

I. Processing Payment of Real Property Tax (RPT)

All real property owners are responsible in paying the annual tax of their real property such as land, buildings, machinery and other improvements. The municipal government of Tantaran levies an annual ad valorem tax on real property. It is the responsibility of the local treasurers to collect an annual basic tax of one percent (1%) on the assessed value of real property and one percent (1%) for Special Education Fund (SEF) which shall be in addition to the basic real property tax. The total of two percent (2%) shall levied and collected based in the assessed value of real property.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Real Property Owners/Representatives			
Checklist of Requirements		Where to Secure		
1.Proof of last payment (OR) (1 original or photocopy)		1. Client		
2. Latest Tax Declaration (1 original or photocopy)		2. Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly filled-up request form and the required documents for initial assessment and verification	1. Receive the duly filled-up request form and the required documents for verification	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	1.1 Verify and compute the tax to be paid	None	10 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay the tax due and receive the Official Receipt	2. Receive the payment and issue the Official Receipt	Please refer to the Schedule below.	8 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer

TOTAL:	Please refer to the Schedule below.	23 minutes	
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Table 1.

For Advanced Payment (Payment of Real Property Taxes for the month of December prior the applicable year) (Tax Discount = 20%)	$AV \times 1\% = \text{Tax Due}$ $\text{Tax Due} \times 20\% = \text{Tax Discount}$ $\text{Tax Due} - \text{Tax Discount} \times 2 \text{ (Basic \& SEF)} = \text{Total Amount of Tax to be paid}$
For Prompt Payment (Payment of Real Property Taxes from January 2 – March 31 of the applicable year (Tax Discount = 10%))	$AV \times 1\% = \text{Tax Due}$ $\text{Tax Due} \times 10\% = \text{Tax Discount}$ $\text{Tax Due} - \text{Tax Discount} \times 2 \text{ (Basic \& SEF)} = \text{Total Amount of Tax to be paid}$
For Real Property Taxes Delinquent for Any Period Up to Thirty-Six (36) Month's Penalty=2% per month	$AV \times 1\% = \text{Tax Due}$ $\text{Tax Due} \times \text{No. of Months delinquent} \times 2\% = \text{Penalty}$ $\text{Tax Due} + \text{Penalty} \times 2 \text{ (Basic \& SEF)} = \text{Total Amount of Tax to be paid}$
For Real Property Taxes Delinquent for Any Period Up to More than Thirty-Six (36) Months. Penalty=72% per year	$AV \times 1\% \times = \text{Tax Due}$ $\text{Tax Due} \times \text{No. of Years delinquent} \times 72\% = \text{Penalty}$ $\text{Tax Due} + \text{Penalty} \times 2 \text{ (Basic \& SEF)} = \text{Total Amount of Tax to be paid}$

II. Availing Real Property Tax Clearance /Delinquent Taxes (RPT CLEARANCE)

A Real Property Tax (RPT) Clearance is a document issued by the Municipal Treasurer to the requesting party for their own legal or personal filing purposed, provided all taxes must be fully paid from the start of the assessment up to current year.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens,			
Who may avail:	All property owners			
Checklist of Requirements		Where to Secure		
1. Latest Real Property Tax Receipt(1 Original copy)		1.Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for verification	1. Receive the documents	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	1.1 Verify and process the request	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay the required fees	2, Accept payment and issue official Receipt	Fees- P 100.00 DST - P 30.00	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	2.1 If unpaid/ delinquent: Verify and prepare billing for the unpaid tax due	None	2 hours	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	2.2 Prepare tax clearance for approval	None	30 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer

3.. Receive tax clearance with official receipt	3. Release of tax clearance with official receipt	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
TOTAL		Php 130.00	2 hrs, 50 minutes	

III. Processing Payment of Mayor's Clearance

The Mayor's Clearance fee shall be paid to the municipal treasurer upon application by the person applying for said clearance for the following purposes: change of name, application for Filipino citizenship, passport or visa application, and firearms permits application, employment, scholarship, study grant (local & abroad) and other purposes specified by ordinance.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Resident Only			
Checklist of Requirements		Where to Secure		
1. Barangay Clearance		1..Barangay		
2. Valid ID (1)		2.Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements.	1. Receive and verify the document	None	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.Pay the required fee and receive the Official Receipt	2 Receive payment and issue the Official Receipt	Fees - P100.00 DST - P30.00	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
TOTAL:		Php 130.00	6 minutes	

IV. Processing Payment of Police Blotter

The police blotter is a daily record of events within a police unit's jurisdiction that contains detailed information for legal and statistical purposes

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All concern citizens			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card (1)		1.Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements.	1. Receive and verify the document	None	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay the required fees and receive the Official Receipt	2 Receive the payment and issue the Official Receipt	Fees- P 100.00 DST - P 30.00	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
TOTAL:		Php 130.00	8 minutes	

V. Processing Payment for True Copy of Tax Declaration/Certification of No Landholding or No Improvement

Fees for true copy of Tax Declaration or any certification of no landholding or no improvement must be paid to Municipal Treasurer's Office before the release or issuance of the said copy or certification.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All property owners			
Checklist of Requirements		Where to Secure		
1.Title or any proof of ownership of the property		1.Client		
2.If not an owner authorization letter		2.Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents for verification	1. Receive and verify the document	None	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay the required fees	2.Prepare the order of payment	Fees: P 100.00 DST- P 30.00	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.1.Receive official Receipt	2.1 Receive payment and issue the Official Receipt	None	3 minutes	
TOTAL:		Php 130.00	9 minutes	

VI. Availing of Community Tax Certificate (CEDULA)

A Community Tax Certificate shall be issued to every inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during the calendar year; an individual who is engaged in business or occupation; an individual who owns real property with an aggregate assessed value of One Thousand Pesos (Php1,000.00) or more; and an individual who is required by law to file an income tax return.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All residents of this Municipality eighteen (18) years of age and above			
Checklist of Requirements		Where to Secure		
1. Duly accomplished Community Tax Declaration form		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the personal information form	1. Receive and verifies the given information	None	3 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
1.1 Pay the required fees	1.1 Compute the community tax to be paid.	None	5 minutes	
2. Receive Community Tax Certificate and the Official Receipt	2. Receive the payment and issue Community Tax Certificate	Please refer to the schedule of payments below	8 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
TOTAL:		Please refer to the schedule of payments below	16 minutes	

Table

BASIC COMMUNITY TAX	Php 5.00 - Voluntary
	Php 1.00 - Exempted

ADDITIONAL COMMUNITY TAX (tax not to exceed Php5,000.00)	
b.1 Gross receipts or earnings derived from business during the preceding year	Php1.00 for every Php1,000.00
b.2 Salaries or gross receipt or earnings derived from exercise of profession or pursuit of any occupation	Php1.00 for every Php1,000.00
b.3 Income from real property	Php1.00 for every Php1,000.00
Interest	2% per month starting March 1 of each year

VII. Availing Certificate of Ownership for Large Cattle

The owner of large cattle is hereby required to register ownership of said cattle with the Municipal Treasurer of Tantaran for which a Certificate of Ownership shall be issued to the owner upon payment of a registration fee and inspection fixed by an ordinance

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Owners of Large Cattle			
Checklist of Requirements		Where to Secure		
1. Barangay Certification		1. Office of the Punong Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to avail certificate of ownership	1 Receive and verify ownership documents	None	3 minutes	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	1.1 Visit the owner's site to conduct actual branding	None	2 hours	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay the required fees and receive the Official Receipt	2. Receive payment and issue the Official Receipt	P 105.00	8 minutes	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.1 Receive requested certificate	2.1. Release certificate of ownership	None	3 minutes	
TOTAL:		P 105.00	2 hours , 14 minutes	

VIII. Availing Certificate of Transfer for Large Cattle

When large cattle is sold or its ownership is transferred to another person, the sale of transfer shall be registered with the Municipal Treasurer, for which a certificate of transfer shall be issued to the purchaser or new owner upon payment of a Transfer of Certificate fee.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All Owners of Large Cattle			
Checklist of Requirements		Where to Secure		
1. Barangay Certification (Proof of Ownership)		1. Office of the Punong Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to avail certificate of transfer of ownership	1. Verify and check the document	None	5 minutes	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Wait for the review and approval of your request	2. Issue certificate of transfer	None	5 minutes	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
3. Pay the required fees and receive the Official Receipt	3. Receive payment and issue the Official Receipt	P 110.00	8 minutes	Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
3.1. Receive requested certificate	3.1 Release certificate of transfer	None	5 minutes	
TOTAL:		P 110.00	23 minutes	

IX. Processing of Payment of Business Taxes and Permit to Operate/Renewal of Business Permit.

Business tax is hereby imposed on person/corporations who established, operate, conduct or maintain their respective business within the municipality.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	All New and Registered Business Owners			
Checklist of Requirements		Where to Secure		
1.Complete requirements from BPLO		1.Business Permit and Licensing Office (BPLO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure and accomplish the Business Permit Renewal form or present the old business permit	1. Receive the documents presented	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Wait while the Revenue Collector reviews the declared business capital or gross sales.	2. Renewal for business: Jan.1-20 of current year. Assess the client gross income for the past years	None	15 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
	2.2 Compute the fees	None	5 minutes	
3.Pay the tax due and receive the Official Receipt	3.Receive payment from the client and issue the Official Receipt	New-base on capital Renewal – base on gross income (previous year)	8 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
TOTAL:		New-base on capital Renewal - base on gross income (previous year)	33 minutes	

X. Payment of Stall Rentals

The Local Government of Tantaran imposes the monthly market rental fees for those who use fixed stall or booth owned by the Local Government

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens, G2B- Government to Business			
Who may avail:	Stallholders			
Checklist of Requirements		Where to Secure		
1. None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay rental fees	1. Receive payment	Based on local tax ordinance	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
1.2 Receive official receipt	1.2 Issue official receipt	None	3 minutes	
TOTAL		Based on tax ordinance	8 minutes	

XI. Processing Payment for Building Permit

No person, firm or corporation, including any agency or instrumentality of the government, shall erect, construct, alter, repair, move, convert, or demolish any building or structure or cause the same to be done without first obtaining a building permit from the building official assigned in the place where the subject building is located or the building work is to be done and the local government imposed a fee for building permit. The fee shall be paid by the applicant before granting the building permit.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B- Government to Business			
Who may avail:	All Citizens			
Checklist of Requirements		Where to Secure		
1.Order of payment from Municipal Engineering Office		1.Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present payment of order	1.Receive and verify payment order	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.Pay the required fees	2 Compute and validate building fees	Based on building code	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.1 Receive official receipt	2.1 Accept payment from the client and issue official receipt	None	3 minutes	
TOTAL:		Based on building code	13 minutes	

XII. Processing payment of Franchise Fee for the Motorized Tricycle Operator's Permit (MTOPT).

Prospective operators of tricycle should first secure MTOPT from the Sangguniang and the fees shall be paid to the municipal treasurer's office upon application or renewal of the permit based in the number of units.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens with Public Utility Vehicle			
Checklist of Requirements		Where to Secure		
1 Complete documents (refer to requirements given by the office of the Sanggunian		1.Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	1.Receive and verify the documents	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay franchise fee	2.Receive payment	New-680 Renewal-530	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II
2.1 Receive official receipt	2.1 Issue official receipt.	None	3 minutes	
TOTAL:		New-680 Renewal-530	13 minutes	

XIII. Processing Payment for Zoning Certification

Zoning Certificate/Site Zoning is requested by a taxpayer and/or any individual to enable the property owner to know the land use of his/her parcel of land in accordance with the approved Comprehensive Land Use Plan and Zoning Ordinance.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Citizens			
Checklist of Requirements		Where to Secure		
1 Complete requirements from MPDO		1.Municipal Planning Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present payment order	1 Receive and verify the documents	None	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2. Pay Zoning Fee	2. Receive payment	Refer to local tax ordinance code	5 minutes	Renila G. Derla Revenue Collection Clerk III Marilyn A. Dela Cruz Revenue Collection Clerk II Office of the Municipal Treasurer
2.1 Receive official receipt	2.1.Issue official receipt	None	3 minutes	
TOTAL:		Refer to local tax ordinance code	13 minutes	

XIV. Issuance of Updated Real Property Tax Billing (RGS/RPTACS)

An official statement showing the amount of real property tax due , payment schedule , and other related charges..

Office or Division:	<i>Municipal Treasurer's Office</i>			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	Registered property owners/ Authorized representatives/Persons with legal interest in the property			
Checklist of Requirements		Where to Secure		
1. Tax Declaration Number or Property Identification Number (PIN) 2. Authorization Letter and ID of the property owner (if representative)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for RPTAC billing	1. Receive request from the client.	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
	1.1 verify and update the records		3 minutes	
2.Wait for the assessment and computation 2.1 Receive billing statement	2. Generate RPT billing statement	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
	2.1 Release updated billing for payment	None	2 minutes	
TOTAL:			9 minutes	

XV. Issuance of Notice of Delinquency for Real Property Tax (RPT)

To notify property owners that their Real Property Tax (RPT) obligations have become delinquent and remain unpaid. The notice informs taxpayers of the amount due, penalties and interest and advises them of the legal remedies from the local government, including levy and public auction of property if delinquent is not settled.

Office or Division:	<i>Municipal Treasurer's Office</i>			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	Registered property owners/ Authorized representatives/Persons with legal interest in the property			
Checklist of Requirements		Where to Secure		
Tax Declaration Number or Property Identification Number (PIN)		Municipal Treasurer's Office		

2. Authorization Letter and ID of the property owner (if representative)				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for tax status verification	1. Receive and review the request form.	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
2.Wait for record checking	2.Verify record from Real Property Tax Account Register (RPTAR)	None	15 minutes/ 1 day	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
3. Receive billing statement	3. Compute Real Property Tax due	None	8 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
	3.1Release /Issuance of tax bill for payment	None	2 minutes	
TOTAL:			1 day,27 minutes	

INTERNAL SERVICES

XVI. Claiming of Checks for Individuals, Contractors and Suppliers

This service pertains to financial transactions or requests by suppliers and employees relative to claims through funding Check for delivered goods/supplies/services of expenditures incurred in the course of official business. The applicable set of documentary requirements may vary according to the nature of each transaction.

Office or Division:	Municipal Treasurer's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B- Government to Business; G2G – Government to Government			
Who may avail:	Individulas, Contractors, Suppliers and Government Agencies			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card 2. Official Receipt or Sales Invoice(Suppliers/Contractors		1.Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the availability of the check	1.Receive a client's request	None	3 minutes	Judith I. Lacorte Disbursing Officer II Office of the Municipal Treasurer
1.1 Sign the check releasing logbook to acknowledge receipt of the check	1.1 Provide the check releasing logbook to a client	None	3 minutes	
2. Receive the check and sign the Disbursement Voucher. Suppliers and contractors shall issue an Official Receipt upon payment received.	2. Release disbursement voucher to a claimant	None	5 minutes	Judith I. Lacorte Disbursing Officer II Office of the Municipal Treasurer
2.1. Receive the check from the Treasury Office	2.1 Release the check to the claimant.	None	3 minutes	
TOTAL:		None	14 minutes	

XVII. Issuance of Accountable Forms

A requisition form is a document that is issued to request receipts. The form includes information such as the quantity of receipts, the name, contact information of the person and the date by which the receipts requested.

Office or Division:	<i>Municipal Treasurer's Office</i>			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangay Treasurer's and Collectors			
<i>Checklist of Requirements</i>		<i>Where to Secure</i>		
1. Approved request form		Office Collector's and Barangay Treasurer's		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present approved request form	1. Receive and review the request form.	None	3 minutes	Judith I. Lacorte Disbursing Officer II Office of the Municipal Treasurer
2. Wait for the approval of the request.	2. Record the request form	None	5 minutes	Judith I. Lacorte Disbursing Officer II Office of the Municipal Treasurer
3. Receive the accountable form	3. Release the accountable form	None	3 minutes	Judith I. Lacorte Disbursing Officer II Office of the Municipal Treasurer
TOTAL:			11 minutes	

XVIII. ISSUANCE OF A NOTICE OF DELINQUENCY FOR REAL PROPERTY TAX (RPT)

An official notice issued to taxpayers who failed to pay their real property taxes on time, informing them of penalties, interest, and possible legal actions.

Office or Division:	<i>Municipal Treasurer's Office</i>			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All Citizen			
Checklist of Requirements		Where to Secure		
1. Latest Tax Declaration		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for tax status verification	1. Receive and review the request form.	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
2.Wait for record checking	2.Verify record from Real Property Tax Account Register (RPTAR)	None	15 minutes/ 1 day	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
4. Receive billing	3. Compute Real Property Tax due	None	8 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
	3.1Release /Issuance of tax bill for payment	None	2 minutes	
TOTAL:			1 day,27 minutes	

XVII. ISSUANCE OF UPDATED REAL PROPERTY TAX (RPT) BILLING

An official statement showing the amount of real property tax due, payment schedule, and other related charges..

Office or Division:	<i>Municipal Treasurer's Office</i>			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All Citizen			
<i>Checklist of Requirements</i>		<i>Where to Secure</i>		
1. Latest Tax Declaration of the property		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for RPTAC billing	1. Receive request from the client.	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
	1.1 verify and update the records		3 minutes	
2.Wait for the approval of the request.	2. Generate RPTAC billing	None	2 minutes	Rosemary P Cuaresma Local Revenue Collection Officer I Office of the Municipal Treasurer
2.1 Receive billing	2.1Release /Issuance of tax bill for payment	None	2 minutes	
<i>TOTAL:</i>			9 minutes	