

OFFICE:

MUNICIPAL TREASURER'S OFFICE

SERVICES BEING OFFERED:
PAYING BUSINESS PERMIT AND LICENSES

ABOUT THE SERVICE:
ALL BUSINESS ENTERPRISES ARE REQUIRED TO SECURE A **Business License** AND **Mayor's Permit**, AND PAY BUSINESS TAXES BEFORE THE START OF COMMERCIAL OPERATIONS.
THE LICENSE MUST BE RENEWED FROM JANUARY 1 TO 20 EVERY YEAR. PENALTIES ARE IMPOSED AFTER THIS PERIOD.
BUSINESS TAXES FOR NEW ENTERPRISES ARE BASED ON CAPITAL INVESTMENT WHERE TAXES FOR SUCCEEDING YEARS ARE COMPUTED BASED ON GROSS RECEIPTS/SALES. PAYMENTS MAY BE MADE ANNUALLY, SEMI-ANNUALLY OR QUARTERLY. TAXES ARE DUE ON THE FIRST 20 DAYS OF EACH QUARTER.
APPLICATIONS FOR BUSINESS PERMIT ARE AVAILABLE AT MAYOR'S OFFICE.

A		
C		
C		
T		
G		
D		
S		
W		
D		
A		
S		
S		
E		
S		
S		
O		
R		
S		
O		
F		
F		
I		
C		
E		

MUNICIPAL
TREASURY
OFFICE

MAJOR
MARKET
ADMIN
OFFICE

	<p>OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052</p>
--	---

REQUIREMENTS:

- ACCOMPLISHED APPLICATION FORM FOR BUSINESS PERMIT
- SWORN STATEMENT OF GROSS SALES OR RECEIPTS

FEE/S:

- BUSINESS TAXES (NEW)..... BASED ON CAPITAL
- BUSINESS TAXES (RENEWAL)..... BASED ON GROSS RECEIPTS/ANNUAL INCOME
- MAYOR'S PERMIT FEE..... BASED ON APPROVED ORDINANCE
- FIRE INSPECTION FEE..... DEPENDS ON ESTABLISHMENT
- 10% FSIF..... 10% OF TOTAL FEES & CHARGES
- FIRE CLEARANCE..... 30.00
- CLEARANCE FEE..... 26.00
- HEALTH/SANITARY INSPECTION FEE..... 4.00
- MEDICAL CERTIFICATE..... 30.00 EACH EMPLOYEE
- MEDICAL PERMIT FEE..... 10.00
- OCCUPATIONAL FEE..... 75.00
- GARBAGE FEE..... 75.00
- HEALTH CARD..... 30.00
- BUSINESS PLATE (NEW FIRMS) P 250.00
- BUSINESS STICKER (RENEWAL) P 25.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
PRESENT THE ACCOMPLISHED APPLICATION FORM FOR PAYMENT OF BUSINESS PERMIT AND TAXES	ACCEPTS THE ACCOMPLISHED APPLICATION FORM	1 MINUTE	JOJIT L. MANIMTIM ANGELITO D. DOROJA MEDELYN P. CADAG
	VERIFIES AND ASSESSES THE NECESSARY FEES AND CHARGES	10 MINUTES	-DO-
PAYS THE NECESSARY FEES AND CHARGES. (CLIENT HAVE AN OPTION TO PAY LICENSE AS QUARTERLY, SEMI-ANNUAL AND ANNUAL BASIS)	RECEIVES PAYMENT AND ISSUES OR, THEN INSTRUCTS THE CLIENT TO SECURE MAYOR'S PERMIT AND BUSINESS PLATE/STICKER AT MAYOR'S OFFICE	5 MINUTES	JOJIT L. MANIMTIM ANGELITO D. DOROJA MEDELYN P. CADAG EMMA M. MASCARINA EVELYN D. BOMBALES

OFFICE:	MUNICIPAL TREASURER'S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
**PAYING OF POLICE CLEARANCE AND
OTHER ACKNOWLEDGEMENT RECEIPTS ON FEES
OR CHARGES ON THEIR TRANSACTION MADE IN
OTHER AGENCIES IN THE LGU**

ABOUT THE SERVICE:

PAYMENTS SHOULD BE MADE AT MUNICIPAL
TREASURER’S OFFICE IN SECURING CERTIFICATIONS,
CLEARANCES AND OTHER TRANSACTION MADE AT THE
LGU

A
C
C
T
G
D
S
W
D

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

--	--

MUNICIPAL
TREASURER
OFFICE

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	--

REQUIREMENTS:

- FOR POLICE CLEARANCE:
Community Tax Certificate
Barangay Clearance
- FOR OTHER TRANSACTIONS:
Order of payments

FEE/S:

- | | |
|--|-------------------------------------|
| • POLICE CLEARANCE (LOCAL)..... P 30.00 | *AFFIDAVIT FEE (LCR) |
| 50.00 | |
| • POLICE CLEARANCE (ABROAD).....P100.00 | *AFFIDAVIT FEE (MAYOR)..... |
| 30.00 | |
| • CERTIFIED COPY OF LIVE BIRTH..... 26.00 | *MAYOR'S CERTIFICATE..... |
| 26.00 | |
| • CERTIFIED COPY OF MARRIAGE CERTIFICATE 26.00 | *MAYOR'S CLEARANCE..... |
| 30.00 | |
| • CERTIFIED COPY OF ARP..... 26.00 | *CERTIFICATION FEE (NO IMPROVEMENT) |
| 30.00 | |

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
For Police Clearance: PAYS THE NECESSARY FEES	ISSUES OR AND ASKS FOR PAYMENTS THEN ADVISE THE CLIENT TO GO TO POLICE STATION FOR PROCESSING AND ISSUANCE OF POLICE CLEARANCE	1 MINUTE	MEDELYN P. CADAG ANGELITO D. DOROJA JOJIT L. MANIMTIM (REVENUE COLLECTION CLERK II) EMMA E. MASCARINA EVELYN D. BOMBALES (CLERK)
Other transaction: PRESENT THE DOCUMENT FOR PAYMENT	ANALYZE THE DOCUMENT. ISSUE CORRESPONDING RECEIPT.	2 MINUTES	-DO-

OFFICE:	MUNICIPAL TREASURER'S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
PAYING OF REAL PROPERTY TAXES

ABOUT THE SERVICE:

OWNERS OF LAND, BUILDINGS AND MACHINERY HAVE TO PAY REAL PROPERTY TAXES ANNUALLY. TAXES ARE A PERCENTAGE OF THE PROPERTIES TAXABLE VALUE.

TAXABLE VALUE IS BASED ON THE MUNICIPAL ASSESSOR'S SCHEDULE OF FAIR MARKET VALUES.

REAL PROPERTY TAX PAYMENTS ARE MADE AT THE MUNICIPAL TREASURER'S OFFICE. TAXPAYERS MAY CHOOSE TO PAY ON ANNUAL OR QUARTERLY BASIS.

A
C
C
T
G
D
S
W
D

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

MUNICIPAL
TREASURER
OFFICE

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	---

- REQUIREMENTS:

 - COPY OF LATEST REAL PROPERTY TAX DECLARATION
 - PREVIOUS RECEIPTS
 -

FEE/S:

2 % OF ASSESSED VALUE PLUS PENALTIES (IF LATE PAYMENT) MINUS DISCOUNT (IF PROMPT PAYMENT)

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
PRESENT THE TAX DECLARATION AND PREVIOUS RECEIPTS	VERIFIES THE RECORDS OF PAYMENT AT RPTAR	2 MINUTES	MEDELYN P. CADAG ANGELITO D. DOROJA EVELYN D. BOMBALES
	COMPUTES THE NECESSARY TAXES AND INFORM THE CLIENT OF THE ASSESSMENTS	5 MINUTES	-DO -
	RECEIVES PAYMENT AND ISSUES OR	5 MINUTES	-DO -
PAYS THE NECESSARY FEES AND TAXES.			

OFFICE:	MUNICIPAL TREASURER’S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
REGISTRATION AND BRANDING OF LARGE CATTLE

ABOUT THE SERVICE:

OWNER'S OF (1) YEAR OLD LARGE CATTLE IS REQUIRED TO REGISTER HIS OWNERSHIP THEREOF WITH THE MUNICIPAL TREASURER OFFICE FOR WHICH A CERTIFICATE OF OWNERSHIP SHALL BE ISSUED TO THE OWNER

A
C
C
T
G
D
S
W
D

--	--

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

MUNICIPAL TREASURER OFFICE

		OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052	
REQUIREMENTS: <ul style="list-style-type: none">REGISTERED INDIVIDUAL BRANDMOTHER CERTIFICATE OF LARGE CATTLETHE LARGE CATTLE			
FEE/S: <ul style="list-style-type: none">LIVESTOCK P 2.00 PER HEADSHIPPING PERMIT..... 10.00 PER HEADBRANDING FEE PER HEAD..... 60.00DUE PROVINCE..... 40.00 PER HEADTRANSFER FEE/ACCOUNTABLE..... 70.00MAYOR’S PERMIT (NEW)..... 50.00ACCOUNTABLE FORM..... 5.00 FEE/S:			
HOW TO AVAIL OF THE SERVICES			
FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
SUBMIT LARGE CATTLE FOR BRANDING AND REGISTRATION	VERIFIES THE HISTORY OF OWNERSHIP OF THE LARGE CATTLE	4 MINUTES	JOJIT L. MANIMTIM
PRESENT THE MOTHER CERTIFICATE OF OWNERSHIP AND/ OR CERTIFICATE OF TRANSFER AND THE BRAND FOR LGU	BRANDS THE LARGE CATTLE AND ACCOMPLISHED THE DATA NEEDED IN THE CERTIFICATE OF OWNERSHIP AND/ OR TRANSFER	30 MINUTES	-DO-
	PREPARES CERTIFICATE OF OWNERSHIP AND OR TRANSFER OF OWNERSHIP	10 MINUTES	-DO-
		5 MINUTES	-DO-
PAYS THE NECESSARY FEES	RECEIVES PAYMENT AND ISSUES OR,	3 MINUTES	-DO-
ACCEPTS CERTIFICATE	ISSUES CERTIFICATE OF OWNERSHIP	5 MINUTES	DOMINADOR G. MENDOZA JESSIE EMMANUEL RICERRA MERLINDA M. SARGENTO
	SIGNS CERTIFICATE OF OWNERSHIP AND OR TRANSFER		

OFFICE:	MUNICIPAL TREASURER'S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
**SECURING CERTIFICATE OF REAL
PROPERTY TAX PAYMENTS**

ABOUT THE SERVICE:

A CERTIFICATE OF REAL PROPERTY TAX
PAYMENT IS REQUIRED IN CERTAIN TRANSACTIONS TO
PROVE THAT TAXES ON RPT HAVE BEEN PAID AND
UPDATED. THIS MAY BE SECURED FROM MT OFFICE

A
C
C
T
G
D
S
W
D

--	--

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

MUNICIPAL
TREASURE
OFFICE

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	--

REQUIREMENTS:

- COPY OF LATEST REAL PROPERTY TAX DECLARATION
- PROOF OF PAYMENT

FEE/S:

- CERTIFICATION FEE..... P 26.00
- DOCUMENTARY STAMP..... 15.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
PAYS CERTIFICATION FEE	ACCEPTS PAYMENT	3 MINUTES	MEDELYN P. CADAG ANGELITO D. DOROJA JOJIT L. MANIMTIM (REVENUE COLLECTION CLERK II) EMMA E. MASCARINA EVELYN D. BOMBALES (CLERK)
	PREPARES CERTIFICATE OF RPT PAYMENTS	3 MINUTES	MEDELYN P. CADAG ANGELITO D. DOROJA (REVENUE COLLECTION CLERK II) MELVIN A. BRIONES EVELYN D. BOMBALES (CLERK)
	SIGNS THE CERTIFICATE		MERLINDA M. SARGENTO (MUN. TREASURER)
ACCEPTS CERTIFICATION OF TAX PAYMENT	RELEASES CERTIFICATE OF TAX PAYMENT	2 MINUTES	MEDELYN P. CADAG ANGELITO D. DOROJA (REVENUE COLLECTION CLERK II) MELVIN A. BRIONES EVELYN D. BOMBALES (CLERK)

OFFICE:	MUNICIPAL TREASURER'S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
SECURING COMMUNITY TAX CERTIFICATE

ABOUT THE SERVICE:
A COMMUNITY TAX CERTIFICATE (CTC) IS
REQUIRED WHEN AN INDIVIDUAL OR CORPORATION;

- ACKNOWLEDGES ANY DOCUMENT BEFORE A NOTARY PUBLIC
- TAKES AN OATH OF OFFICE UPON ELECTION OR APPOINTMENT TO ANY POSITION IN THE GOVERNMENT SERVICE
- RECEIVES ANY LICENSES, CERTIFICATE OR PERMIT FROM ANY PUBLIC AUTHORITY
- PAYS ANY TAX OR FEE
- RECEIVES MONEY FROM ANY PUBLIC FUND
- TRANSACTS OTHER OFFICIAL BUSINESS
- RECEIVES ANY SALARY OR WAGE FROM ANY PERSON OR CORPORATION

A
C
C
T
G
D
S
W
D

--	--

MUNICIPAL TREASURY OFFICE

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	---

REQUIREMENTS:

- PREVIOUS CTC

FEE/S:

For Individual:

- MINIMUM TAX P 5.00
- + 1.00 FOR EVERY 1,000.00 OF GROSS INCOME
- + 1.00 FOR EVERY 1,000.00 OF INCOME FROM REAL PROPERTY

For Corporation:

- 500.00 +2.00 FOR EVERY 5,000.00 OF AV OF REAL PROPERTY OR GROSS RECEIPTS.

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
APPROACHES THE PROVIDER FOR THE INFORMATION OR ASSESSMENT SHEET	PROVIDES ASSESSMENT FORM FOR CTC (INDIVIDUAL OR CORPORATION)	1 MINUTE	JOJIT L. MANIMTIM ANGELITO D. DOROJA EMMA E. MASCARINA MELVIN A. BRIONES EVELYN D. BOMBALES
SUBMITS ACCOMPLISHED FORM	ACCEPTS THE ACCOMPLISHED ASSESSMENT FORM	1 MINUTE	-DO-
	FILL UP THE CTC AND COMPUTE THE NECESSARY FEES	5 MINUTES	-DO-
	INFORMS THE CLIENT OF THE AMOUNT TO BE PAID	1 MINUTE	-DO-
SIGNS THE CTC, AFFIX THE THUMB MARK AND PAY THE NECESSARY FEES	ACCEPTS PAYMENT AND ISSUES THE CTC		

OFFICE:

MUNICIPAL TREASURER'S OFFICE

SERVICES BEING OFFERED:

PAYING OF WATER

BILLS/INSTALLATION/RE-CONNECTION OF WATER

ABOUT THE SERVICE:

PAYMENT SHOULD ONLY BE DONE AT THE
TREASURER'S OFFICE WITH WHOM THE LATTER ISSUES
CORRESPONDING RECEIPTS.

ACCTGDSWD

ASSESSORS OFFICE

MOBILIRMARKETADMINOFFICE

MUNICIPAL
TREASURY
OFFICE

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	---

REQUIREMENTS:

- WATER BILL
- FOR NEW CONNECTION: ACCOMPLISHED APPLICATION FORM
- FOR RE-CONNECTION: CERTIFICATION OF FULL PAYMENT OF PREVIOUS BILLS
IF THERE IS STILL OUTSTANDING BALANCE, PAY THE BILLS

FEE/S:

- AS STATED IN THE BILL
- 10% SURCHARGE FOR LATE PAYMENT
- APPLICATION FEE(NEW)..... P 50.00
- RECONNECTION FEE..... 150.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
PRESENT THE BILL FOR PAYMENT	CHECK/VERIFY THE PAYMENTS FROM INDEX CARD	1 MINUTE	MEDELYN P. CADAG ANGELITO D. DOROJA JOJIT L. MANIMTIM (REVENUE COLLECTION CLERK II) EMMA E. MASCARINA EVELYN D. BOMBALES (CLERK)
	COMPUTE THE BILLS INCLUDING THE SURCHARGE IF FOUND LATE PAYMENT	3 MINUTES	
	ADVISE THE CLIENT OF THE AMOUNT TO BE PAID		
PAY THE CORRESPONDING AMOUNT	RECEIVES PAYMENT AND ISSUES OR,	1 MINUTE	-DO-
	RECORD THE PAYMENT	1 MINUTE	-DO-

OFFICE:	MUNICIPAL TREASURER'S OFFICE
---------	------------------------------

SERVICES BEING OFFERED:
PAYMENT OF VOUCHERS

ABOUT THE SERVICE:

ALL DISBURSEMENTS SHOULD BE ACCOMPANIED BY PROPERLY PREPARED/SIGNED VOUCHERS BEFORE PAYMENT BY THE TREASURER'S OFFICE.

WELL PREPARED AND PROPERLY SIGNED VOUCHERS WILL HELP THE CLIENT TO IMMEDIATELY RECEIVED PAYMENT.

A
C
C
T
G
D
S
W
D

A
S
S
E
S
S
O
R
S
O
F
F
I
C
E

M
A
O
B
I
R
M
A
R
K
E
T
A
D
M
I
N
O
F
F
I
C
E

MUNICIPAL
TREASURY
OFFICE

	OFFICE OF THE MUNICIPAL TREASURER FOR MORE INFORMATION, PLEASE CONTACT MRS. MERLINDA M. SARGENTO AT (054) 201-3052
--	--

REQUIREMENTS: <ul style="list-style-type: none"> WELL ACCOMPLISHED VOUCHERS
--

FEE/S: <ul style="list-style-type: none"> AS STATED IN THE BILL 10% SURCHARGE FOR LATE PAYMENT APPLICATION FEE(NEW)..... P 50.00 RECONNECTION FEE..... 150.00
--

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
PRESENT THE FULLY ACCOMPLISHED VOUCHER FOR PAYMENT	CHECK/VERIFIED VOUCHERS IF PROPERLY SIGN BY ALL SIGNATORIES FOR OBLIGATIONS, CASH AVAILABILITY & APPROVAL	1 MINUTE	MERLINDA M. SARGENTO (MUNICIPAL TREASURER) MARGARITA E. ESTANISLAO (RCC II/DISB. OFFICER DESIGNATE)
	IF PROPERLY ACCOMPLISHED, ISSUED /PREPARED CHECK OR PAY CASH	3 MINUTES	
	FORWARD THE CHECK TO THE MAYOR’S OFFICE FOR CHECK SIGNATURE OF THE MUN. MAYOR	3 MINUTES	
SIGN THE VOUCHERS & ISSUE OFFICIAL RECEIPT FOR ACKNOWLEDGMENT OF PAYMENT/CHECK RECEIVED.	VERIFIED IF PROPERLY SIGNED. IF FOUND CORRECT, AWARD THE CHECK	1 MINUTE	DOMINADOR G. MENDOZA (MUNICIPAL MAYOR)
		1 MINUTE	MERLINDA M. SARGENTO (MUNICIPAL TREASURER) MARGARITA E. ESTANISLAO (RCC II/DISB. OFFICER DESIGNATE)