



City Treasurer's Office



Issuance of Real Property Tax Statement of Account

Real property tax statement of account is issue to identify the amount of real property tax due

Office or Division:	City Treasurer's Office – Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest notice of Assessment (Every 3 years (General Revision of Property Tax Account) Tax Declaration Previous RPT Tax Receipts		City Assessor's Office Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present notice of Assessment or tax declaration or previous RPT receipt to real property tax division assessment section	Check the presented document and input the needed data to the system and generate statement of account	None	5 minutes	LTOO IV LTOO II
2.Wait for the release of statement of account	Verify the statement of account Sign and release	None	5 minutes	LTOO IV or LTOO II
	Total	None	10 minutes	
End of transaction				



Real Property Tax Payment

Office or Division:	City Treasurer's Office – Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real property tax statement of account		Real property tax division assessment section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present real property tax statement	Check the statement and process the real property collection	None	5 minutes	LTOO III LRCO III RCCI
2.Pay and wait for the official (af#56)	Secure the payments and issue official receipts (af#56)	Based on bill presented	5 minutes	LTOO III LRCO III RCCI
	Total	None	10 minutes	
End of transaction				



Issuance of Real property tax clearance

Real property tax statement of account is use to identify the amount of real property tax payable

Office or Division:	City Treasurer's Office – Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated official receipt (AF#56)-RPT tax payments Official receipt-certification Fee/doc. stamp		Tax payer CTO-License Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Official Receipt AF#56 to real property tax division	Issue order of payment for certification fee and doc stamp	None	5 minutes	LTOOII RCCI Administrative Aide II
2.Secure order of payment Proceed to license division and pay	Issue official receipt	Certification p75.00/unit	5 minutes	License division
3.Return to RPT division and present official receipt for processing and release of real property tax clearance	Check official receipts and process real property tax clearance to be approved and signed by the city treasurer	none	none	LTOOII RCCI Administrative Aide II
	Total	75.00	10 minutes	
End of transaction				



Transfer tax bill

Transfer tax bills issued when where transfer of properties thru sale is, heir ship, or donation.

Office or Division:	City Treasurer's Office – Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of transfer (Deed of Sale, Donation or Heirship) Tax Declaration and Cert. of Improvements Tax Clearance CAR (Certificate Authorizing Registration)		Taxpayer City Assessor's Office City Treasurer-RPT Division BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Official Receipt AF#56 to real property tax division Proof of transfer (Deed of Sale, Donation or Heirship) Tax Declaration and Tax Clearance, and CAR	1.Check the presented documents for completeness	None	10 minutes	LTOOII RCCI LTOOIII LRCOIII
2.Wait for the transfer tax bill to be release	Compute transfer tax bill based on the documents presented to be approved and signed by the City Treasurer	none	15 minutes	LTOO IV LTOO II RCC-I LTOOIII LRCOIII
	Total	none	25 minutes	
End of transaction				



Transfer Tax Clearance

Office or Division:	City Treasurer's Office – Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipts transfer tax payments		Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Official Receipt for transfer tax payment	Prepare transfer tax clearance to be signed by the RPT Division Head	None	5 minutes	LTOOII RCCI LTOOIII LRCOIII
2.Wait for the release of tax clearance	Verify & sign transfer tax clearance	none	5 minutes	LTOO IV
	Total	none	10 minutes	
End of transaction				



Receive Incoming/Outgoing Communication

Office or Division:	City Treasurer's Office – Real Property Tax Division Administrative division-Records section			
Classification:	Simple			
Type of Transaction:	G2C-G2B, G2C			
Who may Avail:	All Government office, Business entities, Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Communication and attachment if needed			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter request with complete address and contact number	1.1 Record and assign a control number	None	10 minutes	Admin. Aide II
	1.2 Refer to concern CTO division/services for immediate action		10 minutes	Admin. Aide II
	1.3 File copy of said communication for record keeping and later reference		5 minutes	Admin. Aide II
	3. Prepare reply on the action taken by the division/services		1 hour to one day depending on the situation of the issue concerned	Administrative Officer III
	4. Record and dispatch of communication and correspondence		10 minutes	Admin. Aide II
	Total	none	1 hour 35 minutes	
End of transaction				



Release of Accountable Forms (AF)

Office or Division:	City Treasurer's Office Administrative Division - accountable forms section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Bonded Accountable Officers of the LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (RIS)		Administrative Division - Accountable Forms Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present RIS	1. Check RIS and issue Order of Payment based on the availability of AF and record corresponding AF to Accountable Officer	None	20 minutes	Storekeeper II Admin. Aide II
	2. Verify submission of last remittance and updated monthly Report of Accountability for Accountable Forms (RAAF) prior to release of AF		5 minutes	Admin Aide IV Storekeeper II Admin. Aide II
	Release AF to Accountable Officer			
	Total	none	25 minutes	
End of transaction				



Release of Accountable Forms (AF) To Barangay Treasurers

Office or Division:	City Treasurer's Office Administrative Division - accountable forms section			
Classification:	Simple			
Type of Transaction:	G2 barangay			
Who may Avail:	Barangay Treasurers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Requisition and Issue Slip (RIS)			Administrative Division - Accountable Forms Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present RIS	1. Check RIS and issue Order of Payment based on the availability of AF and record corresponding AF to Accountable Officer	None	20 minutes	Storekeeper II
	2. Verify submission of last remittance and updated monthly Report of Accountability for Accountable Forms (RAAF) prior to release of AF	None	5 minutes	Admin. Aide II
	3. Issue Order of Payment	None	5 minutes	Admin Aide IV
	4. Accept payment based on the Order of Payment	Depending on the AF requested	3 minutes	Storekeeper II
	Release AF to Accountable Officer	None	5 minutes	Admin. Aide II
	Total	none	38 minutes	
End of transaction				



Payroll & Disbursement Voucher

Office or Division:	CITY TREASURER'S OFFICE/ CASH DIVISION			
Classification:	Simple			
Type of Transaction:	G2C / G2B			
Who may Avail:	Officials & other personnel in the city			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Payroll and/or Disbursement Voucher				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved payroll and/or disbursement voucher for payment (cash/check)	<u>CASH PAYMENT</u> 1. Secure cash advance 1.11 Pay salaries, wages, allowances and other benefits upon presentation of valid ID/Cedula	NONE	2-3 days (depending on number of employees in the payroll)	ALL PERSONNEL IN THE CASH DIVISION
	<u>CHECK PAYMENT</u> 1. Preparation of check 1.1 For signature of City Treasurer and City Administrator 1.2 Releasing of check	NONE	2-3 days	
	Total	none	6 days	
End of transaction				



Collecting Officers & Deputized Collector of all Barangays

Office or Division:	CITY TREASURER'S OFFICE/ CASH DIVISION			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	All collecting officers and deputized collector of all barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collection and Deposit		Accountable Officers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Remit collection together with Report of Collection and Deposit	1. Receive collection from collectors 1.1 Prepare Deposit Slip 1.2 Validate deposit slip (depository bank)	none	daily	Cashier IV or Bookbinder I
	Total	none	daily	
End of transaction				



Accounting & Internal Audit System

Office or Division:	CITY TREASURER'S OFFICE/ CASH DIVISION			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Accounting and Internal Audit System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid Disbursement Vouchers/Payrolls and Deposited Collections		Cash Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit original and all supporting documents	Receive original and all supporting documents Prepare report of checks issued for all check issuance	None	Daily	RCCII AA II
	Total	none	daily	
End of transaction				