



# **MUNICIPAL TREASURER'S OFFICE**

## Frontline Services



## Service 1. ISSUANCE OF OFFICIAL RECEIPT FOR REAL PROPERTY TAX PAYMENT

The Issuance of official receipts to all Real Property Tax Owner, Tax Clearance, and Tax Declaration to satisfy the ownership of the property.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Real Property Owner
<b>CHECKLIST OF REQUIREMENTS</b>	
Tax Declaration	Municipal Assessor's Office
Previous Real Property Tax Payments	Owner's File
Real Property Tax Bill	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present tax declaration or other documents for computation of Real Property Tax	Receive the tax declaration or other documents. Compute taxes and inform the client of the amount of taxes due	Based on RPT Bill	5 minutes	<i>Revenue Collection Clerk</i>
2. Pay Real Property Tax due	Accept payment and issue official Receipt. Release official receipt and the tax declaration to client		5 minutes	<i>Revenue Collection Clerk</i>
3. Receive Official Receipt			5 minute	<i>Revenue Collection Clerk</i>
<b>END OF TRANSACTION</b>		<b>TOTAL</b>	<b>15 minutes</b>	



## Service 2. ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF BUSINESS PERMIT AND LICENSES (NEW)

The issuance of Official Receipts for all Business Licenses is to legalize all business entity of this Municipality.

<b>Office or Division:</b>	Municipal Treasurers Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business Entity	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Cedula 2. Barangay Clearance 3. Sanitary Permit 4. Proof of Business Registration: DTI Permit/ SEC/ CDA Registration 5. Occupancy Permit 6. Contract of Lease (if Lessee) 7. Location of Business (Sketch Plan) 8. Unified Application Form  9. Fire Safety Inspection Certificate		Municipal Treasurers Office Municipal Treasurers Office Municipal Health Office DTI/SEC  Municipal Engineering Office  Municipal Assessors Office BPLO/ Municipal Treasurers Office Bureau of Fire

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit unified application form with complete documentary requirements for verification.	1. Verification of documents		60 minutes	BPLO
2. Assessment and Payment of fees.	2. Assessment of Fees.  Collection of Payment and issuance of Official Receipt.  Forward documents to the Office of the Mayor for printing of Permit and Signature of the LCE.	Subject to Fees and charges based on 2019 Revised Revenue Code of the Municipality of Nueva Valencia	40 minutes  20 minutes	RCC / MTO
3. Receive Business Permit	3. Release of Business Permit			Office of the Mayor Staff/ MTO Staff
<b>TOTAL</b>		<b>Varies</b>	<b>120 minutes</b>	



COMPUTATION	
A. Mayor's Permit	P 200.00
B. Sanitary Permit Fee	
Food	P 100.00
Non-Food	P 250.00
C. Garbage Fee	P 150.00
D. Police Clearance	P 100.00
E. Business Tax	Based on Capital (New); Based on Gross Receipts (Renewal)



### Service 3. ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF BUSINESS PERMIT AND LICENSES (RENEWAL)

The issuance of Official Receipts for all Business Licenses is to legalize all business entity of this Municipality.

<b>Office or Division:</b>	Municipal Treasurers Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Cedula</li> <li>2. Barangay Clearance</li> <li>3. Unified Application Form</li> <li>4. Sworn Statement of Gross Receipts of Previous Year</li> </ol>	Municipal Treasurers Office Municipal Treasurers Office BPLO/ Municipal Treasurers Office

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit unified application form with complete documentary requirements for verification.	1. Verification of documents		20 minutes	BPLO
2. Assessment and Payment of fees.	2. Assessment of Fees.  Collection of Payment and issuance of Official Receipt.  Forward documents to the Office of the Mayor for printing of Permit and Signature of the LCE.	Subject to Fees and charges based on 2019 Revised Revenue Code of the Municipality of Nueva Valencia	20 minutes	RCC / MTO
3. Receive Business Permit	3. Release of Business Permit		20 minutes	Office of the Mayor Staff/ MTO Staff
<b>TOTAL</b>		<b>Varies</b>	<b>60 minutes</b>	



COMPUTATION	
A. Mayor's Permit	P 200.00
B. Sanitary Permit Fee	
Food	P 100.00
Non-Food	P 250.00
C. Garbage Fee	P 150.00
D. Police Clearance	P 100.00
E. Business Tax	Based on Capital (New); Based on Gross Receipts (Renewal)



#### Service 4. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

The Community Tax certificate is issued to all residents of this municipality.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All residents of this municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Accomplished Form for cedula	Municipal Treasurer's Office
Identification Card	Client
Barangay Clearance (Optional)	Barangay Concern

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Community Tax Form	Receive filled up form and BIR Income Tax Return for Assessment	None	5 minutes	Revenue Collection Clerk
2. Payment of Community Tax Certificate	Issuance of Official Receipt or Community Tax Certificate	Please refer to computation guide below	5 minutes	Revenue Collection Clerk
END OF TRANSACTION		TOTAL	10 minutes	

COMPUTATION	
Individual	
F. Basic Community Tax	P 5.00
G. Additional Community Tax	P 1.00 for every P 1,000.00
Corporate	
H. Basic Community Tax	P 500.00
I. Additional Community Tax	P 2.00 for every P 5,000.00



## Service 5. ISSUANCE OF OFFICIAL RECEIPT FOR WATERWORKS SYSTEM CHARGES

The Municipal Treasurer's Office issues Official Receipt for the payment of water bill.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All Water Concessionaries in Barangay Poblacion
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Water Bill	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the water bill	Receive water bill and get the consumer ledger card for verification		10 minutes	Revenue Collection Clerk
2. Pay the amount due	Accept payment and issue official receipts	Minimum of 10 cu.m. (P 65.00). Excess of (P 7.00 per cu.m.)		Revenue Collection Clerk
3. Received the official receipt	Record payment to consumer ledger card			Revenue Collection Clerk
END OF TRANSACTION		TOTAL	10 minutes	





## Service 6. ISSUANCE OF OFFICIAL RECEIPT FOR MARKET FEES AND CHARGES

Issuance of Official Receipt for the market stall lessee upon payment of rental fee

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All applicants
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
NONE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for lease of market stall	Check the vacant stall	None	5 minutes	<i>Revenue Collection Clerk</i>
	Inform the client if there is an available stall			
	Explain the terms and conditions stipulated in the contract of lease			
	Require the client to pay for the one month advance market rental fee			
2. Pay the required market rental fee	Accept payment and issue official receipt	P 500.00 per month	5 minutes	<i>Revenue Collection Clerk</i>
	Prepare contract of lease for market stall			
3. Sign contract of lease	Sign on contract of lease and release official receipt together with the original copy of contract to client. File the copy of Contract of lease	None	5 minutes	<i>Revenue Collection Clerk</i>
8. Receive the official receipt and the original copy of contract		None	5 minute	<i>Revenue Collection Clerk</i>
<b>END OF TRANSACTION</b>	<b>TOTAL</b>	<b>500.00</b>	<b>20 minutes</b>	



**Service 7. ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF NICHE RENTAL FEE**

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All applicants			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
NONE				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire for payment of niche rental	Ask the staff in charge in the cemetery and inform the client about the available niche		5 minutes	Revenue Collection Clerk
	Explain to the client the terms and condition stipulated in the contract			Revenue Collection Clerk
	Present the amount to be paid the client			Revenue Collection Clerk
2. Pay for niche rental fee	Accept payment and issue official receipt	Non Resident deceased (Php6,000.00) Resident deceased (Php5,000.00) Indigent resident deceased (Php3,500.00)	5 minutes	Revenue Collection Clerk
	Prepare Contract of Lease			
6. Sign the contract of lease	Sign the contract of lease and attached the official receipt with the contract. Instruct the client to proceed to the Office of the Mayor for the LCEs signature in the contract	None	5 minutes	Revenue Collection Clerk



7. Receive the Contract of Lease with official receipt and proceed to the Office of the Mayor for signature of the LCE in the contract		None	5 minutes	<i>Office of the Mayor</i>
END OF TRANSACTION		TOTAL	20 minutes	



## Service 8. ISSUANCE OF OFFICIAL RECEIPT FOR RENTALS OF PERSONAL AND REAL PROPERTIES OWNED BY THE MUNICIPALITY

Includes rental of backhoe, loader, dump truck and other heavy equipment, land, building, open spaces, vehicles and other properties like tents, tables and chairs.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Contract of Lease	Mayor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Equipment Rentals	Issuance of Official Receipt	Based to the Contract of Lease/Refer to the table below	5 minutes	<i>Municipal Treasurer(Heavy Equipments Rental) Revenue Collection Clerk</i>
END OF TRANSACTION		TOTAL	5 minutes	

AMOUNT OF FEE	
1. Land only (per sq.m., per day)	
Located in Commercial/ industrial area	P 10.00
Located in residential area	P 5.00
Others	P 3.00
2. Building/Open Space	
Municipal Gym	P 2,000.00/day
Multi-Purpose Hall	P 100.00/day
Municipal Plaza	P 1,000.00/day
3. Vehicles	
Ambulance (rental)	P 1,000.00/day
DRRM Responder (rental)	P 1,000.00/day
Dropside Trucuk	P 1,000.00/day
4. Heavy Equipments	
The amount is indicated in contract of lease	
5. Other Properties	
Tables	P 20.00 per table
Chairs	P 5.00 per chair
Tents	P 50.00 per tent



## Service 9. ISSUANCE OF OFFICIAL RECEIPT FOR LOCAL CIVIL REGISTRY FEES

Includes payment for Marriage, Birth and Death related fees

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
Payment Slip	Municipal Civil Registry

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the payment slip and pay for the required fees	Receive the payment slip and the payment. Issue official receipt.	Refer to the table below	5 minutes	Revenue Collection Clerk
	Release the official receipt for the transaction			Revenue Collection Clerk
3. Receive the official receipt		NONE	5 minutes	Revenue Collection Clerk
END OF TRANSACTION		TOTAL	10 minutes	

FEES	
A. Application Fee (Marriage)	P 100.00
B. License Fee	P 100.00
C. Solemnization Fee	P 300.00
D. Counseling	P 100.00
E. Exhumation/Removal/Transfer of Cadaver	P 100.00
F. Burial Permit	P 100.00
G. Certification	P 100.00
H. Other Fees	Based on payment slip
I. Certified True/Machine Copy	P 100.00



### Service 10. ISSUANCE OF OFFICIAL RECEIPTS FOR OTHER SERVICE FEES

Issuance of official receipt done by the Municipal Treasurer including the dog vaccination, correction of clerical errors, palay seed subsidy etc

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Payment Slip	Offices concern

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the payment slip and pay for the required fees	Receive the payment slip and issue Official receipt	Subject to Fees and charges based on Revenue Code 2019	5 minutes	<i>Revenue Collection Clerk</i>
	Release Official Receipt			<i>Revenue Collection Clerk</i>
3. Receive the official receipt			5 minutes	
END OF TRANSACTION		TOTAL	10 minutes	



**Service 11. ISSUANCE OF OFFICIAL RECEIPTS FOR BUILDING/ZONAL/LOCATIONAL CLEARANCE PERMIT FEES**

The office of the Municipal Treasurer issues Official Receipts for cash received as payment for all Building Permit Fees for new erected building and other fees.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Order of Payment (Building)	Office of the Municipal Engineer
Order of Payment (Zoning Clearance)	MPDO

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the payment slip and pay for the required fees	Receive the payment slip and issue Official receipt	Subject to Fees and charges based on Revenue Code 2019	10 minutes	<i>Revenue Collection Clerk</i>
2.	Release Official Receipt			
3. Receive the official receipt				<i>Revenue Collection Clerk</i>
<b>TOTAL</b>			10 minutes	



## Service 12. ISSUANCE OF OFFICIAL RECEIPTS FOR FRANCHISE OF MOTORIZED VEHICLE (TRICYCLE)

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for the Franchise of Motorized Vehicle.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
OR CR	Client
Barangay Certification	Barangay Hall
Cedula	Barangay Hall

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the payment slip and pay for the required fees	Receive the payment slip and issue Official receipt	Based on the table below	10 minutes	Revenue Collection Clerk
2.	Release Official Receipt			Revenue Collection Clerk
3. Receive the official receipt				Revenue Collection Clerk
	<b>TOTAL</b>		<b>10 MINUTES</b>	

FEES	
A. MTOP (3 Years)	P 450.00
B. Mayor/s Permit (Annually)	P 200.00
C. MTOP Plate Number	P 100.00
D. Cost of ID	P 80.00
E. Sticker (color coded)	P 50.00
F. Police Clearance (Annually)	P 100.00
G. Change of Motor	P 100.00
H. Change of Ownership	P 200.00





### Service 13. ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF PERMIT FEE FOR COCKFIGHTS

The Office of the Municipal Treasurer issues Official Receipts to all clients securing Mayor's Permit for Cockfights.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Letter Request	Client
Barangay Clearance	Office of the Punong Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment for corresponding fees	Issuance of Official Receipt	P 1,000.00/Day	5 minutes	Revenue Collection Clerk
	<b>TOTAL</b>		<b>5 minutes</b>	



## Service 14. ISSUANCE OF OFFICIAL RECEIPTS ON POLICE CLEARANCE FEES

The Office of the Municipal Treasurer issues Official Receipts for all payments made for Police Clearance fees to augment all purposes.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
Barangay Clearance	Barangay Hall
Community Tax Certificate	Barangay Hall/ Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for the corresponding fees	Issuance of Official Receipt	Refer to the table below	5 minutes	Revenue Collection Clerk
2. Receive the Official Receipt				Revenue Collection Clerk
<b>TOTAL</b>			<b>5 minutes</b>	

FEES	
A. Local Employment and other purposes	P 100.00
B. For Change of Name	P 150.00
C. Application for Filipino Citizenship	P 1,500.00
D. For Passport or Visa Application	P 250.00
E. Firearms Permit Application	P 300.00
F. PLEB Clearance and Police Blotter	P 150.00



**Service 15. ISSUANCE OF OFFICIAL RECEIPTS FOR PAYMENT OF FEES FOR REGISTRATION AND TRANSFER OF LARGE CATTLE FEE**

The Office of the Municipal Treasurer issues Official Receipts for all Large Cattle transaction in the municipality.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Barangay Certification for Large Cattle	Barangay Concern

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for the corresponding fees	Issuance of Official Receipt	Refer to the table below	5 minutes	Revenue Collection Clerk
2. Receive the Official Receipt				Revenue Collection Clerk
<b>TOTAL</b>			<b>5 minutes</b>	

AMOUNT OF FEE	
Certificate of Ownership	P 100.00
Certificate of Transfer	P 50.00
Certificate of Private Brand	P 100.00



## Service 16. ISSUANCE OF OFFICIAL RECEIPTS OF FEES FOR SEALING AND LICENSING OF WEIGHTS AND MEASURES

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for all Weight and measures at the Public Market and outside.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Sealing /Weighing Scale/Instruments	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Calibrate the weighing scale and Issue Official Receipt	Refer to the table below	1 minute	Revenue Collection Clerk
2. Receive the Official Receipt	Put Sticker on the instrument with the Municipal Treasurer's Signature	NONE	1 minute	Revenue Collection Clerk
<b>TOTAL</b>			<b>5 minutes</b>	

AMOUNT OF FEE	
Platform Scale	
25 kilos or less	P 60.00
Over 25 kilos up to 100 kilos	P 120.00
Over 100 up to 500 kilos	P 240.00
Over 500 up to 2000 kilos	P 600.00
Over 2000 kilos	P 1,200.00
Steelyard or Espada type Scales	
25 kilos or less	P 40.00
Over 25 up to 100 kilos	P 60.00
Over 100 kilos	P 120.00
Clock Type of Scales	
5 kilos or less	P 50.00
Over 5 kilos up to 10 Kilos	P 100.00
Over 10 kilos up to 50 kilos	P 150.00
Over 50 kilos	P 200.00
Digital Scales	P 200.00
Meter Sticks	P 50.00
Chains and tapes	
100 meters or less	P 50.00
Over 100 meters	P 100.00



**Service 17. ISSUANCE OF OFFICIAL RECEIPTS FOR PAYMENT OF FISHERY RENTALS, FEES AND CHARGES**

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for all fishery rental, fees and charges.

<b>Office or Division:</b>	Municipal Treasurer's Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Sealing /Weighing Scale/Instruments		Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Payment of corresponding fees	Receive payment and Issue Official Receipt	Based on computation from OMAS	5 minutes	<i>Revenue Collection Clerk</i>
2. Receive the Official Receipt		NONE		<i>Revenue Collection Clerk</i>
<b>TOTAL</b>			<b>5 minutes</b>	



**Service 18. ISSUANCE OF OFFICIAL RECEIPTS FOR PAYMENT OF FEES FOR CIRCUS, PARADE AND OTHER GROUP ACTIVITIES**

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for different kinds of activities..

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Barangay clearance	Barangay Hall

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and Issue Official Receipt	Based on the table below	5 minutes	Revenue Collection Clerk
2. Receive the Official Receipt				Revenue Collection Clerk
<b>TOTAL</b>			<b>5 minutes</b>	

AMOUNT OF FEE	
Circus/Parade	P 100.00/day
Conference/Meeting/Rallies/and Demo	P 300.00
Dances	P 300.00
Coronation and Ball	P 300.00
Promotional Sales	P 300.00
Other Group Activities	P 300.00



## Service 19. ISSUANCE OF OFFICIAL RECEIPTS FOR NON-PAYMENT OF FEES TRANSACTIONS

The Office of the Municipal Treasurer issues Official Receipts for non-payment of fees transactions.

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transfer of Funds of Barangay (Voucher with Check)		Barangay Concern		
Transfer of Collection (From) PTO		Provincial Treasurer's Office		
Refund of Cash Advance (Liquidation Report)		LGU Officials and Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Payment of corresponding fees	Receive payment and Issue Official Receipt	Based on the table below	5 minutes	<i>Revenue Collection Clerk</i>
2. Receive the Official Receipt				<i>Revenue Collection Clerk</i>
<b>TOTAL</b>			<b>5 minutes</b>	



## Service 20. PAYMENT OF SALARIES AND WAGES

The processing of payment of approved checks for salaries and wages and honorarium.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	BHW , Day Care Workers, Casual employees, National Line Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Payroll	Office Concern

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check if the disbursement of salary is on going.		None		<i>Cashier II</i>
2. Sign the payroll	Release Salaries and wages and honorariums	None	5 minutes	<i>Cashier II</i>
3. Receive the money		None		<i>Cashier II</i>
<b>END OF TRANSACTION</b>	<b>TOTAL</b>		<b>5 minutes</b>	





## Service 21. APPROVAL OF DISBURSEMENT VOUCHERS AND ISSUANCE OF CHECKS

The Office of the Municipal Treasurer Process disbursement vouchers for issuance of checks.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Disbursement voucher with complete supporting documents	Office of the municipal Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward disbursement vouchers with complete supporting documents to Municipal Treasurer's Office for approval of the Municipal Treasurer.	Review as to the correctness and certify funds available	None	5 minutes	<i>Municipal Treasurer</i>
	Approved the DV	None		<i>Municipal Treasurer</i>
	Forward the DV to Office of the Mayor/Vice Mayor for approval of payment	None		<i>Treasurer's Office Staff</i>
2. The Accounting Office will assign the DV Number for those approved documents coming from Mayor's Office or VM Office and forward the documents to the Municipal Treasurer's Office again for preparation of check.	Check Preparation	None	50 Minutes	<i>Cashier</i>
	Approve Check and forward to Mayor's Office /VM Office for another approval	None	5 Minutes	<i>Municipal Treasurer</i>
3. The Accounting Office will prepare for the check advice once the approved checks returned to their office	Receive checks with advice		40 minutes	<i>Treasurers Office Staff</i>
4. The Accounting Office		None	5 minutes	<i>Cashier II</i>



will forward all check with advice to the Cashier II for disbursement				
5. Payees can claim and receive their checks	Release check to payees	None	5 minutes	Cashier II
			<b>1 hour &amp; 50 minutes</b>	