

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 Off	ïce		
Division: Classification:	Simple			
Type of	G2B – Government	to Business	Entity	
Transaction:	G2D – Government	to Dusiness		
Who may avail:	Owner of business	or authorized	representative	
	REQUIREMENTS		WHERE TO SEC	
	,	Pusinosa D	ermits and Licensi	
Account Number (1	oplication Form with Original Copy)	Dusiness Po		ng Onice (BPLO)
2. Assessment/Con		Business Pe	ermits and Licensi	ng Office (BPLO)
Original Copy)				
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	<i>Clerk</i> 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 10, present the	<ul><li>4. Check and verify the required documents.</li><li>4.1 Receive</li></ul>	None	10 minutes	Revenue Collection Clerk City Treasurer's Office
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	<ul> <li>4.1 Receive</li> <li>payment for the amount due.</li> <li>4.2 Prepare</li> <li>Official Receipt and Community</li> <li>Tax Certificate (CTC).</li> </ul>	May vary depending on the approved business capital (for CTC)/Pur suant to the provisions of the Local Tax		



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



## 2. Payment of Business Tax Termination

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

Office or	City Treasurer's Off	ice		
Division:		ice		
Classification:	Simple			
Type of	G2B – Government	to Business	Entity	
Transaction:				
Who may avail:	Owner of business	or authorized	representative	
	REQUIREMENTS		WHERE TO SEC	URE
1. Business Termin		Business P	ermits and Licensi	-
	Number (1 Original			<b>0</b> ( )
Copy)	<b>v b</b>			
2. Assessment/Con	nputation (1	Business P	ermits and Licensi	ng Office (BPLO)
Original Copy)				<b>c</b> ( )
3. Annual Income T	ax Return (1	BIR District	Office, Biñan, Lag	Juna
Original Copy)	,			
4. Audited Financia	l Statement (1	Owner of bu	usiness or authoriz	zed
Original Copy)	· · ·	representat		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Proceed to	None	None	5 minutes	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 Officer
Office for the				
Approval of				BPLO
Declared Gross				
Sales / Receipts	Nana	Nana	10 minutes	Accompant
3. Proceed to Business Permits	None	None	10 minutes	Assessment
				Personnel BPLO
and Licensing Office for the				BPLU
Assessment /				
Computation				
	4. Check and	None	10 minutes	Revenue
4. Proceed to the	verify the required			Collection Clerk
Treasury general	documents.			City Treasurer's
collections	uocumenta.			Office
windows 7, 8, 9,				Unice
or 10, present the				
required		May vary		





documents and pay the amount due for Business Tax fees and other fees, and wait for the release of the Official Receipt with the required documents.	4.1 Receive payment for the amount due.	depending on the approved gross sales / receipts (for CTC) / Pursuant to the provisions of the Local Tax Code: Business Tax		
		None		
	4.2 Prepare Official Receipt with the required documents.			
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	<i>Revenue</i> <i>Collection Clerk</i> 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		<i>Revenue Collection Clerk</i> City Treasurer's Office
together with the required documents	5.2 Have the Business Certificate of Termination check, verify and sign by the Officer-In-Charge.	None		<i>City Treasurer</i> Or <i>Officer-in-</i> <i>Charge</i> City Treasurer's Office
	5.3 Release the Business Certificate of Termination signed by the Head of Office / Officer-In-Charge then present the	None		<i>Clerk</i> City Treasurer's Office



Certificate of Termination to Business Permits and Licensing Office for recording and documentation.			
TOTAL:	Pursuant to the provision s of the local tax code for business es	40 Minutes	



## 3. Payment of Contractor's Tax

Payment of taxes related to Construction Contractors.

Office or	City Treasurer's Off	ice		
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Constituents of the	City, of Legal	l Age	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Copy of Bill of Ma	aterials	Office of the	e Building Official (	(OBO)
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	10 minutes	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	<i>Personnel</i> 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.	<ul> <li>3. Prepare Official Receipt.</li> <li>3.1 Release the Official Receipt with the required documents.</li> </ul>	Pursuant to the provisions of the Local Tax Code		Revenue Collection Clerk BPLO
	TOTAL:	Pursuant to the provision s of the local tax code	15 Minutes	



#### 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)

05				
Office or	City Treasurer's Off	ice		
Division:	Cimple			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
	All Can Dadra City	acidanta hur		tavaavara
Who may avail:	All San Pedro City r		WHERE TO SEC	
				UKE
1. Valid governmen	AGENCY	FEES TO	ernment agency <b>PROCESSING</b>	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	1. Assist on queries about the CTC and its requirement / computation	None	3 minutes	Revenue Collection Clerk City Treasurer's Office
2. Once properly filled out, present the form and pay the amount due. Wait for the Community Tax Certificate (Cedula) to be released.	<ul> <li>2. Check and verify accomplished CTC form.</li> <li>2.1 Receive the payment for the amount due.</li> <li>2.2 Prepare CTC.</li> <li>2.3 Have individual affix his/her signature and thumb mark prior to the release of CTC.</li> </ul>	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 P1,000.00	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		
	income.		



#### 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	ico		
Division:				
Classification:	Simple			
Type of	G2B – Government to Business Entity			
Transaction:	SZB – Soveniment to Business Entity			
Who may avail:	All San Pedro City r	esidents bu	siness owners and	taxnavers
	REQUIREMENTS		WHERE TO SEC	
1. Valid governmen		Issuing gov	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		declared		
Community Tax	2.1 Receive the	income.		
Certificate	payment for the	Ex: BASIC		
(Cedula) to be released.	amount due.	COMMUN		
Teleaseu.	2.2 Prepare CTC.	ITY TAX –		
	2.2 T Tepare 010.	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		
		P5,000.00		



	; 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:	May vary dependin g on the taxpayer' s declared income.	8 Minutes	



### 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	City Treasurer's Office				
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Licensed professior	Licensed professionals			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Professional Reg Commission (PRC)		Professiona	I 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, or 10 and present	1. Check and verify the required document and identification card.	None	5 minutes	<i>Revenue</i> <i>Collection Clerk</i> City Treasurer's Office	
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	City Treasurer's Off	ice		
Division:	Cimple			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Owner of Property of	pr authorized		
	REQUIREMENTS WHERE TO SECURE			
	orizing Registration Bureau of Internal Revenue District Office,			istrict Office,
(CAR)		Biñan, Lagu		
2. Deed of Absolute Sale (DOAS) Notarial Law Offices				
In case of an extra	a-judicial settlement			
1. Tax Declaration	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,		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	1.2 Prepare	n of the		
release of the	official receipt.	property		
Official Receipt		or the fair		
with the required	1.3 Release the	market		
document.	official receipt with	value in		
	the required	case the		
	documents.	monetary		
2. If requesting for	2. Check and	considerat	5 minutes	Clerk
Tax clearance	verify the required	ion		City Treasurer's
and/or Transfer	documents.	involved		Office
Tax certificate,		in the		
proceed to	2.1 Receive	transfer is		Clerk
Treasurer's office	payment for the	not		City Treasurer's
windows 1/2 and	amount due and	substantia		Office
present the	prepare the	I,		
required	requested	whichever		
documents. Pay	certificate.	is higher		
the amount due,		(Article V,		
and wait for the		Section 1		
release of the		_of the		<b>.</b>
receipt with the	2.2 Sign the	Revised		City Treasurer
requested	certificate.	Revenue		Or Officer-in-
certificates and		Code).		Charge
required				City Treasurer's



documents		None		Office
	2.3 Release the requested certificates along with the required documents and official receipt.			<i>Clerk</i> 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 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. Notice of Assess		City Assess		
Copy)				
2. National I.D. (if a	vailable) or anv	Governmen	t agency issuing p	roof of
valid government-is		identificatio		
Photocopy)	,			
3. Tax Declaration	(1 Photocopy)	City Assess	or's Office	
4. Official Receipt of		City Treasu		
Payment (1 Photoc				
	ements (if done thro	ugh a repre	sentative):	
1. Special Power of			vner/Public Notary	/
Attorney/Authorizat				
Photocopy)	(			
2. National I.D. (if a	vailable) or anv	Representa	tive	
Government Identif				
Representative with				
signatures (1 Photo	•			
3. Valid I.D. of Principal Owner with 3		Principal Ov		
•			vner	
	•		wher	
specimen signature	•	FEES TO	PROCESSING	PERSON
specimen signature	(1 Photocopy) AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE
specimen signature CLIENT STEPS 1. Request for a	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of	FEES TO	PROCESSING	RESPONSIBLE Issuing Clerk
specimen signature CLIENT STEPS 1. Request for a copy of the Notice	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of Notice of	FEES TO BE PAID	PROCESSING TIME	<b>RESPONSIBLE</b> <i>Issuing Clerk</i> City Assessor's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Issuing Clerk
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of Notice of	FEES TO BE PAID	PROCESSING TIME	<b>RESPONSIBLE</b> <i>Issuing Clerk</i> City Assessor's
specimen signature <b>CLIENT STEPS</b> 1. Request for a copy of the Notice of Assessment from the City Assessor's Office	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of Notice of Assessment.	FEES TO BE PAID None	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. Proceed to the	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and	FEES TO BE PAID None	PROCESSING TIME	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. Proceed to the City Treasurer's	(1 Photocopy)         AGENCY         ACTIONS         1. Issue copy of         Notice of         Assessment.         2. Check and         verify the required	FEES TO BE PAID None RPT (basic)	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk
specimen signature <b>CLIENT STEPS</b> 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,	(1 Photocopy) AGENCY ACTIONS 1. Issue copy of Notice of Assessment. 2. Check and	FEES TO BE PAID None RPT (basic) rate 1% x	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signature <b>CLIENT STEPS</b> 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.	FEES TO BE PAID None RPT (basic) rate 1% x assessed	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk
specimen signature <b>CLIENT STEPS</b> 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)	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signature <b>CLIENT STEPS</b> 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 ACTIONS1. Issue copy of Notice of Assessment.2. Check and verify the required documents.2.1 Receive payment for the amount due	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education fund	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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 ACTIONS1. Issue copy of Notice of Assessment.2. Check and verify the required documents.2.1 Receive payment for the amount due	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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 ACTIONS1. Issue copy of Notice of Assessment.2. Check and verify the required documents.2.1 Receive payment for the amount due2.2 Prepare official receipt.	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's
specimen signatureCLIENT STEPS1. Request for a copy of the Notice of Assessment from the City Assessor's Office2. 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 ACTIONS1. Issue copy of Notice of Assessment.2. Check and verify the required documents.2.1 Receive payment for the amount due2.2 Prepare official receipt.	FEES TO BE PAID None RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x	PROCESSING TIME 10 minutes	RESPONSIBLE Issuing Clerk City Assessor's Office Revenue Collection Clerk City Treasurer's



	TOTAL:	Pursuant to the provision of the Revenue Code	15 Minutes	
	certificates along with the required documents and official receipt.			Onice
certificates and required documents	4.3 Release the requested	None	2 minutes	<i>Clerk</i> City Treasurer's Office
required documents. Pay the amount due, and wait for the release of the receipt with the requested	requested certificate. 4.2 Verify and sign the certificate.	None		City Treasurer Or Officer-in- Charge City Treasurer's Office
Tax certificate, proceed to Treasurer's office window 1/2 and present the	4.1 Receive payment for the amount due and prepare the	None		<i>Clerk</i> City Treasurer's Office
4. If requesting for Tax clearance and/or Transfer	4. Check and verify the required documents.	None	5 minutes	<i>Clerk</i> City Treasurer's Office
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
	documents.	(penalties 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)		



# 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 Transvers's Off			
Division:	City Treasurer's Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:	G2C – Government to Citizen			
Who may avail:	Residents who rent or lease a portion of the public cemetery.			
	REQUIREMENTS		WHERE TO SEC	
1. Order of Paymer		Office of the	Economic Enterp	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. Secure Order of Payment for Cemetery Charges	1. Issue order of payment	None	5 minutes	<i>Clerk</i> Office of the Economic Enterprise
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		
	3.1 Prepare official receipt.	None		
	3.2 Release the official receipt with the order of payment.	None		
	TOTAL:	Pursuant to the provision of the Revenue Code	5 Minutes	



### 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 Tracquirer's Off	ico		
Division:	City Treasurer's Office			
Classification:	O'reada			
	Simple	1. 0:4:		
Type of	G2C – Government	to Citizen		
Transaction:	0	4		
Who may avail:	Owner of Documen	t or authorize		
	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer			egistrar's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order	1. Issue order of	None	10 minutes	Issuing Clerk
of Payment for	payment			City Civil
Civil Registry				Registrar's
Charges				Öffice
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		
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	15 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.

06				
Office or	City Treasurer's Office			
Division:	Qinan la			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Owner of Project or	authorized re		
	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	10 minutes	Issuing Clerk
of Payment for	payment			Office of the
Engineering				Building Official
Charges				
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	15 Minutes	
		to the		
		provision		
		of the		
		Revenue		
		Code		
		0040		



#### **12. Environmental Protection and Conservation Fee and Other Clearances**

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

		-		
Office or	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	All organization, bu	sinesses, and	d project proponen	ts operating
	within the City			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer	ıt	City Enviror 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	10 minutes	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	<i>Revenue</i> <i>Collection Clerk</i> 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		<i>Revenue</i> <i>Collection Clerk</i> City Treasurer's Office
with the Order of Payment	3.1 Prepare and release the official receipt with the	None		
	order of payment.	None		
	TOTAL:	Pursuant	5 Minutes	
		to the		
		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	City Treasurer's Office			
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen; G	i2B – Government	to Business
Transaction:	Entity			
Who may avail:	Job applicants, emp	oloyees, busi	ness owners	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer	nt	City Health	Office – Sanitary [	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	10 minutes	<i>Issuing Clerk</i> 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	<i>Revenue</i> <i>Collection Clerk</i> City Treasurer's Office
3. Pay the amount due, and wait for the release of the Official Receipt with the Order of Payment	<ol> <li>Receive payment for the amount due.</li> <li>Prepare and release the official receipt with the order of payment</li> </ol>	Refer to CHO – Sanitation None None		Revenue Collection Clerk City Treasurer's Office
	TOTAL:	Pursuant to the provision of the Revenue Code	15 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 Off	ico		
Division:				
Classification:	Simple			
Type of	G2B – Government to Business Entity			
Transaction:	GEB Government to Business Entity			
Who may avail:	Business owners operating within the City			
	REQUIREMENTS		WHERE TO SEC	URE
1. Order of Paymer		Business P	ermits and Licensi	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of payment for Mayor's permit fee to operate.	1. Issue order of payment	None	10 minutes	Issuing Clerk BPLO
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	<i>Revenue</i> <i>Collection Clerk</i> 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	15 Minutes	



### **15. Mayor's Permit for Work Fee**

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

06:000				
Office or	City Treasurer's Office			
Division:	Simple			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Job applicants whose work is within the City			
	REQUIREMENTS		WHERE TO SEC	
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	10 minutes	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		<i>Revenue</i> <i>Collection Clerk</i> 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	15 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 Office			
Division:	Simple			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:	Owner, owner of document, and/or authorized representative			
Who may avail:		cument, and		
	REQUIREMENTS		WHERE TO SEC	
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 Certification and/or Clearance.	1. Issue order of payment	None	10 minutes	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	<i>Revenue</i> <i>Collection Clerk</i> 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		<i>Revenue</i> <i>Collection Clerk</i> 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	



#### **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.

0.0				
Office or	City Treasurer's Off	ice		
Division:				
Classification:	Simple			
Type of	G2B – Government	to Business	Entity	
Transaction:				
Who may avail:	All business establis	shments ope		
	REQUIREMENTS		WHERE TO SEC	
1. Order of Paymer			Office – Sanitary I	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of	1. Issue order of	None	10 minutes	Issuing Clerk
payment for	payment			CHO-Sanitation
sanitation fee.				
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 official receipt.	None		
	3.2 Release the official receipt with order of payment.	None		
	TOTAL:	Pursuant	15 Minutes	
		to the		
		provision		
		of the		
		Revenue		
		Code		



#### **18. Tax Clearance Certificate**

Payment of Real Property Tax Clearance.

Office or	City Troasuror's Off	ico			
Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:	G2C – Government to Chizen				
Who may avail:	Owner of property of	or authorized	representative		
	Owner of property or authorized representative         REQUIREMENTS       WHERE TO SECURE				
1. Updated Official		City Treasu			
Property Tax Paym	•	Al City Treasurer's Office (Owner's Copy)			
If done through a					
	Authorization letter from the owner Owner of the real property				
2. Valid I.D. of the c			it issuing agency		
3. Valid I.D. of the r			it issuing agency		
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	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					
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.	Dha	O Mircutee		
	TOTAL:	Php 100.00/ce	8 Minutes		
		rtificate			
		runcate			



#### **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 Off	ice			
Division:	City Treasurer's Onice				
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Vehicle drivers with traffic violation/s				
CHECKLIST OF		WHERE TO SECURE			
1. Citation Ticket du		Public Order and Safety Office			
apprehending Office	er				
2. Order of Paymen		Public Orde	er and Safety Office	Э	
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE	
1. Secure order of payment for the citation ticket (duly signed by the apprehending Officer)	None	None	10 minutes	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	<i>Revenue</i> <i>Collection Clerk</i> City Treasurer's Office	
release of the Official Receipt with the Order of Payment for the Citation Ticket)	<ul> <li>2.1 Prepare Official Receipt.</li> <li>2.2 Release the Official Receipt with the Order of Payment for the Citation Ticket.</li> </ul>	None None		<i>Revenue</i> <i>Collection Clerk</i> 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.

City Treasurer's Off Simple G2B – Government Persons engaged in EQUIREMENTS ion Form AGENCY ACTIONS None 2. Check and verify approved Application Form and Order of	to Business the business Public Orde Public Orde FEES TO BE PAID None Pursuant to the provisions	-	URE
G2B – Government Persons engaged ir EQUIREMENTS ion Form AGENCY ACTIONS None 2. Check and verify approved Application Form	Public Orde Public Orde <b>FEES TO</b> <b>BE PAID</b> None Pursuant to the provisions	s of operating tricy WHERE TO SEC r and Safety Office r and Safety Office PROCESSING TIME 10 minutes	EURE PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
G2B – Government Persons engaged ir EQUIREMENTS ion Form AGENCY ACTIONS None 2. Check and verify approved Application Form	Public Orde Public Orde <b>FEES TO</b> <b>BE PAID</b> None Pursuant to the provisions	s of operating tricy WHERE TO SEC r and Safety Office r and Safety Office PROCESSING TIME 10 minutes	EURE PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
Persons engaged in EQUIREMENTS ion Form AGENCY ACTIONS None 2. Check and verify approved Application Form	Public Orde Public Orde <b>FEES TO</b> <b>BE PAID</b> None Pursuant to the provisions	s of operating tricy WHERE TO SEC r and Safety Office r and Safety Office PROCESSING TIME 10 minutes	EURE PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
AGENCY ACTIONS None	Public Orde Public Orde <b>FEES TO</b> <b>BE PAID</b> None Pursuant to the provisions	WHERE TO SEC r and Safety Office r and Safety Office PROCESSING TIME 10 minutes	EURE PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
AGENCY ACTIONS None	Public Orde Public Orde <b>FEES TO</b> <b>BE PAID</b> None Pursuant to the provisions	WHERE TO SEC r and Safety Office r and Safety Office PROCESSING TIME 10 minutes	EURE PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
AGENCY ACTIONS None 2. Check and verify approved Application Form	Public Orde FEES TO BE PAID None Pursuant to the provisions	r and Safety Office r and Safety Office <b>PROCESSING</b> <b>TIME</b> 10 minutes	PERSON RESPONSIBLE Issuing Clerk POSO – TRU
AGENCY ACTIONS None 2. Check and verify approved Application Form	Public Orde FEES TO BE PAID None Pursuant to the provisions	r and Safety Office PROCESSING TIME 10 minutes	PERSON RESPONSIBLE Issuing Clerk POSO – TRU
ACTIONS None 2. Check and verify approved Application Form	FEES TO BE PAID None Pursuant to the provisions	PROCESŚING TIME 10 minutes	PERSON RESPONSIBLE Issuing Clerk POSO – TRU Revenue
ACTIONS None 2. Check and verify approved Application Form	BE PAID None Pursuant to the provisions	TIME 10 minutes	RESPONSIBLE Issuing Clerk POSO – TRU Revenue
2. Check and verify approved Application Form	Pursuant to the provisions		POSO – TRU Revenue
verify approved Application Form	to the provisions	5 minutes	
Payment Form.	of the Local Tax Code		City Treasurer's Office
2.1 Receive bayment for the amount due.	None		<i>Revenue</i> <i>Collection Clerk</i> 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	15 Minutes	
	Official Receipt.	Difficial Receipt.2.2 Release the Difficial Receipt.NoneTOTAL:Pursuant to the provision	Difficial Receipt.None2.2 Release the Difficial Receipt.NoneTOTAL:Pursuant to the provision



#### 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 Off	ico			
Division:					
Classification:	Simple				
Type of	G2B – Government to Business Entity				
Transaction:	G2D - Government to Business Entity				
Who may avail:	All vendors who use weights and measuring instruments				
			WHERE TO SEC		
1. Calibrated set of		City Treasu			
calibration buckets	tost weights,				
2. Calibration form/	worksheet and	City Treasu	rer's Office		
stickers					
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	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 Gas station	1.1 Identify and	None			
managers –	inspect the				
Prepare for the	weighing				
inspection and	instruments/meas				
calibration activity.	uring instruments				
	following the strict				
	protocol of the				
	process.				
	1.2 Conduct a	None			
	series of tests to	None			
	determine				
	acceptability:				
	Loading test, shift				
	test, repeatability test, etc.				
2. Wait for the	2. If test fails,	None			
results of the	inform the owner	NONC			
calibration test.	and personnel				
	may either				
	confiscate or lock				
	(for pumps and				
	nozzles) and				
	identify the				



	instrument as defective or 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 Code	2 Hours and 15 Minutes	

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) meter	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					



YL.	LUNG	SOD NG	
<b>S</b> A	N	DED	RO
L U	NASA	LAGU	JNA

(c) For sealing metric instruments of weights         • with capacity of not more than 30 kgs.         • with capacity of more than 30 kgs. but not more than 300 kgs.         • with capacity of more than 300 kgs. but not more than 500 kgs.         • with capacity of more than 500 kgs. but not more than 1000 kgs.	ĺ
with capacity of more than 30 kgs. but not more than 300 kgs.     with capacity of more than 300 kgs. but not more than 500 kgs.     with capacity of more than 500 kgs. but not more than 1000 kgs.	
kgs.         •with capacity of more than 300 kgs. but not more than 500 kgs.         • with capacity of more than 500 kgs. but not more than 1000 kgs.	P200.00
kgs. • with capacity of more than 500 kgs. but not more than 1000 kgs.	P250.00
kgs.	P300.00
	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



#### 22. Release of Financial Assistance

Office or					
Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of Transaction:	G2C - Government	to Citizenry			
Who may avail:	Constituents of San	Pedro Lagu	na applying for Fin	ancial	
	Who may avail:         Constituents of San Pedro Laguna applying for Financial           Assistance.         San Pedro Laguna applying for Financial				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Photocopy of Natio		Government	Agency issuing pro	of of identification	
or any Government is					
signature specimen (					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Client / Claimant answers the follow-up call of the CTO staff	1. Treasurer's Office staff makes a follow-up call to client / claimant advising that the check for the Financial Assistance is ready to be claimed and provides schedule of office hours	None	2 minutes	Staff, City Treasurer's Office	
2. Client / Claimant proceeds to the City Treasurer's Office and present National ID (If Available) or any Government issued ID for verification as well as other requirements pursuant to COA rules and regulations	2. Office personnel verifies presented National ID (If Available) or any Government issued ID and other relevant requirements	None	2 minutes	Staff, City Treasurer's Office	
3. Client / Claimant signs the registry and disbursement voucher pursuant	3. Office personnel records the time and date of the release of the check and	Pursuant to the provisions of the Local Tax	2 minutes	Staff, City Treasurer's Office	

Release of Financial Assistance to those who need it.



to COA rules and regulations for the release of the check	have the claimant sign on the registry and disbursement voucher.	Code		
	TOTAL:	None	6 Minutes	



## 23. Issuance/Releasing of Checks

Issuance/Releasing of checks to those who request it.

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of Transaction:	G2B / G2G - Government to Business / Government				
Who may avail:	Government and Bu	usiness Entiti	es		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Photocopy of Nat	tional ID (If	Governmen	it Agency issuing p	proof of	
Available) or any G			n, Business entitie		
valid ID, Official Re	eceipt/s and for Official Receipts, Authorization Letter from			ation Letter from	
Authorization Letter	r (1 Copy) authorizing person				
CLIENT STEPS	AGENCY	FEES TO		PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Secure	1. Office	None	10 minutes	Staff,	
requirements	personnel			City Treasurer's	
upon claiming of	validates the			Office	
checks	requirements				
2. For contractors	2. Office	Pursuant	10 minutes	Staff,	
and retailers:	personnel	to the		City Treasurer's	
Settle any fees	validates the	provisions		Office	
and / or taxes	requirements	of the			
		Local Tax			
		Code			
	TOTAL:	None	10 Minutes		



City Treasurer's Office Internal Services



# 1. Receiving of Communication (Incoming and Outgoing)

Receiving of Incoming and Outgoing Communications.

Office or Division:	City Treasurer's Office				
Classification:	Simple				
Type of	G2G - Government to Government				
Transaction:					
Who may avail:	Concerned Department / Office				
	REQUIREMENTS WHERE TO SECURE			URE	
1. Report books; copies of financial					
transaction and other pertinent		Requesting Department / Office			
document (1 Copy)	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Forward the letter request with details such as date, time, purpose, and contact information	<ol> <li>Receive, record, and forward all incoming communication and correspondence to the Division Chief for classification.</li> <li>Refer to concerned personnel / services for evaluation and immediate action.</li> </ol>	None	5 minutes	<i>Clerk</i> City Treasurer's Office <i>City Treasurer</i> City Treasurer's Office	
	1.2 Prepare response on the action taken by the division / office.	None	May vary depending on the gravity of the request	Assigned Officer City Treasurer's Office	
	1.3 Record (file) and release of communication and correspondence upon response or action taken.	None	5 minutes		



	1.4 Forward / Deliver to the concerned office / division.	None	10 minutes	Assigned Offier City Treasurer's Office
2. For contractors and retailers: Settle any fees and / or taxes	2. Office personnel validates the requirements	Pursuant to the provisions of the Local Tax Code	10 minutes	Staff, City Treasurer's Office
	TOTAL:	None	10 Minutes	



#### 2. Payment of Salaries, Wages, Allowances and Other Benefits

Payment of Salaries, Wages, Allowances and Other Benefits to City Hall employees.

Office or	City Treasurer's Offic	e			
Division: Classification:	City Treasurer's Office				
	Simple				
Type of Transaction:	G2G - Government to Government				
Who may avail:	Concerned Department / Office				
	REQUIREMENTS	EQUIREMENTS WHERE TO SECURE			
1. Report books; co					
transaction and other pertinent document (1 Copy)		Requesting Department / Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
FOR CASH PAYM	ENT:				
1. Forwarded disbursement vouchers with payroll from the Accounting Office	1. Acceptance of forwarded documents and issuance of Cash Advance.	None	2 days	<i>Disbursing</i> Officer City Treasurer's Office	
2. Concerned personnel waits for the release of payment	2. Pay salaries, wages, allowances and other benefits upon presentation of Valid ID.	None	3 minutes/payee	<i>Disbursing</i> Officer City Treasurer's Office	
FOR ATM PAYME				I	
None	1. Secure Authority to Debit.	None	30 minutes		
	1.1 For signature of City Treasurer; City Mayor then submission of ATD to the bank.	None			
	1.2 Bank validation and crediting to corresponding employee bank accounts.	None	Refer to bank processing time		
	TOTAL:	None	Cash: 2 Days & 3 Minutes; ATM: 30 minutes		



### 3. Remittance, Reports of Deposit and Collection

Remittance of deposits and collection of the City Treasury Office.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Concerned Department / Office			
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			
1. Report of Collect Copies)	ion and Deposit (3	Accountable Officers, personnel of the City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Remit collection together with Report of Collection and	1. Receive collection from tellers / collectors.	None	1 hour	<i>Frontline</i> <i>Collectors</i> City Treasurer's Office
Deposit	1.1 Reconcile collection amount with data generated from system, check and verify collections against accountable forms.	None	1 hour	
	1.2 Preparation of deposit slip for banks and its requirements.	None	1 hour	
	1.3 Bank representative and the Treasury Officer reconciles and validates amount to be deposited.	None	N/A (Done following business day)	
	1.4 Report creation and submission to Accounting and Internal Audit.	None	Reported the following day after conduct of all transactions.	
	TOTAL:	None	3 Hours (excl. Agency Steps 1.3-1.4)	