



City Treasurer's Office

External Services



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 Transaction:	G2B – Government to Business Entity			
Who may avail:	Owner of business or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. New Business Application Form with Account Number (1 Original Copy)		Business Permits and Licensing Office (BPLO)		
2. Assessment/Computation (1 Original Copy)		Business Permits and Licensing 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	<i>Clerk</i> BPLO
2. Proceed to BPLO for the Approval of Declared Business Capital.	None	None	Refer to BPLO	<i>Business Permits and Licensing Officer</i> BPLO
3. Proceed to BPLO for the Assessment/Computation	None	None	Refer to BPLO	<i>Assessment Personnel</i> BPLO
4. Proceed to the Treasury General Collections Windows 7,8,9, or 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	4. Check and verify the required documents. 4.1 Receive payment for the amount due. 4.2 Prepare Official Receipt and Community Tax Certificate (CTC).	None May vary depending on the approved business capital (for CTC)/Pursuant to the provisions of the Local Tax	10 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



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



2. Payment of Business Tax Termination

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

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Owner of business or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Termination Application Form with Account Number (1 Original Copy)		Business Permits and Licensing Office (BPLO)		
2. Assessment/Computation (1 Original Copy)		Business Permits and Licensing Office (BPLO)		
3. Annual Income Tax Return (1 Original Copy)		BIR District Office, Biñan, Laguna		
4. Audited Financial Statement (1 Original Copy)		Owner of business or authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to BPLO and secure an accomplished Business Termination Application form with corresponding Account number.	None	None	5 minutes	<i>Clerk</i> BPLO
2. Proceed to Business Permits and Licensing Office for the Approval of Declared Gross Sales / Receipts	None	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
3. Proceed to Business Permits and Licensing Office for the Assessment / Computation	None	None	10 minutes	<i>Assessment Personnel</i> BPLO
4. Proceed to the Treasury general collections windows 7, 8, 9, or 10, present the required	4. Check and verify the required documents.	None May vary	10 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



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.	<p>4.1 Receive payment for the amount due.</p> <p>4.2 Prepare Official Receipt with the required documents.</p>	<p>depending on the approved gross sales / receipts (for CTC) / Pursuant to the provisions of the Local Tax Code: Business Tax</p> <p>None</p>		
5. Proceed to City Treasurer's Office windows 1 or 2, present the Official Receipt with the required documents and wait for the release of Business Certificate of Termination together with the required documents	<p>5. Receive Official Receipt with the required documents.</p> <p>5.1 Prepare the Business Certificate of Termination for signature of the Head/Officer-in-Charge</p> <p>5.2 Have the Business Certificate of Termination check, verify and sign by the Officer-In-Charge.</p> <p>5.3 Release the Business Certificate of Termination signed by the Head of Office / Officer-In-Charge then present the</p>	<p>None</p> <p>Php 100.00/certificate</p> <p>None</p> <p>None</p>	10 minutes	<p><i>Revenue Collection Clerk</i> City Treasurer's Office</p> <p><i>Revenue Collection Clerk</i> City Treasurer's Office</p> <p><i>City Treasurer</i> Or <i>Officer-in-Charge</i> City Treasurer's Office</p> <p><i>Clerk</i> City Treasurer's Office</p>



	Certificate of Termination to Business Permits and Licensing Office for recording and documentation.			
	TOTAL:	Pursuant to the provisions of the local tax code for businesses	40 Minutes	



3. Payment of Contractor's Tax

Payment of taxes related to Construction Contractors.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Constituents of the City, of Legal Age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Bill of Materials		Office of the 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.	3. Prepare Official Receipt. 3.1 Release the Official Receipt with the required documents.	Pursuant to the provisions of the Local Tax Code		<i>Revenue Collection Clerk</i> BPLO
	TOTAL:	Pursuant to the provisions 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)

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All San Pedro City residents, business owners and taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid government-issued I.D.		Issuing government agency		
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 ask for a CTC form	1. Assist on queries about the CTC and its requirement / computation	None	3 minutes	<i>Revenue Collection Clerk</i> 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.	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 COMMUNITY TAX – P 5.00 ADDITIONAL COMMUNITY 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	<i>Personnel</i> City Treasury Office



		-Salaries or Gross Receipt or Earnings derived from exercise of Profession – 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 depending on the taxpayer's declared income.	8 Minutes	



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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All San Pedro City residents, business owners and taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid government-issued I.D.		Issuing government agency		
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 ask for a CTC form	1. Assist on queries about the CTC and its requirement / computation	None	3 minutes	<i>Revenue Collection Clerk</i> 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.	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 COMMUNITY TAX – P 500.00 ADDITIONAL COMMUNITY TAX – Not to exceed P 10,000.00 ; Assessed Value of Real Property owned in the Philippines, P2.00 for every P5,000.00	5 minutes	<i>Personnel</i> City Treasury Office



		; GROSS RECEIPTS including dividend earnings derived from business in the Philippines during the preceding year P2.00 for every P5,000.00		
	TOTAL:	May vary depending 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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Licensed professionals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Professional Regulatory Commission (PRC) I.D.		Professional Regulatory Commission		
2. Previous Official Receipt of Professional Tax		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 the required document and identification card. Pay the amount due, and wait for the release of the Official Receipt with the required document and identification card.	1. Check and verify the required document and identification card.	None	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	1.1 Receive payment for the amount due and prepare official receipt.	Php 300.00		
	1.2 Release the official receipt with the required document and identification card.	None		
	TOTAL:	Php 300.00	5 minutes	



7. Transfer of Tax Ownership

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

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of Property or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate Authorizing Registration (CAR)		Bureau of Internal Revenue District Office, Biñan, Laguna		
2. Deed of Absolute Sale (DOAS)		Notarial Law Offices		
In case of an extra-judicial settlement:				
1. Tax Declaration of Property		City Assessor's 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 the required document. Pay the amount due, and wait for the release of the Official Receipt with the required document.	1. Check and verify the required documents. 1.1 Receive payment for the amount due 1.2 Prepare official receipt. 1.3 Release the official receipt with the required documents.	75% of 1% of the total consideration involved in the acquisition of the property or the fair market value in case the monetary consideration involved in the transfer is not substantial, whichever is higher (Article V, Section 1 of the Revised Revenue Code).	5 minutes	Revenue Collection Clerk City Treasurer's Office
2. If requesting for Tax clearance and/or Transfer Tax certificate, proceed to Treasurer's office windows 1/2 and present the required documents. Pay the amount due, and wait for the release of the receipt with the requested certificates and required	2. Check and verify the required documents. 2.1 Receive payment for the amount due and prepare the requested certificate. 2.2 Sign the certificate.		5 minutes	Clerk City Treasurer's Office Clerk City Treasurer's Office City Treasurer Or Officer-in-Charge City Treasurer's



documents	2.3 Release the requested certificates along with the required documents and official receipt.	None		Office <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 Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of Property or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Assessment (1 Original Copy)		City Assessor's Office		
2. National I.D. (if available) or any valid government-issued I.D. (1 Photocopy)		Government agency issuing proof of identification		
3. Tax Declaration (1 Photocopy)		City Assessor's Office		
4. Official Receipt of Current RPT Payment (1 Photocopy)		City Treasurer's Office		
Additional Requirements (if done through a representative):				
1. Special Power of Attorney/Authorization Letter (1 Photocopy)		Principal Owner/Public Notary		
2. National I.D. (if available) or any Government Identification Card of Representative with 3 specimen signatures (1 Photocopy)		Representative		
3. Valid I.D. of Principal Owner with 3 specimen signature (1 Photocopy)		Principal Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for a copy of the Notice of Assessment from the City Assessor's Office	1. Issue copy of Notice of Assessment.	None	10 minutes	Issuing Clerk City Assessor's Office
2. Proceed to the City Treasurer's office windows 3, 4, 5, or 6 and present the required document. Pay the amount due, and wait for the release of the Official Receipt with the required document.	2. Check and verify the required documents. 2.1 Receive payment for the amount due 2.2 Prepare official receipt. 2.3 Release the official receipt with the required	RPT (basic) rate 1% x assessed value (AV) + RPT special education fund (SEF) rate 1% x AV x years delinquent +	5 minutes	Revenue Collection Clerk 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)		
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, proceed to Treasurer's office window 1/2 and present the required documents. Pay the amount due, and wait for the release of the receipt with the requested certificates and required documents	4. Check and verify the required documents.	None	5 minutes	<i>Clerk</i> City Treasurer's Office
	4.1 Receive payment for the amount due and prepare the requested certificate.	None		<i>Clerk</i> City Treasurer's Office
	4.2 Verify and sign the certificate.	None		<i>City Treasurer</i> <i>Or Officer-in-Charge</i> City Treasurer's Office
	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 of the Revenue Code	15 Minutes	



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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents who rent or lease a portion of the public cemetery.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Office of the Economic Enterprise		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	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	<i>Revenue 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. 3.1 Prepare official receipt. 3.2 Release the official receipt with the order of payment.	Pursuant to the provision of the Revenue Code None 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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of Document or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment for Civil Registry Charges	1. Issue order of payment	None	10 minutes	<i>Issuing Clerk</i> City Civil Registrar's Office
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. 2.1 Receive payment for the amount due.	None Refer to City Civil Registrar's Office	5 minutes	<i>Revenue 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. Prepare official receipt. 3.1 Release the official receipt with order of payment.	Pursuant to the provision of the Revenue Code		<i>Revenue Collection Clerk</i> City Treasurer's Office
	TOTAL:	Pursuant to the provision of the Revenue Code	15 Minutes	



11. Payment of Engineering Fees

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

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of Project or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Office of the Building Official		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment for Engineering Charges	1. Issue order of payment	None	10 minutes	<i>Issuing Clerk</i> Office of the Building Official
2. Proceed to the General collections windows 7, 8, 9, or 10 and present the order of payment.	2. Check and verify the secured order of payment.	None	5 minutes	<i>Revenue 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.	Refer to the Office of the Building Official		<i>Revenue 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	



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 Transaction:	G2C – Government to Citizen			
Who may avail:	All organization, businesses, and project proponents operating within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		City Environment and Natural Resources Office (CENRO)		
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	<i>Issuing Clerk</i> 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 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. 3.1 Prepare and release the official receipt with the order of payment.	Refer to CENRO None None		<i>Revenue Collection Clerk</i> City Treasurer's Office
	TOTAL:	Pursuant to the provision of the Revenue Code	5 Minutes	



13. Health Clearance and Other Health-related Services

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

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business Entity			
Who may avail:	Job applicants, employees, business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		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 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. 3.1 Prepare and release the official receipt with the order of payment..	Refer to CHO – Sanitation None None		<i>Revenue Collection Clerk</i> 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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Business owners operating within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Business Permits and Licensing Office		
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	<i>Issuing Clerk</i> 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 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	15 Minutes	<i>Revenue 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. 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 Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Job applicants whose work is within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Public Employment and Services Office		
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	<i>Issuing Clerk</i> 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	<i>Revenue 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 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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner, owner of document, and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Public Employment and Services Office		
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	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	



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 Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All business establishments operating within the city			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		City Health Office – Sanitary Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of payment for sanitation fee.	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 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	15 Minutes	<i>Revenue 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		



18. Tax Clearance Certificate

Payment of Real Property Tax Clearance.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of property or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated Official Receipt of Real Property Tax Payment		City Treasurer's Office (Owner's Copy)		
If done through a representative:				
1. Authorization letter from the owner		Owner of the real property		
2. Valid I.D. of the owner		Government issuing agency		
3. Valid I.D. of the representative		Government issuing agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Treasurer's office window 1/2 and present the required documents. Pay the amount due, and wait for the release of the receipt with the requested certificates and required documents.	1. Check and verify the required documents.	None	8 minutes	Clerk City Treasurer's Office
	1.1 Receive payment for the amount due and prepare the requested certificate.	Php 100.00/certificate		Clerk City Treasurer's Office
	1.2 Verify and sign the certificate.	None		City Treasurer
	1.3 Release the certificates along with the required documents and official receipt.	None		Clerk City Treasurer's Office
	TOTAL:	Php 100.00/certificate	8 Minutes	



19. Traffic Citation Ticket

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

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



20. Tricycle Franchise and Other Related Fees

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

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Persons engaged in the business of operating tricycles			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Application Form		Public Order and Safety Office		
2. Order of Payment		Public Order and Safety Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure approved application form and order of payment form.	None	None	10 minutes	<i>Issuing Clerk</i> POSO – TRU
2. Proceed to the General collections windows 7, 8, 9, or 10, present the requirements, and pay the required fees.	2. Check and verify approved Application Form and Order of Payment Form.	Pursuant to the provisions of the Local Tax Code	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Receive payment for the amount due.	None		<i>Revenue 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 provisions of the Local Tax Code	15 Minutes	



21. Weights and Measure

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

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



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



22. Release of Financial Assistance

Release of Financial Assistance to those who need it.

Office or Division:	City Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizenry			
Who may avail:	Constituents of San Pedro Laguna applying for Financial Assistance.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of National ID (If Available) or any Government issued ID with 3 signature specimen (1 Copy)		Government Agency issuing proof of identification		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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



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 Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of National ID (If Available) or any Government issued valid ID, Official Receipt/s and Authorization Letter (1 Copy)		Government Agency issuing proof of identification, Business entities transacted with for Official Receipts, Authorization Letter from authorizing person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements upon claiming of checks	1. Office personnel validates the requirements	None	10 minutes	Staff, 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	



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 Transaction:	G2G - Government to Government			
Who may avail:	Concerned Department / Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report books; copies of financial transaction and other pertinent document (1 Copy)		Requesting Department / Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the letter request with details such as date, time, purpose, and contact information	1. Receive, record, and forward all incoming communication and correspondence to the Division Chief for classification.	None	5 minutes	<i>Clerk</i> City Treasurer's Office
	1.1 Refer to concerned personnel / services for evaluation and immediate action.	None	5 minutes	<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	<i>Assigned Officer</i> 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	<i>Assigned Offier City Treasurer's Office</i>
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	<i>Staff, City Treasurer's Office</i>
	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 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 books; copies of financial transaction and other pertinent document (1 Copy)		Requesting Department / Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR CASH PAYMENT:				
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 Officer</i> 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 Officer</i> City Treasurer's Office
FOR ATM PAYMENT				
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 Collection and Deposit (3 Copies)		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 Deposit	1. Receive collection from tellers / collectors.	None	1 hour	<i>Frontline Collectors</i> City Treasurer's Office
	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)	