

City Treasurer's Office External Services





1. Payment of Business Tax

Payment of fees related to business taxes and other clearances

Office or	City Treasurer's Office				
Division:					
Classification:	Simple				
Type of	G2B – Government	to Business	Entity		
Transaction:					
Who may avail:	Owner of business	or authorized			
	REQUIREMENTS		WHERE TO SEC		
1. New Business Ap	oplication Form with	Business Pe	ermits and Licensi	ng Office (BPLO)	
2. Assessment/Con	nnutation	Rusiness Pa	ermits and Licensi	na Office (RPLO)	
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Proceed to	None	None	Refer to BPLO	Clerk	
BPLO and secure				BPLO	
an accomplished					
New Business					
Application Form					
with					
corresponding					
Account Number					
2. Proceed to	None	None	Refer to BPLO	Business	
BPLO for the				Permits and	
Approval of				Licensing	
Declared				Officer	
Business Capital.				BPLO	
3. Proceed to	None	None	Refer to BPLO	Assessment	
BPLO for the				Personnel	
Assessment/Com				BPLO	
putation	4.01	.	10 : 1		
4. Proceed to the	4. Check and	None	10 minutes	Revenue	
Treasury General	verify the required			Collection Clerk	
Collections	documents.			City Treasurer's	
Windows 7,8,9, or	4.4 Danaii ii	N4		Office	
10, present the	4.1 Receive	May vary			
required	payment for the	depending			
documents and	amount due.	on the			
pay the amount	4.2 Propers	approved			
due for	4.2 Prepare	business			
Community Tax	Official Receipt	capital (for			
Certificate (CTC) and Business	and Community Tax Certificate	CTC)/Pur suant to			
Tax, and wait for	(CTC).	the			
the release of the	(616).	provisions			
Official Receipt		of the			
and CTC with the	CHILLES	Local Tax		10	
required		Code (for			
required		Oode (IOI			





documents.		Business Tax)		
	4.3 Release the Official Receipt and CTC with the required documents.	None	ARISEREE IN A P	
	TOTAL:	Pursuant to the provision s of the Local Tax Code (for Business Tax)	10 Minutes	





2. Payment of Business Tax Termination

Payment of fees related to business taxes and other clearances (AF51)

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2B – Government	to Business	Entity		
Transaction:	022		,		
Who may avail:	Owner of business or authorized representative				
	REQUIREMENTS		WHERE TO SEC	URE	
1. Business Termin		Business Po	ermits and Licensi	ng Office (BPLO)	
Form with Account	Number			,	
2. Assessment/Con	nputation	Business Po	ermits and Licensi	ng Office (BPLO)	
3. Annual Income T	ax Return	BIR District	Office, Biñan, Lag	una	
4. Audited Financia	l Statement		usiness or authoriz		
		representat	ive		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Proceed to	None	None	Refer to BPLO	Clerk	
BPLO and secure				BPLO	
an accomplished					
Business					
Termination					
Application form					
with					
corresponding					
Account number.	NI	Niere	5	Dunings	
2. Proceed to	None	None	5 minutes	Business	
Business Permits				Permits and	
and Licensing Office for the				Licensing Officer	
Approval of				BPLO	
Declared Gross				Di LO	
Sales / Receipts					
3. Proceed to	None	None	Refer to BPLO	Assessment	
Business Permits				Personnel	
and Licensing				BPLO	
Office for the					
Assessment /					
Computation					
4. Proceed to the	4. Check and	None	10 minutes	Revenue	
Treasury general	verify the required			Collection Clerk	
collections	documents.			City Treasurer's	
windows 7, 8, 9,				Office	
or 10, present the					
required	110	May vary			
documents and	4.1 Receive	depending		10	
pay the amount	payment for the	on the			
due for Business	amount due.			A A A A A A A A A A A A A A A A A A A	





			PHILI	
Tax fees and other fees, and wait for the release of the Official Receipt with the required documents.		approved gross sales / receipts (for CTC) / Pursuant to the provisions of the Local Tax Code: Business Tax		
	4.2 Prepare Official Receipt with the required documents.	None		
5. Proceed to City Treasurer's Office windows 1 or 2, present the Official Receipt	5. Receive Official Receipt with the required documents.	None	10 minutes	Revenue Collection Clerk City Treasurer's Office
with the required documents and wait for the release of Business Certificate of Termination	5.1 Prepare the Business Certificate of Termination for signature of the Head/Officer-in- Charge	Php 100.00/ce rtificate		Revenue Collection Clerk City Treasurer's Office
together with the required documents	5.2 Check, verify and sign the Business Certificate of Termination.	None		City Treasurer Or Officer-in- Charge City Treasurer's Office
	5.3 Release the Business Certificate of Termination.	None		Clerk City Treasurer's Office
	TOTAL:	Pursuant to the provision s of the local tax	15 Minutes	
0		code for business		6





3. Payment of Contractor's Tax

Payment of taxes related to Construction Contractors.

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Constituents of the	City, of Lega	l Age		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Copy of Bill of Ma			Building Official (
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Proceed to the Office of the Building Official to personally secure indorsement of Bill of Materials and other required documents.	None	None	Refer to the Office of the Building Official	OBO Personnel	
2. Proceed to Treasurer's Office for computation of Construction Contractor's tax.	2. Receive copy of Bill of Materials for assessment and computation of Construction Contractors tax. Prepare Tax Order of Payment	None	5 minutes	Personnel City Treasurer's Office	
3. Proceed to the General collections windows 7, 8, 9, or 10 present the accomplished Tax Order of Payment and pay the amount due, and wait for the release of the Official Receipt with the required documents.	3. Prepare Official Receipt. 3.1 Release the Official Receipt with the required documents.	Pursuant to the provisions of the Local Tax Code		Revenue Collection Clerk BPLO	
20>	TOTAL:	Pursuant to the provision s of the local tax code	5 Minutes	6	



4. Payment of Community Tax Certificate (CTC) - For Individuals

Issuance of Community Tax Certificate or Cedula to a person or corporation upon payment of the Community Tax (BIR 0016)

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:	CZO COVOTITION TO CHIZOTT				
Who may avail:	All San Pedro City r	esidents, bus	siness owners and	Itaxpavers	
	REQUIREMENTS	,	WHERE TO SEC		
1. Valid governmen		Issuing gove	ernment agency		
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Proceed to the	1. Assist on	None	3 minutes	Revenue	
General	queries about the			Collection Clerk	
collections	CTC and its			City Treasurer's	
windows 7, 8, 9,	requirement /			Office	
or 10 and ask for	computation				
a CTC form					
2. Once properly	2. Check and	May vary	5 minutes	Personnel	
filled out, present	verify	depending		City Treasury	
the form and pay	accomplished	on the		Office	
the amount due.	CTC form.	taxpayer's			
Wait for the	2.1 Receive the	declared			
Community Tax Certificate		income. Ex:			
(Cedula) to be	payment for the amount due.	BASIC			
released.	amount due.	COMMUN			
Teleaseu.	2.2 Prepare CTC.	ITY TAX -			
	Z.Z i Tepare CTC.	P 5.00			
	2.3 Have	ADDITIO			
	individual affix	NAL			
	his/her signature	COMMUN			
	and thumb mark	ITY TAX –			
	prior to the	not to			
	release of CTC.	exceed P			
		5,000.00 -			
		Gross			
		Receipt or			
		Earnings			
		from			
		Business			
		during the			
		preceding			
		year			
		P1.00 for		1	
100	VIRE TO S	every	1		
		P1,000.00			





		taxpayer' s declared income.		
		dependin g on the		
	TOTAL:	May vary	8 Minutes	
		₱5,000.00		
		exceed		
		P1,000.00 not to		
		every		
		P1.00 for		
		Property –		
		from Real		
		-Income		
===		for every P1,000.00		
		n – P1.00		
		Professio		
		of		
		exercise		
		derived from		
		Earnings		
		Receipt or		
		or Gross		
		-Salaries		



5. Payment of Community Tax Certificate (CTC) - For Corporation

Issuance of Community Tax Certificate or Cedula to a person or corporation upon payment of the Community Tax (BIR 0097)

Office or	City Treasurer's Off	fice				
Division:						
Classification:	Simple					
Type of	G2B – Government to Business Entity					
Transaction:						
Who may avail:	All San Pedro City r	esidents, bus	siness owners and	taxpayers		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Valid governmen		Issuing gove	ernment agency			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Proceed to the	1. Assist on	None	3 minutes	Revenue		
General	queries about the			Collection Clerk		
collections	CTC and its			City Treasurer's		
windows 7, 8, 9,	requirement /			Office		
or 10 and ask for	computation					
a CTC form						
2. Once properly	2. Check and	May vary	5 minutes	Personnel		
filled out, present	verify	depending		City Treasury		
the form and pay	accomplished	on the		Office		
the amount due.	CTC form.	taxpayer's				
Wait for the		declared				
Community Tax	2.1 Receive the	income.				
Certificate	payment for the	Ex:				
(Cedula) to be	amount due.	BASIC				
released.		COMMUN				
	2.2 Prepare CTC.	ITY TAX –				
		P 500.00				
	2.3 Have	ADDITIO				
	individual affix	NAL				
	his/her signature	COMMUN				
	and thumb mark	ITY TAX –				
	prior to the	Not to				
	release of CTC.	exceed P				
		10,000.00				
		Assessed				
		Value of				
		Real				
		Property				
		owned in				
		the				
		Philippine				
		s, P2.00				
		for every		16		
	N I I I I	P5,000.00	1			









6. Payment of Professional Tax

An annual professional tax on each person engaged in the exercise or practice of his profession requiring government examination.

Office or Division:	City Treasurer's Office				
Classification:	Simple	, , = 141			
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Licensed professior	nals			
	REQUIREMENTS		WHERE TO SEC		
1. Professional Rec Commission (PRC)		Professiona	l Regulatory Com	mission	
2. Previous Official Professional Tax	Receipt of	City Treasu	ry Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Proceed to the General collections windows 7, 8, 9,	1. Check and verify the required document and identification card.	None	5 minutes	Revenue Collection Clerk City Treasurer's Office	
or 10 and present the required document and identification card. Pay the amount due, and wait for	1.1 Receive payment for the amount due and prepare official receipt.	Php 300.00			
the release of the Official Receipt with the required document and identification card.	1.2 Release the official receipt with the required document and identification card.	None			
	TOTAL:	Php 300.00	5 minutes		





7. Transfer of Tax Ownership

Payment of fees related to real property taxes and other clearances.

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Owner of Property of	or authorized	representative		
	REQUIREMENTS		WHERE TO SEC	URE	
1. Certificate Author	rizing Registration	Bureau of Ir	nternal Revenue D	istrict Office,	
(CAR)		Biñan, Lagu	ına		
2. Deed of Absolute	Sale (DOAS)	Notarial Lav	v Offices		
In case of an extra	-judicial settlement	:			
1. Tax Declaration of	of Property	City Assess	or's Office		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Proceed to the	1. Check and	75% of	5 minutes	Revenue	
General	verify the required	1% of the		Collection Clerk	
collections	documents.	total		City Treasurer's	
windows 7, 8, 9,	115	considerat		Office	
or 10 and present	1.1 Receive	ion			
the required	payment for the	involved			
document. Pay	amount due	in the			
the amount due, and wait for the	1.2 Dranara	acquisitio			
release of the	1.3 Prepare official receipt.	n of the			
	official receipt.	property or the fair			
Official Receipt with the required		market			
document.		value in			
2. If requesting for	2. Check and	case the	5 minutes	Clerk	
Tax clearance	verify the required	monetary	o minatoo	City Treasurer's	
and/or Transfer	documents.	considerat		Office	
Tax certificate,		ion			
proceed to	2.1 Receive	involved		Clerk	
Treasurer's office	payment for the	in the	-1	City Treasurer's	
windows 1/2 and	amount due and	transfer is		Office	
present the	prepare the	not			
required	requested	substantia			
documents. Pay	certificate.	I,			
the amount due,		whichever			
and wait for the		is higher			
release of the		(Article V,		0" -	
receipt with the	2.2 Sign the	Section 1		City Treasurer	
requested	certificate.	of the		Or Officer-in-	
certificates and		Revised		Charge	
required		Revenue		City Treasurer's	
documents		Code).		Office	
				A A A	





2.3 Release the requested certificates along with the required documents and official receipt.	None		Clerk City Treasurer's Office
TOTAL:	Pursuant to the provision of the Revenue Code	5 minutes	





8. Payment of Real Property Tax

Payment of fees related to real property taxes and other clearances.

Office or	City Treasurer's Off	ice	EEF	
Division: Classification:	Cimanla			
	Simple G2C – Government	to Citizon		
Type of Transaction:	G2C	to Citizen		
	Owner of Dreporty	or outhorized	roprocentativo	
Who may avail:	Owner of Property of REQUIREMENTS	r authorized	WHERE TO SEC	HIDE
1. Notice of Assess		City Assessed		UKE
		City Assess		roof of
2. National I.D. (if a		identification	it agency issuing p	1001 01
valid government-is Photocopy)	sued I.D. (1	Identification		
1 7 /	(1 Dhataaan)	City Assess	or's Office	
3. Tax Declaration (City Assess		
4. Official Receipt of		City Treasu	rer's Office	
Payment (1 Photoc		 	contative):	
1. Special Power of	ements (if done thro		sentative): wner/Public Notary	,
Attorney/Authorizat		Fillicipal Ot	where uplic inotally	
Photocopy)	ion Letter (1			
2. National I.D. (if a	vailable) or any	Representa	tivo	
Government Identif		Representa	uve	
Representative with				
signatures (1 Photo				
		Principal Owner		
3. Valid I.D. of Principal Owner with 3		i ililoipai O	WIICI	
I snecimen signature	(1 Photocony)			
specimen signature		FFFS TO	PROCESSING	PERSON
client steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	AGENCY			
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
CLIENT STEPS 1. Request for a copy of the Notice of Assessment	AGENCY ACTIONS 1. Issue copy of	BE PAID	TIME Refer to the	RESPONSIBLE Issuing Clerk
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City	AGENCY ACTIONS 1. Issue copy of Notice of	BE PAID	TIME Refer to the City Assessor's	RESPONSIBLE Issuing Clerk City Assessor's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office	AGENCY ACTIONS 1. Issue copy of Notice of Assessment.	None	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and	None RPT	TIME Refer to the City Assessor's	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required	RPT (basic)	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3,	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and	RPT (basic) rate 1% x	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents.	RPT (basic) rate 1% x assessed	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive	RPT (basic) rate 1% x assessed value (AV)	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the	RPT (basic) rate 1% x assessed value (AV) + RPT	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive	RPT (basic) rate 1% x assessed value (AV) + RPT special	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due,	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due	RPT (basic) rate 1% x assessed value (AV) + RPT special education	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the Official Receipt	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt.	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the Official Receipt with the required	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the Official Receipt	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the official receipt with	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
CLIENT STEPS 1. Request for a copy of the Notice of Assessment from the City Assessor's Office 2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the Official Receipt with the required	AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years	TIME Refer to the City Assessor's Office	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's





		may be applied) = amount to be paid; for none residential, the BASIC rate is 1.5% (for quarterly payment divide the total amount by 4)		
3. Request for computation of taxes (if needed)	3. Assist in the computation of taxes.	None	3 minutes	Clerk City Treasurer's Office
4. If requesting for Tax clearance and/or Transfer Tax certificate,	4. Check and verify the required documents.	None	5 minutes	Clerk City Treasurer's Office
proceed to Treasurer's office window 1/2 and present the required documents. Pay the amount due,	4.1 Receive payment for the amount due and prepare the requested certificate.	None		
and wait for the release of the receipt with the requested certificates and required	4.2 Verify and sign the certificate.	None		City Treasurer Or Officer-in- Charge City Treasurer's Office
documents	4.3 Release the requested certificates along with the required documents and official receipt.	None	2 minutes	Clerk City Treasurer's Office
	TOTAL:	Pursuant to the provision of the	15 Minutes	
		Revenue Code		





9. Payment of Cemetery Fees

Charges and other fees imposed by the City Government concerning the rental, renewal of lease and other services within the public cemetery owned by the City.

Office or	City Treasurer's Off	ice			
Division:					
Classification:	Simple				
Type of	G2C - Government	G2C – Government to Citizen			
Transaction:					
Who may avail:	Residents who rent	or lease a po	ortion of the public	cemetery.	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Order of Paymen		Office of the	Economic Enterp		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLILINI SILFS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Secure Order	1. Issue order of	None	Refer to Office	Clerk	
of Payment for	payment		of the	Office of the	
Cemetery			Economic	Economic	
Charges			Enterprise	Enterprise	
2. Proceed to the	2. Check and	None	5 minutes		
General	verify the secured				
collections	order of payment.				
windows 7, 8, 9,					
or 10 and present					
the order of					
payment.					
3. Pay the amount	3. Receive	Pursuant			
due, and wait for	payment for the	to the			
the release of the	amount due.	provision			
Official Receipt		of the			
with the Order of		Revenue			
Payment		Code			
	3.1 Prepare	None			
	official receipt.				
	3.2 Release the	None			
	official receipt with				
	the order of				
	payment.				
	TOTAL:	Pursuant	5 Minutes		
		to the			
		provision			
		of the			
		Revenue			
		Code			





CEMETERY FEES (based on City Ordinance 2019-30)

NATURE OF LEASE	Amount of Fees
a. For Built-in-niches	
- Bottom Niche	5,000.00
- Upper Niche	3,000.00
b. Niche constructed on top of another niche	1,000.00
c. Internet in old niche	1,000.00
d. Lot without niche	1,000.00
e. Reopening of niche	1,000.00
f. Rental fee of burial lot consisting of the following:	
- 9 sq. m. (3.0 m. x 3.0 m.)	2,000.00
- 10 sq. m. (4.0 m. x 2.5 m.)	3,000.00
g. For renewal every five (5) years	
- 9 sq. m.	2,000.00
- 10 sq. m.	3,000.00





10. Payment of Civil Registry Fees

Payment of fees for various services rendered by the City Civil Registrar's Office.

Office or	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Owner of Documen	t or authorize		
	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymen			egistrar's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order	1. Issue order of	None	Refer to City	Issuing Clerk
of Payment for	payment		Civil Registrar's	City Civil
Civil Registry			Office	Registrar's
Charges				Office
2. Proceed to the	2. Check and	None	5 minutes	Revenue
General	verify the secured			Collection Clerk
collections	order of payment.			City Treasurer's
windows 7, 8, 9,				Office
or 10 and present	2.1 Receive	Refer to		
the order of	payment for the	City Civil		
payment.	amount due.	Registrar'		
		s Office		الشنب
3. Pay the amount	3. Prepare official	Pursuant		Revenue
due, and wait for	receipt.	to the		Collection Clerk
the release of the		provision		City Treasurer's
Official Receipt	3.1 Release the	of the		Office
with the Order of	official receipt with	Revenue		
Payment	order of payment.	Code		
	TOTAL:	Pursuant	5 Minutes	
		to the		
		provision		
		of the		
		Revenue		
		Code		





11. Payment of Engineering Fees

Regulatory fees under the Office of the Building Official such as Building fees, zonal location fees, and inspection fees.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of Project or authorized representative			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymen			Building Official	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Order of Payment for Engineering Charges	1. Issue order of payment	None	Refer to the Office of the Building Official	Issuing Clerk Office of the Building Official
2. Proceed to the General collections windows 7, 8, 9, or 10 and present the order of payment.	2. Check and verify the secured order of payment.	None	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Pay the amount due, and wait for the release of the Official Receipt with the Order of Payment	3. Receive payment for the amount due.	Refer to the Office of the Building Official		Revenue Collection Clerk City Treasurer's Office
	3.1 Prepare official receipt.	None		
	3.2 Release the official receipt with order of payment.	None		
	TOTAL:	Pursuant to the provision of the Revenue Code	5 Minutes	



12. Environmental Protection and Conservation Fee and Other Clearances

Regulatory fees under the City Environment and Natural Resources Office (CENRO).

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	All organization, businesses, and project proponents operating			
Time may aram	within the City	oooooo, a	a project propertor	no operaning
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer		City Enviror	ment and Natural	
1. Order or raymor	"	Office (CEN		1100001000
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure Order	1. Issue order of	None	Refer to	Issuing Clerk
of Payment for	payment		CENRO	CENRO
Environmental	pa.ja.			02
Charges				
2. Proceed to the	2. Check and	None	5 minutes	Revenue
General	verify the secured	110110	o minutos	Collection Clerk
collections	order of payment.			City Treasurer's
windows 7, 8, 9,	order or paymont.			Office
or 10 and present				Onico
the order of				
payment.		=		
3. Pay the amount	3. Receive	Refer to		Revenue
due, and wait for	payment for the	CENRO		Collection Clerk
the release of the	amount due.	OZIVIKO		City Treasurer's
Official Receipt	amount duc.			Office
with the Order of	3.1 Prepare	None		Office
Payment	official receipt.	INOTIC		
i ayınıcını	omolai receipt.			
	3.2 Release the	None		
	official receipt with	140116		
	•			
	order of payment. TOTAL:	Pursuant	5 Minutes	
	TOTAL.	to the	5 Williages	
		provision		
		of the		
		Revenue		
		Code		





13. Health Clearance and Other Health-related Services

Payment of fees related to the clearance issued by the Health Office.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of	G2C – Government to Citizen; G2B – Government to Business			
Transaction:	Entity			
Who may avail:	Job applicants, employees, business owners			
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			
1. Order of Payment	t	City Health Office - Sanitary Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Order of Payment for Health fees.	1. Issue order of payment	None	Refer to City Health Office – Sanitary Division	Issuing Clerk CHO – Sanitation
2. Proceed to the General collections windows 7, 8, 9, or 10 and present the order of payment.	2. Check and verify the secured order of payment.	None	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Pay the amount due, and wait for the release of the Official Receipt with the Order of Payment	3. Receive payment for the amount due.3.1 Prepare official receipt.3.2 Release the official receipt with order of payment.	Refer to CHO – Sanitation None		Revenue Collection Clerk City Treasurer's Office
	TOTAL:	Pursuant to the provision of the Revenue Code	5 Minutes	



14. Mayor's Permit Fee on Business

An annual fee for the issuance of a Mayor's permit to operate business undertaken within the City.

Office or	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2B – Government to Business Entity			
Transaction:				
Who may avail:	Business owners operating within the City			
	REQUIREMENTS		WHERE TO SEC	
1. Order of Paymer			ermits and Licensi	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of	1. Issue order of	None	Refer to BPLO	Issuing Clerk
payment for	payment			BPLO
Mayor's permit				
fee to operate.				
2. Proceed to the	2. Check and	None	5 minutes	Revenue
General	verify the secured			Collection Clerk
collections	order of payment.			City Treasurer's
windows 7, 8, 9,				Office
or 10 and present				
the order of				
payment.	3. Receive	Pursuant		Revenue
3. Pay the amount due, and wait for		to the		Collection Clerk
the release of the	payment for the amount due.			City Treasurer's
Official Receipt	amount due.	provision of the		Office
with the Order of		Revenue		Office
Payment		Code		
ayıncın		Code		
	3.1 Prepare	None		
	official receipt.			
	3.2 Release the	None		
	official receipt with			
	order of payment.			
	TOTAL:	Pursuant	5 Minutes	
		to the		
		provision		
		of the		
		Revenue		
		Code		





15. Mayor's Permit for Work Fee

Payment of fees related to permits issued to individual applying for a job.

Office or	City Transurar's Off	ioo		
Division:	City Treasurer's Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Job applicants whose work is within the City			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	
1. Order of Paymer			oyment and Servi	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure order of payment for Mayor's permit fee for work.	Issue order of payment	None	Refer to PESO	Issuing Clerk PESO
2. Proceed to the General collections windows 7, 8, 9, or 10 and present the order of payment.	2. Check and verify the secured order of payment.	None	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Pay the amount due, and wait for the release of the Official Receipt with the Order of Payment	3. Receive payment for the amount due.	Pursuant to the provision of the Revenue Code		Revenue Collection Clerk City Treasurer's Office
Harris Constitution	3.1 Prepare official receipt.	None		
	3.2 Release the official receipt with order of payment.	None		
	TOTAL:	Pursuant to the provision of the Revenue Code	5 Minutes	





16. Other Certification and Clearance Fees

Payment of fees related to permits and other clearances by an issuing Office of the City Government of San Pedro.

Office or	City Treasurer's Off	ice			
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Owner, owner of document, and/or authorized representative				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC		
1. Order of Paymen			loyment and Servi		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure Order	1. Issue order of	None	Refer to the	Issuing Clerk	
of Payment for	payment		Office issuing		
Certification			the certificate or		
and/or Clearance.			clearance		
2. Proceed to the	2. Check and	None	5 minutes	Revenue	
General	verify the secured			Collection Clerk	
collections	order of payment.			City Treasurer's	
windows 7, 8, 9,				Office	
or 10 and present					
the order of					
payment.	3. Receive	Durana		Revenue	
3. Pay the amount due, and wait for		Pursuant to the		Collection Clerk	
the release of the	payment for the amount due.	provision		City Treasurer's	
Official Receipt	amount due.	of the		Office	
with the Order of		Revenue		Office	
Payment		Code			
rayment		Code			
	3.1 Prepare	None			
	official receipt.				
	3.2 Release the	None			
	official receipt with				
	order of payment.	D	F Miles 1		
	TOTAL:	Pursuant	5 Minutes		
		to the			
		provision of the			
		Revenue			
		Code			





17. Sanitary Inspection Fee and Other Services

Annual fees for the purpose of supervision and enforcement of existing rules and regulations in accordance of the public health and safety.

	0				
Office or	City Treasurer's Off	City Treasurer's Office			
Division:					
Classification:	Simple				
Type of	G2B – Government	G2B – Government to Business Entity			
Transaction:					
Who may avail:	All business establis	shments ope			
	REQUIREMENTS		WHERE TO SEC		
1. Order of Paymer		_	Office – Sanitary [
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure order of	1. Issue order of	None	Refer to CHO –	Issuing Clerk	
payment for	payment		Sanitary	BPLO	
sanitation fee.			Division		
2. Proceed to the	2. Check and	None	5 minutes	Revenue	
General	verify the secured			Collection Clerk	
collections	order of payment.			City Treasurer's	
windows 7, 8, 9,				Office	
or 10 and present					
the order of					
payment.					
3. Pay the amount	3. Receive	Pursuant		Revenue	
due, and wait for	payment for the	to the		Collection Clerk	
the release of the	amount due.	provision		City Treasurer's	
Official Receipt		of the		Office	
with the Order of		Revenue			
Payment		Code			
	3.1 Prepare	None			
	official receipt.				
	3.2 Release the	None			
	official receipt with				
	order of payment.				
	TOTAL:	Pursuant	5 Minutes		
		to the			
		provision			
		of the			
		Revenue			
		Code			





18. Tax Clearance Certificate

Payment of Real Property Tax Clearance.

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Owner of property of	r authorized		'	
	REQUIREMENTS		WHERE TO SEC		
1. Updated Official		City Treasu	City Treasurer's Office (Owner's Copy)		
Property Tax Paym					
If done through a					
1. Authorization lett			e real property		
2. Valid I.D. of the o	owner	Governmen	t issuing agency		
3. Valid I.D. of the r			t issuing agency		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Proceed to	1. Check and	None	8 minutes	Clerk	
Treasurer's office	verify the required			City Treasurer's	
window 1/2 and	documents.			Office	
present the		5.		O	
required	1.1 Receive	Php		Clerk	
documents. Pay	payment for the	100.00/ce		City Treasurer's	
the amount due,	amount due and	rtificate		Office	
and wait for the	prepare the				
release of the	requested certificate.				
receipt with the	certificate.				
requested certificates and	1.2 Varify and	None		City Treasurer	
required	1.2 Verify and sign the	None		City Treasurer	
documents.	certificate.			Clerk	
documents.	Certificate.			City Treasurer's	
	1.3 Release the	None		Office	
	certificates along	140110		Office	
	with the required		=		
	documents and				
	official receipt.				
	TOTAL:	Php	8 Minutes		
		100.00/ce			
		rtificate			



19. Traffic Citation Ticket

Payment of fines due to a traffic citation that will be settled with the City Treasurer's Office.

Office or	City Treasurer's Office				
Division: Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:	OZO – Government to Gitizen				
Who may avail:	Vehicle drivers with	traffic violation	on/s		
	REQUIREMENTS		WHERE TO SEC	URE	
1. Citation Ticket du		Public Orde	r and Safety Office	Э	
apprehending Office	er				
2. Order of Paymen	nt	Public Orde	Public Order and Safety Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure order of payment for the citation ticket (duly signed by the apprehending Officer)	None	None	Refer to POSO – TMU or TRU	Issuing Clerk POSO	
2. Proceed to the General collections windows 7, 8, 9, or 10, and pay the amount due, and wait for the	2. Receive payment for the amount due.	Pursuant to the provisions of the Local Tax Code	5 minutes	Revenue Collection Clerk City Treasurer's Office	
release of the Official Receipt with the Order of Payment for the Citation Ticket)	2.1 Prepare Official Receipt. 2.2 Release the Official Receipt with the Order of Payment for the Citation Ticket.	None None		Revenue Collection Clerk City Treasurer's Office	
	TOTAL:	Pursuant to the provision s of the Local Tax Code	5 Minutes		





20. Tricycle Franchise and Other Related Fees

Payment of fees related to permits and other clearances by the Transportation Regulatory Unit.

Office or Division:	City Treasurer's Office			
	Oiman I.			
Classification:	Simple			
Type of	G2B – Government to Business Entity			
Transaction:				<u></u>
Who may avail:	Persons engaged in the business of operating tricycles			
	REQUIREMENTS WHERE TO SECURE			
1. Approved Applica	ation Form Public Order and Safety Office		Э	
2. Order of Paymen	ıt	Public Orde	r and Safety Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure approved application form and order of payment form.	None	None	Refer to POSO – TRU	Issuing Clerk POSO – TRU
2. Proceed to the General collections windows 7, 8, 9, or 10, present the requirements, and pay the required	2. Check and verify approved Application Form and Order of Payment Form.	Pursuant to the provisions of the Local Tax Code	5 minutes	Revenue Collection Clerk City Treasurer's Office
fees.	2.1 Receive payment for the amount due.	None		Revenue Collection Clerk City Treasurer's Office
	2.2 Prepare the Official Receipt.	None		
	2.2 Release the Official Receipt.	None		
	TOTAL:	Pursuant to the provision s of the Local Tax Code	5 Minutes	





21. Weights and Measure

All instruments for determining weights and measures in all consumer and consumer related transactions shall be tested, calibrated and sealed every four months by the official sealer and shall continuously be inspected for compliance under the provisions of Consumer Act, Republic Act 7394.

0" =			
City Treasurer's Office			
Simple			
G2B – Government to Business Entity			
	e weights and		
REQUIREMENTS		WHERE TO SEC	URE
test weights,	City Treasu	rer's Office	
worksheet and	City Treasu	rer's Office	
			PERSON
			RESPONSIBLE
	None	15 minutes	Calibration
			Team
			City Treasurer's
process.			Office
_	None		
·			
process.			
1.2 Conduct o	None		
	None		
•			
	None		
	140110		
	THE TANK		
ideniiiv ine			
identify the instrument as	三十多年		10
	Simple G2B – Government All vendors who use REQUIREMENTS test weights, worksheet and AGENCY ACTIONS 1. Prepare and explain the calibration process. 1.1 Identify and inspect the weighing instruments/meas uring instruments following the strict protocol of the process. 1.2 Conduct a series of tests to determine acceptability: Loading test, shift test, repeatability test, etc. 2. If test fails, inform the owner and either confiscate or lock (for pumps and nozzles) and	All vendors who use weights and REQUIREMENTS test weights, Worksheet and AGENCY FEES TO BE PAID 1. Prepare and explain the calibration process. 1.1 Identify and inspect the weighing instruments/meas uring instruments following the strict protocol of the process. 1.2 Conduct a series of tests to determine acceptability: Loading test, shift test, repeatability test, etc. 2. If test fails, inform the owner and either confiscate or lock (for pumps and nozzles) and	Simple G2B – Government to Business Entity All vendors who use weights and measuring instru REQUIREMENTS test weights, City Treasurer's Office City Treasurer's Office AGENCY ACTIONS 1. Prepare and explain the calibration process. 1.1 Identify and inspect the weighing instruments/meas uring instruments following the strict protocol of the process. 1.2 Conduct a series of tests to determine acceptability: Loading test, shift test, repeatability test, etc. 2. If test fails, inform the owner and either confiscate or lock (for pumps and nozzles) and





	tampered.			
3. If successful,	3. Inform amount,	Pursuant	2 hours	
make the	post sticker (seal	to the		
payment on site	of quality	provisions		
or at the City	standard) and	of the		
Treasurer's Office	provide the official	Local Tax		
	receipt.	Code		
	3.1 Provide statement of account if the payment cannot be done on site.			
	3.2 Prepare and			
	submit report to			
	the City			
	Treasurer's Office.	9 9 9		
	TOTAL:	Pursuant to the provision s of the Local Tax	2 Hours and 15 Minutes	
		Code		

Kinds of Sealing and Weighing Instruments	Amount of Tax per Annum
(a) For sealing linear metric measures:	
not over one (1) meter	P150.00
• measure over one (1) meter but not over three (3) meters	s P200.00
over three (3) meters	P300.00
(b) For sealing metric measures of capacity	
• not over ten (10) liters	P300.00
over ten (10) liters	P400.00
(c) For sealing metric instruments of weights	





with capacity of not more than 30 kgs.	P200.00
with capacity of more than 30 kgs. but not more than 300 kgs.	P250.00
•with capacity of more than 300 kgs. but not more than 500 kgs.	P300.00
with capacity of more than 500 kgs. but not more than 1000 kgs.	P350.00
with capacity of more than 1000 kgs.	P450.00
(d) For sealing apothecary balances of precision	P300.00
(e) For sealing scale or balance with complete set of weights	
for each scale of balance or other balance with complete of weights for use therewith	P150.00
for each extra weight	P30.00