MUNICIPAL TREASURY OFFICE
External Services

1.1 Issuance of Community Tax Certificate (For Individual)

Municipal Treasury Office is responsible for generating income as well as disbursing payments essential in accomplishing the functions of the local government.

The community tax (or residence tax) is levied on every inhabitant of the country, 18 years of age, or over who has been regularly employed on a wage or salary basis for at least one month during any calendar year. It shall be paid to the municipality where the residence of the individual is located.
Basic Community Tax amounts to P 5.00 with additional fee of P 1.00 for every P 1,000.00 income. The Community Tax shall accrue on the first (1st) day of January each year and which shall be paid not later than the last date of February of each year. If the tax not paid within the prescribed date, there shall be added to the unpaid amount an interest of twenty-four percent (24%) per annum from the due date until it is paid.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All individuals 18 years old and above

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Proof of Identification	Person itself Company where they work

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-out required form found at the counter for Community Tax Certificate and present with proof of identification to MTO personnel at the counters 1-3	1. Assess and process the request Community Tax Certificate.	NONE	2 mins	Revenue Collection Clerk Admin Assistant

2. Affix his/her signature and thumbmark at the CTC and pay the corresponding amount indicated herein.	1. Collect payment and issue the Community Tax Certificate.	Basic Community Tax: P 5.00 additional P1.00 for every P 1,000.00 income (not exceeding P5,000.00)	3 mins	Revenue Collection Clerk Admin Assistant
TOTAL			5 mins	

1.2 Issuance of Community Tax Certificate (For Corporation)

All business establishment with Corporation in nature are required to secure community tax certificate – for corporation of the business entity. It is paid in the place where the principal office of the juridical entity is located. In case a corporation has a branch, sales office or warehouse in this municipality, and sales are recorded therein, the corresponding community tax shall be paid therein.
Community Tax for Corporation has a minimum payment of P 500.00 with additional P 2.00 for every P 5,000 gross receipts (not exceeding P10,000.00). If the tax not paid within the time prescribed above there shall be added to the unpaid amount an interest of twenty-four percent (24%) per annum from the due date until it is paid.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All business establishment with Corporation in nature.			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Financial Statement or Declaration of Gross Sales/Income		Company itself		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and present Financial Statement/Declaration of Gross Sales	Assess and process the request CTC-Corp.	NONE	3 minutes	Revenue Collection Clerk Admin Assistant

2. Pay the corresponding amount indicated in the CTC.	Collect payment and issue CTC-Corporation.	Basic Community Tax: P 500.00 additional P2.00 for every P 5,000.00 gross receipts (not exceeding P10,000.00)	2 mins	Revenue Collection Clerk Admin Assistant
TOTAL			5 mins	

2.1 Payment and Issuance of Mayor's Permit for Pedaled Tricycles

Mayor's Permit of Pedaled Tricycle is issued authorizing tricycles to operate within the municipality as a public transport vehicle.

Payment of Mayor's Permit for the current year must be paid on or before January 20. Penalty amounting to P 48.00 per year is paid after January 20.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Pedaled tricycle owner doing business in the municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Certificate of Membership from Pedaled Tricycle operators and driver's association	Pedaled Tricycles Association
2. Community Tax Certificate/Cedula	Municipal Hall or Barangay Hall

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and submit the requirements	Accept and compute Mayor's Permit fee	NONE	3 minutes	Admin Assistant

2. Pay the corresponding amount	Accept payment and release Mayor's Permit Certificate	Mayor's Permit - P240.00 Penalty for late Payment P48.00	2 mins	Revenue Collection Clerk
TOTAL			5 mins	

2.2 Payment and Issuance of Mayor's Permit for Motor Tricycles

Mayor's Permit for Motored Tricycle is issued authorizing tricycles to operate within the municipality as a public transport vehicle.
Payment of Mayor's Permit for the current year must be paid on or before January 20. Penalty amounting to P 48.00 per year is paid after January 20.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All motor tricycle owner doing business in the municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly signed checklist of requirements 2. Community Tax Certificate/Cedula	SB Office Municipal Hall or Barangay Hall

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and submit the requirements	Accept and compute Mayor's Permit fee	NONE	3 minutes	Revenue Collection Clerk Admin Assistant

2. Pay the corresponding amount	Accept payment, issue official receipt and release Mayor's Permit Certificate	Mayor's Permit - P240.00 Terminal Fee P 300.00 Penalty for late Payment P48.00	2 mins	Revenue Collection Clerk Admin Assistant
TOTAL			5 mins	

3. Payment of Fare Matrix for Pedaled and Motor Tricycle fee

Pambayang Ordinansa Blg. .23-2023 set Fare Matrix for Pedaled and Motor Tricycle. It is issued to safeguard commuters of motor and pedaled tricycle against over pricing. Posting of fare matrix inside the body of pedaled and motor tricycle is required, non-posting will be penalized in accordance with Pambayang Oridnansa Blg. 023-2023 Section 8.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Pedaled and motor tricycle owner doing business in the municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Presentation of OR for payment of Mayor's Permit	Treasury Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and submit the requirement	Accept and issue OR for payment of fare matrix and release	100.00	2 minutes	Admin Assistant
TOTAL			2 mins	

4. Payment of Jeepney Terminal fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All jeepney drivers owner doing business in the municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	NONE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3	Check and verify record	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt.	Please refer to Table of fees below	2 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

	Fee per week
GUAGUA-DINALUPIHAN	2730.00/WEEK
OLONGAPO-DINALUPIHAN	1750.00/WEEK
BALANGA-DINALUPIHAN	2240.00/WEEK
PINULOT-DINALUPIHAN	875.00/WEEK
FLORIDA-DINALUPIHAN	1225.00/WEEK
ORANI-DINALUPIHAN	2275.00/WEEK
PORAC-DINALUPIHAN	875.00/WEEK

1. Payment of Market Rental

Rental fee paid and collected for the privilege of using public market facilities. Payment of market rental fee varies depending on size and section.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	All stallholder in Public Market doing business in the municipality.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	NONE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and state name and stall number/section	Verify and compute the billing for the market rental.	None	3 mins	Admin Assistant
2. Pay the corresponding amount.	Receive payment and issue official receipt to client.	*Please refer to the table below.	2 mins	Revenue Collection Clerk
TOTAL			5 mins	

SECTION	AREA (sq.m.)	AMENDED MONTHLY RENTAL RATE
DRYGOODS		
Outside Stalls	11.52	P 582.90 or P 50.60 per sq. m.
Outside Stalls	8.16	P 413.75 or P 50.70 per sq. m.
Outside Stalls	5.76	P 291.93 or P 50.68 per sq. m.
Inside Corner	11.52	P 428.87 or P 37.27 per sq. m.
Inside Corner	8.16	P 304.00 or P 37.25 per sq. m.
Inside Stalls	5.76	P 276.94 or P 48.08 per sq. m.
GROCERIES		
Outside Stalls	11.56	P 586.87 or P 50.77 per sq. m.
Outside Stalls	8.16	P 413.82 or P 50.71 per sq. m.
Outside Stalls	5.76	P 291.98 or P 50.69 per sq. m.
Inside Corner	8.16	P 303.97 or P 37.25 per sq. m.
Inside Corner	5.76	P 213.71 or P 37.10 per sq. m.
Inside Stalls	5.76	P 195.62 or P 33.96 per sq. m.
VEGETABLES		
Outside Stalls	2.40	P 273.60 or P 99.00 per sq. m.
Inside Corner	2.40	P 273.60 or P 99.00 per sq. m.
Inside Stalls	2.40	P 273.60 or P 99.00 per sq. m.
FISH SECTION	1.0	P 319.97
MEAT SECTION	1.0	P 317.97
CARINDERIA (Original Fast Food Area now used for miscellaneous lines of business)	17.0	P 590.831 or 37.75 per sq. m.
HAWKERS AREA (Original Hawkers Area now used for miscellaneous lines of business)		P 4.75 daily per sq. m.

6. Payment of various Local Civil Registry fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All client requesting for a copy of their document at LCR office

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Order of payment	Local Civil Registrar Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and submit the requirements	Accept order of payments.	None	1 mins	Admin Assistant Revenue Collection Clerk
2. Pay the corresponding amount	Accept payment and issue official receipt		3 mins	Admin Asst. Revenue Collection Clerk
TOTAL			4 mins	

FOR CERTIFIED COPIES OF ANY DOCUMENT IN THE REGISTER, FOR EACH PAGES:

Particulars	**Amount**
CERT. TRUE COPY BIRTH	₱ 50.00
CERT. TRUE COPY MARRIAGE	₱ 200.00
CERT. TRUE COPY DEATH	₱ 50.00
LEGITIMATION	₱ 100.00
MARRIAGE FEE	

APPLICATION FOR MARRIAGE LICENSE	₱	250.00
MARRIAGE LICENSE FEE	₱	100.00
MARRIAGE SOLEMNIZATION FEE	₱	300.00
FAMILY PLANNING	₱	150.00
FOR REGISTRATION OF THE FOLLOWING:		
LEGITAMITION	₱	150.00
ADOPTION	₱	500.00
ANNULMENT OF MARRIAGE	₱	1,000.00
DEVORCE/ LEGAL SEPARATION	₱	1,000.00
NATURALIZATION	₱	1,000.00
CHANGE OF NAME/ CORRECTION OF ENTRIES	₱	300.00
OTHER LEGAL DOCUMENTS FOR RECORD PURPOSES	₱	300.00
PRESUMPTION OF DEATH	₱	1,000.00
SERVICE FEE FOR BREQS -LGU	₱	125.00
BURIAL FEES:		
BURIAL PERMIT FEE	₱	50.00
CEMETERY FEE	₱	200.00
TRANSFER OF CADAVER	₱	200.00
FILING FEE (R.A 9048)		
CORRECTION OF CLERIAL ERROR	₱	1,000.00
CHANGE OF FIRST NAME	₱	3,000.00
SERVICE FEE	₱	500.00

7. Payment of Zoning and Locational Fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All structures constructed in the municipality.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Order of Payment	MPDO Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirements	Accept order of payment		1 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		3 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

8. Payment of various Building Permit/Clearance fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All client with house to be constructed or already constructed

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Order of Payment	Engineering Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirements	Accept order of payment	As per Building Code of the Philippines	1 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		3 mins	Revenue Collection Clerk Admin Assistant
TOTAL			4 mins	

9. Payment of various Traffic Violation Fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All traffic violator

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Municipal Ordinance Citation Ticket	Traffic Enforcer

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payments. Verify, compute the violation fee	None	2 mins	Admin Assistant Revenue Collection Clerk
2. Pay the corresponding amount	Accept payment and issue official receipt		3 mins	Admin Asst. Revenue Collection Clerk
	TOTAL		5 mins	

10. Payment of rental fee for various LGU facilities

Rental fees and charges for use of certain LGU Facilities in Dinalupihan Bataan.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All who will use LGU Facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request address to Mayor 2. Valid Id • UMID • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC Certifivation / Voter's ID / • Philippine Identification (PhilID / ePhilID) • NBI Clearance • BIR (TIN) • Pag-ibig ID • Philippine Postal ID • Phil-health ID	Client itself

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirements	Accept order of payments. Verify and compute the fee.	None	3 mins	Admin Assistant Revenue Collection Clerk
2. Pay the corresponding amount	Accept payment and issue official receipt		3 mins	Admin Asst. Revenue Collection Clerk
	TOTAL		6 mins	

FACILITY	RENTAL COST	ADDTL. COST IN EXCESS OF 4HOURS/ HOUS
Bulwagan ng Bayan	₱ 17,000.00	₱ 4,250.00
Dinalupihan Civic Center (DCC)	₱ 12,000.00	₱ 300.00
Training Center	₱ 9,000.00	₱ 2,250.00
Evacuation Center	₱ 6,000.00	₱ 1,500.00
Executive Hall	₱ 5,200.00	₱ 1,300.00
Legislative Hall	₱ 5,200.00	₱ 1,300.00

PARTICULARS	AMOUNT
Dressing Room 1&2 (each)-DCC	₱ 1,500.00
VIP Room/Lounge 1&2(each)-DCC	₱ 1,500.00
LED Wall	₱ 15,000.00
Table (per piece)	₱ 100.00
Chair(per Piece)	₱ 7.00

11. Payment of Cemetery Charges

Cemetery fee paid and collected for a period of ten (10) years for the rental of Municipal Cemetery lots. Payment of Cemetery fee varies depending on square meters.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All lot lessee in cemetery

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cemetery Certification 2. Certificate of Death issued by the attending physician or Municipal Health Officer	Cemetery Caretaker Shall bring by relative of the deceased

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirements	Accept the requirements, verify and compute	NONE	3 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
TOTAL			5 mins	

Particulars	Fee for Lease Period
Rental fee for each burial lot	₱ 600.00
For every additional layer thereof	₱ 200.00
For niches	₱ 200.00

12. Payment of various Municipal Health Office Fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of payment	Municipal Health Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payment	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
TOTAL			4 mins	

Particulars	Amount
Ambulance Fees Outside the Municipality:	
Dinalupihan - Manila	P 600.00
Dinalupihan - Caloocan	P 600.00
Dinalupihan - Quezon City	P 600.00
Dinalupihan - Makati	P 675.00
Dinalupihan - Pasay	P 675.00
Dinalupihan - Mariveles	P 300.00
Dinalupihan - San Fernando	P 300.00
Dinalupihan - Olongapo	P 200.00
Dinalupihan - Balanga	P 200.00

13. Payment of various Coral fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Order of payment	Municipal Agriculture Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payment	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

14. Payment of various Larges Cattle

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Order of Payment	Municipal Veterinary Officer (MAO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payment	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

15. Payment of various fees of Public Employment Service Office

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of Payment	PESO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payment	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

16. Payment of fees for Weight and Measures Testing

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All vendor using weight and measure in their business

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of Payment	Public Market Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 1-3 and submit the requirement	Accept order of payment	NONE	2 minutes	Revenue Collection Clerk Admin Assistant
2. Pay the corresponding amount	Accept payment and issue official receipt		2 mins	Revenue Collection Clerk Admin Assistant
	TOTAL		4 mins	

17.Payment of various Assessor's fees

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All individuals and juridical entities with real properties including land, building, improvement, and machineries

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Order of Payment	Assessor's Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**	
1.Proceed to Counter 1-3 and submit the requirement		Accept and issue OR for payment	150	5 minutes	Admin Assistant
TOTAL				5 mins.	

Particulars	Amount
1. True copy of Tax Declaration	150
2. Issuance of Certification:	
Land Holdings	150
No Improvement	150
No Property	150
True Photocopy of Tax Declaration	150

18. Collection of Real Property Taxes

Real Property Tax are taxes imposed in the properties such as land, buildings, improvements, and machineries of an individual or juridical entities.

Payment of Real Property Taxes are computed based on the assessed value given by the Municipal Assessor's Office. Penalties are imposed depending on the length of time of delinquency.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All individuals and juridical entities with real properties including land, building, improvement, and machineries.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Real Property Tax Order of Payment	Municipal Assessor's Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 4-8 and submit the requirement.	Accept RPTOP, assess and compute for the total bill of the client.	None	10 mins	Revenue Collection Clerk/ Administrative Assistant
1. Pay the corresponding amount in the computation of Tax.	Receive payment and issue official receipt to the client.	2% of the assessed value with 10% discount on the total amount to be paid if the payment is done on or before March 31. Penalties impose after said date at 2% per month starting January with a maximum of 72% or 36months thereafter and varies on the length of year of delinquency.	5 mins	Revenue Collection Clerk
TOTAL			15 mins	

19. Issuance of Tax Clearance/ Certification

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All individuals and juridical entities with real properties including land, building, improvement, and machineries

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
NONE	NONE

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to Counter 4-8 and state the name of property owner requesting for clearance.	Verify if the client has an outstanding balance and process the tax clearance.	None	7 mins.	Revenue Collection Officer Admin Assistant
2. Pay the corresponding amount.	Receive the payment, issue an official receipt and issue the tax clearance/ certification.	P 100.00 per clearance	3 mins	Revenue Collection Officer Admin Assistant
TOTAL			10 mins	

20. Issuance of Records of payments

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All individuals and juridical entities with real properties including land, building, improvement, and machineries

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid id • UMID • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC Certifivation / Voter's ID / • Philippine Identification (PhilID / ePhilID) • NBI Clearance • BIR (TIN) • Pag-ibig ID • Philippine Postal ID • Phil-health ID If representative: 1.Authorization Letter or Special Power of Atty. From declared owner to representative 2. Valid Id of Owner with three specimen signature 3. Valid Id of representative with three specimen signature If newly acquired: 1. Deed of sales 2. Valid Id If deceased owner: 1. Death Certificate 2. Birth Certificate (if heirs) 3. Marriage contact (if spouse) 4. Extra Judicial Settlement 5. Valid id	NONE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Counter 4-8 and state the name of property owner requesting for clearance.	Verify if the client has payments and process the certification for records of payment	None	1 hour	Revenue Collection Officer Admin Assistant
2. Pay the corresponding amount.	Receive the payment, issue an official receipt and issue the records of payments	P 100.00 per clearance	5 mins	Revenue Collection Officer Admin Assistant
TOTAL			1 hr 5 mins	

21. Disbursement of fund/ Payment (Individual)

Cash/Check disbursement is necessary to pay goods and services rendered to the Municipality, to give financial assistance to indigent constituents, and to give token to appreciate excellence in the field of education.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All individuals who request for financial assistance and with grant of allowance and token.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID • UMID • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC Certifivation / Voter's ID / • Philippine Identification (PhilID / ePhilID) • NBI Clearance • BIR (TIN) • Pag-ibig ID • Philippine Postal ID • Phil-health ID	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Treasury Office's Administrative Office and present their IDs to the disbursing officer.	Verify the IDs and prepare the check or cash.	None	5 mins	Disbursing Officer

2. Sign all necessary documents in the vouchers and logbook.	Check if all necessary documents have been signed and release the check/cash to the client.	None	5 mins	Disbursing Officer
TOTAL			10 mins	

22. Disbursement of fund/ Payment (Suppliers)

Claims due to citizens and suppliers of all kinds/types who had rendered goods and services to the Municipality.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C/ G2B
Who may avail:	All suppliers of goods and services of the municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID • UMID • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC Certifivation / Voter's ID / • Philippine Identification (PhilID / ePhilID) • NBI Clearance • BIR (TIN) • Pag-ibig ID • Philippine Postal ID • Phil-health ID 2. Official Receipt/ Sales Invoice	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Proceed to Municipal Treasury Office's Administrative Office and prepare official receipt/ sales invoice for every cash/check to be released.	Verify if the data inputted in the official receipt/sales invoice is correct and complete.	None	5 mins	Disbursing Officer
2. Sign all necessary documents in the vouchers and receive in the logbook.	Check if all necessary documents have been signed and release the check/cash to the client.	None	5 mins	Disbursing Officer
	TOTAL		10 mins	