MUNICIPAL TREASURER'S OFFICE

SERVICE CATEGORY

MUNICIPAL TREASURER'S SERVICES

1. PAYMENT OF REAL PROPERTY TAX

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Citizens; G2B - Government to Business; and G2G - Government to Government
WHO MAY AVAIL:	All Citizens that have Property in Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Previous Receipts (AF 56) 2. New Tax Declaration	Tax Payer Tax Payer's Copy/Municipal Assessor's Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Previous Official Receipt (AF 56) or Tax Declaration of Real Property/ies	1.1 Receive previous Official Receipt, or Tax Declaration of Real Property 1.2 Verify to Real Property Tax Account Register (RPTAR) 1.3 Computation of Real Property Tax 1.4 Present the Computation to the Tax Payer	None	10 minutes / Tax Dec	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
2. Present the Computation to the Collector	2.1 RECEIVED the Computation of the Real Property Tax	Basic & SEF - 2% of Assessed Value (plus surcharge/ penalties;	5 Minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III

	2.2 Prepare Official Receipt (AF 56) 2.3 Received Payment Note: The Office of the Municipal Treasurer accepts payments in cash, manager's or cashier's check only. If paid in cash, COUNT and CHECK currency banknotes. If paid in check, SCRUTINIZE complete and correct date, signature, counter signature, amount in words and figures appearing on the face of the check. Indicate number and date of the official receipt issued (Sec. 78, Chapter 3, Vol. I, GAAM)	less discounts if applicable) *20% Discount for prompt payer (January to October 31 for the succeeding year) *10% Discount for prompt payer (November to December 31 for the succeeding year and January to March 31 of the current year)		**MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II

3. Claim Official Receipt	3.1 ISSUE Official Receipt/s and other submitted documentary requirements to client/s.	None	2 Minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
TOTAL:			**17 Minutes**	

2. CERTIFICATION OF TAX PAYMENT

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	All Citizens that have Property in Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Latest/Previous Official Receipt (Form 56) of Real Property Tax" 2. Valid Identification Card 3. Special Power of Attorney (SPA) from the owner/buyer of the property	Tax Payer

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Latest/Previous Official	1.1. Receive/Verify documents presented.	None	2 Minutes	**MS. MARIFE V. ALVIZ**

Receipt (Form 56) of Real Property Tax, and Valid ID	1.2. Verify tax payer's Real Property Tax Account Register (RPTAR) 1.3 Compute certification fee			Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
2. Present SPA from the owner/buyer of the property from the authorized representative				**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
	3.1 Prepare and Print Official Receipt 3.2 Prepare requested		5 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III

	Certification/s or Certificate of Tax Payment 3.3 Print and Affix Signature of the collector			**MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
	4.1 Affix Signature of the Municipal Treasurer or authorized signatory 4.2 Put Dry Seal on the Certificate of Tax Payment	None	2 Minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
5. Payment of Certification Fee	3.2 Received payment 3.3 Issue Official Receipt	Php 50.00/ Tax Declaration	2 minutes	
6. Received the Certification/s or Certificate	6.1 Issue Certification/s or Certificate of Tax Payment		4 minutes	**MS. MARIFE V. ALVIZ**

of Tax Payment	6.2 Affix signature of the client to the receiving copy 6.3 Release Certification of Tax Payment			Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
TOTAL:		**Php 50.00**	**15 Minutes**	

3. COLLECTION OF COMMUNITY TAX CERTIFICATE (CTC/CEDULA)

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Every inhabitant of the Philippines who is a resident of the Municipality; 18 years of age or over; regularly employed on a wage or salary basis for at least 30 consecutive days during any calendar year; or Engaged in business or corporation; or Owns real property with an aggregate assessed value of P1,000.00 or more; or is required by law to file an income tax return shall pay an annual community tax.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Previous CTC 2. Fill up CTC Form	1. Taxpayer/client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Previous CTC or filled-up form	1.1 Received previous CTC or filled		5 Minutes	**MS. EVELYN V. ALDAVE**

	up form from the client 1.2 Prepare and compute CTC 1.3 Affix Signature of the client			Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
2. Pay Tax Due	2.1 Receive payment of the client	P5.00 basic tax plus P1.00 for every P1,000.00 of gross sales/receipts/ income for which in no case shall not exceed five thousand pesos (P5,000) ; and P2.00 for every P5,000.00 of gross sales/receipts for corporations. This tax shall accrue on the first (1st) day of January of each year which shall be paid not later than the last date of February of each year	3 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II

		(Chapter VI Art 6A.05 Ord. No. 24-2017)		
3. Claim CTC	3.1 Release CTC to the client		2 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
TOTAL:			**10 Minutes**	

4. COLLECTION OF CERTIFICATION AND OTHER CLEARANCES

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Tax Payer

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Form from the concerned office	Concerned office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present request form	1.1 Received request form from the concern office 1.2 Prepare and compute tax due		5 Minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II

2. Pay Tax Due	2.1 Receive payment of the client	Amount of certifications and clearances (based on the computation of concerned department) Rev. Code of Castillejos Art. G Sec.46.01	3 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
3. Claim Certification /s	3.1 Release Official Receipt to the client		2 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
TOTAL:			**10 Minutes**	

5. COLLECTION OF FEES / CHARGES FROM CITATION TICKET

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Anyone who received citation ticket due to traffic violation.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Citation Ticket	Client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Present citation ticket	1.1 Received the citation ticket from the concerned individual 1.2 Prepare and compute the amount to be paid based on the violation (Municipal Ordinance)		5 Minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
2. Pay Fees/Charges Due	2.1 Receive payment of the client	Amount of fees/charges based on the violation (Municipal Ordinance)	3 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES**

				Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
3. Claim Citation Ticket and Official Receipt	3.1 Release Citation Ticket and Official Receipt to the client		2 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
TOTAL:			**10 Minutes**	

6. CERTIFICATION OF TRANSFER TAX

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple

TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Tax Payer in Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Tax Declaration 2. Document/s used to Transfer the property/ies (Deed of Sale/Waiver of Rights/Deed of Donation/Extra Judicial Settlement/Affidavit of self adjudication) 3. Valid Identification Card 4. Special Power of Attorney (SPA) from the owner/buyer of the property	Tax Payer

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the Tax Declaration, documents used to transfer the property/ies, and Valid ID 2. Present SPA from the owner/buyer of the property from the authorized representative	1.1. Receive/Verify documents presented." 1.2. Compute the amount of Transfer Tax based on Market Value or Consideration which ever is higher 1.3 Compute certification fee		7 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II
3. Claim Citation Ticket	3.1 Prepare requested Certification/s or		5 minutes	**MS. MARIFE V. ALVIZ**

and Official Receipt	Certificate of Tax Payment 3.2 Print and Affix Signature of the collector			Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk
	4.1 Affix Signature of the Municipal Treasurer or authorized signatory 4.2 Put Dry Seal on the Certificate of Tax Payment		2 minutes	**MS. RENELUZ D. DAVID** Municipal Treasurer **MS. MELINDA V. FASTIDIO** Assistant Municipal Treasurer **MS. MERLYN V. ATANACIO** Revenue Collection Clerk III
5. Payment of Certification Fee	5.1 Prepare and Print Official Receipt 5.2 Received payment 5.3 Issue Official Receipt	Transfer Tax Fee + Php 50.00 for Certification Fee	2 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO**

				Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk
6. Received the Certification/s or Certificate of Tax Payment	6.1 Issue Certification/s or Certificate of Tax Payment 6.2 Affix signature of the client to the receiving copy 6.3 Release Certification of Tax Payment		4 minutes	**MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk
TOTAL:		**Transfer Tax Fee + Php 50.0**	**20 Minutes**	

7. PAYMENT OF TRICYCLE FRANCHISE

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Tricycle Operators and Drivers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Assessment from Municipal Tricycle Franchising Board	Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present assessment from MTFRB	1.1 Received the assessment from the concerned individual 1.2 Prepare and compute the amount to be paid based on the assessment of MTFRB		5 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II

2. Pay the corresponding Fees	2.1 Receive payment of the client	NEW Mayors Permit - Php500.00 + Business Permit - Php150.00 + Annual Registration - Php100.00 Franchise Fee - Php1,500.00 + Capitalization - Php100.00+ Inspection Fee - Php 30.00 Application Fee - Php 30.00 Body Number - Php25.00 RENEWAL Mayors Permit - Php120.00 + Business Permit - Php100.00 +	3 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI** Revenue Collection Clerk II

		Annual Registration - Php100.00 Franchise Fee - Php100.00 + Capitalization - Php100.00		
3. Claim Official Receipt	3.1 Release Official Receipt and other submitted documentary requirements to client/s		2 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. MARIFE V. ALVIZ** Revenue Collection Clerk III **MS. FIRST S. FRANCISCO** Revenue Collection Clerk II **MS. CARINA V. GONZALES** Revenue Collection Clerk II **MR. MICHAEL JORDAN J. BACANI**

				Revenue Collection Clerk II
TOTAL:		**New = Php 2,435.00 Renewal = Php 420.00**	**10 Minutes**	

8. PAYMENT OF ANIMAL BRANDING PERMIT

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Cattle Owner

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Assessment from Municipal Tricycle Franchising Board	Client

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Inquire about the branding or registration of their cattle provided that they have their own private brand	1.1 Register in a book showing among others, the name and residence of the owner, and the class, color, sex, brand and other identifying marks of the cattle		5 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II
	2.1 Prepare certificate of ownership			

3. Pay the correcponding Fee/s	3.1 Receive payment of the client	Php 75.00/ Certificate of Ownership + Php 75.00/ Branding Fee (Service)	3 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II
4. Claim Certification/s and Official Receipt	4.1 Release Official Receipt and certificate of ownership to the client		2 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II
TOTAL:		**Php 75.00/ Certificate of Ownership + Php 75.00/ Branding Fee (Service)**	**10 Minutes**	

9. PAYMENT OF SLAUGHTER PERMIT

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Animal Owner

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Clearance from Municipal Health Officer concerned or his duly authorized representative regarding the animal or fowl if it is fit for human consumption	Animal Owner

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Inquire about the service in the slaughter of animal/s on the municipal slaughter house.	1.1 Received and verify the clearance for the MHO 1.2 Prepare and compute fees		5 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
2.Pay the correcponding Fee/s	2.1 Receive payment of the client	Large cattle = Php340.00(Slaughter Fee) + Php75.00 (Certificate of Ownership) + Php75.00(Branding Fee - Service) + Php10.00 (Antemortem) Hog = Php165.00(Slaughter Fee) + Php10.00 (Antemortem) Goat/Sheep = Php100.00 (Slaughter Fee)	3 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II

		Special-Large cattle = Php490.00(Slaughter Fee) + Php75.00 (Certificate of Ownership) + Php75.00(Branding Fee - Service) + Php10.00 (Antemortem) Special-Hog = Php190.00(Slaughter Fee) + Php 10.00 (Antemortem)		
3. Claim Permit/s and Official Receipt/s	3.1 Release Permit/s and Official Receipt/s to the client	Php 75.00/ Certificate of Ownership + Php 75.00/ Branding Fee (Service)	2 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II

TOTAL:		**Large cattle=Php500.00 Hog=Php175.00 Goat/Sheep=Php100.00 Special-Large cattle=Php 650.00 Special-Hog=Php 200.00**	**10 Minutes**	

10. COLLECTION OF MISCELLANEOUS AND OTHER FEES, AND MUNICIPAL CHARGES

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of Payment/Slip from concerned Office/s -Mayor's Permit Fee (includes but not limited to Permit to hold Fund Raising Activities, Cockfighting, Parades and Motorcades, Advertisement, Solicitation, Secretary's Fee, Occupation/Working Clearance) -Municipal Assessor's Fee -Local Civil Registry Office Fees -Municipal Engineering Office Fees -Municipal Planning and Development Office Fees -Municipal Treasurer's Office Fee (includes but not limited to Market	Client

Rentals, Rental of Properties owned by the Municipality and other related Fees) 2. Other Documentary Requirements (Market Rentals - Official Receipt from previous payment)				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present requirements cited above	1.1 Received and verify the documentary requirement 1.2 Prepare and compute tax due		3 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
2. Pay the correcponding Fee/s or Charges	2.1 Receive payment of the client	Based on assessed fees indicated at the order of payment	3 mhuinutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III **MS. CARINA V. GONZALES** Revenue Collection Clerk II
3. Claim Official Reciept/s	3.1 Release Official Receipt and other submitted documentary requirements to client/s		2 minutes	**MS. EVELYN V. ALDAVE** Revenue Collection Clerk III

				MS. CARINA V. GONZALES Revenue Collection Clerk II
TOTAL:			**8 Minutes**	

11. ISSUANCE OF CASH TICKETS

OFFICE / DIVISION:	Municipal Treasurer's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL:	Vegetable Vendors, Food Cart Vendors and Delivery Trucks Owner/Driver

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Wait in their respective areas for their daily market rentals/ fees	1.1 Prepare the cash ticket/s for their respective clients.		3 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II
2. Pay the correcpondin g Fee/s or Charges	2.1 Receive payment of the client 2.2 Sign and put date at the back of the Cash Ticket/s	Vegetable Stalls - Php10.00-20.00 Food Cart - Php10.00-20.00	3 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II

		Delivery Trucks - Php40.00-100.00		
2. Pay the correcpondin g Fee/s or Charges	3.1 Release the Cash Ticket/s		2 minutes	**MR. RUSTAN R. ZAMBALE** Revenue Collection Clerk II
TOTAL:		**Vegetable Stalls - Php10.00-20.00** **Food Cart - Php10.00-20.00** **Delivery Trucks - Php40.00-100.00**	**8 Minutes**	