

CITY TREASURER'S OFFICE

EXTERNAL SERVICES

1. ASSESSMENT OF REAL PROPERTY TAX

Real Property Tax is an ad valorem tax imposed on all types of Real Properties including Lands, Buildings, Improvements, and Machinery. It is collected every thirty-first (31st) of January each year. However, taxpayers can also pay in quarterly installment every March 31, June 30, September 30 and December 31.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) <u>or</u> Notice of Delinquency (Original/Photocopy)		Provided by the client. Office of the City Assessor City Treasurers Office – Land Tax Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get ticket number from the Queue Management System 1.2 Wait for your number to be called	1. Call next number in Queue Management System	None	2 minutes <i>(if under normal circumstances)</i>	Luisito Ramirez, Moises Jordan Jr.
2. Present/submit the requirement/s to the assigned counter for initial assessment and verification	2.1 Receive the requirement/s and check for completeness. 2.2 Issue Statement of Account if all requirements were given.	None None	2 minutes <i>(if under normal circumstances)</i>	Mitchie Fae dela Cruz, Clark Costa, Riva Dolor Alamo, Irene Camilon, Russel Gloria, Josephine Aragon, Junen Baja, Jonathan Sampot, Catherine Castillo, Madel Fina Base, Medalyn Saulog, Ramil Pascual, Rizza May Camia, Nikki Satsatin, Fatima Saquilayan
Fill-out the Client Satisfaction Rating Form				

TOTAL	None	4 minutes	
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2. PAYMENT OF REAL PROPERTY TAX

Real Property Tax is an ad valorem tax imposed on all types of Real Properties including Lands, Buildings, Improvements and Machinery. It is collected every thirty-first (31st) of January each year. However, taxpayers can also pay in quarterly installment every March 31, June 30, September 30 and December 31.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account <u>or</u> Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) <u>or</u> Notice of Delinquency (Original/Photocopy)		City Treasurers Office – Windows 23 to 25 Provided by the client Office of the City Assessor City Treasurers Office – Land Tax Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get ticket number from the Queue Management System	1. Call next number in Queue Management System	None	2 minutes <i>(if under normal circumstances)</i>	Luisito Ramirez, Moises Jordan Jr.
1.2 Wait for your number to be called		None		
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	For Basic & SEF: Property Assessed Value X 2.1% + Penalty (if applicable) + Garbage Fee (if applicable) - Discount (if applicable)	3 minutes <i>(if under normal circumstances)</i>	Irene Camilon, Russel Gloria, Riva Alamo, Jonathan Sampot, Josephine Aragon, Junen Baja, Clark Costa, Madel Fina Base, Ramil Pascual, Jess Frederick Berco, Medalyn Saulog, Lor Annmae Mendoza, Catherine Castillo,

				Rizza May Camia, Fatima Saquilayan
Fill-out the Client Satisfaction Rating Form				
	TOTAL	Based on computation	7 minutes	

3. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property Clearance is issued to all real property owners certifying that the properties have no outstanding real property tax due.

OFFICE OR DIVISION	Office of the City Treasurer		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
If you are the owner			
Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)		Provided by the client Office of the City Assessor	
Government Issued Identification Card (1 Original/Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
If you are a representative – For Transfer			
Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)		Provided by the client Office of the City Assessor	
Special Power of Attorney – If the owner is in the Philippines (1 Original) or Secretary's Certificate <u>or</u> Consulate Issued Special Power of Attorney Red Ribbon/Seal – If the owner is abroad (1 Original)		Person/Company being Represented	
Deed of Sale/Contract to Sell/Extra Judicial (1 Photocopy)		Provided by the client	
Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
If you are a representative – For Reference/Record Purposes			

Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)	Provided by the client Office of the City Assessor			
Authorization Letter <u>or</u> Special Power of Attorney <u>or</u> Secretary's Certificate <u>or</u> Board Resolution specifying the Authorized Representative (1 Original)	Provided by the client			
Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney- in-Fact/Owner (1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA			
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA			
If you are a representative – For Developers/Service Provider				
Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)	Provided by the client Office of the City Assessor			
Secretary's Certificate (1 Original) <u>or</u> Board Resolution specifying the Authorized Representative (1 Original)	Person/Company being Represented			
Government Issued Identification Card of Corporate Secretary/ Signatory (1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA			
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA			
*For Transfer – present the Deed of Sale/Contract to Sell together with the above specified requirements (1 Photocopy)	Provided by the client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get ticket number from the Queue Management System	1. Call next number in Queue Management System	None	2 minutes <i>(if under normal circumstances)</i>	Luisito Ramirez
1.2 Wait for your number to be called		None		
2. Present/ submit the requirement/s to the assigned counter for initial assessment	2. Receive the requirement/s and check for completeness	None	2 minutes <i>(if under normal circumstances)</i>	Mitchie Fae dela Cruz Rizza May Camia Nikki Satsatin

and verification				
3. Pay the assessed/ required fee(s)	3.1 Receive the payment and Issue O.R. 3.2 Release the Tax Clearance	P50.00 + P30.00 (Documentary Stamp Tax)	2 minutes	Mitchie Fae dela Cruz, Rizza May Camia, Madelfina Base, Fatima Saquilayan, Lor Annemae Mendoza
Fill-out the Client Satisfaction Rating Form				
TOTAL		Php 80.00	6 minutes	

4. ISSUANCE OF REAL PROPERTY TAX PAYMENT HISTORY

Real Property Tax Payment History is issued to all real property owners providing the payment records of the property.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If you are the owner				
Statement of Account <u>or</u> Latest Real Property Tax Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)		City Treasurers Office – Windows 23 to 25 Provided by the client Office of the City Assessor		
If you are a representative				
Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy)		Provided by the client Office of the City Assessor		
Authorization Letter <u>or</u> Special Power of Attorney <u>or</u> Secretary's Certificate <u>or</u> Board Resolution specifying the Authorized Representative (1 Original)		Provided by the client		
Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative(1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get ticket number from the Queue Management System 1.2 Wait for your number to be called	1. Call next number in Queue Management System	None None	2 minutes <i>(if under normal circumstances)</i>	Luisito Ramirez
2. Present/submit the requirement/s to the assigned counter for initial assessment and verification	2. Receive the requirement/s and check for completeness	None	2 minutes	Mitchie Fae dela Cruz Clark Costa Riva Dolor Alamo Irene Camilon Josephine Aragon Junen Baja Madel Fina Base Medalyn Saulog Jonathan Sampot Catherine Castillo Ramil Pascual Rizza May Camia Lor Annmae Mendoza
3. Pay the assessed/ required fee(s)	3. Receive the payment and Issue O.R.	P50.00 + P30.00 (Documentary Stamp Tax)	3 minutes <i>(if under normal circumstances)</i>	Marietta Esguerra Evelyn Miranda Gillianne Villafuerte Charmaine Joy Saringayat Pee Chee Fauni Mary Ann Franco Alvin Topacio Gilbert de Jesus

4. Present the Official Receipt	4. Release the Tax Payment History	None	2 minutes	Leonida Tapawan
Fill-out the Client Satisfaction Rating Form				
TOTAL		Php 80.00	9 minutes	

5. ASSESSMENT AND PAYMENT OF LOCAL TRANSFER TAX

Local Transfer Tax is imposed on the sale, donation, barter, or any other mode of transferring ownership or title of real property. Payment is due sixty (60) days from the date of execution of the deed or the date of the decedent's death.

OFFICE OR DIVISION	Office of the City Treasurer		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
If you are the buyer/seller			
Deed of Absolute Sale <u>or</u> Deed of Conveyance <u>or</u> Deed of Reconveyance (1 Photocopy) <u>or</u> Deed of Donation (1 Photocopy) <u>or</u> Extrajudicial Settlement of Estate (1 Photocopy) <u>or</u> Certificate of Sale (1 Photocopy) <u>or</u> Court Order		Provided by the client	
Certificate Authorizing Registration (CAR) (1 Photocopy) <u>or</u> Withholding Tax Remittance Return and Official Receipt/Deposit Slip (1 Photocopy) and Capital Gains Tax Return and Official Receipt/Deposit Slip (1 Photocopy) and Documentary Stamp Tax Declaration/Return (1 Photocopy)		Bureau of Internal Revenue	
Transfer Certificate of Title (1 Photocopy)		Register of Deeds	
Tax Declaration (1 Photocopy)		Office of the City Assessor	
Tax Clearance (1 Photocopy)		City Treasurers Office – Window 23 to 25	
Government Issued Identification Card (1 Original/Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
If you are a representative			
Deed of Absolute Sale <u>or</u>			

Deed of Conveyance <u>or</u> Deed of Reconveyance (1 Photocopy) <u>or</u> Deed of Donation (1 Photocopy) <u>or</u> Extrajudicial Settlement of Estate (1 Photocopy) <u>or</u> Certificate of Sale (1 Photocopy) <u>or</u> Court Order		Provided by the client		
Certificate Authorizing Registration (CAR) (1 Photocopy) <u>or</u> Withholding Tax Remittance Return and Official Receipt/Deposit Slip (1 Photocopy) and Capital Gains Tax Return and Official Receipt/Deposit Slip (1 Photocopy) and Documentary Stamp Tax Declaration/Return (1 Photocopy)		Bureau of Internal Revenue		
Transfer Certificate of Title (1 Photocopy)		Register of Deeds		
Tax Declaration (1 Photocopy)		Office of the City Assessor		
Tax Clearance (1 Photocopy)		City Treasurers Office – Window 1 to 3		
Secretary's Certificate (1 Original) <u>or</u> Special Power of Attorney (1 Original)		Person/Company being Represented		
Government Issued Identification Card (1 Original/Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s to the assigned counter for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	12 minutes <i>(if under normal circumstances)</i>	Jess Frederick Berco, Cynthia Hernandez, Madel Fina Base, Fatima Saquilayan
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	75% of 1% (.0075) of acquisition cost/fair market value/zonal value whichever is higher	3 minutes <i>(if under normal circumstances)</i>	Jess Frederick Berco, Cynthia Hernandez, Madel Fina Base, Fatima Saquilayan
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	15 minutes	

6. ISSUANCE OF LOCAL TRANSFER TAX CERTIFICATE

Local Transfer Tax Certificate is issued to all real property owners certifying the transfer tax payment of the property.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Imus City Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If you are the owner				
Latest Tax Declaration (1 Photocopy)		Office of the City Assessor		
Transfer Certificate of Title (1 Photocopy)		Registry of Deeds		
Government Issued Identification Card (1 Original/Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
If you are a representative				
Latest Tax Declaration (1 Photocopy)		Office of the City Assessor		
Transfer Certificate of Title (1 Photocopy)		Registry of Deeds		
Secretary's Certificate (1 Original) or Special Power of Attorney (1 Original)		Person/Company being Represented		
Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	2 minutes	Jess Frederick Berco Cynthia Hernandez Madel Fina Base
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	P50.00 + P30.00 (Documentary Stamp Tax)	3 minutes <i>(if under normal circumstances)</i>	Marietta Esguerra Evelyn Miranda Gillianne Villafuerte Charmaine Joy Saringayat Pee Chee Fauni Mary Ann Franco Alvin Topacio Gilbert de Jesus

3. Present O.R. and claim the Certification	3. Release the Certificate	None	5 minutes	Jess Frederick Berco Cynthia Hernandez Madel Fina Base
Fill-out the Client Satisfaction Rating Form				
TOTAL		Php 80.00	10 minutes	

7. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate is imposed on all the inhabitants of the city who are eighteen years old and above, as well as juridical persons doing business in the city or whose office or establishment is in the city. It shall accrue on the first (1st) day of January each year and shall be paid not later than the last day of February of each year.

OFFICE OR DIVISION	Office of the City Treasurer		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
WHO MAY AVAIL THE SERVICE	Residents of City of Imus (must be eighteen years old and above) Residents and non-residents engaged in business or occupation in the City of Imus Real Property owner in City of Imus Individuals who are required to file an income tax return		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
If you are the applicant			
Latest community tax certificate (Original/Photocopy) <u>or</u> Government Issued Identification Card of the Applicant (Original) <u>or</u>		Provided by the client BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
If you are a representative			
Latest community tax certificate (Original/Photocopy) <u>or</u> Government Issued Identification Card of the Applicant (Original/Photocopy)		Provided by the client BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
Special Power of Attorney (1 Original)		Person being Represented	
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA	
For BIR Filing			
Latest community tax certificate (Original/Photocopy) <u>or</u>		Provided by the client	

Government Issued Identification Card of the Applicant (Original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Certificate of Compensation Payment – BIR Form 2316 (1 Original/Photocopy)		Client's Employer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s to the assigned counter for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	2 minutes <i>(if under normal circumstances)</i>	Lea Ilagan, Marietta Esguerra, Evelyn Miranda, Gillianne Villafuerte, Charmaine Joy Saringayat, Pee Chee Fauni, Mary Ann Franco, Alvin Topacio, Gilbert de Jesus
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	For Individual: P5.00 + (P1.00 for every P1,000.00 of income/property) For Corporation: P500.00 + (P2.00 for every P5,000.00 of income/property)	3 minutes <i>(if under normal circumstances)</i>	Lea Ilagan, Marietta Esguerra, Evelyn Miranda, Gillianne Villafuerte, Charmaine Joy Saringayat, Pee Chee Fauni, Mary Ann Franco, Alvin Topacio, Gilbert de Jesus
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	5 minutes	

8. PAYMENT OF PROFESSIONAL TAX

Professional Tax is imposed on each person engaged in the exercise or practice of his profession requiring government examination. Payment is due on or before the thirty-first (31st) of January each year.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Licensed Professionals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Professional Tax Official Receipt (Original/Photocopy) <u>or</u> Professional Regulation Commission License (Original/Photocopy)		Provided by the client Professional Regulation Commission		
For Lawyers				
Integrated Bar of the Philippines Identification Card/Roll Number (Original/Photocopy)		Integrated Bar of the Philippines		
For insurance agents				
Insurance Company Identification Card/Certification		Philippine Regulation Commission/Insurance Commission		
Tax Identification Number		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s to the assigned counter for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	5 minutes <i>(if under normal circumstances)</i>	Jess Frederick Berco, Cynthia Hernandez, Madel Fina Base, Fatima Saquilayan
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	P300.00 + Penalty (if applicable)	3 minutes <i>(if under normal circumstances)</i>	Jess Frederick Berco, Cynthia Hernandez, Madel Fina Base, Fatima Saquilayan
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	8 minutes	

9. BUSINESS RETIREMENT ASSESSMENT AND ISSUANCE OF BUSINESS CLOSURE CERTIFICATE

A business subject to tax, upon closure/cessation of operation, shall inform LGU for the assessment of any tax due to be paid before its full termination. Business Closure Certificate is issued to all business tax owners certifying that the business filed for business retirement.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Sole/Single Proprietorship				
Completely Filled-out and Notarized Application Form		City Treasurers Office – Business Tax Division		
Latest Original Business Permit (Original)		Provided by the client		
Latest Official Receipt (1 Photocopy) <u>or</u> Certificate of Last Payment – If the receipt is not available (Original)		Provided by the client Business Permit and License Office		
Latest Community Tax Certificate (Original/Photocopy)		Provided by the client		
Audited Financial Statement/Income Tax Return (1 Photocopy)		Bureau of Internal Revenue		
Certificate of Gross Sales – If ITR/FS is consolidated (1 Original)		Company/Business Accountant		
For Partnership/Corporation				
Completely Filled-out and Notarized Application Form		City Treasurers Office – Business Tax Division		
Latest Original Business Permit (Original)		Provided by the client		
Latest Official Receipt (1 Photocopy) <u>or</u> Certificate of Last Payment – If the receipt is not available (Original)		Provided by the client Business Permit and License Office		
Latest Community Tax Certificate (Original/Photocopy)		Provided by the client		
Audited Financial Statement/Income Tax Return (1 Photocopy)		Bureau of Internal Revenue		
Certificate of Gross Sales – If ITR/FS is consolidated (1 Original)		Company/Business Accountant		
Secretary's Certificate (1 Original) <u>or</u> Board Resolution (1 Original) specifying the Date of Closure and Authorized Representative		Person being Represented		
Government Issued Identification Card of Corporate Secretary/ Signatory (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s for initial	1.1 Receive the requirement/s and check for completeness.	None	5 minutes <i>(if under normal)</i>	Bryan Ordoñez, Karl Erick Sapida,

assessment and verification	1.2 Issue Order of Payment	None	<i>circumstances)</i>	Patrick George Mercene, Dennis Gaurino, Elvie Candalla, Jean Mari Aveno
2. Pay the assessed/ required fee(s)	2. Receive the payment and Issue O.R.	Based on table below + penalty (if applicable) + P50.00 + P30 (Documentary Stamp Tax)	3 minutes <i>(if under normal circumstances)</i>	Lea Ilagan, Marietta Esguerra, Evelyn Miranda, Gillianne Villafuerte, Charmaine Joy Saringayat, Mary Ann Franco, Alvin Topacio, Gilbert de Jesus
3.1 Present O.R. 3.2 Claim the Certification	3.1 Verify O.R. 3.2 Prepare and Release the Business Closure Certificate	None	5 minutes <i>(if under normal circumstances)</i>	Bryan Ordoñez, Karl Erick Sapida, Patrick George Mercene, Dennis Gaurino, Elvie Candalla, Jean Mari Aveno
4. Submit 1 Photocopy of Certification	4. Receive the Certification	None	2 minutes	Business Permit and License Office
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	15 minutes	

(a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts for the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,742.00
75,000.00 or more but less than 100,000.00	2,178.00
100,000.00 or more but less than 150,000.00	2,904.00
150,000.00 or more but less than 200,000.00	3,630.00
200,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	10,560.00
750,000.00 or more but less than 1,000,000.00	13,200.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more but less than 3,000,000.00	22,143.00
3,000,000.00 or more but less than 4,000,000.00	26,136.00
4,000,000.00 or more but less than 5,000,000.00	30,492.00
5,000,000.00 or more but less than 6,500,000.00	32,175.00
6,500,000.00 or more	P32,175.00 plus 49.5% of 1% over P6.5million

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Gross Sales/Receipts for the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 2,000,000.00	13,200.00
2,000,000.00 or more	P13,200.00 plus 66% of 1% over P2.0 million

The businesses enumerated be subject to the tax on wholesalers, distributors, or dealers herein provided for.

in paragraph (a) above shall no longer

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations.

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) the Ordinance;

1. Rice and Corn;
2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
3. Cooking oil and cooking gas;
4. Laundry soap, detergents, and medicine;
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
6. Poultry feeds and other animal feeds;
7. School supplies; and

8. Cement

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	871.00
100,000.00 or more but less than 150,000.00	1,221.00
150,000.00 or more but less than 200,000.00	1,580.00
200,000.00 or more but less than 300,000.00	2,178.00
300,000.00 or more but less than 500,000.00	2,904.00
500,000.00 or more but less than 750,000.00	4,345.00
750,000.00 or more but less than 1,000,000.00	5,749.70
1,000,000.00 or more but less than 2,000,000.00	6,534.00
2,000,000.00 or more	P6,534.00 plus 32.45% of 1% over P2.0 million

(d) On exporters of all articles of commerce of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

(e) On contractors and other independent contractors in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided that in no case shall the tax on gross receipts of P2,000,000.00 or more be less than P15,1800.00

(f) On banks and other financial institutions, at the rate of seven five percent of one percent (75% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On operators of theaters and cinema houses, video-movie houses utilizing laser disc players, projectors and of similar apparatus, and other entertainment sites in the internet and other show houses which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,560.00
75,000.00 or more but less than 100,000.00	2,335.00
100,000.00 or more but less than 150,000.00	3,269.00
150,000.00 or more but less than 200,000.00	4,295.00
200,000.00 or more but less than 250,000.00	5,493.00
250,000.00 or more but less than 300,000.00	7,296.00
300,000.00 or more but less than 400,000.00	9,837.00
400,000.00 or more but less than 500,000.00	10,175.00
500,000.00 or more but less than 750,000.00	11,275.00
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	P13,915.00 plus 66% of 1% over P2.0 million

(h) On lessors of real estate including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 60,000.00	1,210.00
60,000.00 or more but less than 70,000.00	1,548.00
70,000.00 or more but less than 80,000.00	1,839.00
80,000.00 or more but less than 90,000.00	2,153.00
90,000.00 or more but less than 100,000.00	2,468.00
100,000.00 or more but less than 150,000.00	3,061.00
150,000.00 or more but less than 200,000.00	4,138.00
200,000.00 or more but less than 300,000.00	5,517.00
300,000.00 or more but less than 500,000.00	8,167.00
500,000.00 or more but less than 750,000.00	13,722.00
750,000.00 or more but less than 1,000,000.00	19,882.00
1,000,000.00 or more but less than 2,000,000.00	21,780.00
2,000,000.00 or more	P21,780.00 plus 66% of 1% over P2.0 million

(i) On the businesses hereunder enumerated:

1. Commission agents;
2. Lessors, dealers, brokers of real estate;
3. On travel agencies and travel agents;
4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
6. Privately-owned markets;
7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
8. Operators of Cable Network System;
9. General consultancy services;
10. Warehouses;
11. On line businesses that offers services;
12. All other similar activities consisting essentially of the sales of services for a fee

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P15,180

(j) On retailers with gross sales or receipts for the preceding year in the amount of:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	P11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	P665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

(k) On retailers classified as sari-sari store with gross sales or receipts for the preceding year in the amount of:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00

500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	P10,560.00 plus 60% of 1% over P1.0 million

(l) On Authorized Franchise Car Dealers engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 50% of 1% of gross receipts up to P 2,000,000.00 and 45% of 1% of gross receipts in excess of P 2,000,000.00.

(m) On restaurants and other eating establishments such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.

(n) On operators engaged in amusement devices and computer shop shall be taxed at the rate of Two Hundred Pesos (P200.00) per amusement device.

(o) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Sixty Six Pesos (P66.00) per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddlers' tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

(p) On any business, not otherwise specified in the preceding paragraphs, which the Sanggunian concerned may deem proper to tax: Provided, That on any business subject to the excise, value-added or percentage tax under the National Internal Revenue Code, as amended, the rate of tax shall not exceed two percent (2%) of gross sales or receipts of the preceding calendar year.

10. PAYMENT OF VARIOUS LOCAL TAXES, FEES AND REGULATORY CHARGES

Payment of various local taxes, fees and regulatory charges payable to City Government of Imus.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment <u>or</u> Statement of Account <u>or</u> Assessment of Taxes and Fees		Respective Imus City Department/Offices		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s to the assigned counter for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	2 minutes <i>(if under normal circumstances)</i>	Lea Ilagan Marietta Esguerra Evelyn Miranda Gillianne Villafuerte Charmaine Joy Saringayat Pee Chee Fauni Mary Ann Franco Alvin Topacio Gilbert de Jesus
2. Pay the assessed/required fee(s)	2. Receive the payment and Issue O.R.	Based on the table below	3 minutes <i>(if under normal circumstances)</i>	Lea Ilagan Marietta Esguerra Evelyn Miranda Gillianne Villafuerte Charmaine Joy Saringayat Pee Chee Fauni Mary Ann Franco Alvin Topacio Gilbert de Jesus
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	5 minutes	

NATURE OF TAX / FEE	AMOUNT CHARGED
Amusement Tax	as assessed by BPLO
Anti-Rabies Fee	Php 100.00
Business Tax	as assessed by BPLO and City Treasurer
Building Fee	as assessed by City Building Office
Burial Fee	as assessed by BPLO
Business Delinquency Fee	as assessed by Permits and Licensing Office and City Treasurer
Business Retirement Tax	as assessed by the City Treasurer
Cemetery Fee	as assessed by BPLO
Civil Registrar Fee	as assessed by City Civil Registrar
Engineering and Electrical Fees	as assessed by City Engineer's Office
Facilities Fee	as assessed by City Administrator's Office
Franchise Renewal	as assessed by Tricycle Regulatory Unit
Health Fee	Php 100.00 + Php 30.00 Documentary Stamp Tax
Local Franchise Tax	50% of 1% of Gross Sales
Mayor's Clearance	Php 50.00
No-Plastic Ordinance Fee	as assessed by CENRO
Other City Fees	as assessed by offices concerned
Pedicycle Registration	as assessed by Tricycle Regulatory Unit
Permit to Construct	Php 250.00
Personnel Certification	Php 50.00
Police Clearance	<ul style="list-style-type: none"> • New Employment and other purposes ----- Php 50.00 • Employment (Renewal) ----- Php 100.00 • Passport/Visa Application ----- Php 100.00 • Travel Abroad ----- Php 150.00

	<ul style="list-style-type: none"> • Application for Filipino Citizenship ----- Php 500.00 • PLEB Clearance ----- Php 100.00 • Firearms Permit Application ----- ----- Php 500.00 • Change of Name ---- Php 100.00
Special Permit Fee	Php 785.00
Traffic Violation Fee	as assessed by CTMO / Violation Ticket
Tricycle Registration	as assessed by Tricycle Regulatory Unit
Working Permit Fee	as assessed by PESO
Zoning Fee	as assessed by City Planning & Development Office
Others	Refer to Order of Payment/Statement of Account

11. CHECK RELEASE OF FINANCIAL ASSISTANCE, CITY UTILITY EXPENDITURES, EMPLOYEE BENEFITS, AND OTHER CLAIMS

Release of checks for financial assistance, utility expenditures, employee benefits, and other claims.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt – If the claim is financial assistance/scholarship/contractors/service providers/creditors (Original)		Provided by client		
Authorization Letter <u>or</u> Special Power of Attorney <u>or</u> Secretary Certificate <u>or</u> Board Resolution specifying the Authorized Representative (1 Original)		Person being Represented		
Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Creditor (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	2 minutes <i>(if under normal circumstances)</i>	Luisa Tan, Val Abad, Pee Chee Fauni, Kenneth Figueroa
2.1 Receive the check	2. Release the check	None	4 minutes <i>(if under normal circumstances)</i>	Luisa Tan, Val Abad, Pee Chee Fauni, Kenneth Figueroa
2.2 Sign the disbursement and check voucher/s				
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	6 minutes	

12. RELEASE OF SENIOR CITIZEN SUBSIDY

All registered senior citizens of the City of Imus are entitled to receive senior citizen subsidy semi-annually.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All Senior Citizens of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If you are the recipient				
Government Issued Identification Card (1 Original/1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
If you are a representative				
OSCA Authorization Letter (1 Original)		Senior Citizen President of the Barangay		
Government Issued Identification Card of the recipient (1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
Government Issued Identification Card of the Representative (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA, OSCA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the requirement/s for initial assessment and verification	1. Receive the requirement/s and check for completeness	None	5 minutes <i>(if under normal circumstances)</i>	Gencil Ramos
2. Receive the pay envelope	2. Release the pay envelope	None	2 minutes	Luisa Tan, Annaliza Racasa
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	7 minutes	

13. DISBURSEMENT AND ISSUANCE OF CHECKS

Preparation and check issuances for all creditors of City Government of Imus and recipients of financial assistance/honorarium/allowances etc.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All creditors of City Government of Imus and recipients of financial assistance/honorarium/allowances etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Disbursement Voucher and all supporting documents in Accounting Checklist		From requesting department/agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Disbursement Voucher and supporting documents	1.1 Receive the requirement/s and check for completeness	None	5 minutes	Ruby Protacio
	1.2 Encode details of the disbursement voucher in Voucher Monitoring File	None		
	2. Route for City Treasurer's Approval	None	4 hours	Ruby Protacio
	3.1 Receive the requirement/s and check for completeness	None	1 hour	Ruby Protacio
	3.2 Issue Check	None		
	4.1 Prepare Accountant's Advice	None	10 minutes	Ruby Protacio
	4.2 Encode Check Details in Check Monitoring File	None		
	5. Route Accountant's Advice for Signature	None	4 hours	Ruby Protacio
	6. Route Check for Signature	None	1 day	Ruby Protacio

	TOTAL	None	2 days and 15 minutes	
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NOTE: This is on a normal circumstance.

CITY TREASURER'S OFFICE

INTERNAL SERVICES

1. ISSUANCE OF ACCOUNTABLE FORMS

Issuance of Accountable forms to all bonded collectors and barangay captains/treasurers of the City Government of Imus.

OFFICE OR DIVISION	Office of the City Treasurer			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All bonded collectors and barangay captains/treasurers of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Barangay Captains/Treasurers				
Bond Confirmation (1 Photocopy)		Bureau of Treasury		
Oath (1 Photocopy)		Department of the Interior and Local Government		
Certificate of Appointment (1 Photocopy)		Barangay Captain		
Official Receipt (Proof of Purchase of Accountable Form 51)		City Treasurers Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for Official Receipt	1. Receive the payment and Issue O.R.	P300.00 / booklet	3 minutes <i>(if under normal circumstances)</i>	Cristina Calvelo
2. Present/ submit the requirement/s for initial assessment and verification	2.1 Receive the requirement/s and check for completeness	None	5 minutes <i>(if under normal circumstances)</i>	Cristina Calvelo
	2.2 Prepare Requisition and Issue Voucher	None		
	2.3 Prepare Acknowledgement Receipt	None		
3. Receive the Accountable Forms	3. Issue Accountable Forms	None	2 minutes	Cristina Calvelo
Fill-out the Client Satisfaction Rating Form				
TOTAL		Php 300.00/booklet	10 minutes	