

CITY TREASURER'S OFFICE

Plantilla Item No. 10, 11 – Revenue Collection Clerk III (SG 9)

1. Assist in the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Assist in the issuance of official receipt and ensure exactness of money received;
4. Remit collections for the day to the liquidating officer/cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/cashier;
8. Record and maintain cash book for collections and remittance/deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Initiate the saturation drive on delinquent taxpayers;
12. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 12, 13, 14, 15, 16 – Revenue Collection Clerk II (SG 7)

1. Assist in the verification of individual taxpayer accounts;
2. Prepare and issue order of payment;
3. Prepare demand letters and notices to delinquent taxpayers
4. Send/or personally serve demand letters and notices to taxpayers;
5. Update and maintain individual taxpayer ledgers through manual posting of payment;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 74, 75, 76, - Local Revenue Collection Officer I (SG 11)

1. Responsible for the collection and receipt of payment on real property taxes, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 77, 78, 79, 80, 81, 84, 85, 86, 87, 88 – Revenue Collection Clerk III (SG 9)

1. Assist in the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Assist in the issuance of official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;

11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 33, 35, 36 – Revenue Collection Clerk II (SG 7)

1. Assist in the verification of individual taxpayer accounts;
2. Prepare and issue order of payment;
3. Prepare demand letters and notices to delinquent taxpayers
4. Send/or personally serve demand letters and notices to taxpayers;
5. Update and maintain individual taxpayer ledgers through manual posting of payment;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 45 – Local Treasury Operations Officer I (SG 11)

1. Establish and maintain effective treasury internal control system;
2. Conduct regular treasury office internal audit;
3. Monitor treasury cashbooks, records and reports compliance;
4. Prepare and implement audit plan for treasury internal operation;
5. Prepare and implement audit plan for the regular examination of taxpayer books of accounts;
6. Handle re-assessment of business taxes to ensure accurate collection of taxes;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 82 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Record, classify and summarize daily real property tax collection;
2. Prepare Summary Report of Daily Issued RPT receipts;
3. Check remitted RPT receipts and classifies as per RPT account;
4. Prepare monthly & quarterly RPT report for submission to the BLGF-DOF;
5. Prepare report on Deferred RPT collection;
6. Over-all coordinator of the committee on the establishment of records of Real Property Taxpayers;
7. Prepare list of Top Taxpayers on RPT;
8. Maintain complete filing system to support financial records;
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 83, 67 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Assist in the review of vouchers and disbursement documentations;
2. Receive check and record disbursement vouchers for check preparation;
3. Process checks for approval of authorized signatories;
4. Encode vouchers and checks for cashbook preparation;
5. Maintain cash disbursement book per fund;
6. Prepare and generate needed disbursement reports;
7. Maintain records of expenditures per office per fund;
8. Prepare Report of Expenditures per office;
9. Assist in the reconciliation of funds per bank transactions;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 48 – Administrative Aide VI (Clerk III) (SG 6)

1. Serve as Supplies and Accountable Form (AF) Custodian;
2. Maintain accountable forms balances ledger per accountable officers;
3. Maintain office supplies and property ledgers;
4. Record all receipts and issuances;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 47, 66 – Administrative Assistant II (Accounting Clerk III) (SG 8)

1. Assist in the implementation of audit plan;
2. Assist in the conduct of regular examination of taxpayer books of accounts;
3. Assist in the checking and monitoring of business tax re-assessments;

4. Assist in the checking and monitoring of treasury cashbook accomplishments and remittances;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 58 – Administrative Assistant II (Cash Clerk III) (SG 8)

1. Assist in the gathering and acceptance of collection remittances;
2. Assist in the checking and verifying of collection daily remittances and balances as per used accountable forms;
3. Assist in the reconciliation of daily deposits of accountable personnel per report of collections;
4. Assist in the preparation of report of discrepancies and/or statement of account for cash shortages;
5. Notify concerned personnel on the reported discrepancies and monitor compliance;
6. Prepare summary of check collections;
7. Maintain cash book to record remittances and deposits;
8. Assist in the filing of reports and collection & deposit documents;
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 59 – Administrative Assistant II (Disbursing Officer II) (SG 8)

1. Serve as disbursement liaison officer;
2. Assist in the payment of various claims against the city government;
3. Assist in the issuance and release of checks;
4. Prepare Report of Checks Issued;
5. Maintain a record of utility bills paid by the City;
6. Monitor payment of utility bills;
7. Prepare monthly report of expenditure on utilities incurred by the City;
8. Perform other duties and responsibilities as may be assigned from time to time.