

City of Cabadbaran

Citizen's Charter



Department:

CITY TREASURER'S OFFICE (CTO)

- I. ISSUANCES OF TAX CLEARANCES
- II. ISSUANCES OF CERTIFICATIONS
- III. PAYMENT OF TAXES, FEES AND CHARGES

FRONTLINE SERVICES	STEPS	LOCATION OF TRANSACTION PER STEP	PROCESSING TIME	FORMS REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEES
I. Issuance of Tax Clearance I. a. Real Property Tax	1. Log in and state your purpose	Customer's Assistance Desk	3 minutes				
	2. Secure priority number and referral slip	Customer's Assistance Desk	3 minutes				
	3. Ask tax clearance	RPT Division	10 minutes		Countersigned slip from Real Property Tax Division Personnel		Van M. Jamboy Ramon M. Tindugan
	4. Pay certification fee	Collection Section	3 minutes			65.00	Leonardo Q. Corvera Marlon M. Olofernes
	5. Receive Tax Clearance	Real Property Tax Division	30 minutes				Van M. Jamboy Ramon M. Tindugan
I. b. Business Tax	1. Log in and state your purpose	Customer's Assistance Desk	3 minutes				
	2. Secure priority number and referral slip	Customer's Assistance Desk	3 minutes				
	3. Ask tax clearance	Business Division	5 minutes		Countersigned slip from Business Tax Division Personnel		Ana Lou B. Lopez
	4. Pay certification fee	Collection Section	3 minutes			65.00	Leonardo Q. Corvera Marlon M. Olofernes
	5. Receive Tax Clearance	Business Division	30 minutes				Ana Lou B. Lopez

FRONTLINE SERVICES	STEPS	LOCATION OF TRANSACTION PER STEP	PROCESSING TIME	FORMS REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEES
II. Issuance of Certifications 2.a Issuance of Cessation Certificate	1.Log in and state your purpose	Customer's Assistance Desk	3 minutes				
	2.Secure priority number and referral slip	Customer's Assistance Desk	3 minutes				
	3. Submit requirements	Business Division	5minutes		Approved Mayor's Permit		Ana Lou B. Lopez
	4. Pay Certification fee	Collection Section	3 minutes			65.00	Leonardo Q. Corvera Marlon M. Olofernes
	5. Receive certificate of Cessation	Business Division	5minutes				Ana Lou B. Lopez
2. b. Certificate of Transfer/ Ownership of Large Cattle	1.Log in and state your purpose	Customer's Assistance Desk	3 minutes				
	2.Secure priority number and referral slip	Customer's Assistance Desk	3 minutes				
	3. Pay transfer fee Ownership fee	Window 3 & 4	5 minutes		Brgy Certification	10.00 5.00	Leonardo Q. Corvera Marlon M. Olofernes
	4. Receive certificate	Business Division	5minutes				Ana Lou B. Lopez
III. Payment of Taxes, Fees & Charges 3.a. Real Property Tax	1. Secure Priority Number	Customer's Assistance Desk	3 minutes				
	2.Proceed to RPT Division	Window 7 & 8	10 minutes		Copy of Tax Declaration, Latest Official Receipt, Tax Order of Payment		Van M. Jamboy Ramon M. Tindugan
	3. Pay Real Property Tax	Collection Section Window 7 & 8	3 minutes				Van M. Jamboy Ramon M. Tindugan
3b. Business Tax, Fees and Charges	1. Secure Priority Number	Customer's Assistance Desk	3 minutes				
	2. Pay Business Tax, Fees & Charges	Collection Section Window 3 & 4	3 minutes		Tax Order Payment		Leonardo Q. Corvera Marlon M. Olofernes

Prepared by:

MARIVIC S. TAUTOAN
City Treasurer

Approved:

KATRINA MARIE "KAT" O. MORTOLA
City Mayor