



1. Payment of Business Tax

Payment of fees related to business taxes and other clearances

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

City Treasurer's Office External Services



documents.		Business Tax)		
1		None		
	4.3 Release the Official Receipt and CTC with the required documents.			
	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	City Treasurer's Office				
Division:	Circula				
Classification:	Simple	to Ducine	E a titu a		
Type of	G2B – Government	to Business	Entity		
Transaction:	Our or of husing on		names a statice		
Who may avail:	Owner of business or authorized representative				
	REQUIREMENTS WHERE TO SECURE				
1. Business Termin Form with Account					
2. Assessment/Con					
3. Annual Income T			Office, Biñan, Lag		
4. Audited Financia			usiness or authoriz		
	lotatement	representati		.eu	
	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.					
2. Proceed to	None	None	5 minutes	Business	
Business Permits				Permits and	
and Licensing				Licensing	
Office for the				Officer	
Approval of				BPLO	
Declared Gross					
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	NONE	10 minutes	Collection Clerk	
collections	documents.			City Treasurer's	
windows 7, 8, 9,				Office	
or 10, present the					
required		May vary			
documents and	4.1 Receive	depending			
pay the amount	payment for the	on the			
due for Business	amount due.	on the			





3. Payment	of	Contractor's	Тах
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Payment of taxes related to Construction Contractors.

Office or	City Treasurer's Off	iaa		
Division:	City Treasurer's Off	ice		
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:	Oze – Government to entzen			
Who may avail:	Constituents of the City, of Legal Age			
CHECKLIST OF I		ony, or Loga	WHERE TO SEC	URF
1. Copy of Bill of Ma		Office of the	Building Official (
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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 Personne
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.	 Prepare Official Receipt. Release the Official Receipt with the required documents. 	Pursuant to the provisions of the Local Tax Code		Revenue Collection Clerk BPLO
	TOTAL:	Pursuant to the provision s of the local tax code	5 Minutes	6

			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 code for business es	15 Minutes	6

196 | Page





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

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





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

	. 00000		
	; GROSS RECEIPT		
	S		
	including		
	dividend		
	earnings		
	derived		
	from		
	business		
	in the		
	Philippine		
	s during		
	the		
	preceding		
	year		
	P2.00 for		
	every		
	P5,000.00		
TOTAL		0 Minutes	
TOTAL:	May vary	8 Minutes	
	dependin		
	g on the		
	taxpayer'		
	S		
	declared		
	income.		



6. Payment of Professional Tax

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

0///	Oite Terrerate Off	•				
Office or	City Treasurer's Office					
Division:	Circula	Simple				
Classification:	Simple					
Type of	G2C – Government to Citizen					
Transaction:	1.1	- 1 -				
Who may avail:	Licensed professionals					
	REQUIREMENTS WHERE TO SECURE ulatory Professional Regulatory Commission					
1. Professional Reg Commission (PRC)		Professiona	al Regulatory Com	mission		
2. Previous Official Professional Tax	Receipt of	City Treasury Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Proceed to the General collections windows 7, 8, 9, or 10 and present	 Check and verify the required document and identification card. 1 Receive 	None	5 minutes	Revenue Collection Clerk City Treasurer's Office		
the required document and identification card. Pay the amount due, and wait for	payment for the amount due and prepare official receipt.	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	City Treasurer's Office				
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Owner of Property of	or authorized	representative		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Certificate Autho	rizing Registration	Bureau of Ir	nternal Revenue D	istrict Office,	
(CAR)	Biñan, Laguna				
2. Deed of Absolute	e Sale (DOAS)	Notarial Lav	v Offices		
In case of an extra	-judicial settlement				
1. Tax Declaration	of Property	City Assess	or's Office		
CLIENT STEPS	AGÉNCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	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,		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,		acquisitio			
and wait for the	1.3 Prepare	n of the			
release of the	official receipt.	property			
Official Receipt		or the fair			
with the required		market			
document.		value in			
2. If requesting for	Check and	case the	5 minutes	Clerk	
Tax clearance	verify the required	monetary		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		City Treasurer's	
windows 1/2 and	amount due and	transfer is		Office	
present the	prepare the	not			
required	requested	substantia			
documents. Pay	certificate.	l,			
the amount due,		whichever			
and wait for the		is higher			
release of the		(Article V,		0" T	
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	



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.

	City Treasurer's Off	ice			
Division:					
Classification:	Simple				
Type of	G2C - Government	to Citizen			
Transaction:					
Who may avail:	Owner of Property of	or authorized			
CHECKLIST OF I			WHERE TO SEC	URE	
1. Notice of Assess		City Assess			
2. National I.D. (if a			t agency issuing p	roof of	
valid government-is	sued I.D. (1	identification	n		
Photocopy)		0			
3. Tax Declaration (City Assess			
4. Official Receipt of		City Treasu	rer's Office		
Payment (1 Photoco					
	ements (if done thro				
1. Special Power of		Principal Ov	wner/Public Notary		
Attorney/Authorizati	on Letter (1				
Photocopy)	(cilchlo) or on (Depresente	tivo		
2. National I.D. (if av Government Identifi		Representa	uve		
Representative with					
signatures (1 Photo					
3. Valid I.D. of Princ		Principal Ov	whor		
specimen signature					
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Request for a	 Issue copy of 	None	Refer to the	Issuing Clerk	
copy of the Notice	Notice of		City Assessor's	City Assessor's	
of Assessment	Assessment.		Office		
from the City			Onioc	Office	
			Onioc	Office	
Assessor's Office					
2. Proceed to the	2. Check and	RPT	5 minutes	Revenue	
2. Proceed to the City Treasurer's	verify the required	(basic)		Revenue Collection Clerk	
2. Proceed to the City Treasurer's office windows 3,		(basic) rate 1% x		Revenue Collection Clerk City Treasurer's	
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and	verify the required documents.	(basic) rate 1% x assessed		Revenue Collection Clerk	
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the	verify the required documents. 2.1 Receive	(basic) rate 1% x assessed value (AV)		Revenue Collection Clerk City Treasurer's	
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required	verify the required documents. 2.1 Receive payment for the	(basic) rate 1% x assessed value (AV) + RPT		Revenue Collection Clerk City Treasurer's	
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay	verify the required documents. 2.1 Receive	(basic) rate 1% x assessed value (AV) + RPT special		Revenue Collection Clerk City Treasurer's	
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due,	verify the required documents. 2.1 Receive payment for the amount due	(basic) rate 1% x assessed value (AV) + RPT special education		Revenue Collection Clerk City Treasurer's	
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	verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare	(basic) rate 1% x assessed value (AV) + RPT special education fund		Revenue Collection Clerk City Treasurer's	
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	verify the required documents. 2.1 Receive payment for the amount due	(basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate		Revenue Collection Clerk City Treasurer's	
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	verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare	(basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x		Revenue Collection Clerk City Treasurer's	
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	 verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the 	(basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years		Revenue Collection Clerk City Treasurer's	
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	verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt.	(basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x		Revenue Collection Clerk City Treasurer's	
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	 verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the official receipt with 	(basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years delinquent		Revenue Collection Clerk City Treasurer's	





9. Pa	yment	of	Cemetery	/ Fees
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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 Office				
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Residents who rent or lease a portion of the public cemetery.				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Order of Paymer	nt	Office of the	e Economic Enterp		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	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 Code			
Payment		Code			
	2.1 Droporo	Nono			
	3.1 Prepare official receipt.	None			
	unicial receipt.				
	3.2 Release the	None			
	official receipt with	None			
	the order of				
	payment.				
	TOTAL:	Pursuant	5 Minutes		
	I OTAL	to the	0 minutes		
		provision			
		of the			
		Revenue			

		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	<i>Clerk</i> 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	<i>Clerk</i> 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	<i>Clerk</i> City Treasurer's Office
	TOTAL:	Pursuant to the provision	15 Minutes	
		of the Revenue Code		

206 | P a g e



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 Off	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 Paymer			egistrar's Office	55500	
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 Charges			Office	Registrar's Office	
2. Proceed to the	2. Check and	None	5 minutes	Revenue	
General	verify the secured			Collection Cler	
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'			
0. D	0.0. (7.1.)	s Office			
3. Pay the amount	3. Prepare official	Pursuant		Revenue	
due, and wait for the release of the	receipt.	to the		Collection Cler	
Official Receipt	3.1 Release the	provision of the		City Treasurer's Office	
with the Order of	official receipt with	Revenue		Once	
Payment	order of payment.	Code			
r aymont	TOTAL:	Pursuant	5 Minutes		
	IOTAL.	to the	5 minutes		
		provision			
		of the			
		Revenue			
		Code			

208 | Page



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	City Treasurer's Off	ice				
Division:		City Treasurer's Onice				
Classification:	Simple	Simple				
Type of		G2C – Government to Citizen				
Transaction:						
Who may avail:		Owner of Project or authorized representative				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Order of Paymer			e Building Official			
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 of the	Office of the		
Engineering Charges			Building Official	Building Official		
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	Refer to		Revenue		
due, and wait for	payment for the	the Office		Collection Clerk		
the release of the	amount due.	of the		City Treasurer's		
Official Receipt		Building		Office		
with the Order of		Official				
Payment						
	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				

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, but within the City	sinesses, and	d project proponer	nts operating	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Order of Paymer	it	Office (CEN	ment and Natural	Resources	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure Order of Payment for Environmental Charges	1. Issue order of payment	None	Refer to CENRO	Issuing Clerk CENRO	
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 Cleri City Treasurer's Office	
3. Pay the amount due, and wait for the release of the Official Receipt	3. Receive payment for the amount due.	Refer to CENRO		Revenue Collection Clerr City Treasurer's Office	
with the Order of Payment	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		

210 | P a g e



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 Off	ice				
Classification:	Simple					
Type of	G2C – Government	G2C – Government to Citizen; G2B – Government to Business				
Transaction:	Entity					
Who may avail:	Job applicants, emp	oloyees, busi	ness owners			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC			
1. Order of Paymer	nt	City Health	Office – Sanitary I	Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. 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	3. Receive payment for the amount due. 3.1 Prepare	Refer to CHO – Sanitation None		Revenue Collection Clerk City Treasurer's Office		
Payment	official receipt. 3.2 Release the official receipt with order of payment.	None				
	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:	OLD COVERINGIN	to Buomood	Linuty		
Who may avail:	Business owners op	orating withi	n the City		
	REQUIREMENTS		WHERE TO SEC	IDE	
		Ruginggo D			
1. Order of Paymer	AGENCY	FEES TO	ermits and Licensi PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	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. 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		Childo	
Payment		Code			
1 dynion		oouc			
	3.1 Prepare	None			
	official receipt.				
	3.2 Release the official receipt with	None			
	order of payment.				
	TOTAL:	Pursuant	5 Minutes		
		to the			
		provision			
		of the			
		Revenue			
		Code			
		oouc			



15. Mayor's Permit for Work Fee

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

Office or Division:	City Treasurer's Off	ice				
Classification:	Simple					
Type of	G2C – Government	to Citizen				
Transaction:						
Who may avail:	Job applicants who	se work is wit	thin the City			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Order of Paymer			loyment and Servi			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Secure order of payment for Mayor's permit fee for work.	1. 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		
	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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Owner, owner of do	cument, and	/or authorized repr	esentative
CHECKLIST OF I				
1. Order of Paymen	t	Public Emp	loyment and Servi	ces Office
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure Order of Payment for Certification and/or Clearance.	1. Issue order of payment	None	Refer to the Office issuing the certificate or clearance	Issuing Clerk
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
	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	

214 | Page



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.

		-		
Office or	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2B – Government to Business Entity			
Transaction:				
Who may avail:	All business establishments operating within the city			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer	nt	City Health	Office – Sanitary I	Division
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2C – Government	G2C – Government to Citizen		
Transaction:				
Who may avail:	Owner of property of	or authorized		
	REQUIREMENTS	WHERE TO SECURE		
1. Updated Official		City Treasu	rer's Office (Owne	r's Copy)
Property Tax Paym				
If done through a				
1. Authorization let			e real property	
2. Valid I.D. of the		Governmen	t issuing agency	
3. Valid I.D. of the I			t issuing agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. Proceed to	1. Check and	None	8 minutes	Clerk
Treasurer's office	verify the required	None	ommutes	City Treasurer's
window 1/2 and	documents.			Office
present the	uocuments.			Onice
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			
receipt with the	certificate.			
requested				
certificates and	1.2 Verify and	None		City Treasurer
required	sign the			
documents.	certificate.			Clerk
				City Treasurer's
	1.3 Release the	None		Office
	certificates along			
	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.

City Treasurer's Office			
Simple			
Vehicle drivers with	traffic violation	on/s	
REQUIREMENTS		WHERE TO SEC	URE
			9
		,	
			PERSON RESPONSIBLE
			Issuing Clerk
		– TMU or TRU	POSO
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
2.1 Prepare Official Receipt.	None		<i>Revenue</i> <i>Collection Clerk</i> City Treasurer's
2.2 Release the Official Receipt with the Order of Payment for the Citation Ticket.	None		Office
TOTAL:	Pursuant to the provision s of the Local Tax Code	5 Minutes	
;	Simple G2C – Government Vehicle drivers with REQUIREMENTS uly signed by the er nt AGENCY ACTIONS None 2. Receive payment for the amount due. 2.1 Prepare Official Receipt. 2.2 Release the Official Receipt with the Order of Payment for the Citation Ticket.	Simple G2C – Government to Citizen Vehicle drivers with traffic violation REQUIREMENTS uly signed by the er Public Orde AGENCY Public Orde ACTIONS BE PAID None None Pursuant to the provisions of the Local Tax Code 2.1 Prepare Official Receipt. 2.2 Release the Official Receipt with the Order of Payment for the Citation Ticket. TOTAL: Pursuant to the provision s of the <td>Simple G2C – Government to Citizen Vehicle drivers with traffic violation/s REQUIREMENTS Usy signed by the er Public Order and Safety Office It Public Order and Safety Office AGENCY FEES TO PROCESSING AGENCY FEES TO PROCESSING ACTIONS BE PAID TIME None None Refer to POSO – TMU or TRU 2. Receive Pursuant to the provisions of the Local Tax Code 5 minutes 2.1 Prepare None Some Official Receipt. None 5 Minutes 2.2 Release the Official Receipt. None 5 Minutes TOTAL: Pursuant to the provision s of the Local Tax 5 Minutes</td>	Simple G2C – Government to Citizen Vehicle drivers with traffic violation/s REQUIREMENTS Usy signed by the er Public Order and Safety Office It Public Order and Safety Office AGENCY FEES TO PROCESSING AGENCY FEES TO PROCESSING ACTIONS BE PAID TIME None None Refer to POSO – TMU or TRU 2. Receive Pursuant to the provisions of the Local Tax Code 5 minutes 2.1 Prepare None Some Official Receipt. None 5 Minutes 2.2 Release the Official Receipt. None 5 Minutes TOTAL: Pursuant to the provision s of the Local Tax 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	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2B – Government	to Business	Entity	
Transaction:				
Who may avail:	Persons engaged ir	the busines		
	REQUIREMENTS		WHERE TO SEC	
1. Approved Applica	ation Form		r and Safety Office	
2. Order of Paymer			r and Safety Office	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure	None	None	Refer to POSO	Issuing Clerk
approved			– TRU	POSO – TRU
application form				
and order of				
payment form.	0. Ohard and	D	E activate a	Deviencie
2. Proceed to the General	2. Check and	Pursuant to the	5 minutes	Revenue Collection Clerk
collections	verify approved Application Form	City Treasurer's		
windows 7, 8, 9,	and Order of	provisions of the		Office
or 10, present the	Payment Form.	Local Tax		Onice
requirements, and	r ayment r onn.	Code		
pay the required		0000		
fees.	2.1 Receive	None		Revenue
	payment for the			Collection Clerk
	amount due.			City Treasurer's
				Office
	2.2 Prepare the	None		
	Official Receipt.			
	2.2 Release the	None		
	Official Receipt.			
	TOTAL:	Pursuant	5 Minutes	
		to the		
		provision		
		s of the		
		Local Tax		
		Code		

218 | P a g e



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.

Office or	City Treasurer's Office			
Division: Classification:	Simple			
Type of	Simple G2B – Government to Business Entity			
Transaction:	G2B – Government to Business Entity			
Who may avail:	All vendors who use	e weights and	measuring instru	ments
	REQUIREMENTS		WHERE TO SEC	
1. Calibrated set of		City Treasu		
calibration buckets	0			
2. Calibration form	worksheet and	City Treasu	rer's Office	
stickers				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. For Vendors –	1. Prepare and	None	15 minutes	Calibration
Present weighing	explain the			Team
instrument upon	calibration			City Treasurer's
inspection.	process.			Office
For Cos station	1.1. Identify and	None		
For Gas station	1.1 Identify and	None		
managers – Prepare for the	inspect the weighing			
inspection and	instruments/meas			
calibration activity.				
calibration activity.	following the strict			
	protocol of the			
	process.			
	process.			
	1.2 Conduct a	None		
	series of tests to	i tonio		
	determine			
	acceptability:			
	Loading test, shift			
	test, repeatability			
	test, etc.			
2. Wait for the	2. If test fails,	None		
results of the	inform the owner			
calibration test.	and either			
	confiscate or lock			
	(for pumps and			
	nozzles) and			
	identify the	EN		
	instrument as	- 34	1	6
	defective or		1	

			CONA, PHILI	ALC: NO.
	tampered.			
3. If successful, make the payment on site or at the City Treasurer's Office	3. Inform amount, post sticker (seal of quality standard) and provide the official receipt.	Pursuant to the provisions of the Local Tax Code	2 hours	
	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.			
	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	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	15			



 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

