

**OFFICE OF THE CITY
TREASURER
External Services**

1. Collection of Bicycle Registration Fees

The traffic code of the City also provides that all bicycles must be registered within the City so as to regulate its use and establish ownership thereof and the corresponding fee must be paid by the owner every year.

Office or Division:	Office of the City Treasurer - Business License Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Residents of Cavite City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
New: Official receipt of purchase from previous purchase Renewal: Previous receipt from Office of the City Treasurer from previous payment			Owner's copy Owner's copy	
CLIENT'S STEP (TERMINAL FEE)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Receipt of purchase for new registration or previous receipt for renewal to collector at Window 1,2 or 3	1.Accept receipt of purchase for new registration or previous receipt for renewal from taxpayer	None	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
2. Pay the bicycle registration fee	2. Accept payment from tax payer	Php 100.00	15 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer

3. Accept Official Receipt and Bicycle Plate	3. Issue official receipt according to payment		5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
TOTAL:		Php 100.00	25 minutes	

** Additional payment of Php25 for late registration for renewal*

2. Collection of Business Tax

Unless otherwise provided in the Revenue Code, the tax period of all local taxes, fees and charges shall be the calendar year. Such taxes, fees and charges may be paid in annually, semiannually or quarterly installments.

Office or Division:	Office of the City Treasurer - Business License Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses			
Who may avail:	Citizen Business/es			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
New: Original Copy of CTC Fire Certificate Tax Order of Payment			Owner's copy Owner's copy Business Permit & Licensing Office	
Renewal: Tax Order of Payment			Business Permit & Licensing Office	
CLIENT'S STEPS (Business Tax)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For New Business: Present Tax Order of Payment, original copy of CTC and Fire Certificate to collector at Window 1,2 or 3	1.1 Accept Tax Order of Payment, original copy of CTC and Fire Certificate from taxpayer	None	2 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk

For Business Renewal: Present Tax Order of Payment to collector at Window 1,2 or 3	1.2 Verify correctness of CTC & Fire Certificate and TOP as to period of payment (Quarterly/ Semi-Annually/ Annually)	None	3 minutes	BLT Division -Office of the City Treasurer Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
	1.3 Check and initial/sign the TOP received from BPLO staff	None	5 minutes	Josefina S. Lallana -LRCO IV And/or Lallaine G. Lasprillas -Acting City Treasurer
2.Pay the Business Tax	2. Accept payment from tax payer	As assessed by the BPLO/CTO officers (see business category and tax amount at BPLO Section)	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
3. Accept Official Receipt from the collector	3. Issue Official Receipt according to tax paid	None	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer

TOTAL:		As assessed	20 minutes	
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3. Collection of Miscellaneous Fees

Birth/Death/Marriage Certificate, Birth/Death/Marriage Documents, No Record of Birth/Death/Marriage, Court Documents, Late Reg. Birth/Death/Marriage Certificate, Marriage Application/ License, Legitimation, Affidavit to use Surname of Father (AUSF), Clerical Error Migrant Fee, Cancellation of Birth, Presumption of Death, Acknowledgement, Adoption, Annulment, Foreign Judgement, Court Order, Court Decree, Acknowledgement of Paternity, Correction of Clerical Error / Change Name and other Registrar fees, Mayor's Clearance, Tax Declaration, No Improvement, No Property, Landholdings, Tax Mapping Verification, Zoning Fee, Electrical and Building Construction, Streamer Fee, Niche Fee, Certificate Business Closure, Business Permit, No Existing Business, Promotional Campaign, Violation (Illegal Vending), Violation (City Ordinance), Pre-Marital Counseling, Family Planning, Death Processing, Lot Rental, Burial/Transfer/Exhumation Fee, Health Permit (Working Permit), PMA Clearance, Certificate of Employment, Service Record and other documents.

Office or Division:	Office of the City Treasurer - Business License Tax Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens G2G - Government to Government		
Who may avail:	Employees Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
TOP of Birth/Death/Marriage Certificate, Birth/Death/Marriage Documents, No Record of Birth/Death/Marriage, Court Documents, Late Reg. Birth/Death/Marriage Certificate, Marriage Application/ License, Legitimation, Affidavit to use Surname of Father (AUSF), Clerical Error Migrant Fee, Cancellation of Birth, Presumption of Death, Acknowledgement, Adoption, Annulment, Foreign Judgement, Court Order, Court Decree, Acknowledgement of Paternity, Correction of Clerical Error / Change Name and other Registrar fees		Office of the Civil Registrar	
TOP for Mayor's Clearance		Office of the City Administrator	
TOP for Tax Declaration, No Improvement, No Property, Landholdings, Tax Mapping Verification		Office of the City Assessors	
TOP for Zoning Fee		Office of the City Planning & Dev't Coordinator	

TOP for Electrical and Building Permit, Streamer Fee, Niche Fee TOP for Certificate Business Closure, Business Permit, No Existing Business, Promotional Campaign, Violation (Illegal Vending) TOP for Violation (City Ordinance) TOP for Pre-Marital Counseling TOP for Family Planning, Death Processing, Lot Rental, Burial/Transfer/Exhumation Fee, Health Permit (Working Permit) TOP for PMA Clearance, Certificate of Employment, Service Record and other documents *TOP – Tax Order of Payment		Office of the City Engineer Business Permit & Licensing Office City Hall of Justice Office of the City Social Welfare & Development Office of the City Health Office of the Human Resource Management Officer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Tax Order of Payment from office concerned to collector at Window 1, 2 or 3	1. Accept Tax Order of Payment from the tax payer	None	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
2. Pay miscellaneous fee to collector	2. Accept payment from tax payer as per TOP received	See table below	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
3. Accept Official Receipt upon payment to collector	3. Issue Official Receipt according to amount paid		5 minutes	Vym Novelle A. Salud -LRCO II

				Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
TOTAL:		Based on TOP	15 minutes	

Nature of Tax	Amount
Birth/Death/Marriage Certificate	130
Birth/Death/Marriage Documents	130
No Record Birth/Death/Marriage	130
Court Documents	130
Late Reg. Birth/Death /Marriage	232
Marriage Application / License	302
Legitimation	332
Affidavit to use Surname of Father (AUSF)	332
Nature of Tax	Amount
Cancellation of Birth	532
Presumption of Death	532
Acknowledgement	532
Adoption	532
Annulment	532
Foreign Judgement	532
Court Order	532
Court Decree	532
Acknowledgement of Paternity	532
Correction of Clerical Error / Change of Name	1,200 or 3,200
Mayor's Clearance	130
Weights and Measures	100
PTR/Occupational Tax	300 w/ 25% surcharge plus

Nature of Tax	Amount
Zoning Fee	As assessed by City Planning Office
Electrical Permit	As assessed by City Engineers Office
Building Permit	As assessed by City Engineers Office
Streamer Fee	As assessed by City Engineers Office
Niche Fee	100
Certificate of Business Closure	130
Business Permit	130
No Existing Business	130
Nature of Tax	Amount
Violation (Illegal Vending)	As assessed by City Mayor's Office – Business Permit & Licensing Office
Violation (City Ordinance)	As assessed by Hall of Justice
Pre-Marital Counseling	100
Family Planning	150
Death Processing	150
Lot Rental	200
Exhumation	150
Burial Fee	200
Transfer Fee	200
Health Permit (Working Permit)	152 / 202 /302 w/ penalty for late payment 177 / 239.50 / 364.50
PMA Clearance	390
Certificate of Employment	130
Service Record	130

	2% interest on the no. of months lapsing for late payment			
Tax Declaration	130		Landholdings	130
No Improvement	130		Tax Mapping Verification	130
No Property	130			

4. Collection of Miscellaneous Fees: Franchise of Tricycle

Office or Division:	Office of the City Treasurer - Business License Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Order of Payment TOP of Franchise for Hire Tricycle <i>*TOP – Tax Order of Payment</i>			Transportation Office	
CLIENT'S STEPS (Traffic Violations)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Tax Order of Payment from the Transportation Office to the collector at Window 1	1.1 Tax Order of Payment from the tax payer 1.2. Verify Tax Order of Payment from the tax payer	None	2 minutes 3 minutes	Felicitissima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer

2. Pay the corresponding fee	2. Accept payment	Franchise fee – P 500.00 Coding Sticker – P 25.00 Current Sticker – P 30.00 Chang Motor – P 130.00 Dropping – P 130.00	3 minutes	Felicisima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer
3. Accept Official Receipt	3. Issue Official Receipt according to TOP		2 minutes	Felicisima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer
TOTAL:		Based on TOP	10 minutes	

5. Collection of Miscellaneous Fees: Traffic Violations

Traffic code provides some rules and regulations that drivers and operators of public utility and private vehicles must abide, especially in the City. Violators thereof are subjected to penalties and the Office of the City Treasurer collects the same for the offense.

Office or Division:	Office of the City Treasurer - Business License Tax Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Order of Payment TCT – (Temporary Citation Ticket)			CCTFRB- Cavite City Tricycle Franchising Regulatory Board PNP (Phil. National Police)	
CLIENT'S STEPS (Traffic Violations)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Temporary Citation Ticket to collector at Window 1	1.1 Accept TCT from taxpayer 1.2. Verify TCT	None	10 minutes	Felicisima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer
2. Pay the corresponding fee	2. Accept payment	PHP 200.00	5 minutes	Felicisima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer
3. Accept Official Receipt	3. Issue Official Receipt according to TOP	Php 200.00	5 minutes	Felicisima C. Angeles -Revenue Collection Clerk II BLT Division -Office of the City Treasurer

TOTAL:		Php 200.00	20 minutes	
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6. Collection of Real Property Tax

A payment of 2% basic tax and 1% Special Education Fund (SEF) of the assessed value collected simultaneously, per annum. If without delinquency, a discount of 20% for advance payments for the ensuing year & 10% for current year, but with a penalty at the rate of 2% per month for delinquent properties, but not exceeding 72% or 36 months.

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Official Receipt Tax Order of Payment (TOP) Tax Declaration		Personal Office of the City Treasurer - RPT Division Office of the City Assessor or Personal Copy		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire tax to be paid (state owner's name, and location of properties) to collector at Window 1 or 2	1.1 Present Index card to the tax payer/client 1.2 Generate TOP	None	10 minutes 10 minutes	Clifford S. Paragua -LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer

2. Pay the real property tax to the collector and accept Official Receipt	2.1 Accept payment according to TOP 2.2 Issue Official Receipt	Computation: Basic Tax = AV(2%) *SEF = AV(1%) BT+SEF= Tax Due Discount/Penalty 20% if advance payment 10% if prompt payment 2% monthly if delinquent	10 minutes	Clifford S. Paragua -LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer
TOTAL:		As Assessed	30 minutes	

*AV-Assessed Value

*SEF – Special Education Fund

7. Collection of Transfer Tax

A tax imposed on the sale, donation, barter, or on any other mode of transferring ownership or title to real property. Moreover, in all instances, late payment of the taxes due is subject to surcharges and penalties.

Office or Division:	Office of the City Treasurer - Business License Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy of each: Photocopy of Certified Tax Declaration House and Lot Photocopy of Land Title Photocopy of Deed of Sale/Extra Judicial, Deed of Donation, etc.			Office of the City Assessors or Personal copy Registrar of Deeds or personal copy Attorney or Owner's copy	
CLIENT'S STEPS (Business Tax)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present required documents to collector on Window 1,2 or 3	1.1 Accept documents	None	2 minutes	Vym Novelle A. Salud -LRCO II

	presented by taxpayer	None	3 minutes	Julee Ann R. Laudato -Casual Clerk
	1.2 Verify documents presented	None	45 minutes	BLT Division -Office of the City Treasurer
	1.3 Compute Transfer Tax	None	5 minutes	
	1.4 Issue TOP			
2. Pay the corresponding fee as per TOP and receive Official Receipt	2. Accept payment as per TOP issued 2. Issue Official Receipt	Transfer Tax = *FMV or value on Deed of Sale/Donation (whichever amount is higher) x 1.1% + (Property Tax) Php100.00 With penalty: Same formula but with 25% penalty x no. of months lapsing 60 days but maximum of 36 months	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
TOTAL:		Depends on computation	1 hour	

*FMV – Fair Market Value

8. Issuance of Community Tax Certificate

Each and every resident of the city must secure residence certificate as proof of his residency.

A fixed amount of P10.00 for voluntary contribution is set and for those who are earning from their profession, business or employment must pay P1.00 for every P1,000.00 that they earn. The Caviteños could get their CTC on the first quarter of the year without penalty. 2% per month would be added as penalty starting March of every year.

Office or Division:	Office of the City Treasurer - Business License Tax Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	Citizen Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For single client: • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) • Government issued valid ID • Proof of Income • Payslip • BIR form 2316 • For representative: ◦ ID of the representative ◦ Authorization Letter with a photocopy of government issued valid ID of the person being represented New Business • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) • Government issued valid ID • Single proprietor certificate of registration • For representative: ◦ ID of the representative ◦ Authorization Letter with a photocopy of government issued valid ID of the person being represented Renewal of Business • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) • Government issued valid ID • Proof of Income (Approved business tax declaration by an evaluator from Office of the City Treasurer) • For representative: ◦ ID of the representative ◦ Authorization Letter with a photocopy of government issued valid ID of the person being represented For Corporation: (New Business) • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) • Government issued valid ID • Certificate of Registration • For representative: ◦ ID of the representative	Office of the City Treasurer Personal Personal Personal BIR personal personal Office of the City Treasurer Personal personal personal personal Office of the City Treasurer Personal personal personal personal Office of the City Treasurer Personal personal personal

○ Authorization Letter with a photocopy of government issued valid ID of the person being represented (Renewal of Business) ● Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) ● Government issued valid ID ● Proof of Income ● Approved business tax declaration by an evaluator ● For representative: ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented		personal Office of the City Treasurer Personal personal Business Permit & Licensing Office personal personal		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. For Single Client/Corporation and For New Business and Renewal of Business: 1.Fill up application form issued by the collector at Windows 1 or 2 B. For New Business/Renewal of Business 1. Proceed to the counter intended for encoding of information	1. Encode information	None	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
2.Pay CTC to collector at Window 1 and 2	2. Accept payment	Voluntary Php10.00 For Employees/ Business Php1.00/ 1 thousand	5 minutes	Vym Novelle A. Salud -LRCO II Julee Ann R. Laudato -Casual Clerk BLT Division -Office of the City Treasurer
TOTAL:			10 minutes	

**Corporation not to exceed Php5,500.00*

9. Issuance of Notice of Real Property Tax Delinquencies

Failure to pay the real property taxes for both the Basic Tax and Special Education Fund Tax on or before the due dates shall subject the taxpayers to a penalty of two (2%) percent for each months of delinquency provided however that in no case shall the total interest on the unpaid tax or portion thereof exceed thirty-six (36) months or a total of 72%.

Office or Division:		Office of the City Treasurer - Real Property Tax Division		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Notice of delinquency			Office of the City Treasurer	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accept Notice of Tax Delinquency	1. Issue Notice of Tax Delinquency to property owner or administrator or occupant	None	4 days	Clifford S. Paragua -LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer
TOTAL:		None	4 days	

10. Issuance of Real Property Tax Clearance

City residents who require Tax Clearance on their Real Properties for loans, building permits, transfer of title and for personal reference purposes.

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Owner: Photocopy of Tax Declaration Photocopy of Latest Official Receipt of property requested Photocopy of Deed of Sale Representative: Photocopy of Notarized SPA or Letter request Photocopy of ID (owner and representative) with 3 specimen signature Photocopy of Tax Declaration Photocopy of Latest Official Receipt of property requested		Office of the City Assessors Personal or Owner's copy Attorney or Personal or Owner's copy Attorney or Legal Office Senior ID, government or employment ID, postal ID Office of the City Assessor Personal or Owner's copy		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request for Tax Clearance to collector at Window 1 or 2	1.1 Verify if the property is not delinquent (ask for Official Receipt) 1.2 .Fill up name of requesting party in the record book	None	15 minutes	Clifford S. Paragua -LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer
2. Pay the Tax Clearance fee	2.1. Accept payment	Php 130.00	15 minutes	Clifford S. Paragua

	2.2. Issue Official Receipt 2.3 Accept Official receipt 2.4 Prepare Tax Clearance Certification 2.5 Check and Sign Tax Clearance Certification			-LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer
3. Sign in the record book 4. Accept Tax Clearance	3. Receive signature in the record book 4. Release Tax Clearance Certification	None None	5 minutes	Clifford S. Paragua -LRCO III Michael Angelo E. Reyes -Bookbinder II Mary Anne B. Arcita -Casual Clerk RPT Division -Office of the City Treasurer
TOTAL:		Php 130.00	35 minutes	

11. Receiving of Payments for various transactions (Bid Forms, Proposal Booklet and Excavation Fees)

Office or Division:	Office of the City Treasurer – Cash Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payor TOP for excavation fee Proposal Booklet/ Bid Forms		Engineer's Office Bids and Awards Committee		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Tax Order of Payment at Window 1	1. Verify name and amount	None	5 minutes	Rosanna S. Almazan -Cashier IV Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
2. Pay the amount requested	2. Receive payment as per TOP	None	5 minutes	Rosanna S. Almazan -Cashier IV Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
3. Accept Official receipt	3. Issue Official Receipt as per amount	As per Contract or bid amount	5 minutes	Rosanna S. Almazan -Cashier IV

	reflected on TOP			Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
TOTAL:		As per contract or bid amount	15 minutes	

12. Releasing of Checks and Cash Payments

Payments on various City transaction.

Office or Division:	Office of the City Treasurer – Cash Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Payee Photocopy of One (1) valid ID with specimen signature		SSS, GSIS, Passport, Postal, Driver's License and Others	
Representative Photocopy of One (1) valid ID, original & photocopy for representative and employee represented		SSS, GSIS, Passport, Postal, Driver's License and Others	
Special Power of Attorney Authorization Letter		Personal	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID at Window 1	1. Receive and verify presented ID from client	None	5 minutes	Rosanna S. Almazan -Cashier IV Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
2. Sign vouchers and other supporting documents	2. Accept and verify signature from the ID presented	None	10 minutes	Rosanna S. Almazan -Cashier IV Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
3. Issue Official/ Acknowledgement Receipt	3. Accept official/ acknowledgement receipt from client	None	10 minutes	Rosanna S. Almazan -Cashier IV Erika Lynn P. Topacio -LRCO II

				Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
4. Sign registered form as acceptance of cash/ checks	4. Issue register form for signing	None	5 minutes	Rosanna S. Almazan -Cashier IV
5. Accept Cash/Checks	5. Release Checks/ payment of cash to client	None	5 minutes	Erika Lynn P. Topacio -LRCO II Angelito C. Saguid -Sr. Bookkeeper Rodilyn A. Labonete -Casual Clerk Cash Division -Office of the City Treasurer
TOTAL:		None	35 minutes	

**OFFICE OF THE CITY
TREASURER
Internal Services**

1. Recording of Vouchers (including Payrolls)

Vouchers are necessary because they are a source document and a proof to every transaction that has taken place. If every transaction were recorded, it would mean that there is a voucher available as a proof to that transaction.

Office or Division:	Office of the City Treasurer - Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vouchers		Accounting personnel		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher for receiving	1.1 Accept voucher	None	2 minutes	Angelika Kyle R. De Leon -LRCO I
	1.2. Record voucher		5 minutes	Rei Errol John G. Solicito -LRCO I
	1.3. Initial and sign the voucher recorded		3 minutes	Lallaine G. Lasprillas -Acting City Treasurer
	1.4. Submit the recorded voucher to Office of the City Administrator		5 minutes	Amylou R. Herrera -Casual Utility Worker Vilma A. Arasan -Job Order Admin Division -Office of the City Treasurer
TOTAL:			15 minutes	