CITY TREASURER'S OFFICE

External Services

1. PAYMENT OF ASSESSOR'S ANNOTATION AND CERTIFICATION FEE

The City Treasurer's Office maintains a tax information system where each taxpayer has a record. Tax clearance or certification based on the taxpayer's record is issued upon request of the taxpayer. Any person/individual and/or juridical entity that has a real property unit such as land, building and machinery and establishes, operates, conducts or maintains a business within the City can avail of this service.

Office or Division:	City Treasurer's Office (CTO) located at Plaza Vidal de Arrozal (Atrium), City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment (see Note)	Window 18 / 22 / 24

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Order of Payment to Window 30	1. Receive, review and verify the Order of Payment	None	3 Minutes	*Edna Quilala, Juliet Dival, Marlyn Policarpio* *Revenue Collection Clerk/ Local Revenue Collection Officer* *City Treasurer's Office*

2. Pay the corresponding fees and receive the Official Receipt (and Tax Clearance)	2. Accept the correct amount of money, print and issue the Official Receipt (and Tax Clearance)	PHP 50/ Page	2 Minutes	*Edna Quilala, Juliet Dival, Marlyn Policarpio* *Revenue Collection Clerk/ Local Revenue Collection Officer* *City Treasurer's Office*
	TOTAL	PHP 50/ Page	5 Minutes	

Note: There shall be corresponding amount from every person requesting annotation of certain documents, certified true copy of Tax Declaration and other certifications from the City Assessor's Office, the following fees on a per page basis:

a) Certified True Copy of Tax Declaration	Php 50.00
b.) Owner's Copy of Tax Declaration	Php 25.00
c.) Property Holdings	Php 50.00/page
d.) No Property	Php 50.00
e.) Certificate of No Improvement (CNI)	Php 50.00
f.) Tax Map (Blue/while print)	Php 100.00/sheet plus Php 50.00 if certified (reproduction of which will be on the account of the requester)

g.) Tax Map (Computer Generated)	Php 150.00/sheet Plus Php 50.00 if certified
h.) Annotation	Php 50.00/document
i.) Other Certifications	Php 50.00/document
j.) Verification	Php 10.00/rpu (positive or negative result)
k.) Reclassification Fee	Php 500.00/has/rpu, if the property is less than a hectare, assessment of fee will be a fraction thereof but should not be less than Php 50.00
l.) Cancellation Fee	Php 300.00/RPU
m.) Inspection Fee (if within reglementary period)	Php 200.00/visit/RPU
n.) Inspection Fee (if beyond reglementary period)	Php 300.00/visit/RPU
o.) Declaration Fee	Php 50.00

2. PAYMENT OF BUILDING PERMIT AND OTHER ANCILLARY AND ACCESSORY PERMITS AND CERTIFICATION FEE

The City Treasurer's Office is primary responsible in the collection of payment for permits and certification fees relative to the issuance of building and other ancillary and accessory permits and fees.

Office or Division:	City Treasurer's Office (CTO) located at Plaza Vidal de Arrozal (Atrium), City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment	Window 26 / 29 / CPDCO

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Order of Payment to Window 31	1. Receive, review and verify the Order of Payment	None	7 Minutes	*Juliet Dival, Edna Quilala, Jane Dampil* *Local Revenue Collection Officer / Revenue Collection Clerk* *City Treasurer's Office*

2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	3 Minutes	*Juliet Dival, Edna Quilala, Jane Dampil* *Local Revenue Collection Officer / Revenue Collection Clerk* *City Treasurer's Office*
	TOTAL	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	10 Minutes	

3. PAYMENT OF BUSINESS TAX

The Permits and Licenses Division under the City Treasurer's Office is directly responsible for the business tax payments operating within the territorial jurisdiction of the City of San Fernando, (P).

Office or Division:	City Treasurer's Office (CTO) located at Plaza Vidal de Arrozal (Atrium), Business One Stop Shop, City Hall
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Businessmen

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Business Assessment Slip	Business One Stop Shop - Table 1

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit approved Assessment Slip and all the necessary documents required to Window 5, 6, 7, 8, 9 or 10	1. Receive, evaluate, and verify approved Assessment Slip and attachment	None	4 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez,* *Shalin Catacutan,* *Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/* *Revenue Collection Clerk* *City Treasurer's Office*

2. Wait while the collecting officer inputs the business control number	2. Retrieve the taxpayer information from the BCS	None	1 Minute	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/* *Revenue Collection Clerk* *City Treasurer's Office*
3. Pay the corresponding taxes & fees and receive the Official Receipt and claim stub	3. Accept the correct amount of money, print and issue the Official Receipt and claim stub	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	15 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/* *Revenue Collection Clerk* *City Treasurer's Office*
TOTAL		Refer to 2017 Revised Revenue Code & Market Code of the CSFP	20 Minutes	

4. PAYMENT OF LOCAL CIVIL REGISTRY

The City Treasurer's Office maintains a tax information system where the taxpayer upon verification has recorded marriage, birth, death and other related documents issued upon request of the taxpayer.

Office or Division:	City Treasurer's Office (CTO) located at Ground Floor, Left Gate, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment (see Note)	Window 43 / 44 / 45 / 46 / 47 / CHO

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Order of Payment to Window 37	1.Receive, review and verify the Order of Payment	None	1 Minute	*Charito Dumas, Leonor Esguerra* *Local Revenue Officer/ Revenue Collection Clerk* *City Treasurer's Office*
2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	2 Minutes	*Charito Dumas, Leonor Esguerra* *Local Revenue Officer/ Revenue Collection Clerk* *City Treasurer's Office*

TOTAL	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	3 Minutes	

Note: There shall be collected for services rendered by the City Civil Registrar of this City based on the following fees:

A. REGISTRATION OF COURT ORDER/DECREE	
1. Annulment	P500.00
2. Declaration of Nullity of Marriage	500.00
3. Adoption	500.00
4. Presumptive Death of Spouse	500.00
5. Correction of Entries	500.00
6. Other Court Orders for Registration	500.00
B. LEGAL INSTRUMENTS:	
1. Legitimation	P200.00
2. Admission of Paternity/Acknowledgement	200.00
3. Affidavit to Use the surname of the Father	200.00
4. Supplemental Report	200.00
5. Other Legal Instruments	200.00
C. MARRIAGE RELATED FEES:	
1. Application for Marriage License	P300.00
2. Marriage License (Accountable Form)	2.00
3. Pre-Marriage Counseling Fee	50.00
4. Parental Advice – AML Application Outside CSFP	100.00
5. Parental Consent – AML Application Outside CSFP	100.00
6. Solemnization Fee	300.00
D. ISSUANCE OF CERTIFICATIONS:	
1. Certified True/Photocopy of Registered Birth	P 50.00
2. Certified True/Photocopy of Registered Marriage	50.00
3. Certified True/Photocopy of Registered Death	50.00
4. Transcription Copy of Registered Birth	50.00
5. Transcription Copy of Registered Marriage	50.00
6. Transcription Copy of Registered Death	50.00

7. Other Certifications	50.00
E. PERMITS FOR CADAVER DISPOSITION:	
1. Burial Permit	P200.00
2. Fee for Exhumation of Cadaver	200.00
3. Cremation Permit	200.00
4. Fee for Transfer of Cadaver outside CSFP	200.00
F. FEE FOR CORRECTION OF ENTRIES:	
1. Petition for Change of First Name (RA9048)	P3,000.00
2. Petition for Correction of Clerical Error (RA9048)	1,000.00
3. Petition for Change of Gender (RA10172)	3,000.00
4. Petition for Change of Month and Day of Birth (RA10172)	3,000.00
5. Migrant Fee for Petition for Change of First Name (RA9048)	1,000.00
6. Migrant fee for Petition for Correction of Clerical Error (RA9048)	500.00
G. OTHER SERVICES FEE:	
1. Out-of-town Registration of Civil Registry Documents	P200.00
2. Certificate of Endorsement/Advance Copy	200.00
3. Transmittal of PSA –(Negative Result from PSA)	200.00
4. Set of Civil Registry Form (4 sheets per set)	100.00

5. PAYMENT OF OTHER BUSINESS CERTIFICATIONS

The City Treasurer's Office maintains a tax information system where each taxpayer has a record of his/her historical payments of taxes due to the City. Business clearance or certification based on the taxpayer's record is issued upon request of the taxpayer.

Office or Division:	City Treasurer's Office (CTO) located at Plaza Vidal de Arrozal (Atrium), Business One Stop Shop, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment	Window 15

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Order of Payment to Window 5, 6, 7, 8, 9 or 10	1. Receive, review and verify the Order of Payment	None	3 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/ Revenue Collection Clerk* *City Treasurer's Office*

2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	PHP 50/ Page	2 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/ Revenue*
TOTAL		PHP 50/ Page	5 Minutes	

6. PAYMENT OF OTHER MISCELLANEOUS FEES

The Permits and Licenses Division under the City Treasurer's Office is directly responsible for the collections of all other miscellaneous fees.

Office or Division:	City Treasurer's Office (CTO) located at Ground Floor, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment (see Note)	DILG / CMO / CHO / CAVO / CENRO / CGSO / CAccO / BLPD

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Order of Payment to Window 3, 4, 5, 6, 7, 8, 9 or 10	1. Receive, review and verify the Order of Payment	None	3 Minutes	*Window 3-4 Jocelyn Manalo, Alfie Casupanan* *Window 5-10 Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan,* *Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/ Revenue Collection Clerk/*

				Administrative Aide *City Treasurer's Office*
2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	2 Minutes	*Window 3-4* *Jocelyn Manalo, Alfie Casupanan* *Window 5-10* *Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine* *Local Revenue Collection Officer/ Revenue Collection Clerk/ Administrative Aide* *City Treasurer's Office*
TOTAL		Refer to 2017 Revised Revenue Code & Market Code of the CSFP	5 Minutes	

Note:

Window 3-4 – Order of Payment for:

a. *Himlayan Maintenance - CMO*
b. *Medical Certificate, Health Certificate, Certificate of Potability – CHO*
c. *Poundage – CAVO*
d. *Composting - CENRO*

Window 5-10 – Order of Payment for:

a. *Bantay Bayan Death Benefits – DILG*
b. *Violation – CENRO*
c. *Post Meat Inspection – CAVO*
d. *Bid Documents, Performance Bond – CGSO*
e. *Refund and Due from – CaccO*
f. *Temporary Permit, Calibration, Streamer & Tarpaulin, Motorcade - BLPD*

7. PAYMENT OF PERMIT FEES ON CALESA

The Permits and Licenses Division under the City Treasurer's Office Division is directly responsible for the collection of Permit Fees on Calesa Operation and issuance of Metal Plate and/or sticker.

Office or Division:	City Treasurer's Office (CTO) located at Ground Floor, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Calesa Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Community Tax Certificate	Window 1 or 2

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit CTC to Window 5	1. Receive, review and verify in the Masterlist	None	2 Minutes	*Jane Dampil* *Local Revenue Collection Officer* *City Treasurer's Office*
2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	2 Minutes	*Jane Dampil* *Local Revenue Collection Officer* *City Treasurer's Office*

3. Receive the metal plate and/or sticker	3. Issue metal plate and/or sticker	None	1 Minute	*Jane Dampil* *Local Revenue Collection Officer* *City Treasurer's Office*
TOTAL		Refer to 2017 Revised Revenue Code & Market Code of the CSFP	5 Minutes	

8. PAYMENT OF PERMIT FEES ON TRICYCLE OPERATION AND ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP) AND METAL PLATE AND/OR STICKER

The Permits and Licenses Division under the City Treasurer's Office Division is directly responsible for the collection of Permit Fees Tricycle Operation and issuance of MTOP and Metal Plate and/or Sticker.

Office or Division:	City Treasurer's Office (CTO) located at CPOSCO Building, Tourism Road, Calulut CSFP
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Tricycle Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment with attachment (see Note)	CPOSCO

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Order of Payment to Cashier 1	1. Receive, review and verify the Order of Payment and attachment; compute penalty if applicable	None	5 Minutes	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*

2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	3 Minutes	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*

3. Wait while the LRCO prepares the MTOP	3. Input all necessary information needed for the preparation of MTOP	None	5 Minutes	*Sherry Ann Enriquez,* *Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
3.1 Receive the MTOP	3.1 Print and issue the MTOP	None	1 Minute	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*

4. Receive the metal plate and/or sticker	4. Issue metal plate and/or sticker	None	1 Minute	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
TOTAL		Refer to 2017 Revised Revenue Code & Market Code of the CSFP	15 Minutes	

Note: Presentation of the following documents:

For New Applicant:

e. Certificate of Membership
f. OR-CR of Tricycle

Additional requirements if owner of the OR-CR is different from the declared member:

g. Deed of Sale
h. HPG Certificate

For Renewal:

a. Application Form issued the previous year or MTOP Client's Copy
b. Certificate of Membership of Existing Operator

Additional requirements if change of unit:

c. Affidavit of Line Dropping of the Old Unit
d. OR-CR of the new unit

Additional requirements if change of operator:

c. Deed of Sale

d. Certificate of Membership of the New Operator

Additional requirements if lost plate:

c. Affidavit of Loss

9. PAYMENT OF PERMIT FEES ON TRI-WHEELER AND ISSUANCE OF METAL PLATE AND/OR STICKER

The Permits and Licenses Division under the City Treasurer's Office Division is directly responsible for the collection of Permit Fees on Tri-Wheeler Operation and issuance of Metal Plate and/or sticker.

Office or Division:	City Treasurer's Office (CTO) located at CPOSCO Building, Tourism Road, Calulut CSFP
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Tri-Wheeler Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Order of Payment	CPOSCO

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Order of Payment to Cashier 1	1. Receive, review and verify the Order of Payment	None	2 Minutes	*Sherry Ann Enriquez,* *Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*

2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	2 Minutes	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
3.Receive the metal plate and/or sticker	3. Issue metal plate and/or sticker	None	1 Minute	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
TOTAL		Refer to 2017 Revised Revenue Code & Market Code of the CSFP	5 Minutes	

10.PAYMENT OF REAL PROPERTY TAX OR AMILYAR

The Real Property Tax Division under the City Treasurer's Office is directly responsible for the collection of real property tax payments within the territorial jurisdiction of the City of San Fernando (P). Any person/individual and/or juridical entity who owns a real property unit such as land, building, machinery and other improvements affixed or attached to the real property shall pay the imposed annual tax.

Office or Division:	City Treasurer's Office (CTO) located at Ground Floor, Left Gate, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	Poperty owner or duly representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Step 1-2. Proof of payment/TD/TCT (see Note)	CTO/CAssO/RD
Step 3. Real Property Tax Order of Payment (RPTOP)	Windows 33 / 34 / 35 / 36

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Secure number from the Queuing System and proceed to Window 33, 34, 35 or 36	1. Receive, evaluate and verify the presented document	None	2 Minutes	*Kenneth David, Jesyl De Jesus, Rodrigo Dela Cruz, Marlyn Policarpio* *Local Revenue Collection Officer/ Revenue Collection Clerk/ Administrative Aide*

				City Treasurer's Office
2. Wait while the verification/assessm en t clerk computes for the tax due	2. Input all necessary information needed for the computatio n of taxes in the RISE, print and issue the real property tax bill or RTOP	None	4 Minutes	*Kenneth David, Jesyl de Jesus, Rodrigo Dela Cruz, Marlyn Policarpio* *Local Revenue Collection Officer/ Revenue Collection Clerk/ Administrative Aide* *City Treasurer's Office*
3. Proceed to Window 38, 39, 41 or 42, pay the corresponding taxes	3. Verify the tax bill or RPTOP and accept the correct amount of money	AV x 1% x no. of years x 2 (Basic & SEF)	4 Minutes	*Francis Jose De Leon,Bethlehem Joy Cacho, Charlie Gutierrez, Christian Peter Villanueva, Jeffrey Canlas, Violeta Canlas, Aida Santos* *Local Treasury Operations Officer/ Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
3.1 Receive the Official Receipt	3.1 Input the RPTOP No. in the RISE, print and	None	2 Minutes	*Revenue Collection Officer/ Administrative Aide*

	issue the Official Receipt			*City Treasurer's Office*
TOTAL	AV x 1% x no. of years x 2 (Basic & SEF)	12 Minutes		

Note: *Presentation of any of the following documents:*

i. Proof of last payment i.e. previous tax receipts or clearance
j. Tax bill or statement of real property tax delinquency, if applicable
k. Copy of Latest Tax Declaration (TD), if taxpayer has no record on hand.
l. Copy of Transfer of Certificate of Title (TCT), if taxpayer has no record on hand

11. PAYMENT OF RENTAL FEE ON MARKET STALL

The Permits and Licenses Division under the City Treasurer's Office Division is directly responsible for the collection of Rental Fee on Market Stall.

Office or Division:	City Treasurer's Office located at Ground Floor, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Market Stall Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	N/A

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Proceed to Market Collection Office	1. Verify the account in the Masterlist	None	2 Minutes	*Charmaine Marianne Pineda, Ethel David, Marcelo Marciano* *Revenue Collection Clerk* *City Treasurer's Office*
2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	2 Minutes	*Charmaine Marianne Pineda, Ethel David, Marcelo Marciano* *Revenue Collection Clerk* *City Treasurer's Office*

TOTAL	Refer to 2017 Revised Revenue Code & Market Code of the CSFP	4 Minutes	

12. PAYMENT OF SUPERVISION AND ENFORCEMENT REGULATION FEE

The Permits and Licenses Division under the City Treasurer's Office Division is directly responsible for the collection on supervision and enforcement regulation fee.

Office or Division:	City Treasurer's Office (CTO) located at CPOSCO Building, Tourism Road, Calulut CSFP
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Traffic Citation Ticket (TCT)	issued by Traffic Enforcer during offense

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Traffic Citation Ticket to Cashier 1	1. Receive, review and verify the TCT	None	4 Minutes	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
2. Pay the corresponding fees and receive the Official Receipt	2. Accept the correct amount of money, print and issue the Official Receipt	Refer to 2017-34 of Traffic Management Code of CSFP	2 Minutes	*Sherry Ann Enriquez, Alfie Casupanan, Ma. Socorro Escueta* *Local Revenue Collection Officer/ Administrative Aide*

				City Treasurer's Office
TOTAL		Refer to 2017-34 of Traffic Management Code of CSFP	6 Minutes	

13.PAYMENT OF TAX ON TRANSFER OF REAL PROPERTY OWNERSHIP

The Real Property Tax Division under the City Treasurer's Office is directly responsible for the collection of tax on transfer of real property ownership on the sale, donation, barter, or on any other mode of transferring ownership or title of real property within the territorial jurisdiction of the City of San Fernando (P).

Office or Division:	City Treasurer's Office located at Ground Floor, Left Gate, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business Entity
Who may avail:	Property owner or duly representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Present the following documents: a. Original Copy of Deed of Sale/Donation b. Photocopy of Deed of Sale/Donation c. Latest Tax Declaration d. Land Tax Clearance e. Certificate of No Improvement, if applicable	CAssO / RD / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary documents to Window 42	1. Receive and evaluate documentary requirements	None	6 Minutes	*Francis Jose De Leon, Jeffrey Canlas, Violeta Canlas* *Local Treasury Operations Officer/ Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
2. Wait while the verification/asses s ment clerk computes for the corresponding tax	2. Compute the tax due and inform the taxpayer	None	3 Minutes	*Francis Jose De Leon, Jeffrey Canlas, Violeta Canlas* *Local Treasury Operations Officer/ Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
3. Pay the corresponding tax and receive the Official Receipt	3. Accept the correct amount of money, print and issue the Official Receipt	75% of 1% of the Fair Market Value or Considerati on whichever is higher	3 Minutes	*Francis Jose De Leon, Jeffrey* *Canlas, Violeta Canlas* *Local Treasury Operations Officer/ Local Revenue Collection Officer/*

				Administrative Aide *City Treasurer's Office*
TOTAL		75% of 1% of the Fair Market Value or Considera tio n whichever is higher	12 Minutes	

14. SECURING COMMUNITY TAX CERTIFICATE - BUSINESS

The Permits and Licenses Division under the City Treasurer's Office is directly responsible for the collection of community tax on individual persons engaged in business within the territorial jurisdiction of the City of San Fernando (P).

Office or Division:	City Treasurer's Office (CTO) located at Plaza Vidal de Arrozal (Atrium), Business One Stop Shop, City Hall
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Businessmen

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Business Assessment Slip	Business One Stop Shop - Table 1

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the Business Assessment Slip to Window 5, 6, 7, 8, 9 or 10	1. Receive and review the CTC tax base in the Business Assessment Slip; input the taxpayer's personal information in the CTC System; verify the computation of CTC and inform the taxpayer on the tax due	None	2 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/ Revenue Collection Clerk* *City Treasurer's Office*

2. Pay the corresponding taxes and receive the CTC	2. Accept the correct amount of money, print and issue the Community Tax Certificate	For Single Proprietorship: Basic Tax of Php 5 plus Php 1 for every Php 1,000 of Gross Receipts For Corporation: Basic Tax of Php 500 plus Php 2 for every Php 5,000 of Gross Receipts	3 Minutes	*Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon,* *Local Revenue Collection Officer/ Revenue Collection Clerk* *City Treasurer's Office*
TOTAL	For Single Proprietorship: Basic Tax of Php 5 plus Php 1 for every Php 1,000 of Gross Receipts For Corporation: Basic Tax of Php 500 plus Php 2 for every Php 5,000 of Gross Receipts	5 Minutes		

15. SECURING COMMUNITY TAX CERTIFICATE - INDIVIDUAL

The City Treasurer's Office under the Permits and Licenses Division is directly responsible for the collection of community tax on individual persons.

Office or Division:	City Treasurer's Office located at Ground Floor, Antonio B. Abad Santos Hall, Main Building, City Hall
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Individual who is 18 years old and above

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Personal Data Form (PDF)	Public Assistance and Complaints Desk (PACD)
2. Identification Card	Government Agencies/Companies

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplish the Personal Data Form and submit to Window 1 or 2	1. Receive, review and verify the PDF	None	2 Minutes	*Melanie Villanueva,Alfie Casupanan,* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
2. Wait while the Local Revenue Collection	2. Input the taxpayer's personal information in the			*Melanie Villanueva, Alfie Casupanan,*

Officer/ Administrative Aide computes the corresponding tax	CTC System; inform the taxpayer on the tax due	None	2 Minutes	*Local Revenue Collection Officer/ Administrative* *Aide* *City Treasurer's Office*
3. Pay the corresponding taxes and receive the CTC	3. Accept the correct amount of money, print and issue the Community Tax Certificate	Basic Tax of Php 5 plus Php 1 for every Php 1,000 of Salaries	3 Minutes	*Melanie Villanueva, Alfie Casupanan,* *Local Revenue Collection Officer/ Administrative Aide* *City Treasurer's Office*
TOTAL		Basic Tax of Php 5 plus Php 1 for every Php 1,000 of Salaries	7 Minutes	