



F. OFFICE OF THE MUNICIPAL TREASURER

1. ISSUANCE COMMUNITY TAX CERTIFICATE

The Community Tax Certificate is issued to individual who is 18 years old and above residing in the Municipality of Bingawan.

Office/Division:	TREASURER			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All who is 18 years old and above.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FILLED UP CLIENT INFORMATION SHEET for CTC /Valid ID		Office of the Municipal Treasurer – Lobby		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up Client Information Sheet for CTC	1.1. Receive the required documents 1.2. Encode and Print Data of Clients in Community Tax certificate 1.3. Give 3 copies of Community Tax Certificate to client for signature and thumb print	NONE	3-5 minutes	ELEAZAR M. BELLOGA LRCO-I
2. Verify data in printed CTC, affix signature and thumb print and return to person responsible	2.1. Receive CTC with signature and thumb print of client	NONE	2 minutes	ELEAZAR M. BELLOGA LRCO-I
3. Pay Community Tax and receive original copy of CTC	3.1. Receive payment 3.2. Release original copy of Community Tax Certificate (and change if applicable)	Php 5.00 + Php 1.00 per Php 1,000.00 of Total Gross Income* + 2% per month penalty	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
	TOTAL	Php 5.00 + Php 1.00 per Php 1,000.00 of Total Gross Income* + 2% per month penalty		



2. ISSUANCE OF OFFICIAL RECEIPTS (MISC FEES; OTHER CHARGES)

The Community Tax Certificate is issued to individual who is 18 years old and above residing in the Municipality of Bingawan.

Office/Division:	MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen; G2B – Government to Business Entity; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order Of Payment		Service Provider (Agency/Office which requires the payment)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment	1.1. Receive Order of Payment 1.2. Issue Official Receipt	NONE	3 minutes	ELEAZAR M. BELLOGA LRCO-I
2. Pay corresponding fee based on order of payment and Receive original copy of Official receipt	2.1. Receive payment 2.2. Release original copy of Official Receipt	Based on Order of Payment	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
	TOTAL	Based on Order of Payment		



3. ISSUANCE OF REAL PROPERTY TAX RECEIPTS				
Real Property Tax receipt is issued to tax payer of real property.				
Office/Division:	MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Real Property Tax payers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Client Information Sheet for RPT			Office of the Municipal Treasurer – Lobby or LGU-Bingawan Official Website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Client Information Sheet for RPT	1.1. Check record in RPT system or verifies record in RPTAR 1.2. Issue Official Receipt	NONE	3 minutes	LALYN B. FARA-ON Ticket Checker
2. Pay Real Property Tax due	2.1. Receive payment 2.2. Release original copy of Official Receipt to client	2% of Assessed Value (Less: 20% discount for advance payment; 10% discount for prompt payment; or Add: 2% per month penalty for delinquent property)	3minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
	TOTAL	2% of Assessed Value (Less: 20% discount for advance payment; 10% discount for prompt payment; or Add: 2% per month penalty for delinquent property)		



4. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property Tax Clearance is issued to owner, beneficiary or any interested party of a real property provided that it has been fully paid up to the current year.

Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Citizen			
Who may avail:	All Real Property Tax payers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest RPT Official Receipt		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present latest RPT Official Receipt	1.1. Verify payment in RPT system/RPTAR 1.2. Issue Official Receipt (AF 51) 1.3. Start processing the request	Php 70.00	7 minutes	LALYN B. FARA-ON Ticket Checker ELEAZAR M. BELLOGA LRCO I
2. Pay the required fees and receive Tax Clearance with attached Official Receipt	2.1. Accept the payment 2.2. Release the Real Property Tax Clearance with attached Official Receipt	NONE	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-designate/RPT focal-person
TOTAL:		Php 70.00		



5. CASH DISBURSEMENT				
Transaction the payment of obligations of the municipality to claimants of salaries, wages and other miscellaneous expenses in the form of cash.				
Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if cash is ready for release	1.1. Verify record 1.2. Give payroll or Disbursement Voucher to client for signature	NONE	1 minute	LORNA P. DIVINO Disbursing Office - designate
2. Sign payroll or Disbursement Voucher	2.1. Receive and verify signature in payroll or Disbursement Voucher	NONE	2 minutes	LORNA P. DIVINO Disbursing Office - designate
3. Receive cash	3.1. Release cash	NONE	2 minutes	LORNA P. DIVINO Disbursing Office - designate
	TOTAL:	Php 0.00		



6. CHECK DISBURSEMENT FOR INDIVIDUAL				
Transaction is the releasing of check to individual payee as payment of obligations of the municipality such as salaries, wages and other miscellaneous expenses.				
Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if check is ready for release	1.1. Verify record 1.2. Give disbursement voucher to client for signature and issuance of Official Receipt	NONE	1 minute	AMALIA Q. PAMOCOL Municipal Treasurer
2. Sign in the received payment portion of the disbursement voucher and check registry and return documents	2.1. Receive documents and verify signature in Disbursement Voucher and check registry	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
3. Receive check	3.1. Release check	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
	TOTAL:	Php 0.00		



7. CHECK DISBURSEMENT FOR BUSINESS ENTITY/AGENCY/ORGANIZATION				
Transaction pertains to the release of check to authorized representative of a business entity, agency, or organization as payment of the obligations of the municipality.				
Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OFFICIAL RECEIPT		N/A		
SPECIAL POWER OF ATTORNEY (claimant other than owner/authorized representative stated in the supporting documents)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if check is ready for release *Present SPA for claimant other than the business owner/authorized representative stated in the supporting documents	1.1. Verify record 1.2. Give disbursement voucher to client for signature and issuance of Official Receipt , as well as the check registry logbook	NONE	1 minute	AMALIA Q. PAMOCOL Municipal Treasurer
2. Sign in the received payment portion of disbursement voucher and check registry, issue Official Receipt, and give documents to person responsible	2.1. Receive documents and verify Official Receipt and signature in Disbursement Voucher and Check Registry	NONE	3 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
3. Receive check	3.1. Release check	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
TOTAL:		Php 0.00		