

Municipal Treasury Office/BPLO*Service Rendered: Issuance of New Business Permit***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:Citizens who are planning to do business within the municipality**What are the Requirements:**

- 1) Letter of Intent addressed to the Mayor.
- 2) Community Tax Certificate (CEDULA) Individual/Corporation
- 3) Barangay Clearance
- 4) DTI / SEC Registration
- 5) Articles of Incorporation / Part. (Corporation)

Duration: 25 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Proceed to the Mayor's Office to submit letter of intent. Make clarificatory inquiries.	Provide the client with a short briefing on the service and some requirements	10 minutes	Hon. Nonato S. Abrenica / Catalino M. Guarin	Letter of Intent
	Application, Filing & Verification	Accomplish/Fill-up application form and secures required signatures/documents.		Ismaela A. Espiritu Adelaida M. Organo	All requirements
2 nd	Assessment	Makes assessment of required fees and let the Municipal Treasurer sign for approval. Advise the client to pay the corresponding fees.	5 minutes	Jeanna P. Villablanca Ismaela A. Espiritu Adelaida M. Organo	All requirements
3 rd	Pay & Claim	Issue official Receipt & advise the client to wait for the releasing of the approved Mayors Permit for business.	10 minutes	Gloria R. Pulmano Francis Caezar G. Cuison Boniju R. Alvarado Gladys B. Salazar Vilma S. Deoferio Ismaela A. Espiritu Adelaida M. Organo	Assessment Form
			TOTAL: 25 minutes		

- - - - End of transaction - - - -

Municipal Treasury Office*Service Rendered: Renewal of Business Permit***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:Citizens who are planning to do business within the municipality**What are the Requirements:**

- 1) Previous permit
- 2) Barangay Clearance
- 3) Certificate of Gross Sales/Receipts/Income for 2016
- 4) SSS Certificate of Coverage & Compliance

Duration: 20 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Application , filing & Verification	Accomplish/Fill-up application form, attaches copy of old business permit.	5 minutes	Ismaela A. Espiritu Adelaida M. Organo	All requirements
2 nd	Assessment	Makes assessment of requires fees and let Municipal Treasurer sign for approval. Advise the client to pay the corresponding fees.	5 minutes	Jeanna P. Villablanca Ismaela A. Espiritu Francis Caesar G. Cuison	All requirements
3 rd	Pay & Claim	Issue official Receipt & advise the client & wait for the releasing of the approved Mayors Permit for business.	10 minutes	Ismaela A. Espiritu Francis Caesar G. Cuison Gloria R. Pulmano Adelaida M. Organo Gladys B. Salazar Boniju R. Alvarado Vilma S. Deoferio	Assessment Form
			TOTAL: 20minutes		

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Municipal Treasury Office (MTO)

Service Rendered: Collection of Real Property Taxes

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break
Monday - Friday

Who May Avail of the Service:

All persons who own real properties located within the municipality

What are the Requirements:

Previous Official Receipt or Tax Declaration

Duration: 5 minutes / 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present previous Receipt or tax declaration to windows 1, 2 or 3 of the MTO. Pay taxes due to the municipality.	Issue Official Receipt.	5 minutes	Gloria R. Pulmano Boniju Alvarado Gladys B. Salazar	Previous Official Receipt
1 st	Present previous Receipt or Tax Declaration to windows 5,6,7. Pay taxes on the same window	Verification of last payment, Computation of taxes due and payment of real property taxes. Issue official receipt.	5 minutes 5 minutes TOTAL: 5 minutes / 10 minutes	Rica Mae Rabara/ Darien Vaughn Soria/ Jovita Madronio Rica Mae Rabara/ Darien Vaughn Soria/ Jovita Madronio	Name of declared owner/previous OR

--- End of transaction ---

Municipal Treasury Office (MTO)*Service Rendered: Issuance of Municipal Tricycle Operators Permit (MTO- Franchise)***Schedule of Availability of Service:**8:00 AM – 5:00 PM with no noon break
Monday - Friday**Who May Avail of the Service:**Owners and/or Tricycle Operators doing business within the municipality**What are the Requirements:**

1. Photo copy of O.R. & C.R. (**Updated-For Hire**)
2. Certification from TODA (Route)
3. Community Tax Certificate (Cedula)
4. Barangay Clearance
- * Previous Permit (Renewal)

Duration: 18 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Assessment. Proceed to Business One-Stop Shop. Present all required documents.	Check the completeness and validity of the required documents.	3 minutes	Morris M. Niebres Irish Lalaine B. Mina	All requirements
2 nd	Payment. Proceed to Cashier.	Receive payment. Issue Official Receipt. Advice the client to proceed to PNP secure police clearance	3 minutes	Francis Caezar G. Cuison	Duly Filled Up Assessment Form.
3 rd	Submission of all the documents to the Tricycle Permit section Releasing of Tricycle Permit	Record all information on the record book. Prepare the Mayor's Permit for Tricycle. Let the Treasurer and the Mayor sign for approval. Segregate documents and release the approved permit to the client.	10 minutes 2 minutes TOTAL: 18 minutes	Morris M. Niebres Jeanna P. Villablanca Mayor Nonato S. Abrenica Morris M. Niebres Irish Lalaine B. Mina	All requirements

Municipal Treasury Office/BPLO*Service Rendered: Issuance of New Business Permit (Online)***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:Citizens who are planning to do business within the municipality**What are the Requirements:**

- 1) Letter of Intent addressed to the Mayor. (scanned copy/photocopy)
- 2) Community Tax Certificate (CEDULA) Individual/Corporation (scanned copy/photocopy)
- 3) Barangay Clearance (scanned copy/photocopy)
- 4) DTI / SEC Registration (scanned copy/photocopy)
- 5) Articles of Incorporation / Part. (Corporation) (scanned copy/photocopy)

Duration: 30 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Send scanned copy/photocopy of requirements to email: mtovillasis@gmail.com	Acknowledges and verifies the validity of submitted documents. Let the municipal treasurer sign the assessment form	10 minutes	Christian M. Ollero Isamaela A. Espiritu Adelaida Organo Jeanna Villabalnca	Fully accomplished unified form
		Issue assessment form and advise client to pay		Isamaela A. Espiritu Adelaida Organo	
2 nd	Pay through Landbank Linkbiz Portal via Landbank account or other accredited institutions Merchant Name: Municipality of Villasis Send proof of payment to the email	Issue transaction number Verifies payment Prepares permit and let the Municipal Mayor digitally sign the permit	5 minutes 10 minutes	Landbank Personnel Christian M. Ollero Isamaela A. Espiritu Adelaida Organo Mayor Nonato S. Abrenica	Permit Number Screenshot/photo of proof of payment

3 rd	Claim	Sends the softcopy of business permit to the client	5 minutes	Isamaela A. Espiritu Adelaida Organo	
			TOTAL : 30minutes		

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- 3) Certificate of Gross Sales/Receipts/Income for 2016 (scanned copy/photocopy)
- 4) SSS Certificate of Coverage & Compliance (scanned copy/photocopy)

Duration: 25 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Send scanned copy/photocopy of requirements to email: mtovillasis@gmail.com	Acknowledges and verifies the validity of submitted documents. Let the municipal treasurer sign the assessment form Issue assessment form and advise client to pay	5 minutes	Christian M. Ollero Isamaela A. Espiritu Adelaida Organo Jeanna Villabalnca Isamaela A. Espiritu Adelaida Organo	Fully accomplished unified form
2 nd	Pay through Landbank Linkbiz Portal via Landbank account or other accredited institutions Merchant Name: Municipality of Villasis Send proof of payment to the email	Accept and issue transaction number Verifies payment Prepares permit and let the Municipal Mayor digitally sign the permit	5 minutes 10 minutes	Landbank Personnel Christian M. Ollero Isamaela A. Espiritu Adelaida Organo Mayor Nonato S. Abrenica	Permit Number Proof of payment

3 rd	Claim	Sends the softcopy of business permit to the client	5 minutes	Isamaela A. Espiritu Adelaida Organo	
			TOTAL : 25minutes		

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