



Office of the Municipal Treasurer

GOVERNMENT SERVICE: PAYMENT OF REAL PROPERTY TAX					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Duly filled-up Application Form		1. Proceed to the Office of the Municipal Treasurer.		5 minutes	
Approved Assessment		2. Present latest receipt of payment.		5 minutes	
Community Tax Certificate		3. In case of loss of previous receipt, secure RPTOP (Tax Declaration) from the Office of the Municipal Assessor.		10 minutes	
		4. Pay the tax to any of the revenue collection clerk.		5 minutes	Variable
		5. Ask for receipt.		5 minutes	
TOTAL				30 minutes	

GOVERNMENT SERVICE: ISSUANCE OF TAX CLEARANCE/CERTIFICATES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Updated Tax Receipt		1. Request assistance at the Public Assistance and Complaint Desk and fill up client's logbook.		5 minutes	
Tax Declaration		2. Proceed to Municipal Treasurer's Office and approach a revenue collection clerk.		5 minutes	
		3. Present current year receipt of Real Property Tax.		5 minutes	
		4. Pay the necessary fees.		2 minutes	Variable
		5. Secure clearance/certificates.			
TOTAL				17 minutes	

GOVERNMENT SERVICE: ISSUANCE OF BUSINESS TAX, RECEIPTS AND PERMITS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
None		1. Request assistance at the Public Assistance and Complaint Desk and fill up client's logbook.		5 minutes	
		2. Proceed to Municipal Treasurer's Office and approach a revenue collection clerk.		5 minutes	variable
		3. Provide necessary data or information to the attending clerk.		5 minutes	
		4. Pay the necessary fees.		5 minutes	
TOTAL				2 hrs. & 30 mins.	P 600.00

GOVERNMENT SERVICE: ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Unified application form		1. Secure and fill up application form.		1 minute	
Duly Filled-up Application form		2. File application form with requirements.		1 minute	
Approved Assessment		3. Assessment of fees and verification of requirement.		5 minute	
		4. Pay assessed fees/taxes and charges.		5 minute	variable
		5. Get Mayor's Permit and license.		1-5days	
TOTAL				Min. of 12 minutes max. of 5 days	None