



OFFICE OF THE MUNICIPAL TREASURER

CITIZEN'S CHARTER

In compliance to Republic Act 11032 " An act promoting ease of doing business and efficient delivery of government services, by amending Republic Act 9485, Otherwise known as the Anti-Red Tape Act of 2007, and for other puposes.

PAYMENT OF SALARIES AND WAGES, HONORARIUM, ALLOWANCES, ETC.

PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. VERIFY TOTAL AMOUNT OF PAYROLL AS TO NUMBER OF CLAIMANTS.	2 Minutes		JAN PAUL R. TUMULAK
2. REQUIRE VALID I.D., VERIFY AND AFFIX SIGNATURE OF CLAIMANT	2 Minutes		JO-ANN E. INSON
3. RELEASE OF CASH.	1 Minute		
END OF TRANSACTION	5 Minutes		

RELEASING OF CHECKS FOR THE PAYMENT OF SUPPLIES, MATERIALS AND OTHER LGU BILLS AND OBLIGATIONS, ETC.

PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. REQUIRE VALID I.D., VERIFY AND AFFIX SIGNATURE OF CLAIMANT	2 Minutes		JAN PAUL R. TUMULAK
2. REQUIRE OFFICIAL RECEIPT AND VERIFY AMOUNT (IF APPLICABLE)	5 Minutes		MARIVIC B. SALVA
3. RELEASE OF CHECK.	1 Minute		JO-ANN E. INSON RENZEL ROSE G. PILLO
END OF TRANSACTION	8 Minutes		



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ISSUANCE OF TAX CLEARANCE			
PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. INTERVIEW CLIENT.	3 Minutes	TAX CLEARANCE : ₱ 100.00	MELVIN SYMLET Y. TIU JESSIE N. LAULITA CARLOS M. ALANUNAY YOLIE MAE L. DAGUIO GINA P. PLAZA MARDY U. ESPINA PRECIOUS LOVE G. MAAYA SATURNINA A. MALUNAS JOY B. SAMSON
2. REQUIRE PAYMENT FOR REQUESTED CLEARANCE.	2 Minutes	DOCUMENTARY STAMP : ₱ 30.00	
3. VERIFY IF REAL PROPERTY TAXES HAS BEEN PAID.	5 Minutes	EDUCATIONAL SUPPORT PROGRAM FUND ₱ 20.00	
4. PREPARE AND PRINT CLEARANCE.	5 Minutes	TOTAL : ₱ 150.00	
5. AFFIXING OF SIGNATURES.	3 Minutes		
6. RELEASING OF CLEARANCE.	2 Minutes		
END OF TRANSACTION	20 Minutes		
ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)			
PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. INTERVIEW CLIENT.	3 Minutes	BASIC P 5.00 Plus	CARLOS M. ALANUNAY GINA P. PLAZA MARK JOHN G. ECOBEN AIRISH O. EULATRIZ MERLIN M. REMILLETE
2. ISSUE OFFICIAL RECEIPT AND RECEIVE PAYMENT.	1 Minute	P 1.00 / P1,000.00 GROSS INCOME	
3. RELEASE OFFICIAL RECEIPT.	1 Minute		
END OF TRANSACTION	5 Minutes		



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ISSUANCE OF OFFICIAL RECEIPTS ON RPT, BUSINESS TAX AND RENTALS.

PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. INTERVIEW CLIENT.	2 Minutes	EXACT AMOUNT WILL DEPEND ON THE COMPUTATION OF TAXES	CARLOS M. ALANUNAY
2. VERIFY AND COMPUTE TAXES/RENTAL.	5 Minutes		GINA P. PLAZA
3. ISSUE OFFICIAL RECEIPT AND RECEIVE PAYMENT.	3 Minutes		MARK JOHN G. ECOBEN
4. RELEASE OF OFFICIAL RECEIPT.	1 Minute		AIRISH O. EULATRIZ MERLIN M. REMILLETE
END OF TRANSACTION	10 Minutes		

ISSUANCE OF ORDER OF PAYMENT FOR BUSINESS (NEW/RENEW)

PROCEDURE	PROCESSING TIME	FEES	RESPONSIBLE PERSON
1. INTERVIEW CLIENT.	2 Minutes	EXACT AMOUNT WILL DEPEND ON THE COMPUTATION OF TAXES	MICHAEL T. ANTON
2. ENTRY BUSINESS PROFILE TO DATABASE.	5 Minutes		YOLIE MAE L. DAGUIO
3. VERIFY AND COMPUTE TAXES.	5 Minutes		MARK JOHN G. ECOBEN
4. GENERATE ORDER OF PAYMENT AND AFFIX SIGNATURE	12Minute		PRECIOUS LOVE G. MAAYA
5. ISSUE ORDER OF PAYMENT TO TAX PAYER.	1 Minutes		
END OF TRANSACTION	15 Minutes		