoption – Php532 Annulment – Php532 Legitimation – Php232 Acknowledge ment – Php532 Cancellation/ Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month | 10 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |
| TOTAL: | | Misc. Fee Php130 (AUSF- Php332 Late Registration – Php232 Adoption – Php532 Annulment – Php532 Legitimation – Php232 Acknowledge ment – Php532 Cancellation/ Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month | 30 minutes | |
| TOTAL: | | Php 130.00 | 30 minutes | |

7. Collection of Miscellaneous Fees: Traffic Violations

Traffic code provides some rules and regulations that drivers and operators of public utility and private vehicles must abide, especially in the City. Violators thereof are subjected to penalties and the City Treasurer's Office collects the same for the offense.

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|--|---|----------------------------|---|--|
| Office or Division: | Office of the City Treasurer (Business License Division) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens | | | |
| Who may avail: | ALL | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Order of Payment TCT – (Temporary Citation Ticket) | | | CCTFRB- Cavite City Tricycle Franchising Regulatory Board PNP (Phil. National Police) | |
| CLIENT'S STEPS (Traffic Violations) | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present Temporary Citation Ticket to collector at window 1 or 2 | 1.1 Accept TCT from taxpayer 1.2 Verify TCT | None | 10 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |
| 2. Pay the corresponding fee | 2. Accept payment | PHP 200.00 | 5 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |
| 3. Accept Official Receipt | 3. Issue Official Receipt according to TOP | Php 200.00 | 5 minutes | LRCO I and Casual Clerk, BLT Division, City Treasurer's Office |
| TOTAL: | | Php 200.00 | 20 minutes | |

8. Collection of Real Property Tax

A payment of 2% basic tax and 1% Special Education Fund (SEF) of the assessed value collected simultaneously, per annum. If without delinquency, a discount of 20% for advance payments for the ensuing year & 10% for current year, but with a penalty at the rate of 2% per month for delinquent properties, but not exceeding 72% or 36 months.

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|---|--|-----------------------|-------------------------------|--|
| Office or Division: | City Treasurer's Office (Real Property Division) Window 6 | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Previous Official Receipt Tax Order of Payment (TO) | | | Personal CTO- RPT Division | |
| CLIENTS STEPS | AGENCY ACTION | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquire tax to be paid (state owner's name, and location of properties) to collector on Window 6 | 1.1 Present Index card to the tax payer/client | None | 15 minutes | LRCO I or Bookbinder, RPT Division, City Treasurer's Office |
| | 1.2 Generate TOP | | 15 minutes | |

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| 2. Pay the real property tax to the collector and accept Official Receipt | 2.1 Accept payment according to TOP 2.2 Issue Official Receipt | Computation: Basic Tax = AV(2%) *SEF = AV(1%) BT+SEF= Tax Due Discount/Penalty 20% if advance payment 10% if prompt payment 2% monthly if delinquent | 10 minutes | LRCO I or Bookbinder, RPT Division, City Treasurer's Office |
| TOTAL: | | As Assessed | 40 minutes | |

*AV-Assessed Value

*SEF – Special Education Fund

9. Collection of Terminal Fee

The revenue code of the City provides that all baby buses which lines are within the City must pay the corresponding terminal fee per day of operation. Cash tickets are issued to all drivers of baby buses plying the route of Cavite City to Tanza, Naic, Rosario, General Trias, Noveleta and vice versa.

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|---|---|------------------------|------------------------------------|------------------------------|
| Office or Division: | Office of the City Treasurer P. Burgos Ave. near Barangay 25 Barangay Hall | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens | | | |
| Who may avail: | Citizen | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Baby Bus (entering Cavite City) | | | Personal (driver driving baby bus) | |
| CLIENT'S STEP (TERMINAL FEE) | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Pay Terminal Fees to collector to designated area (in front of Barangay Hall at Barangay 25) | 1. Accept payment from bus driver | Php 5.00 | 5 minutes | Revenue Collector – Designee |

| | | | | |
|-----------------------------|--|-----------------|-------------------|-------------------------|
| 2. Accept paid cash tickets | 2. Issue official receipt (Cash Ticket) according to amount paid | | 5 minutes | City Treasurer's Office |
| TOTAL: | | Php 5.00 | 10 minutes | |

- As per Ordinance No. 2431

10. Issuance of Cash Tickets to Hawkers

| | | | | |
|---|--|--|------------------------|------------------------------|
| Office or Division: | City Treasurers Office – Market Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses | | | |
| Who may avail: | Market hawkers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Space/stall occupied | | Personal | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Pay cash ticket to collector at Public Market Office | 1. Accept payment of cash ticket to hawker | P30.00/ SQUAR E METER | 15 Minutes | Revenue Collector - Designee |
| 2. Accept cash ticket | 2. Issue Cash ticket | | | City Treasurer's Office |
| TOTAL: | | P30.00/ SQUAR E METER | 15 minutes | |

11. Issuance of Community Tax Certificate

Each and every resident of the city must secure residence certificate as proof of his residency.

A fixed amount of P10.00 for voluntary contribution is set and for those who are earning from their profession, business or employment must pay P1.00 for every P1,000.00 that they earn. The Caviteños could get their CTC on the first quarter of the year without penalty. 2% per month would be added as penalty starting March of every year.

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| Office or Division: | Office of the City Treasurer (Business License Division) Business Permit and License Office | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizens G2G – Government to Government | |
| Who may avail: | Citizen Employees | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | <p>For single client:</p> <ul style="list-style-type: none"> ● Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office) ● Government issued valid ID ● Proof of Income ● Payslip ● BIR form 2316 ● For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>New Business</p> <ul style="list-style-type: none"> ● Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office) ● Government issued valid ID ● Single proprietor certificate of registration ● For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>Renewal of Business</p> <ul style="list-style-type: none"> ● Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office) | <p style="text-align: center;">Treasurer’s Office</p> <p style="text-align: center;">Personal Personal Personal BIR</p> <p style="text-align: center;">Personal Personal</p> <p style="text-align: center;">Treasurer’s Office</p> <p style="text-align: center;">Personal Personal</p> <p style="text-align: center;">Personal Personal</p> <p style="text-align: center;">Treasurer’s Office</p> |

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| <ul style="list-style-type: none"> • Government issued valid ID • Proof of Income (Approved business tax declaration by an evaluator from City Treasurer’s Office) • For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>For Corporation: (New Business)</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office) • Government issued valid ID • Certificate of Registration • For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>(Renewal of Business)</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office) • Government issued valid ID • Proof of Income • (Approved business tax declaration by an evaluator from City Treasurer’s Office/BPLO) • For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented | <p>Personal Personal</p> <p>Personal Personal</p> <p>Treasurer’s Office</p> <p>Personal personal</p> <p>Personal Personal</p> <p>Treasurer’s Office</p> <p>Personal Personal BPLO</p> <p>Personal Personal</p> |
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| CLIENT'S STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|-----------------------|--|------------------------|--|
| <p>A. For Single Client/Corporation and For New Business and Renewal of Business:</p> <p>1. Fill up application form issued by the collector at Windows 1 or 2</p> <p>B. For New Business/Renewal of Business</p> <p>1. Proceed to the counter intended for encoding of information</p> | 1. Encode information | None | 5 minutes | LRCO I or Casual Clerk BLT City Treasurer's Office |
| 2. Pay CTC to collector at Window 1 and 2 | 2. Accept payment | Voluntary Php10.00 For Employees/ Business Php1.00/ 1 thousand | 5 minutes | |
| TOTAL: | | | 10 minutes | |

**Corporation not to exceed Php5,000.00*

12. Issuance of Real Property Tax Clearance

City residents who require Tax Clearance on their Real Properties for loans, building permits, transfer of title and for personal reference purposes.

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| Office or Division: | City Treasurer's Office (Real Property Division) |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|--|---|---|---|
| Owner: Tax Declaration Latest Official Receipt of property requested Representative: Notarized SPA or Letter request ID (owner and representative) Tax Declaration Latest Official Receipt of property requested | | Assessor's Office Personal/Owner's copy Attorney or legal office Senior ID, government or employment ID, postal ID Assessor's Office Owner's copy | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for Tax Clearance to collector at Window 6 | 1.1 Verify if the property is not delinquent (ask for Official Receipt) 1.2 Fill up name of requesting party in the record book | None | 5 minutes | LRCO I Or Revenue Collector – Designee RPT City Treasurer's Office |
| 2. Pay the Tax Clearance fee | 2.1 Accept payment 2.2 Issue Official Receipt | Php 130.00 | 10 minutes | LRCO I Or Revenue Collector-designee City Treasurer's Office |
| 3. Present Official Receipt to collector at Window 6 | 3.1 Accept Official receipt 3.2 Prepare Tax Clearance Certification 3.3 Check and Initial Tax Clearance Certification | None None None | 5 minutes 5 minutes 5 minutes | LRCO I Or Revenue Collector – designee LRCO IV Asst. CTO City Treasurer's Office |

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| 4. Sign in the record book | 4. Receive signature in the record book | None | | LRCO I Or Revenue Collector – designee |
| 5. Accept Tax Clearance | 5. Release Tax Clearance Certification | None | 5 minutes | City Treasurer's Office |
| TOTAL: | | Php 130.00 | 35 minutes | |

13. Legalization (Market)

Legalization of Rights/Ownership of Market Stalls.

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|--|--|------------------------|------------------------|--|
| Office or Division: | City Treasurers Office – Market Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses | | | |
| Who may avail: | Citizen Business Clients | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved letter of intent Personal Information sheet with 2 ID pictures (2x2) | | City Mayor Personal | | |
| Awards/Lease Contract of previous stall holder | | Market Supervisor II | | |
| Deed of conveyance or any other legal documents | | Market Supervisor II | | |
| Business permit/License of the previous stall holder | | Owner's copy | | |
| Certification | | Market Supervisor II | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit letter of intent for approval of Local Chief Executive | 1.1 Accept letter of intent | None | 1 day | Computer Operator III, CMO |
| | 1.2 Approve letter of intent | | | Local Chief Executive City Mayor's Office |
| 2. Fill up application form | 2. Received the | NONE | 20 minutes | Market Supervisor II Or |

| | | | | |
|---|--|--|------------|---|
| | application form | | | Metro Aide II PUBLIC MARKET |
| 3. Submit complete legal documents to Market Supervisor II | 3.1 Accept documents | None | 10 minutes | Market Supervisor |
| | 3.2 Issue Application to Lease Market Stall and Oath | None | 20 minutes | PUBLIC MARKET |
| 4. Pay the Legalization fee to the collector at Market Admin Office | 4. Accept payment | Dry Goods; Grocery/Sari Sari; Meat Store Php12,000 Fruits/Veg Php7,000 Fish Php5,000 Carinderia Php9,000 | 20 minutes | Cashier IV- Designee Or Acctg. Clerk II or LRCO I CASH DIVISION City Treasurer's Office |
| 5. Present the Official Receipt for Legalization and Transfer Fee to the Market Supervisor II or representative | 5. Accept Official Receipt | None | 10 minutes | Market Supervisor II Or Metro aide II PUBLIC MARKET OFFICE |
| 6. Present the Award & Lease of contract | 6.1 Accept Award and Lease of contract | NONE | 15 minutes | Market Supervisor II Or Metro aide II PUBLIC MARKET OFFICE City Treasurer's Office |
| | 6.2. Process Documents | None | | |
| | 6.3 Review and sign all documents | | | |

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| 7. Submit documents for letter of endorsement | 7.1 Accept and Review the received documents | None | 20 minutes | City Administrator CITY ADMIN |
| | 7.2 Sign the documents | None | | |
| 8. Accept the document | 8. Issue the document | None | 5 minutes | Market Supervisor II PUBLIC MARKET |
| TOTAL: | | Dry Goods; Grocery/Sari Sari; Meat Store Php12,000 Fruits/Veg Php7,000 Fish Php5,000 Carinderia Php9,000 | 1 day & 2 hrs | |

*Payment of legalization fee as per Res. Ord. 01-033 Ord. 01-2835

14. Promotional Services (Market)

| | | | | |
|--|--|------------------------|------------------------|------------------------------|
| Office or Division: | City Treasurers Office – Market Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Businesses | | | |
| Who may avail: | Business Clients | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter request | | Personal | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit request letter for date of promotion to market personnel at Public Market Admin Office | 1.1 Received request letter | None | 5 minutes | Market Supervisor II |
| | 1.2 Verify the availability date | None | 15 minutes | RC-Designee Public Market |
| 2. Pay the cash ticket | 2. Accept payment | Php 300 | 10 minutes | Market Supervisor II |

| | | | | |
|-----------------------|----------------------|---------------------------------|-------------------|------------------------------|
| 3. Accept cash ticket | 3. Issue Cash ticket | None | 10 minutes | RC-Designee Public Market |
| TOTAL: | | Php300.00 / SQUARE METER | 40 minutes | |

*Additional Php150 for usage of electricity

15. Receiving of Payments for various transactions (Bid Forms, Proposal Booklet and Excavation Fees)

| | | | | |
|---|--|--------------------------------------|------------------------|---|
| Office or Division: | City Treasurers Office – Cash Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Payor TOP for excavation fee Proposal Booklet/ Bid Forms | | Engineer's Office | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present Tax Order of Payment at window | 1. Verify name and amount | None | 5 minutes | LRCO I CASH DIVISION City Treasurer's Office |
| 2. Pay the amount requested | 2. Receive payment as per TOP | None | 10 minutes | LRCO I CASH DIVISION City Treasurer's Office |
| 3. Accept Official receipt | 3. Issue Official Receipt as per amount reflected on TOP | As per Contract or bid amount | 10 minutes | LRCO I CASH DIVISION City Treasurer's Office |
| TOTAL: | | As per contract or bid amount | 25 minutes | |

16. Releasing of Checks and Cash Payments

Payments on various City transaction.

| | | | | |
|---|--|------------------------|--|---|
| Office or Division: | City Treasurers Office – Cash Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Payee One (1) valid ID with specimen signature Representative One (1) valid ID, original & photocopy for representative and employee represented Authorization Letter | | | SSS, GSIS, Passport, Postal, Driver's License and Others SSS, GSIS, Passport, Postal, Driver's License and Others Employee represented | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present ID at Window 1 | 1. Receive and verify presented ID from client | None | 10 minutes | Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office |
| 2. Sign vouchers and other supporting documents | 2. Accept and verify signature from the ID presented | None | 10 minutes | Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office |
| 3. Issue Official/ Acknowledgement Receipt | 3. Accept official/ acknowledgement receipt from client | None | 10 minutes | Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office |

| | | | | |
|---|--|-------------|-------------------|---|
| 4. Sign registered form as acceptance of cash/ checks | 4. Issue register form for signing | None | 5 minutes | Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office |
| 5. Accept Cash/Checks | 5. Release Checks/ payment of cash to client | None | 5 minutes | |
| TOTAL: | | None | 40 minutes | |

CITY TREASURER'S OFFICE
Internal Services

1. Issuance of Notice of Real Property Tax Delinquencies

Failure to pay the real property taxes for both the Basic Tax and Special Education Fund Tax on or before the due dates shall subject the taxpayers to a penalty of two (2%) percent for each months of delinquency provided however that in no case shall the total interest on the unpaid tax or portion thereof exceed thirty-six (36) months or a total of 72%.

| | | | | |
|-------------------------------------|---|------------------------|-------------------------|--|
| Office or Division: | City Treasurer's Office (Real Property Division) | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Citizens | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Notice of delinquency | | | City Treasurer's Office | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Accept Notice of Tax Delinquency | 1. Issue Notice of Tax Delinquency to property owner or administrator or occupant | None | 4 days | LRCO I Or Bookbinder II CTO, RPT DIVISION City Treasurer's Office |
| TOTAL: | | None | 4 days | |

2. Recording of Vouchers (including Payrolls)

Vouchers are necessary because they are a source document and a proof to every transaction that has taken place. If every transaction were recorded, it would mean that there is a voucher available as a proof to that transaction.

| | | | | |
|----------------------------------|---|--|------------------------|--|
| Office or Division: | City Treasurer's Office/Administrative Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Employees | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Vouchers | | | Accounting personnel | |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------|---|------------------------|------------------------|--|
| 1. Submit voucher for receiving | 1.1 Accept voucher | None | 2 minutes | Casual Clerk Or Admin Aide III (Utility worker II) ADMIN |
| | 1.2 Record voucher | | 5 minutes | |
| | 1.3 Initial and sign the voucher recorded | | 3 minutes | Asst. CTO |
| | 1.4 Submit the recorded voucher to City Admin | | 5 minutes | METRO AIDE II, City Treasurer's Office |
| TOTAL: | | | 15 minutes | |