

**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			Personal copy	
Renewal: Previous receipt from Office of the City Treasurer from previous payment			Personal copy	
CLIENT'S STEPS	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, 3 or 4	1. Accept receipt of purchase for new registration or previous receipt for renewal from taxpayer	None	5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
2. Pay the bicycle registration fee	2. Accept payment from tax payer	Php 100.00	15 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
3. Accept Official Receipt and Bicycle Plate	3. Issue Official Receipt		5 minutes	LRCO III, LRCO II, RC - Designate

	according to payment			(Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division Office of the City Treasurer</i>
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:	Tax Order of Payment Fire Certificate	Business Permit & Licensing Office Personal copy		
Renewal:	Tax Order of Payment	Business Permit & Licensing Office		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 For New Business: Present Tax Order of Payment and Fire Certificate to collector at Window 1,2 or 3	1.1 Accept Tax Order of Payment (TOP) and Fire Certificate from taxpayer	None	2 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division Office of the City Treasurer</i>
1.2 For Business Renewal:	1.2 Verify correctness of TOP and Fire Certificate	None	3 minutes	LRCO III, LRCO II, RC - Designate

Present Tax Order of Payment to collector at Window 1,2 or 3	and as to period of payment (Quarterly/ Semi-Annually/ Annually)			(Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
	1.3 Check and initial/sign the TOP received from BPLO staff	None	5 minutes	LRCO III, LRCO II And/or City Treasurer
2. Pay the Business Tax	2. Accept payment from tax payer	As assessed by the BPLO officers (see business category and tax amount at BPLO Section)	5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
3. Accept Official Receipt from the collector	3. Issue Official Receipt according to tax paid	None	5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
TOTAL:		As assessed	20 minutes	

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 Assessor	
TOP for Zoning Fee	Office of the City Planning & Dev't Coordinator	
TOP for Electrical and Building Permit, Streamer Fee, Excavation & Engineering Overhead, Niche Fee	Office of the City Engineer	
TOP for Certificate Business Closure, Business Permit, No Existing Business, Promotional Campaign, Violation (Illegal Vending)	Business Permit & Licensing Office	
TOP for Violation (City Ordinance)	Hall of Justice	

<p>TOP for Pre-Marital Counseling</p> <p>TOP for Family Planning, Death Processing, Lot Rental, Burial/Transfer/Exhumation Fee, Health Permit (Working Permit)</p> <p>TOP for PMA Clearance, Certificate of Employment, Service Record and other documents</p> <p>Professional Regulation Commission (PRC) License – Professional Tax Receipt</p> <p>Valid License I.D – Occupational Tax Receipt</p> <p>*TOP – Tax Order of Payment</p>	<p>Office of the City Social Welfare & Development</p> <p>Office of the City Health</p> <p>Office of the Human Resource Management Officer</p> <p>Personal</p> <p>Personal</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1 With Tax Order of Payment Present Tax Order of Payment (TOP) from office concerned to collector at Windows 1,2, 3 or 4</p> <p>1.2 For PTR and OTR: Present Professional Regulation Commission (PRC) License or Valid License I.D to collector at Windows 1,2, 3 or 4</p>	<p>1. Accept Tax Order of Payment from the tax payer</p> <p>1. 2 Accept the License from the tax payer</p>	None	5 minutes	<p>LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II)</p> <p><i>BLT Division</i> Office of the City Treasurer</p>
<p>2. Pay miscellaneous fees to collector</p>	<p>2. Accept payment from the taxpayer according to the TOP received or based on the computation for PTR and OTR</p>	See table below	5 minutes	<p>LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II)</p> <p><i>BLT Division</i> Office of the City Treasurer</p>

3. Accept Official Receipt upon payment to collector	3. Issue Official Receipt according to amount paid		5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> 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	304
Legitimation	532
Affidavit to use Surname of Father (AUSF)	332
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

Nature of Tax	Amount
Zoning Fee	As assessed by Office of the City Planning & Dev't Officer
Electrical Permit	As assessed by Office of the City Engineer
Building Permit	As assessed by Office of the City Engineer
Streamer Fee	As assessed by Office of the City Engineer
Excavation & Engineering Overhead	As assessed by Office of the City Engineer
Certificate of Business Closure	130
Business Permit	130
No Existing Business	130
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

Nature of Tax	Amount
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 2% interest on the no. of months lapsing for late payment
Tax Declaration	130
No Improvement	130
No Property	130

Nature of Tax	Amount
Health Permit (Working Permit)	152 / 202 / 252 / 302 w/ penalty for late payment 177 / 239.50 / 302 / 364.50
Niche Fee	100
PMA Clearance	390
Certificate of Employment	130
Service Record	130
Landholdings	130
Tax Mapping Verification	130

4. 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, 2 or 3	1.1 Present Index card to the tax payer/client 1.2 Generate TOP	None	10 minutes 10 minutes	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk) <i>RPT Division</i> 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	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk) <i>RPT Division</i> Office of the City Treasurer
TOTAL:		As Assessed	30 minutes	

*AV-Assessed Value

*SEF – Special Education Fund

5. 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		
<p>Present the Original and 1 copy of each:</p> <ol style="list-style-type: none"> 1. Original & Photocopy of Certified Tax Declaration - House and Lot 2. Original & Photocopy of No Improvement – if no improvement on land 3. Original & Photocopy of Land Title 4. Original & Photocopy of Deed of Absolute Sale, Extra Judicial, Deed of Donation, etc. <p>For Representatives</p> <p>Present the Original and 1 copy of each:</p> <ol style="list-style-type: none"> 1. Original & Photocopy of Notarized Special Power of Attorney 2. Original & Photocopy of Identification Card of Authorized Representative with 3 specimen signatures 3. Original & Photocopy of Identification Card of Owner with 3 specimen signatures 		<p>Office of the City Assessors or Personal copy</p> <p>Office of the City Assessors or Personal copy</p> <p>Registrar of Deeds or Personal copy</p> <p>Attorney or Personal copy</p> <p>Personal Copy</p> <p>Personal Copy</p> <p>Personal Copy</p>		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents to collector on Window 1,2, 3 or 4	1.1 Accept documents presented by taxpayer 1.2 Verify documents presented 1.3 Compute Transfer Tax 1.4 Issue TOP	None None None None	2 minutes 3 minutes 45 minutes 5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
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) x1.1% + (Transfer Fee) Php100.00 With penalty: Same formula but with 25%	5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer

		surcharge & 2% penalty x no. of months lapsing 60 days but maximum of 36 months		
TOTAL:		Depends on computation	1 hour	

*FMV – Fair Market Value

6. 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	
<p>For single client:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>New Business</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) 		<p>Office of the City Treasurer</p> <p>Personal Personal Personal BIR</p> <p>Personal Personal</p> <p>Office of the City Treasurer</p> <p>Personal</p>	

<ul style="list-style-type: none"> • Photocopy of SEC Registration/Certificate of Incorporation. • Government issued valid ID • Single proprietor certificate of registration • For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>Renewal of Business</p> <ul style="list-style-type: none"> • Included in the Tax Order of Payment of the payment of renewal of business <p>For Corporation: (New Business)</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from Office of the City Treasurer) • Government issued valid ID • Certificate of Registration • For representative: <ul style="list-style-type: none"> ○ ID of the representative ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented <p>(Renewal of Business)</p> <ul style="list-style-type: none"> • Included in the Tax Order of Payment of the payment of renewal of business 	<p>Personal Personal</p> <p>Personal</p> <p>Personal</p> <p>Business Permit & Licensing Office</p> <p>Office of the City Treasurer</p> <p>Personal Personal</p> <p>Personal Personal</p> <p>Business Permit & Licensing Office</p>
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CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1 For Single Client and For New Businesses</p> <p>1.1.1 Fill up Community Tax Declaration Form in front of Windows 1 or 2</p> <p>1.1.2. Present the form and the requirements to Windows 1 or 2</p>	<p>1. Assess the requirements and encode information</p>	<p>None</p>	<p>5 minutes</p>	<p>LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II)</p> <p><i>BLT Division</i></p>

1.2 For Renewal of Business Present the Tax Order of Payment (TOP) at Windows 1 or 2 for encoding	1. Assess the TOP and encode information			Office of the City Treasurer
2. Pay CTC to collector at Window 1 and 2	2. Accept payment	For Employees/ Business Php1.00/ 1 thousand	5 minutes	LRCO III, LRCO II, RC - Designate (Admin. Aide III – Utility Worker II) and RC – Designate (Security Guard II) <i>BLT Division</i> Office of the City Treasurer
TOTAL:			10 minutes	

** Individual not to exceed Php 5,005.00, Corporation not to exceed Php 10,500.00*

7. 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	None	4 days	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk)

	administrator or occupant			<i>RPT Division</i> Office of the City Treasurer
TOTAL:		None	4 days	

8. 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
<p>Present the Original and 1 copy of each:</p> <ol style="list-style-type: none"> 1. Original & Photocopy of Certified Tax Declaration 2. Original & Photocopy of Latest Official Receipt of Property requested 3. Original & Photocopy of Deed of Absolute Sale, Extra Judicial, Deed of Donation, etc. 	<p>Office of the City Assessors</p> <p>Personal or Owner's copy</p> <p>Attorney or Personal or Owner's copy</p>
<p>For Representatives</p> <p>Present the Original and 1 copy of each:</p> <ol style="list-style-type: none"> 1. Original & Photocopy of Notarized Special Power of Attorney or Letter Request 2. Original & Photocopy of Identification Card of Authorized Representative with 3 specimen signatures 3. Original & Photocopy of Identification Card of Owner with 3 specimen signatures 	<p>Attorney or Personal Copy</p> <p>Personal or Owner's copy</p> <p>Personal or Owner's copy</p>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Tax Clearance to collector at Window 1,2 or 3	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	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk) <i>RPT Division</i> Office of the City Treasurer
2. Pay the Tax Clearance fee	2.1. Accept payment 2.2. Issue Official Receipt 2.3 Accept Official receipt 2.4 Prepare Tax Clearance Certification 2.5 Check and Sign Tax Clearance Certification	Php 130.00	15 minutes	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk) <i>RPT Division</i> Office of the City Treasurer
3. Sign in the record book	3. Receive signature in the record book	None	5 minutes	LRCO III, RC – Designate (Bookbinder II) or RC – Designate (Casual Clerk) <i>RPT Division</i> Office of the City Treasurer
4. Accept Tax Clearance	4. Release Tax Clearance Certification	None		
TOTAL:		Php 130.00	35 minutes	

9. Receiving of Payments for various transactions (Bid Forms and Proposal Booklet)

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		
TOP for Proposal Booklet / Bid Forms		Bids and Awards Committee		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Tax Order of Payment at Window C	1. Verify name and amount	None	5 minutes	Cashier IV, LRCO II or LRCO I <i>Cash Division Office of the City Treasurer</i>
2. Pay the amount requested	2. Receive payment as per TOP	None	5 minutes	Cashier IV, LRCO II or LRCO I <i>Cash Division Office of the City Treasurer</i>
3. Accept Official receipt	3. Issue Official Receipt as per amount reflected on TOP	As per Contract or bid amount	5 minutes	Cashier IV, LRCO II or LRCO I <i>Cash Division Office of the City Treasurer</i>
TOTAL:		As per contract or bid amount	15 minutes	

10. 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 <ul style="list-style-type: none"> Original & Photocopy of Identification Card of Owner with 3 specimen signatures Representative <ol style="list-style-type: none"> Original & Photocopy of Notarized Special Power of Attorney or Authorization Letter Original & Photocopy of Identification Card of Authorized Representative with 3 specimen signatures Original & Photocopy of Identification Card of Owner with 3 specimen signatures 		SSS, GSIS, Passport, Postal, Driver's License and Others Attorney or Personal Copy Personal Copy Personal Copy		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements at Window A, B, C or D	1. Receive and verify presented requirements from client	None	5 minutes	Cashier IV, LRCO II, LRCO I or Sr. Bookkeeper <i>Cash Division</i> Office of the City Treasurer
2. Sign vouchers and other supporting documents	2. Accept and verify signature from the ID presented	None	10 minutes	Cashier IV, LRCO II, LRCO I or Sr. Bookkeeper <i>Cash Division</i> Office of the City Treasurer

3. Issue Service Invoice / Collection Receipt	3. Accept Service Invoice / Collection Receipt from client	None	10 minutes	Cashier IV, LRCO II, LRCO I or Sr. Bookkeeper <i>Cash Division</i> Office of the City Treasurer
4. Sign registered form as acceptance of cash/ checks 5. Accept Cash/Checks	4. Issue register form for signing 5. Release Checks/ payment of cash to client	None None	5 minutes 5 minutes	Cashier IV, LRCO II, LRCO I or Sr. Bookkeeper <i>Cash Division</i> Office of the City Treasurer
TOTAL:		None	35 minutes	

**OFFICE OF THE CITY
TREASURER
Internal Services**

1. Recording of Vouchers / 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	Casual Clerk or LRCO I
	1.2. Record voucher		5 minutes	City Treasurer
	1.3. Sign the voucher / payroll recorded		3 minutes	
	1.4. Submit the recorded voucher to Office of the City Administrator / Office of the City Vice Mayor / Office of the City Mayor		5 minutes	
TOTAL:			15 minutes	