

**Municipal Treasury Office***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 <sup>st</sup>	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 and submit the same to the Permit Section at the Treasury Office (MTO)			Ismaela A. Espiritu Francis Caesar G. Cuison
2 <sup>nd</sup>	Assessment	Makes assessment of required fees and advise the client to pay the corresponding fees.	5 minutes	Ismaela A. Espiritu Francis Caesar G. Cuison	All requirements

3 <sup>rd</sup>	Pay & Claim	Issue official Receipt & advise the client to proceed to the business permit & licensing section & wait for the releasing of the approved Mayors Permit for business.	10 minutes  TOTAL: 25 minutes	Gloria R. Pulmano Adelaida M. Organo Gladys B. Salazar Ismaela A. Espiritu Francis Caezar G. Cuison	Assessment Form
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----- 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 2017
- 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
1st	Application , filing & Verification	Accomplish/Fill-up application form, attaches copy of old business permit and submit the same to the Permit and Licensing Section at the Municipal Treasury Office.	5 minutes	Ismaela A. Espiritu Francis Caezar G. Cuison	All requirements
2 <sup>nd</sup>	Assessment	Makes assessment of requires fees & advise the clients to pay the corresponding fees.	5 minutes	Ismaela A. Espiritu Francis Caezar G. Cuison	Assessment Form
3 <sup>rd</sup>	Pay & Claim	Issue official Receipt & advise the client to proceed to the business permit & licensing section & wait for the releasing of the approved Mayors Permit for business.	10 minutes	Ismaela A. Espiritu Francis Caezar G. Cuison Gloria R. Pulmano Adelaida M. Organo Gladys B. Salazar	
			TOTAL: 20minutes		

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**Municipal Treasury Office (MTO)**

*Service Rendered: Collection of Real Property Taxes*

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**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:

<b>Steps</b>	<b>Applicant / Client</b>	<b>Service Provider / Office Activity</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Required documents / Fees</b>
1 <sup>st</sup>	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 Adelaida M. Organo Gladys B. Salazar	Previous Official Receipt (2014/2015)
1 <sup>st</sup>	Present previous Receipt or Tax Declaration to windows 8 or 9 of the MTO.  May also pay taxes due at window 9	Verification of last payment and Computation of taxes due. (If last payment is 2012 and below, advise the client to proceed to Assessor's office.)  Issue official receipt.	5 minutes  5 minutes	Jovita V. Madronio Boniju R. Alvarado  Jovita V. Madronio	Tax Declaration/ Previous OR(2013 and below)  Previous OR/Tax Declaration assessed value from Assessors office
2 <sup>nd</sup>	Proceed to windows 1, 2 or 3 of the MTO. Pay taxes due to the municipality.	Issue Official Receipt.	5 minutes	Gloria R. Pulmano Adelaida M. Organo Gladys B. Salazar	Previous Official Receipt/ Computation from window 8 or 9/ Assessed Value from Assessor's office.
			TOTAL: 5 minutes / 15 minutes		

--- End of transaction ---

**Municipal Treasury Office (MTO)**

*Service Rendered: Issuance of Municipal Tricycle Operators Permit (MTO- Franchise)*

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**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. (**Update-For Hire**)
2. Certification from TODA (Route)
3. Community Tax Certificate (Cedula)
4. Barangay Clearance
- \* Previous Permit (Renewal)

**Duration:** 23 minutes

How to Avail of the Service:

<b>Steps</b>	<b>Applicant / Client</b>	<b>Service Provider / Office Activity</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Required documents / Fees</b>
1 <sup>st</sup>	Proceed to the Permits and Licenses Section at the Treasury Office. Present all required documents	Check the completeness and validity of the required documents and advise the client to wait while preparing the assessment.	3 minutes	Morris M. Niebres Irish Lalaine B. Mina	All requirements
2 <sup>nd</sup>	Proceed to window 1, 2 or 3 to pay the required fees	Issue Official Receipt	3 minutes	Gloria R. Pulmano Adelaida M. Organo Gladys B.Salazar	Duly Filled Up Assessment Form
3 <sup>rd</sup>	Proceed to PNP office for Police Clearance	Inspection for any derogatory records of the client. Type, sign and issue police clearance if no derogatory record found	5 minutes	PNP Officials	Community Tax, Official Receipt and Barangay clearance

4 <sup>th</sup>	<p>Submit all the documents to the Permits and Licenses section</p> <p>Proceed to the Permits and Licenses section at the Treasury Office</p>	<p>Record all information on the record book. Prepare the Mayor's Permit for Tricycle. Let the Treasurer and the Mayor sign for approval.</p> <p>Segregate documents and release the approved permit to the client. Make sure the client sign in the logbook.</p>	<p>10 minutes</p> <p>2 minutes</p> <p>TOTAL: 23 minutes</p>	<p>Morris M. Niebres Leo R. Ordoñez/ Nonato S. Abrenica</p> <p>Morris M. Niebres Irish Lalaine B. Mina</p>	
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