



# OFFICE OF THE MUNICIPAL TREASURER

The Office of the Municipal Treasurer is composed of four (4) Divisions: Administrative Division, Cash Division, Business Tax and Fees Division and Real Property Tax Division.

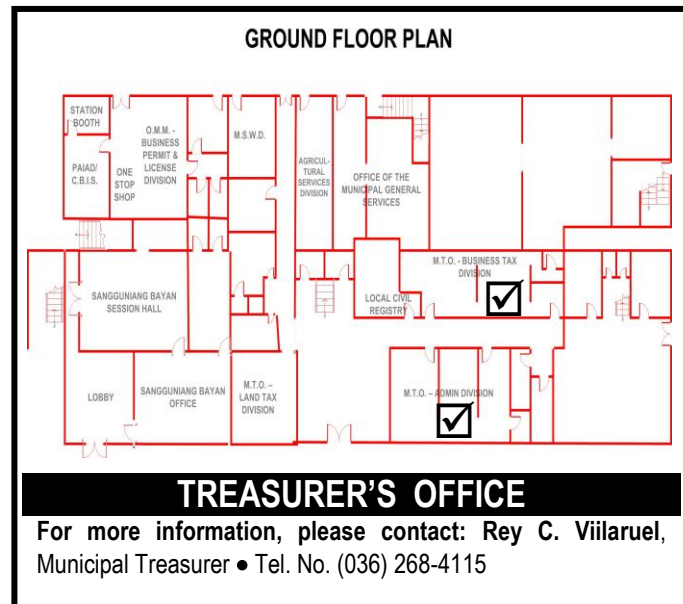
As a financial adviser of the Local Government Unit, the Office of the Municipal Treasurer takes custody and exercise proper management of funds entrusted by law or other competent authority. It provides efficient and effective fiscal administration, particularly in the collection, custody and disbursement of funds, local taxation, and on the conduct tax education/ information dissemination.

## ☑ SERVICES OFFERED

### A. Real Property Tax Payments

## ☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client presents previous Official Receipt (OR) of payment or Tax Declaration (TD) to the Real Property Tax Division (RPTD). RPTD staff verifies and print Statement of Account.	Current year – 1 minute Delinquent – 2 minutes	<p><b>Joyce Ann A. Barrios</b>  <b>Rosma B. Bautista</b>  <b>Lyn L. Cunanan</b>  <b>Terryel Joy C. Flores</b>  <b>Dyan S. Patricio</b>  <b>Patrick A. Tolentino</b></p>
2. Client presents Statement of Account and pays tax due. RPTD staff issues Official Receipt and accept payments.	Current year – 1 minute Delinquent – 2 minutes	<p><b>Collectors</b></p> <p><b>Doreta S. Mendoza</b>            (Revenue Collection Clerk III)  <b>Lowella M. Favila</b>            (Revenue Collection Clerk III)  <b>Mary Jean R. Amojedo</b>            (Local Treasury Operations Assistant)</p> <p><b>Sub-Collectors</b></p> <p>Evelyn Salvador, Teresa R. Gaspar,            Rosma B. Bautista, Lyn L. Cunanan            &amp; Terryel Joy C. Flores</p>
3. Release of Official Receipt (OR) to client.	30 seconds	<p><b>Doreta S. Mendoza</b>  <b>Lowella M. Favila</b>  <b>Mary Jean R. Amojedo</b></p>





Approximate Processing Time: Current year – 20 minutes/RPU Delinquents – 40 minutes/RPU  
 Advance Payment: 20% discount  Prompt Payment: 10% discount

Note: Approximate processing time may vary depending on the volume of transactions during the months of December up to March

## Municipal Business Assessments and Tax Payments

### REQUIREMENTS

- Lease Contract (for Real Estate Lessor)
- Previous Year's Official Receipts and SOA
- Community Tax Certificate ( for current year )

### FEES

- Zoning Clearance P 30.00
- Realty Tax Clearance P 30.00
- Sanitary Permit P 60.00 & above
- Medical Certificate P 50.00 /person
- Police Clearance P 30.00
- Fire Clearance P 30.00
- Rentals & Charges Clearance P 30.00
- Engineering Certificate (for building owner's only) P 30.00

### HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client presents the filled -in application form for assessment of required clearances.	5 minutes	<b>Annelle M. Ignacio</b> Administrative Aide VI <b>Jaquize Joy T. Iledan</b> Administrative Aide VI <b>Ma. Sally F. Macahilas</b> Revenue Collection Clerk I
2. Revenue Collection Clerk (RCC)/ Bonded Employees issue Official Receipt (OR) for clearance fees (New Business only) and proceed to other concerned departments for clearances.	5 minutes	<b>Yjhyl I. Castillo</b> Revenue Collection Clerk III, <b>Jeoselin A. Pascua</b> Admin. Aide IV <b>Nynnen M. Mamay</b> Revenue Collection Clerk II <b>Rowena P. Angeles</b> Revenue Collection Clerk I
3. BTFD assessment staff reviews and prepares Statement of Account (SOA) for approval of the Municipal Treasurer	20 minutes/transaction	<b>Annelle M. Ignacio</b> Administrative Aide VI <b>Jaquize Joy T. Iledan</b> Administrative Aide VI <b>Ma. Sally F. Macahilas</b> Revenue Collection Clerk I <b>Marylou S. Isaran</b> Local Treasury Operations Officer II



4. Client presents SOA to RCC for payments of corresponding tax and fees. RCC accepts payment and issues Official Receipt.	5 minutes	<b>Yjhy I. Castillo</b> Revenue Collection Clerk III, <b>Nynnen M. Mamay</b> Revenue Collection Clerk II <b>Ma. Sally F. Macahilas</b> Revenue Collection Clerk I <b>Jeoselin A. Pascua</b> Admin. Aide IV
5. BTFD staff posts payment to the Index Card	5 minutes	<b>Judy A. Roldan</b> Ticket Checker <b>Erlina M. Dela Rosa</b> <b>Charon Grace R. Serafica</b>
6. LTOO II reviews assessment and verify all required documents for signature of the Municipal Treasurer.	5 minutes	<b>Marylou S. Isaran</b> Local Treasury Operations Officer II
7. Municipal Treasurer signs the Business Tax Assessment and instructs client to proceed to the Business Permit and Licensing Division for issuance of Mayor's Permit.	5 minutes	<b>REY C. VILLARUEL</b> Municipal Treasurer

Approximate processing time – 50 minutes/TRANSACTION

*Note: Approximate processing time may vary depending on the volume of transactions during the months of January and February and quarterly payment April 20, July 20 and October 20.*

## C. Issuance and Release of Check

### HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client/employee submits Disbursement Voucher (DV). MTO staff verifies DV, issues check and records in the Check Register and Report of Check Issued (RCI), Records of Expenditures.	10 minutes	<b>Matthew John P. Carrillo</b> Administrative Aide IV <b>Airy Q. Macaranas</b> <b>Nolan C. Sarabia</b> Administrative Aides
2. Municipal Treasurer reviews and signs DV and check/s.	3 minutes	<b>Rey C. Villaruel</b> Municipal Treasurer
3. MTO staff forwards DV and check to the Office of the Municipal Mayor for signature of the LCE.	2 minutes	<b>Matthew John P. Carrillo</b> Administrative Aide IV <b>Airy Q. Macaranas</b> <b>Nolan C. Sarabia</b> Administrative Aides
4. LCE signs DV and checks.		
5. MTO staff forwards DV and check to the Office of the Municipal Accountant for issuance of Accountant's Advice (AA).	2 minutes	<b>Matthew John P. Carrillo</b> Administrative Aide IV <b>Airy Q. Macaranas</b> <b>Nolan C. Sarabia</b> Administrative Aides



6. Municipal Accountant signs AA.		
7. MTO staff releases the check to the payee. Payee signs DV, accepts check and issues Official Receipt.	5 minutes	<b>Matthew John P. Carrillo</b> Administrative Aide IV <b>Airy Q. Macaranas</b> <b>Nolanie C. Sarabia</b> Administrative Aides

Approximate Processing Time – 22 minutes

## SERVICE STANDARDS

- ✚ Willing to help clients and provide prompt services;
- ✚ Keeping customers informed in a language they can understand and listen to them;
- ✚ Enhance knowledge, observe courtesy, convey trust and confidence to clients and co-workers especially in revenue collection and disbursement;
- ✚ Answer telephone calls with courtesy;
- ✚ Wear the prescribed office uniform and proper identification; and
- ✚ Provide comfortable lounge with television to customers.

## PERFORMANCE PLEDGE

We, the employees of the Office of the Municipal Treasurer together with our Municipal Treasurer, Mr. Rey C. Villaruel of LGU-Kalibo, pledge and commit to deliver prompt, efficient and effective public service responsive to the needs of taxpayers as promised in the Citizen Charter, we will help clients and provide prompt services; keep customers informed in a language they can understand and listen to them; enhance knowledge; observe courtesy convey trust and confidence to clients and co-workers, especially in revenue collection and disbursement; answer telephone calls with courtesy; wear the prescribed office uniform and proper identification; and provide comfortable lounge with television to customers.