



## MUNICIPAL TREASURER'S OFFICE

### EXTERNAL SERVICES

#### 1. ISSUANCE OF CEDULA

Individuals and Corporations will secure their Community Tax Receipt at the beginning of every year by paying the basic and additional tax (and interest, if the individual or corporation failed to pay on the month of January at the Municipal Treasurer's Office. Corporations are required to provide their Financial Statement for the year as basis for the computation of their Community Tax.

<b>Office or Division:</b>	<b>Municipal Treasurer's Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Financial Statement of the previous year of operation (for corporations)		Business Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill up data needed (Name, Address, Birthdate and Birthplace) and present it to MTO Staff	1.Receive data and fill-up cedula (CTC)	None	3 minutes	Jester Keith Famating/Jr Aspera
2.Payment	2.Receive payment and issue cedula (CTC)	Annual Community Tax of Php5.00 and an additional Tax of Php1.00 for every Php1,000 .00 income	2 minutes	Jester Keith Famating/Jr Aspera



<b>TOTAL:</b>	Based on computation	5 minutes	
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## 2. ISSUANCE OF TRISIKAD PLATE

Those who operate trisikads are required to secure trisikad plates that are issued by the Municipal Treasurer's Office.

<b>Office or Division:</b>	<b>Municipal Treasurer's Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cedula (CTC)		MTO		
Police Clearance		Sara Police Station		
Barangay Clearance		Barangay (Residence)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present Police Clearance, Cedula and Brgy. Clearance	1.Receive and check documents	None	2 minutes	Jester Keith Famating/ Jr Aspera
2.Payment of Trisikad Plate	2.Receive payment and issue Receipt and Trisikad Plate	₱200.00	4 minutes	Gemma Bontigao/ Jr Aspera
<b>TOTAL:</b>		₱200.00	6 Minutes	



### 3. ISSUANCE OF TRICYCLE PLATE AND FRANCHISE

Those who operate tricycles are required to secure tricycle plates that are issued by the Municipal Treasurer's Office and a duly approved franchise from the Mayor's Office.

<b>Office or Division:</b>	<b>Municipal Treasurer's Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cedula (CTC)		MTO		
Police Clearance		Sara Police Station		
Barangay Clearance		Barangay (Residence)		
Certification from the Association of Tricycle Drivers		Association of Tricycle Drivers		
Driver's License (Photocopy)		LTO		
Official Receipt and Certificate of Registration (OR/CR)		LTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present Police Clearance, Cedula and Brgy. Clearance	1.Receive and check documents	None	5 minutes	Gemma Bontigao/ Jr Aspera
2.Payment of: 2.1. Business Tax 2.2. Mayor's Permit for Operator 2.3. Mayor's Permit for Driver 2.4. Annual Franchise 2.5. Tricycle Plate	2.Receive payment and issue Receipt  2.1.Release Tricycle Plate	₱400.00 ₱200.00 ₱100.00 ₱100.00 ₱200.00	2 minutes	Leny Golingay/ Jester Keith Famating/ Jr Aspera



3.Waiting for approval of Tricycle Franchise	3.Forward documents to Mayor's Office for signature 3.1. Issue Franchise to client	None	1 day	Leny Golingay
<b>TOTAL:</b>		₱1,000.00	1 day, 7 minutes	



#### 4. ISSUANCE OF BUSINESS PERMIT AND LICENSES (For Renewal of Business)

Individuals and corporations who would operate their new business on the current year should secure a business permit from the Municipal Treasurer's Office upon paying their corresponding fees that are assessed and approved by the Municipal Treasurer.

<b>Office or Division:</b>	<b>Municipal Treasurer's Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay (Owner's residence)		
Barangay Clearance (Place of Business establishment located)		Barangay (Place of Business)		
Police Clearance		Police Station		
Cedula (CTC)		MTO		
Certificate of tax exemption from local taxes or fees, if exempt		BIR		
Contract of Lease		Owner of Building (if space/place rented)		
Business Permit of Real Estate Lessor		Owner of Building (if space/place rented)		
DTI Certificate		DTI		
Sanitary Permit		Rural Health Unit		
Health Certificate		Rural Health Unit		
BSP Letter on the issuance of Code (For Pawnshops & Money Service Businesses only)		BSP		
Fire Clearance		BFP		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and Fill up application form	1. Receive application form	None	5 minutes	Mark Leo Bermudo



2. Comply all requirements and declare gross sales for the previous year	2. Depends on the client	Varies depending on the transaction	3 minutes	Leny Golingay
3. Forward all required documents to License Inspector for inspection and assessment	3. Receive documents and inspect completion; forward to Municipal Treasurer for signature	None	15 minutes	Jr Aspera
4. Present assessment form to cashier and pay assessed fees	4. Receive assessment form and payment and issue receipt	None	2 minutes	Rosalie b. Villarba
5. Waiting for approval of Business Permit	5. Forward application to Mayor's Office for signature; issue Business Permit once approved.	None	5 days	J Robert Jalandon
<b>TOTAL:</b>		Based on computation	5 days, 25 minutes	



## 5. ISSUANCE OF BUSINESS PERMIT AND LICENSES (for New Business)

Business owners who would continue their operation to the next year should secure a renewal business permit from the Municipal Treasurer's Office upon paying their business taxes and other corresponding fees that are assessed and approved by the Municipal Treasurer.

<b>Office or Division:</b>	<b>Municipal Treasurer's Office</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2B – Government to Business</b>	
<b>Who may avail:</b>	<b>All Business Owners</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Barangay Clearance	Barangay (Owner's residence)	
Barangay Clearance (Place of Business establishment located)	Barangay (Place of Business)	
Police Clearance	Police Station	
Residence Certificate (CEDULA)	MTO	
Previous year's Mayor's Permit/ Business Permit	Business Owner	
Two copies (2) Statement of Annual Gross Receipts	BIR	
Two copies (2) of the previous annual or quarterly tax payments showing all regulatory fees (OR)	Business Owner	
Certificate of tax exemption from local taxes and fees, if exempt	BIR	
Contract of Lease (if space/place is rented)	Owner of Building space/ place rented	
Business Permit of Real Estate Lessor	Owner of Building space/ place rented	
DTI Certificate	DTI	
Sanitary Permit	Rural Health Unit	
Health Certificate	Rural Health Unit	
BSP Letter on the Issuance of Code (For pawnshops & Money Service Businesses)	BSP	



only)				
Fire Clearance		BFP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill up application form	1. Receive application form	None	15 minutes	Jr Aspera
2. Comply all requirements	2. Check compliance	None	5 minutes	Jester Keith Famating
3. Forward all required documents to license inspector for inspection and assessment	3. Receive documents and inspect completion, forward to Municipal Treasurer for signature	None	5 days	J Robert Jalandoon
4. Present assessment form to cashier and pay assessed fees	4. Receive assessment form, payment and issue receipt	Varies depending on capitalization	5 minutes	Gemma Bontigao
5. Waiting for approval of Business Permit	5. Forward application to Mayor's Office for signature; issue Business Permit once approved.	None	1 hour and 15 minutes	Arturo Ancuna
<b>TOTAL:</b>		Based on computation	5 days, 1 hour & 45 minutes	