

CITY TREASURER'S OFFICE

External Services

1. Request for Issuance of Business Tax Quarterly Billing Statement

The quarterly billing statement is issued to business taxpayers as order of payment needed to pay their quarterly business tax.

Office or Division:		Business Tax Division			
Classification:		Simple			
Type of Transaction:		G2B Government to Business Entity			
Who may avail:		Business Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Business/ Trade/ Owner's Name					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Request for issuance of Statement of account	1.1 Prints Statement of Account	None	5 minutes	<i>Local Treasury Operations Officer IV</i> City Treasurer's Office <i>Local Revenue Collection Clerk I</i> City Treasurer's Office <i>Administrative Officer I</i> City Treasurer's Office Administrative Assistant VI City Treasurer's Office Administrative Aide I City Treasurer's Office	
	Total		5 mins.		

2. Business Tax Assessment of Previous Year's Delinquency

Business Taxpayers who are delinquent in the payment of their business tax need to settle their delinquency before renewing their business permit.

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Income Tax Return or Sworn Declaration of Gross/Receipts/Sales		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit ITR for the computation of previous year delinquency	1.1 The business tax assessor will assess the business tax due	None	10 Minutes / line of business	Local Treasury Operations Officer V Local Revenue Collection Clerk I Administrative Officer I Administrative Assistant VI Administrative Aide I
2. Receives assessment and proceed to Cashier for payment	2.1 Issue Tax Order of Payment and advises client to proceed to BPLO after payment for the release of business permit		2 minutes	
	Total		12 mins.	

3. Retirement Business Operation and Issuance of Business Retirement Certificate.

Businesses that have ceased to operate must file an Application for Retirement of Business. This should be done to update the City Government's Record and avoid accumulation of tax payments and penalties.

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Original copy of Mayor's Permit 2. Fully notarized and accomplished form for retirement of business 3. Income Tax Return (monthly/quarterly/annually) whichever is available 4. Certification from the lessor that the business establishment had been closed (if lessee) or 5. Certification from the barangay captain (where the business is located) confirming the close of the business 6. Board resolution regarding the closure for corporation 		<ul style="list-style-type: none"> - Business Owner - Business Tax Division – City Treasurer's Office - Bureau of Internal Revenue - Property owner - Barangay Hall where the business is located - Business Owner 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements for the business retirement	1.1 Checks completeness of forms and requirements	Assessment fees as provided under City Ordinance No. 13-2007	5 minutes	<i>Local Treasury Operations Officer IV</i> <i>Local Revenue Collection Officer I</i> <i>Administrative Officer I</i> Administrative Assistant VI Administrative Aide I
2. Receives order of payment and proceed to the cashier	2.1 Conducts assessment of taxes and fees. due, if any and 2.2 Prepares order of payment	Php 50.00 in case there is no assessment to be paid	15 inutes	

3. Present Official Receipt to the Business	3.1 Check official Receipt			
4 Receive Business Retirement Certificate	4.1 Prepare and issue the Certificate for Business Retirement			
			20 minutes	

Total

20 minutes

4. Business Tax Assessment

The printing and issuance of Tax Order of Payment is being done at Business Permit and Licensing Office (BPLO)

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Income Tax Return or Sworn Declaration of Gross/Receipts/Sales		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Waits for the Tax Order of Payment (TOP) in the Business Center	1.1 Assessment for new and renewal of business	None	10 minutes	Local Treasury Operations Officer IV Local Revenue Collection Officer I Administrative Officer I Administrative Assistant VI Administrative Aide I
	1.2 Assessment Approval		10 minutes	City Treasure
	Total		20 mins.	

5. Inspection, Calibration and Sealing of Weighing Scale of Retailers

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents weighing scale for testing and calibration	<p>Inspects weighing scale and makes recommendation as to the condition of the instrument presented.</p> <p>a. If the device is found to be defective, the application for testing shall be disapproved and the weighing scale is confiscated.</p> <p>b. If the device is in good condition, issues order of payment</p>	<p>Digital and Analog</p> <p>Php 120 (1030kgs)</p> <p>Php 70 above</p> <p>30kgs (except for BASCULA)</p>	5 minutes / device	<p><i>Administrative Officer I</i></p> <p>Administrative Aide I</p>
	Total		5 minutes	

6. Inspection, Calibration and Sealing of Gasoline Fuel Dispenser Pumps

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives letter for scheduled inspection	Proceed to the gasoline station, as scheduled	- P200.00/ Dispenser Pump (payment included in the renewal of business permit) -P50.00 Plastic Seal -P20.00 Sticker	5 minutes / device	<i>Administrative Officer I</i> Administrative Aide I
	Total		5 mins.	

7. Posting of Pawa Grave Rental Payments

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Official Receipt - Death Certificate 		<ul style="list-style-type: none"> - Cash Receipts Division, City Treasurer's Office - Local Civil Registrar's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Official Receipt for posting of payment (tomb rental renewal)	1.1 Post Payment in the PAWA Grave Rental Database 1.2 Records and posts payment in the PAWA Grave Rental Database	P 1, 500.00 for 5 years	5 minutes	<i>Administrative Officer I</i>
2. Present Official Receipt and Death Certificate for recording and posting of payment (new rental)			5 minutes	Administrative Aide I
	Total		10 mins.	

8. Issuance of Order of Payment and Posting of Ibalong and PBN Housing Monthly Amortization Payments

Office or Division:		Business Tax Division		
Classification:		Simple		
Type of Transaction:		G2B Government to Business Entity		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Cash Receipts Division, City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests order of payment	1.1 Issues order of payment	None	5 minutes	<i>Administrative Assistant VI</i>
2. Presents Official Receipt for posting	2.1 Records and posts payment in the Ibalong and PBN Housing Awardee's Ledgers		5 minutes	<i>Administrative Officer I</i> <i>Administrative Aide I</i>
	Total		10 mins.	

9. Preparation of Pertinent Documents for Transfer of Ownership (Pabahay)

Office or Division:	Business Tax Division			
Classification:	Simple			
Type of Transaction:	G2B Government to Business Entity			
Who may avail:	Business Taxpayers			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Official Receipt	Cash Receipts Division, City Treasurer's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upon full payment, presents last Official Receipt to person-incharge	1.1 Records and posts payment in the Ibalong and PBN Housing Awardees' Ledgers	None	5 minutes	<i>Administrative Assistant VI</i>
2. Requests for pertinent documents for transfer of ownership	2.1 Prepares documents needed	-P100.00 Tax Declaration -P50.00 ax Clearance - P50.00 Certification Fee	2 weeks	
	Total		2 weeks & 5 mins.	

10. Issuance of Realty Tax Billing / Statement of Account

The Realty Tax Billing/Statement of Account is issued to individuals who want to update their realty tax delinquencies.

Office or Division:		Land Tax Division		
Classification:		Simple		
Type of Transaction:		G2C; G2B; G2G Government – transacting public/business entity/other government agency		
Who may avail:		Realty Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Latest RPT Official Receipt - Latest tax declaration or the complete details of the property 		<ul style="list-style-type: none"> - Real Property owner - City Assessor's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the request form	1.1 Advise the client to fill-up request form		2 minutes	<i>Revenue Collection Clerk II</i> <i>Administrative Assistant VI</i>
2. For tax billing, present copy of latest RPT Official Receipt or latest tax declaration or the complete details of the property	2.1 Verify and prints Realty ax Billing/Statement of Account		10 minutes per tax declaration	<i>Revenue Collection Clerk I</i> <i>Administrative Officer III</i> <i>Administrative Office I</i>
3. Receive RPT Statement of Account	3.1 Issue RPT Statement of Account			<i>Administrative Assistant VI</i> <i>Administrative Officer I</i>
	Total		12 mins. per tax declaration	

CLIENT STEPS	AGENC ACTION S	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Fill -up the request form.	1.1 Advise client to fill-up request form	Php 50.00	25 minutes per tax declaration	<i>Administrative Assistant VI</i> <i>Administrative Officer I</i>
2. Submit the complete details of the real property including its purpose	2.1 Verify Realty Tax Payment/ Validate if payment is updated			<i>Local Treasury Operations Officer III</i> <i>Administrative Assistant VI</i> <i>Administrative Officer I</i>
3. Proceed to the Cashier for payment	3.1 Issue Order of Payment			<i>Administrative Assistant VI</i> <i>Administrative Officer I</i>
4. Present official receipt for tax clearance	4.1 Prepares Land Tax Clearance			
4. Receive Tax Clearance	5.1 Issue Tax Clearance Clearance			
	Total		25 minutes per tax declaration	

12. Transfer Tax Assessment

Transfer of ownership of real property units due to execution of deed of sale / donation, transfer by succession or by any other means of transfer is subject to payment of Transfer Tax.

Office or Division:	Land Tax Division
Classification:	Simple
Type of Transaction:	G2C; G2B; G2G Government – transacting public/business entity/other government agency
Who may avail:	Realty Taxpayers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) Photocopy of the following <ul style="list-style-type: none"> - Deed of Sale / Donation / Assignment / Conveyance/ Extra Judicial Settlement/ Affidavit of Consolidation - Latest Tax Declaration - Tax Clearance - Realty taxes paid up to current year - Certification of No Improvement (If No Building) 	<ul style="list-style-type: none"> - Owner of the Property - City Assessor's Office - Land Tax Division, City Treasurer's Office - City Assessor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill -up the request form.	1.1 Advise client to fill-up request form	none	2 minutes	<i>Local Treasury Operation Officer IV</i> <i>Administrative Officer V</i>
2. Submit the photocopy of all the required documents	2.1 Check the completeness of the requirements.	none	5 minutes	<i>Local Treasury Operation Officer IV</i> <i>Administrative Officer V</i>
	2.2 Compute amount of transfer tax to be paid. tax to be paid.	Assessment fees as provided under City Ordinance No. 13-2007	5 minutes	<i>Local Treasury Operation Officer IV</i> <i>Administrative Officer V</i>
3. Proceed to the cashier for payment	3.1 Issue Transfer Tax Assessment	none	2 minutes	<i>Local Treasury Operation Officer IV</i> <i>Administrative Officer V</i>
	Total		14 mins.	

13. Payment for Wages, Honorarium, Financial Assistance, Cash for Work, Senior Citizen, Brgy. Tanod, Eco-Aide Etc.

Disbursement by cash shall be made from cash advance drawn and maintained in accordance with COA rules and regulation. Cash payments shall be made only on duly approved payrolls /disbursement voucher.

Office or Division:		Cash Disbursement Division		
Classification:		Simple		
Type of Transaction:		G2G Government – Government Officials and Employees Government Agency		
Who may avail:		LGU-Legazpi Employees, and other concern individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Valid ID - SPA /Authorization 		<ul style="list-style-type: none"> - Government Agency/School/Business Est. - Claimant 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify at the posted listing name of the payee, payroll number and CT number.	1.1 Advise the client to verify his/her name at name at the posted listing.	None	2 minutes	<i>Local Revenue Collection Clerk II</i> <i>Administrative Officer I</i> <i>Administrative Assistant I</i> <i>Administrative Aide I</i>

<p>2. Proceed at Designated Windows and ask for the payroll</p>	<p>2.1 Checked the name of the payee in the approved payroll</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Local Revenue Collection Clerk II</i></p> <p><i>Administrative Officer I</i></p> <p><i>Administrative Assistant I</i></p> <p><i>Administrative Aide I</i></p>
<p>3. Present a valid ID and Claimants affix signature or thumb mark to acknowledge receipt of payments</p>	<p>3.1 Issue cash payment</p>	<p>None</p>	<p>5 minutes <i>LRCO II</i> City Treasurer's Office Admin Officer I</p>	<p><i>Local Revenue Collection Clerk II</i></p> <p><i>Administrative Officer I</i></p> <p><i>Administrative Assistant I</i></p> <p><i>Office Administrative Aide I</i></p>
	<p>Total</p>		<p>9 mins.</p>	

14. Issues/prepares checks to creditors as payment for various operational expenses of the different departments of the City of Legazpi.

Payments by checks shall be drawn only on duly approved disbursement voucher signed by the City Treasurer and countersigned by the City Administrator / Vice Mayor. Checks shall be release only to the payee or his duly authorized representative and is required to acknowledged receipt thereof.

Office or Division:		Cash Disbursement Division		
Classification:		Simple		
Type of Transaction:		G2B G2G; G2C Government to transacting public/business entity/other government agency		
Who may avail:		LGU-Legazpi Employees/ Officials, Creditors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Valid ID - SPA / Authorization - Official Receipt/ Sales Invoice 		<ul style="list-style-type: none"> - Government Agency - Claimant - Claimant 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the Cash Disbursement personnel if Check is available for release	1.1 Verify the name of the concern office or individual in the list of prepared checks.	None	5 minutes	<i>Supervising Administrative Officer</i>
	1.2 Release Check			<i>Admin Assistant VI</i>
2. Present valid ID and Issue Official Receipt / Sales invoice				<i>Revenue Collection Clerk III</i>
3. Signed voucher and check register				
4. Receives check				

15. Issuance of Community Tax Certificate or CTC.

A Community Tax Certificate (CTC) is proof that an individual is a resident of the city and that she/he has paid the necessary dues arising from the income derived from business, exercise of profession and /or ownership of real properties in the area. Profit and non-profit organizations and other entities operating in the city must also secure a CTC.

Office or Division:		Cash Receipts Division		
Classification:		Simple		
Type of Transaction:		G2B G2G; G2C Government to transacting public/business entity/other government agency		
Who may avail:		LGU-Legazpi Employees/ Officials, Creditors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Valid ID - SPA / Authorization - Official Receipt/ Sales Invoice 		<ul style="list-style-type: none"> - Government Agency - Claimant - Claimant 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Individual- 1. Proceed to the Queuing Personnel, get transaction number and fill-up the Personal Data Form 2. Wait for your number to be flashed on the Queuing Monitor. 3. Pay the amount due and affix signature and thumb mark	1. Give Transaction number to Client. 2. Receive the accomplished Personal Data Form 3. Receive Payment and request the client to affix his/her signature and thumb mark on the original, duplicate and triplicate copies of the CTC. 4. Issue the computerized CTC	Assessment fees as provided under City ordinance No.132007	5 minutes	<i>Admin Assistant VI</i> <i>Revenue Collection Clerk III</i> <i>Administrative Aide I</i>

<p>Corporation-</p> <ol style="list-style-type: none"> 1. Proceed to the Queuing Personnel, get transaction number and fill-up the Personal Data Form 2. Wait for your number to be flashed on the Queuing Monitor. 3. Present ITR 4. Pay the Amount due and Affix Signature 5. Receive CTC 	<ol style="list-style-type: none"> 1. Give Transaction number to Client. 2. Check ITR 3. Receive Payment and request the client to affix his/her signature and thumb mark on the original duplicate and triplicate copies of the CTC. 4. Issue the computerized CTC 			<p><i>Revenue Collection Clerk I</i></p> <p><i>Administrative Aide VI</i></p> <p><i>Computer Operator IV</i></p>
	<p>Total</p>		<p>5 mins.</p>	

16. Issuance of Official Receipt for Professional Tax Payment.

Professional taxes are imposed upon any and all individual engaged in the practice of their professions. Professionals employed in the government are exempted in the payment of the professional tax. The professional tax shall be payable annually, on or before the thirty-first (31st) of January of every year.

Office or Division:		Cash Receipts Division		
Classification:		Simple		
Type of Transaction:		G2C Government to transacting public		
Who may avail:		Professionals engaged in the practice of their profession		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Filled-up PTR Form		- Cash Receipts Division, City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Queuing Personnel, get a transaction number. and accomplished the PTR form. 2. Pay the amount due. 2. Wait for your number to be flashed on the Queuing Monitor and present ITR 3. Pay the amount due	1. Give transaction number to client and PTR form	None	2 minutes	<i>Administrative Assistant VI</i>
	2. Receive PTR form	None	2 minutes	<i>Revenue Collection Clerk III</i> <i>Administrative Aide I</i>
	3. Issue official receipts.	Assessment Fees as provided under City Ordinance No. 13-2007	2 minutes	<i>Revenue Collection Clerk I</i> <i>Administrative Aide VI</i> <i>Computer Operator IV</i>
	Total		6 mins.	

17. Issuance of Official Receipt for Burial / Transfer of Cadaver/ Exhumation

Office or Division:	Cash Receipts Division			
Classification:	Simple			
Type of Transaction:	G2C Government to transacting public			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Burial- Death Certificate For Exhumation/ Transfer of Cadaver- order of Payment			Cash Receipts Division, CTO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Proceed to the Queuing Personnel, get a transaction number. Wait for your number to be flashed on the Queuing Monitor. Present the order of payment / Death Certificate Pay the amount due. 	<ol style="list-style-type: none"> Give transaction number to client. Receive Order of payment / death certificate and issue official receipts. 	Assessment fees as provided under City Ordinance No. 13-2007	5 minutes per payee	<i>Admin Assistant VI</i> <i>Revenue Collection Clerk III</i> <i>Administrative Aide I</i> <i>Revenue Collection Clerk I</i> <i>Administrative Aide VI</i> <i>Computer Operator IV</i>

18. Issuance of Official Receipt for payment of Business Tax and other fees and charges.

Office or Division:		Cash Receipts Division		
Classification:		Simple		
Type of Transaction:		G2C Government to transacting public		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Tax order of Payment for Business, Other Fees and Charges		- Business Permit and Licensing Office/ Other concern office		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the Queuing Personnel, get a transaction number. Wait for your number to be flashed on the Queuing Monitor.</p> <p>2. Submit order of payment</p> <p>3. Pay the amount due.</p>	<p>1. Give transaction number to client.</p> <p>2. Receive Order of payment</p> <p>3. Issue official receipts.</p>	<p>Assessment fees as provided under City Ordinance No. 13-2007</p>	<p>5 minutes per payee</p>	<p><i>Administrative Assistant VI</i></p> <p><i>Revenue Collection Clerk III</i></p> <p><i>Administrative Aide I</i></p> <p><i>Revenue Collection Clerk I</i></p> <p><i>Administrative Aide VI</i></p> <p><i>Computer Operator IV</i></p>

19. Issuance of Official Receipt for payment of Real Property Tax.

After securing the Real Property Tax Statement of Account from Land Tax Division. Proceed to Window 10, 11 and 12 for payment.

Office or Division:		Cash Receipts Division		
Classification:		Simple		
Type of Transaction:		G2C G2B G2G; Government to transacting public/business entity/other government agency		
Who may avail:		Real Property Tax Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real Property Tax Statement of Account		Cash Receipts Division, City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Proceed to the Queuing Personnel, get a transaction number. Wait for your number to be flashed on the Queuing Monitor. Pay the amount due. 	<ol style="list-style-type: none"> Give transaction number to client. Receive Statement of Account Issue official receipts. 	Amount Reflected in order of payment	5 minutes per payee	<i>Administrative Assistant VI</i> <i>Revenue Collection Clerk III</i> <i>Administrative Aide I</i> <i>Revenue Collection Clerk I</i> <i>Administrative Aide VI</i> <i>Computer Operator IV</i>

20. Issuance of Official Receipt for payment of Transfer Tax.

Payment of Transfer tax shall be made within sixty 60 days from the date of notary services.

Office or Division:		Cash Receipts Division		
Classification:		Simple		
Type of Transaction:		G2C G2B G2G; Government to transacting public/business entity/other government agency		
Who may avail:		Real Property Tax Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Transfer Tax Assessment		- Land Tax Division, City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Proceed to the Queuing Personnel, get a transaction number. 2. Wait for your number to be flashed on the Queuing Monitor. 3. Submit Transfer Tax assessment 4. Pay the amount due. 	<ol style="list-style-type: none"> 1. Give transaction number to client 2. Receive and Check the date of Assessment 3. Issue Official Receipts. 	Assessment fees as provided under City Ordinance No. 13-2007	5 minutes per payee	<i>Local Treasury Operations Officer III</i> <i>Administrative Assistant VI</i> <i>Administrative Assistant III</i> <i>Revenue Collection Clerk II</i> <i>Administrative Aide I</i>

21. Requisition of Accountable Forms

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G Government to Government Agency, Government Official, Employee			
Who may avail:	Brgy Treasurers, SK Treasurers, City Treasurer's Office Collectors, PNP-Legazpi City Central Police Station, Public Safety Officers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished Requisition and Voucher Form			Administrative Division, City Treasurer's	
Duly accomplished Invoice and Receipt of Accountable Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for form to be filled-up and proceed to City Accountant's Office for Certification of Remittances of previous requisition	1. Issue form	none	2 minutes	<i>Information Systems Analyst III Administrative Aide I</i>
2. From Accounting office, return to City Treasurer's for approval of application of requisition	2. Check / verify / and approve application and advise client to proceed to cashier	Php 100.00 per pad	5 minutes	<i>Information Systems Analyst III City Treasurer</i>
3. After payment, return to issuing officer and present the Official Receipt and accomplished form, and Proceed to City Auditor's Office.	3. Record the Official Receipt / Serial Numbers of accountable form in the invoice and RIV. advise client to proceed to City Auditor's Office for Audit.	none	5 minutes	<i>Information Systems Analyst III Administrative Aide I</i>
4. From City Auditor's Office, return to City Treasurer's for the release of Official Receipt and copy of Requisition and invoice	4. Release Official Receipts and copy of Requisition and Issue Voucher	none	2 minutes	<i>Information Systems Analyst III Administrative Aide I</i>
	Total		14 mins.	

22. Requisition of Community Tax Certificate (CTC)

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G Government to Government Agency, Government Official, Employee			
Who may avail:	Brgy Treasurers, SK Treasurers, City Treasurer's Office Collectors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished Requisition and Voucher Form Duly accomplished Invoice and Receipt of Accountable Form			Administrative Division, City Treasurer's	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for form to be filled-up and proceed to City Accountant's Office for Certification of Remittances of previous requisition	1. Issue form	none	2 minutes	<i>Information Systems Analyst III</i> <i>Administrative Aide I</i>
2. From Accounting office, return to City Treasurer's for approval of application of requisition	2. Check / verify / and approve application	none	5 minutes	<i>Information Systems Analyst III</i> <i>City Treasurer</i>
	3. Record the Official Receipt / Serial Numbers of accountable form in the invoice and RIV. advise client to proceed to City Auditor's Office for Audit.	none	5 minutes	<i>Information Systems Analyst III</i> <i>Administrative Aide I</i>
3. From City Auditor's Office, return to City Treasurer's for the release of Official Receipt and copy of Requisition and invoice	4. Release Official Receipts and copy of Requisition and Issue Voucher	none	2 minutes	<i>Information Systems Analyst III</i> <i>Administrative Aide I</i>
	Total		14 mins.	