



OFFICE WORK PLAN
for the First Quarter of 2015

Name of Office: Municipal Treasurer's Office

Name of Programs / Activities	Objectives	Strategies	Period of Implementation	Required amount of program / activity	Fund Sources	Area of Concern / Expected Beneficiaries	Expected Output
I. INTERNAL OPERATIONS:		Request the Mun. Assessor to	EO Dec.		LGU	LGU-MTO/Assessor	
Local Revenue Generations Program		submit assessed value of RPT as of Dec. 31, 2014.					
		Established collection target	EO Dec.		LGU	LGU/Prov. BLGF	
II. Attend conference workshop on revenue target setting (RPT, Bus. Taxes, Fees & Charges & Economic Enterprises.			EO Dec.				Conference workshop
III. Send demand letters of notices.	To develop consciousness of tax payers on Real Property taxation.	Conduct tax information campaign	April-June July-September Oct.-December		LGU	28 Barangays	100% of collection efficiency. 100% of property owners to be contacted.
IV. Post billboards & others							28 billboards & tarpaulins once in every Barangays.
V. Collect Taxes	Increase collections & provide adequate resources to finance Local Gov't. Unit	Collect Local Taxes	Jan- December			LGU/Barangays	100 % of collection efficiency.
RPT (Basic & SEF)			1st quarter-40% 2nd quarter-20% 3rd quarter-20% 4th quarter-20% of the collection target			LGU/Barangays	100% of collection efficiency.
Bus. Tax			1st quarter-70% 2nd quarter-10% 3rd quarter-10% 4th quarter-10% of the collection target			LGU/Barangays	100% of collection efficiency.
Fees & Charges			Jan- December 1st quarter-40% 2nd quarter-20% 3rd quarter-20%			LGU/Barangays	100% of collection efficiency.

			4th quarter-20%			
			of the collection target			
Other Local Taxes			Jan- December, 2015		LGU/Barangays	100% of collection efficiency.
			1st quarter-70%			
			2nd quarter-10%			
			3rd quarter-10%			
			4th quarter-10%			
			of the collection target			
Receipts from Economic Enterprises.		Apply remedial measures to collect delinquent taxes.	Jan. 1 - Dec. 31		LGU	
Market Slaughterhouse			25%for each quarters of the collections targets			
Cemetery						
Real Property Tax			EO December		LGU/Barangays	100% of Real Property Taxpayers with P 5,000.00 and more delinquencies
Other Local Taxes			April- June		LGU/ Taxpayers	100% of delinquent taxpayers
Fees & Charges			End of 2nd Quarters		LGU/ Taxpayers	100% of delinquent taxpayers
			April- June			
Monitor/ evaluate the implementation of TCEP/RPTCEP		Monitoring & evaluation	Jan - Dec.		LGU	12 times
Prepare , display Financial charts		Review Barangay Revenue Code	End of January Oct. To Dec.		LGU	2 kinds of financial charts 100% acceptable to Barangays.
Accountability & Discipline		Confer with the Mun. Accountant & the Mun. Mayor				
Liquidation of Cash Advance within the prescribed reglamentary period.			within 2 days after recognition of needs.		LGU	100% of needed conferment
Prompt remittance of Trust Collections (Local & National statutory obligations.)		Prepare and submit reports				
Statement of Income & Expenditures						
Quarterly reports on RPT Collection (BLGF Form No. 2-B			20 days after End of Quarter		LGU	100% acceptable for 2 kinds of

Record Management	Proper bookkeeping/recording of receipts and disbursement of government funds.	Maintain financial & technical records	End of Day		LGU	MTO	10 kinds of records
		Prepare/submit certified list of RPT delinquencies to the Sangguniang Panlalawigan (Sec. 269 R.A. 7160)	End of December				1 list/ barangays 100% accuracy/up-to-date.
Fund Management							
Perform cashiering operations							
Receipts			End of Day		LGU	clients/taxpayers	100% accuracy for receipts 3 kinds of funds.
Disbursements			End of Day		LGU	clients	100% accuracy of receipts/disbursements.
Records receipt/disbursements in the Cash book			End of Day				100% of receipts/disbursements accurate for 3 kinds of funds.
VI. LGU-Capability Building	Strategic activity	Training Program				MTO Personnels	90% effective of orders invitations received
Attend/send personnel to training/seminar workshop on Local Treasury operations & other Local related areas.	Well-equipped personnel						
Conduct of On the Job Training	Strategic activity						
Application of remedial measures to collect delinquent taxes.	Strategic activity						90% effective for 2 areas for all revenue personnel.
Computation of taxes, fees & charges	Strategic activity		End of last quarter				
VII. Internal Administration and National & Local Government Partnership	Strategic activity	Supply & Property Management					
Purchase/Requisition/Record accountable forms/Office supplies	Strategic activity		End of Quarter				100% efficiency per purchase requisition.
Issue accountable forms	Strategic activity		End of Day				100% of requested accountable forms as per RIV's.
Conduct inventory of Property			5 days end of semester				100% accuracy/up to date.
Accountable forms							
Supplies							
	Evaluate performance of personnel	Performance Evaluation 2nd semester CY 2014 1st semester CY 2015	10 days after end of semester			MTO Staff	Once for 8 personnel and 2 Rank & File employee 100% accepted

Prepare & submit 2015 Plans & Programs	To be systematic, accurate & prompt	Plans & Programs	EO December				100% accepted
Office Annual procurement Program			EO December				
Income Estimates			1st week of July				
Office Budget Proposals			1st week of July				
Moral Recovery Program			End of Dec.				
RPTCEP Action Plan			End of Dec.				
TCEP Action Plan			End of Dec.				
TIECF Action Plan			End of Dec.				
Garbage Disposal Program			End of Dec.				

GAD Program			End of Dec.			
		Attend trainings , conference conducted by Regional Office.	as scheduled		MTO Personnel	100% invitations/orders received effective
VII. Rendition of Opinions						
Act on letter/inquiries relative to public finance			within 2 days after receipt		MT/AMT	100% invitations/orders received effective
Advice the Mayor, the Sanggunian, National & Local Gov't. Officials on disposition of public funds & matter relative to public finance			End of Day			100% of needed advises/requests received accepted.
Participate in Social & Civic activities			As scheduled			100% participation of calls/invitations received.
Moral Recovery Program	Strategic activity					
Implement Moral Recovery Program			Jan.- Dec.			100% efficiency
Monitor/Evaluate the implementation of Moral Recovery Program			End of Quater			100% efficiency
VIII. Garbage Disposal Program	Strategic activity					
Segregate garbage of the Office			End of Day			100% participation in the garbage segregation
Dispose garbage						
Monitor/evaluate in the implementation of the Garbage Disposal Program						
Participation in the Gender & Development Program of the Municipality	Strategic activity		Jan.- Dec.			95% participation
IX. Implementation of Special Projects	Strategic activity	Maintenance of RPTA Project Outputs				
Monitor/Evaluate the Maintenance of RPTA Project Outputs			End of 2nd Quarter and 4th qQuarter			100% effective
Promotion of MDF Projects (LOGOFIND)	Strategic activity					
Assist BLGF-RO in promoting MDF Projects (LOGOFIND) to the LocalChief Executive & Other Elective Officials of the Municipality			as scheduled			100% effective of request received

Prepared by: TERESITA P. MANALAC
Signature Over Printed Name