



# 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

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division			
<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>	
Latest notice of Assessment (Every 3 years (General Revision of Property Tax Account) Tax Declaration Previous RPT Tax Receipts			City Assessor's Office Taxpayer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>Total</b>		<b>None</b>	<b>10 minutes</b>	
<b>End of transaction</b>				



## Real property tax payment

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division			
<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>		
Real property tax statement of account		Real property tax division assessment section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	
<b>End of transaction</b>				



### Issuance of Real property tax clearance

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

<b>Office or Division:</b>	City Treasurer’s Office – Real Property Tax Division			
<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>		
Updated official receipt (AF#56)-RPT tax payments Official receipt-certification Fee/doc. stamp		Tax payer CTO-License Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>Total</b>		<b>75.00</b>	<b>10 minutes</b>	
<b>End of transaction</b>				



## Transfer tax bill

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

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division			
<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>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total</b>	<b>none</b>	<b>25 minutes</b>	
<b>End of transaction</b>				



## Transfer Tax Clearance

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division			
<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>		
Official Receipts transfer tax payments		Taxpayer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total</b>	<b>none</b>	<b>10 minutes</b>	
<b>End of transaction</b>				



## Receive Incoming/Outgoing Communication

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division Administrative division-Records section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-G2B, G2C			
<b>Who may Avail:</b>	All Government office, Business entities, Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Communication and attachment if needed			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
	<b>Total</b>	<b>none</b>	<b>1 hour 35 minutes</b>	
<b>End of transaction</b>				



## Release of Accountable Forms (AF)

<b>Office or Division:</b>	City Treasurer's Office Administrative Division - accountable forms section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Bonded Accountable Officers of the LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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 Admin Aide IV
	2. Verify submission of last remittance and updated monthly Report of Accountability for Accountable Forms (RAAF) prior to release of AF  Release AF to Accountable Officer		5 minutes	Storekeeper II Admin. Aide II
<b>Total</b>		<b>none</b>	<b>25 minutes</b>	
<b>End of transaction</b>				





## Release of Accountable Forms (AF) To Barangay Treasurers

<b>Office or Division:</b>	City Treasurer's Office Administrative Division - accountable forms section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2 barangay			
<b>Who may Avail:</b>	Barangay Treasurers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Requisition and Issue Slip (RIS)			Administrative Division - Accountable Forms Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 of the Order of Payment Release AF to Accountable Officer	Depending on the AF requested None	3 minutes 5 minutes	Storekeeper II Admin. Aide II Bus. Tax & Other Fees Div. Staff Storekeeper II
	<b>Total</b>	<b>none</b>	<b>38 minutes</b>	<b>Admin. Aide II</b>
<b>End of transaction</b>				



## Payroll & Disbursement Voucher

<b>Office or Division:</b>	CITY TREASURER'S OFFICE/ CASH DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C / G2B			
<b>Who may Avail:</b>	Officials & other personnel in the city			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Payroll and/or Disbursement Voucher				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
	<b>Total</b>	<b>none</b>	<b>6 days</b>	
<b>End of transaction</b>				



### Collecting Officers & Deputized Collector of all Barangays

<b>Office or Division:</b>	CITY TREASURER'S OFFICE/ CASH DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	All collecting officers and deputized collector of all barangays			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Report of Collection and Deposit		Accountable Officers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total</b>	<b>none</b>	<b>daily</b>	
<b>End of transaction</b>				



## Accounting & Internal Audit System

<b>Office or Division:</b>	CITY TREASURER'S OFFICE/ CASH DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Accounting and Internal Audit System			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Paid Disbursement Vouchers/Payrolls and Deposited Collections			Cash Division	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total</b>	<b>none</b>	<b>daily</b>	
<b>End of transaction</b>				