

OFFICE OF THE TREASURER'S OFFICE

CITIZEN'S CHARTER

SERVICES OFFERED:

REVENUE OPERATIONS DIVISION

Payment of:

- a. Real Property Tax
- b. Transfer Tax
- c. Professional Tax
- d. Franchise Tax
- e. Sand and Gravel
- f. Annual Fixed Tax on Delivery Trucks and Vans
- g. Amusement Tax
- h. Tax on Printing and Publication
- i. Research Fee, Certification, Sworn Statement

CASH DIVISION

- Issuance and Releasing of Checks
- Verification of Checks
- Payment of Wages
- Issuance of Official Receipts
- Payment of Accountable Forms

A. Service: PAYMENT OF REAL PROPERTY TAX

Requirement/s: Official Receipt (Last Payment)
Statement of Accounts
Tax Declaration

Fee/s: Basic (1% of the Assessed Value)
SEF (1% of the Assessed Value)

Schedule of Service Availability:
Monday to Friday
8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Present documents to the in charge.	1 minute	Local Revenue Collection Officer I, Admin. Aide V
2.	Wait while Official Receipt is being verified and compute for total amount due	Current - 2 minutes Previous - 5 minutes	Local Revenue Collection Officer I, Admin. Aide V
3.	Pay realty tax due	2 minutes	Local Revenue Collection Officer I, Admin. Aide V
4.	Issue Official Receipt	1 minute	Cashier IV
Total Processing Time			

B. Service: PAYMENT OF TRANSFER TAX

Requirement/s: Latest Tax Declaration
Notarized Documents
Official Receipt of Last Payment

Fee/s: 50% OF 1% of the Market Value or amount of sale whichever is higher 25%
Surcharge, 2% interest/mo. not to exceed 72% (after 2 mos. grace period)

Schedule of Service Availability:
Monday to Friday,
8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Present notarized documents	2 minutes	Local Revenue Collection Officer III,LRCOI, LTOO I
2.	Wait while documents are verified and compute for total amount due	Depending on the volume of transactions- 30 minutes	Local Revenue Collection Officer III,LRCOI, LTOO I
3.	Pay amount tax due	3 minutes	Cashier IV
4.	Release of Official Receipt	2 minute	Cashier II, Admin. Asst.
Total Processing Time		37 minutes	

C. Service: PAYMENT OF PROFESSIONAL TAX

Requirement/s: Updated/Renewed PRC License
In the absence of PRC ID, Proof of Payment

Fee/s:

BRACKET A- P500.00	BRACKET B – P400.00
Medical and Dental Practitioners Practicing Lawyers Practicing Architects Practicing Certified Public Accountants Practicing Civil, Electrical, Chemical, Mechanical, Mining, Aeronautical, Sanitary, Agricultural, Geodetic, Electronics & Communications Engineers and Chief Motor Engineers Practicing Custom Brokers Practicing Marine Surveyors Practicing Optometrists Practicing Commercial Aviators/Pilots Practicing Real Estate Brokers Practicing Stockbrokers Practicing Actuaries Practicing Chemists Practicing Veterinarians Practicing Geologists	Practicing Nurses Practicing Midwives Practicing Radio/TV Technicians Practicing Physical Therapists Practicing Forestries Practicing Dietitians/ Nutritionists Practicing Statisticians Chiroprodists Chiropractors Podiatrists Practicing Medical Technologists Practicing Pharmacists Practicing Food Technologists Practicing Optician, and All other professions not listed in Bracket A.

Schedule of Service Availability:
Monday to Friday,
8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Present Professional Regulatory Commission (PRC)/ IBP valid ID	2 minutes	Local Revenue Collection Officer III,Local Revenue Collection II, Admin. Aide V
2.	Wait while PTO Staff reviews and computes Professional Tax Due	2 minutes	Local Revenue Collection Officer III,Local Revenue Collection II, Admin. Aide V
3.	Pay amount tax due	1 minute	Cashier IV
4.	Release Official Receipt	1 minute	Cashier IV, Admin. Asst.
Total Processing Time		6 minutes	

D. Service: PAYMENT OF FRANCHISE TAX

Requirement/s: Audited Financial Report of the previous year
Annual Gross Receipts of the previous year
Statement of Cash Receipts

Fee/s: 50% of 1% of the Gross Receipts

Schedule of Service Availability:
Monday to Friday,
8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Present the Annual Receipt of the business of the previous year.	1 minute	Local Revenue Collection Officer I, LTOOI Admin Aide IV
2.	Wait while PTO Staff reviews and computes franchise Tax Due.	7 minutes	Local Revenue Collection Officer I, LTOOI Admin Aide IV
3.	Pay amount tax due	2 minutes	Cashier IV
4.	Release Official Receipt	2 minute	Cashier IV, Admin. Asst.
Total Processing Time		11 minutes	

E. Service: PAYMENT OF SAND & GRAVEL, GUANO, QUARRY AND OTHER MINERAL RESOURCES

Requirement/s: Complete and approved documents from concerned agencies.

Fee/s:

KINDS OF PERMIT	Permit Fee	Processing Fee	Application/ Filing Fee	Occupation Fee	Verification Fee	Total Fee
Private Gratuitous	120	50	60	None	350+5/km	580
Government Gratuitous	none	180	60	None	350+5/km	460+
Gemstone – Gathering	600	180	60	None	350+5/km	1,190+
Pebble – Picking	600	180	180	None	660+5/km	1,680+
Special Permit	120	50	50	None	350+5/km	570+
Ore Transport Permit	60	50	60	None	600+5/km	770+
Ore Dressing Permit	600	50	50	None	600+5/km	1,360+

Item No.	Particular	Sketch Plan	Permit Fee	Filing Fee	Application fee	Processing Fee	Area Verification Fee	P.D. No. 1856	Projection Fee	Total
1	Commercial/Foreshore/Special:		1,500.00			1,000.00	3,500.00	50.00		6,050.00
2	Industrial:		1,000.00			5,000.00	3,500.00	50.00		9,550.00
3	Gratuitous:		200.00	100.00		100.00		50.00		450.00
4	Other quarry resources:		2,000.00	100.00		150.00	4,500.00	50.00	150.00	6,950.00
5	Guano: (Filing fee per ha) & (Field Verification)		500.00	50.00		100.00	1,500.00			2,150.00
6	Small – Scale mining Permit Application: (Filing fee per ha) & (Field Verification)		3,500.00			1,500.00	5,000.00	50.00	500.00	10,550.00
7	Application for Mineral Processing Permit			10,000.00				500.00		10,500.00
8	Application for Ore Transport Permit				200.00		8,000.00			8,200.00
9	Application for Accreditation of Traders, Dealers and Retailers in the Trading of Minerals/Mineral Products/By-Products			10,000.00				50.00		10,050.00

Schedule of Service Availability:
Monday to Friday,
8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Present the Order of Payment from Office of the Provincial Agriculturist	2 minutes	Local Revenue Collection Officer II, Local Treasury Operation Officer I
2.	Wait while PTO Staff reviews and computes accounts information	5 minutes	Local Revenue Collection Officer II, Local Treasury Operation Officer I
3.	Pay amount tax due	2 minutes	Cashier IV
4.	Release of Official Receipt	1 minute	Cashier IV, Admin. Asst.
	Total Processing Time	10 minutes	

F. Service: PAYMENT OF ANNUAL FIXED TAX ON DELIVERY TRUCKS AND VANS

Requirement/s: Previous O.R.

Fee/s: Large Truck - Php 500.00
Medium Trucks - Php 300.00
Small Vans & Jeeps - Php 200.00
Motorized Cycle - Php 50.00
Annual Permit Fee - Php 200.00
Sticker Fee - Php 50.00

Schedule of Service Availability:
MONday to Friday,
8:00 a.m. to 5:00 p.m.

	STEPS	TIME FRAME	PERSON/S TO APPROACH
1.	Ask for the Account File	3 minutes	Local Treasury Operation Officer I, Admin Aide
2.	Wait while PTO Staff reviews and computes accounts information	3 minutes	Local Treasury Operation Officer I, Admin Aide
3.	Pay amount tax due	2 minutes	Cashier IV
4.	Release of Official Receipt	1 minute	Cashier IV, Admin. Asst.
	Total Processing Time	9 minutes	