

-Ensure prompt and accurate collection of licenses, fees and local taxes. Immediate and exact payment of payrolls, vouchers and other local expenses.

Provide

PAYMENT OF REAL PROPERTY TAX

Owners of the land and buildings have to pay real property taxes annually. Payments are made on a quarterly , semi- annually or annually basis.

STEPS	Requirements	Term Used	FEES	Response Time	Service Provider
1. Present the previous receipts for verification of your accounts	Latest Original Receipts/ Tax Declaration Note: if latest original receipts of RPT payment is not available verification of RPT card shall be made			2 minutes	Mariel P Maniebo- LRCO II Francis Grace L. Garcia- Clerk Cherry Mae N. Garcia- Admin Aide V
2. Pay the Real Property Tax and wait for the issuance of Original Receipt	1% of assessed value - BASIC 1% of assessed value - SEF	AF # 56	Based from Assessed Value	10 minutes for delinquent and 5 minutes for current per tax declaration	

PAYMENT OF WATER CONSUMPTION

Water consumption should be pay monthly as stated in Billing due date to ensure continuous service and to avoid penalties

1. Present Notice of Billing from the Waterworks Office	Water bill	Individual Water Ledger		2 minutes	Assigned MTO Personnel Doris A. Visaya - Admin Asst. II Sharon A. Ona- Meter Reader I(Detailed) Madonna D. Atienza - LRCO I
2. Pay water bill due		AF # 51		3 minutes	

REQUEST FOR COPIES OF CREDITABLE TAX WITHHELD

BIR Forms 2306 and 2307 are support documents issued to the supplier/s of this LGU for filing of taxes with the BIR

1. Request for Creditable Tax Withheld	Name of Supplier & TIN Number	BIR FORMS 2307 2306		4 minutes	Rebecca B. Manongsong -LTOO I
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CITIZEN'S CHARTER MUNICIPAL TREASURER'S OFFICE

Availability of the Service: Monday to Friday , 8:00 in the morning - 5:00 in the afternoon

qualified work-oriented personnel in the frontline service and develop a workflow system that minimizes procedures and documentary requirements without violating aud

PAYMENT OF BUSINESS PERMITS AND LICENSES

All business permits and licenses are to be renewed within the first 20 days of January. During the period, Government of Puerto Galera has a ONE-STOP SHOP program wherein all offices with direct participation in the processing of the application for renewal of business permits and licenses are housed in one place to help facilitate the smooth flow of documents; thus saving the clientele's money, time and effort.

STEPS	Requirements	Term Used	FEES	Response Time	Service Provider
1. Get your Community Tax Certicate (Cedula) after the verification of documents and assessment from the Business Permit & Licensing Office (BPLO)	Cedula	# 906	Unemployed-P5.00 (basic) Employed-P5.00 (Basic)+ P1.00/P1,000.00 For Corporation New-P500.00(Basic)	2 minutes	Madonna D. Atienza -LRCO I Sharon Ona - Meter Reader I (Detailed)
2. Pay fee and get the CTC			Renewal - (P500.00)+ (Gross SalesX2)/P5,000.00		
3. Pay the Mayor's Permit fee/clearance fee	Kind of Business	AF # 51	Based on Revenue Code, computation generated by the system	2 minutes	Doris Visaya - Admin Asst III Sharon Ona - Meter Reader I (Detailed)

SECURING TAX CLEARANCE AND TAX DECLARATION

A tax clearance and tax declaration are issued as requirements to other transaction with other offices

1. Payment of required fees	Previous receipts	Tax Clearance	P 70.00	3 minutes	Doris Visaya-Admin Asst III Mariel P. Maniebo -LRCO II CRISOL R. CALDA-Municipal Treasurer
2. Preparation of documents		Tax Declaration		2 minutes	
3. Approval of documents		Forms		2 minutes	
4. Release of documents				5 minutes	

iting requirements.

PAYMENT OF PHILHEALTH

Payment of Philhealth contribution should be before the 10th day of the following month of the applicable period.

1. Present Philhealth No/ MDR Copy	Philhealth No. & personal Details/ Company Details	Philhealth Agent Receipt		4 minutes	CHERRY MAE N. GARCIA - Admin Aide V
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CLAIMING OF CHECKS

Checks are issued to pay for the obligations of the Local Government provided it has an approved vouchers and supporting documents and duly signed by authorized signatories.

1. Recording & Controlling - Typing of Checks - Recording of Checks & Vouchers	Duly accomplish voucher			2 minutes 2 minutes	MERLINA B. DE LEON - Admin Asst. II REBECCA M. DEL MUNDO - Admin Asst. II
2. Duly signed checks send to accounting office for advice	Duly accomplish voucher			5 minutes	REBECCA M. DEL MUNDO - Admin Asst. II
3. Release of Checks	Signed Checks			2 minutes	REBECCA M. DEL MUNDO - Admin Asst. II

PAYMENT OF SALARIES AND WAGES

Salary is a form of periodic payment from an employer to an employee which maybe specific in an employee contract
Wages are those compensations that are paid per hour or per days worked.

1. Prepare masterlist of payrolls	Approved payroll	Payroll		1 hour	
2. Prepare cash advance vouchers				5-10 Minutes	Rebecca B. Manongsong - LTOO I
3. Release of salaries and wages				45-60 minutes	