

CITY TREASURER'S OFFICE
External Services

1. Barangay Fidelity Bond Form 57A signing

All elected Barangay officials and members are required to apply their fidelity bond to faithfully account all funds and public property coming into his possession and custody.

Office or Division:	City Treasurer's Office/Administrative Division/Window 7			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Barangay Officials and members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New and Renewal: FORM 57A for Barangay Fidelity Bond (3 original copies, 1 st page signed by the Barangay Officials and members)		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Form 57A at Window 7 to Admin staff	1.1 Accept Form 57A from Barangay official or members	None	5 minutes	Admin Aide III or Casual Utility Worker
	1.2 Initial and sign the back of Form 57A	None	5 minutes	Asst. CTO, City Treasurer's Office
2. Accept signed Form 57A from Admin staff after signing from log sheet	2. Issue signed Form 57A to Barangay Official or members after recording into log sheet.	None	5 minutes	Admin Aide III or Casual Utility Worker

				City Treasurer's Office
TOTAL:		None	15 minutes	

2. Collection of Bicycle Registration Fees

The Traffic Code of the City provides that all bicycles within the city must be registered to regulate their use and establish ownerships thereof; and that registered owner must pay the corresponding fee annually.

		Office of the City Treasurer (Business License Division)/Window 5		
Office or Division:		City Mayor's Office- Business Permit & License Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Residents of Cavite City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New:		Owner's copy		
Official receipt of purchase				
Renewal:		Owner's copy		
Previous receipt from City Treasurer's Office of previous payment				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Receipt of Purchase for new registration and previous receipt for renewal to collector at Window 5	1.1. Accept receipt of purchase for new registration and previous receipt for renewal from taxpayer	None	5 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office

2. Pay the bicycle registration fee to the collector at Window 5	2. Accept payment from tax payer	Php 100.00	15 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
3. Accept Official Receipt	3. Issue official receipt according to payment		5 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
TOTAL:		Php 100.00	20 minutes	

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

3. Collection of Business Tax

Unless otherwise provided by 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 quarterly installments.

Office or Division:	Office of the City Treasurer (Business License Division/Window 5) Office of the City Mayor-Business Permit & Licensing Office (BPLO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses
Who may avail:	Citizen

		Businesses		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New: Original Copy of CTC Fire Certificate Tax Order of Payment Renewal: Tax Order of Payment from previous year		Owner's copy Owner's copy BPLO Owner's copy		
CLIENTS STEPS	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 or 2 For Business Renewal: Present Tax Order of Payment to collector at window 1 or 2	1.1 Accept Tax Order of Payment, original copy of CTC and Fire Certificate from taxpayer 1.2 Verify correctness of CTC & Fire Certificate and TOP as to period of payment (Quarterly/ Semi-Annually/ Annually) 1.3 Check and initial/sign the	None None	10 minutes 5 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office

	TOP received from BPLO staff	None	5 minutes	Asst. CTO and CTO
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)	10 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
3. Accept Official Receipt from the collector	3. Issue Official Receipt according to tax paid	None	10 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
TOTAL:		As assessed	40 minutes	

4. Collection of Transfer Tax

An 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 tax.

Office or Division:	Office of the City Treasurer
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	(Business License Division/Window 5)			
	Office of the City Mayor-Business Permit & Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of each: Photocopy of Tax Declaration House and Lot Photocopy of Land Title Photocopy of Deed of Sale/Extra Judicial, Deed of Donation, etc.		City Assessor or Personal copy Registrar of Deeds or personal copy Attorney or Owner's copy		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents to collector on Window 1 or 2	1.1 Accept documents presented by taxpayer	None	5 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
	1.2 Verify documents presented	None	5 minutes	
	1.3 Compute Transfer Tax	None	5 minutes	
	1.4 Issue TOP	None	5 minutes	

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% + (Property Tax) Php100.00 With penalty: Same formula but with 25% penalty x no. of months lapsing 60 days but maximum of 36 months	10 minutes	LRCO I and Casual Clerk, BLT Division, CTO City Treasurer's Office
TOTAL:			30 minutes	

*FMV – Fair Market Value

5. Collection of Market and Miscellaneous Fees

As per new Market Code, stallholders are required to pay monthly rental fees, goodwill/transfer fee and payments for their electrical consumption. In order to provide good and sanitary selling area in the City collects from market vendors and stallholders.

Office or Division:	City Treasurers Office – Market Admin. Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses
Who may avail:	Citizen Business clients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Stall Fee Billing		Public Market Admin Office		
Transfer/goodwill Bill		Public Market Admin Office		
Electrical Billing statement				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For the payment of Market Stall Fees:				
1. Inquire fees to be paid to collector at Public Market Office (state name and section and location)	1.1 Present Index card to stall owner/taxpayer to answer inquiry	None	10 minutes	Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office
2. Pay the market stall fee to the authorized collector	2. Accept payment from stall owner or taxpayer	Fixed payment as per section and corner under the market code (see table attached)	10 minutes	Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office

3. Accept official receipt from payment made	3. Issue official receipt to taxpayer according to amount paid	None	10 minutes	Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office
TOTAL:		Fixed under the market code	30 minutes	
For the payment of electrical bills:				
1. Inquire statement of billing to collector at Public Market Office	1. Check syllabication of statement of billing and present to taxpayer	None	10 minutes	Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office
2. Pay the electric bill to the collector	2. Accept payment as stated in the bill	As per billing statement	10 minutes	Market Supervisor II or Revenue Collection Clerk II or

				Revenue Collector-Designee City Treasurer's Office
3. Accept the Official Receipt	3. Issue Official Receipt as per payment made	None	10 minutes	Market Supervisor II or Revenue Collection Clerk II or Revenue Collector-Designee City Treasurer's Office
TOTAL:		As per billing statement issued from the City Engineer's Office	30 minutes	

6. Collection of Miscellaneous Fees

Accepts payments for issuance of Birth Certificate (AUSF, Adoption, Late Reg.)/Death Certificate (Burial Permit)/Marriage Certificate (Marriage Application/License, Solemnization/Family Planning, Annulment, Late Registration), Building/ Electrical Permit, Court Docs, Environmental Fee, Fiscal Clearance, Illegal Fishing/Trawl/Curfew, Mayor's Clearance, MPA Clearance & other Office Document, PTR/Occupational Tax, Transfer Tax, Weights and Measures, Working Permit)

Office or Division:	Office of the City Treasurer (Business License Division)
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	City Civil Registrar's Office			
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 Certificate ,AUSF, Adoption, Legitimation, Cancellation, Correction of birth entry, Late Reg./Marriage Certificate, Family Planning, Solemnization/Death Certificate TOP of Family Planning TOP of Pre-Marital Counseling TOP for Electrical & Construction TOP for Motorized Banca TOP for Health Permit (Working Permit) <i>*TOP – Tax Order of Payment</i>		Office of the Civil Registrar City Health Office City Social Welfare & Development Office City Engineer's Office City Agriculture Office City Health Office		
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 or 2	1. Accept Tax Order of Payment from the tax payer	None	10 minutes	LRCO I and Casual Clerk, BLT Division, City Treasurer's Office
2. Pay miscellaneous fee to collector	2. Accept payment from tax payer as	Misc. Fee Php130 (AUSF-Php332	10 minutes	LRCO I and Casual Clerk, BLT Division,

at Window 1 or 2	per TOP received	Late Registration – Php232 Adoption – Php532 Annulment – Php532 Legitimation – Php232 Acknowledgement – Php532 Cancellation/Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month		City Treasurer's Office
3. Accept Official Receipt upon payment to collector	3. Issue Official Receipt according to amount paid	Misc. Fee Php130 (AUSF-Php332 Late Registration – Php232 Adoption – Php532 Annulment – Php532 Legitimation – Php232 Acknowledgement – Php532 Cancellation/Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month	10 minutes	LRCO I and Casual Clerk, BLT Division, City Treasurer's Office
TOTAL:		Misc. Fee Php130 (AUSF-Php332 Late Registration – Php232 Adoption – Php532	30 minutes	

		Annulment – Php532 Legitimation – Php232 Acknowledgement – Php532 Cancellation/ Correction - Php232 Solemnization – Php200) Lot rental (Niche) Php200/month		
TOTAL:		Php 130.00	40 minutes	

7. 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 City Treasurer's Office collects the same for the offense.

Office or Division:	Office of the City Treasurer (Business License 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)

CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Temporary Citation Ticket to collector at window 1 or 2	1.1 Accept TCT from taxpayer 1.2. Verify TCT	None	10 minutes	LRCO I and Casual Clerk, BLT Division, City Treasurer's Office
2. Pay the corresponding fee	2. Accept payment	PHP 200.00	5 minutes	LRCO I and Casual Clerk, BLT Division, City Treasurer's Office
3. Accept Official Receipt	3. Issue Official Receipt according to TOP	Php 200.00	5 minutes	LRCO I and Casual Clerk, BLT Division, City Treasurer's Office
TOTAL:		Php 200.00	20 minutes	

8. 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:	City Treasurer's Office (Real Property Division) Window 6
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)		Personal CTO- RPT Division		
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 on Window 6	1.1 Present Index card to the tax payer/client 1.2 Generate TOP	None	15 minutes 5 minutes	LRCO I or Bookbinder, RPT Division, City Treasurer's Office
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 I or Bookbinder, RPT Division, City Treasurer's Office
TOTAL:		As Assessed	30 minutes	

*AV-Assessed Value

*SEF – Special Education Fund

9. Collection of Terminal Fees

The revenue code of the City provides that all baby buses which lines are within the City must pay the corresponding terminal fee per day of operation. Cash tickets are issued to all drivers of baby buses plying the route of Cavite City to Tanza, Naic, Rosario, General Trias, Noveleta and vice versa.

Office or Division:		Office of the City Treasurer		
Classification:		P. Burgos Ave. near Barangay 25 Barangay Hall		
Type of Transaction:		Simple		
Who may avail:		G2C – Government to Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Baby Bus (entering Cavite City)		Personal (driver driving baby bus)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay Terminal Fees to collector in designated area (in front of Barangay Hall at Barangay 25)	1. Accept payment from bus driver	Php 5.00	5 minutes	Revenue Collector – Designee City Treasurer's Office
2. Accept paid cash tickets	2. Issue official receipt (Cash Ticket) according to amount paid		5 minutes	
TOTAL:		Php 5.00	10 minutes	

*As per Ordinance No. 2431

10. Issuance of Cash Tickets to Hawkers

Office or Division:	City Treasurers Office – Market Division
Classification:	Simple

		G2C – Government to Citizens		
Type of Transaction:		G2B – Government to Businesses		
Who may avail:		Market hawkers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Space/stall occupied		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay cash ticket to collector at Public Market Office	1. Accept payment of cash ticket to hawker	P30.00/ SQUARE METER	15 Minutes	Revenue Collector - Designee
2. Accept cash ticket	2. Issue Cash ticket			City Treasurer's Office
TOTAL:		P30.00/ SQUARE METER	15 minutes	

11. 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 is set for voluntary contribution. Those who are gainfully employed from their profession, business or employment must pay an additional of P1.00 for every P1,000.00 income. Residents can get their CTCs from the first working day of January to the last working day of February of each year, without penalty. However, CTC applications made from March onwards will incur a 2% monthly surcharge.

Office or Division:	Office of the City Treasurer
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	(Business License Division)		
	Business Permit and License Office		
Classification:	Simple		
	G2C – Government to Citizens		
Type of Transaction:	G2G – Government to Government		
	Citizen		
Who may avail:	Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For single client: <ul style="list-style-type: none">Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office)Government issued valid IDProof of IncomePayslipBIR form 2316For representative:<ul style="list-style-type: none">ID of the representativeAuthorization Letter with a photocopy of government issued valid ID of the person being represented		Treasurer’s Office	
		Personal	
		Personal	
		Personal	
		BIR	
		Personal	
		Personal	
New Business <ul style="list-style-type: none">Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer’s Office)Government issued valid IDSingle proprietor certificate of registrationFor representative:		Treasurer’s Office	
		Personal	
		Personal	

<ul style="list-style-type: none"> ○ ID of the representative 	Personal
<ul style="list-style-type: none"> ○ Authorization Letter with a photocopy of government issued valid ID of the person being represented 	Personal
<p>Renewal of Business</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer's Office) • Government issued valid ID • Proof of Income (Approved business tax declaration by an evaluator from City Treasurer's Office) • 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 	Treasurer's Office
	Personal
	Personal
	Personal
	Personal
<p>For Corporation:</p> <p>(New Business)</p> <ul style="list-style-type: none"> • Accomplished Community Tax Declaration Form (CTDF) (from City Treasurer's Office) • Government issued valid ID • Certificate of Registration • For representative: <ul style="list-style-type: none"> ○ ID of the representative 	Treasurer's Office
	Personal
	Personal
	Personal

B. For New Business/Renewal of Business 1. Proceed to the counter intended for encoding of information	1. Encode information			or Casual Clerk BLT City Treasurer's Office
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	
TOTAL:			10 minutes	

**Corporation not to exceed Php5,000.00*

12. 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:	City Treasurer's Office (Real Property 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: Tax Declaration Latest Official Receipt of property requested Representative: Notarized SPA or Letter request ID (owner and representative) Tax Declaration	Assessor's Office Personal/Owner's copy Attorney or legal office Senior ID, government or employment ID, postal ID Assessor's Office

Latest Official Receipt of property requested		Owner's copy		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Tax Clearance from Collector at Window 6	1.1 Verify if the property is not delinquent (ask for Official Receipt) 1.2 Fill in name of requesting party in the record book	None	5 minutes	LRCO I Or Revenue Collector – Designee RPT City Treasurer's Office
2. Pay the Tax Clearance fee	2.1. Accept payment 2.2. Issue Official Receipt	Php 130.00	10 minutes	LRCO I Or Revenue Collector-designee City Treasurer's Office
3. Present Official Receipt to collector at Window 6	3.1. Accept Official receipt 3.2. Prepare Tax Clearance Certification 3.3. Check and Initial Tax Clearance Certification	None None None	5 minutes 5 minutes 5 minutes	LRCO I Or Revenue Collector – designee LRCO IV Asst. CTO City Treasurer's Office
4. Sign in the record book 5. Accept Tax Clearance	4. Receive document and sign in the record book 5. Release Tax Clearance Certification	None None	5 minutes	LRCO I Or Revenue Collector – designee City Treasurer's Office

TOTAL:		Php 130.00	30 minutes	
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13. Legalization (Market)

Legalization of Rights/Ownership of Market Stalls

Office or Division:	City Treasurers Office – Market Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
	G2B – Government to Businesses			
	Citizen			
Who may avail:	Business Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of intent		City Mayor		
Personal Information sheet with 2 ID pictures (2x2)		Personal		
Awards/Lease Contract of previous stall holder		Market Supervisor II		
Deed of conveyance or any other legal documents		Market Supervisor II		
Business permit/License of the previous stall holder		Owner's copy		
Certification		Market Supervisor II		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent for approval of Local Chief Executive	1.1 Accept letter of intent	None	1 day	Computer Operator III, CMO

	1.2. Approve letter of intent			Local Chief Executive City Mayor's Office
2. Fill out application form	2. Receive the application form	None	20 minutes	Market Supervisor II Or Metro Aide II Public Market
3. Submit complete legal documents to Market Supervisor II	3.1. Accept documents 3.2. Issue Application to Lease Market Stall and Oath	None None	10 minutes 20 minutes	Market Supervisor Public Market
4. Pay the Legalization fee to the collector at Market Admin Office	4. Accept payment	Dry Goods; Grocery/Sari Sari; Meat Store Php12,000 Fruits/Veg Php7,000 Fish Php5,000 Carinderia Php9,000	20 minutes	Cashier IV-Designee Or Acctg. Clerk II or LRCO I Cash Division City Treasurer's Office

5. Present the Official Receipt for Legalization and Transfer Fee to the Market Supervisor II or representative	5. Accept Official Receipt	None	10 minutes	Market Supervisor II Or Metro Aide II Public Market Office
6. Present the Award & Lease of contract	6.1 Accept Award and Lease of contract 6.2. Process Documents 6.3. Review and sign all documents	None None	15 minutes	Market Supervisor II Or Metro aide II Public Market Office City Treasurer's Office
7. Submit documents for letter of endorsement	7.1. Accept and Review the received documents 7.2. Sign the documents	None None	20 minutes	City Administrator City Admin
8. Accept the document	8. Issue the document	None	5 minutes	Market Supervisor II Public Market
TOTAL:		Dry Goods;	3 days	

		Grocery/Sari Sari; Meat Store Php12,000 Fruits/Veg Php7,000 Fish Php5,000 Carinderia Php9,000		
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*Payment of legalization fee as per Res. Ord. 01-033 Ord. 01-2835

14. Promotional Services (Market)

Office or Division:		City Treasurers Office – Market Division		
Classification:		Simple		
Type of Transaction:		G2B – Government to Businesses		
Who may avail:		Business Clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for date of promotion to market personnel at	1.1. Receive request letter	None	5 minutes	Market Supervisor II
	1.2. Verify the availability date	None	15 minutes	RC-Designee

Public Market Admin Office				Public Market
2. Pay the cash ticket	2. Accept payment	Php 300	10 minutes	Market Supervisor II
3. Accept cash ticket	3. Issue Cash ticket	None	10 minutes	RC-Designee
TOTAL:		Php300.00 / SQUARE METER	40 minutes	Public Market

*Additional Php150 for usage of electricity

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

Office or Division:	City Treasurers Office – Cash Division			
Classification:	Complex			
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		Engineer’s Office		
TOP for excavation fee				
Proposal Booklet/Bid Forms				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Present Tax Order of	1. Verify name and amount	None	5 minutes	LRCO I

Payment at window				Cash Division City Treasurer's Office
2. Pay the amount requested	2. Receive payment as per TOP	None	10 minutes	LRCO I Cash Division City Treasurer's Office
3. Accept Official receipt	3. Issue Official Receipt as per amount reflected on TOP	As per Contract or bid amount	10 minutes	LRCO I Cash Division City Treasurer's Office
TOTAL:		As per contract or bid amount	25 minutes	

16. Releasing of Checks and Cash Payments

Payments on various City transaction.

Office or Division:	City Treasurers Office – Cash Division	
Classification:	Highly Technical	
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		

<p>One (1) valid ID with specimen signature</p> <p>Representative</p> <p>One (1) valid ID, original & photocopy for representative and employee represented</p> <p>Authorization Letter</p>		<p>SSS, GSIS, Passport, Postal, Driver's License and Others</p> <p>SSS, GSIS, Passport, Postal, Driver's License and Others</p> <p>Employee represented</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID at Window 1	1. Receive and verify presented ID of client	None	10 minutes	Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office
2. Sign vouchers and other supporting documents	2. Accept and verify signature of ID presented	None	10 minutes	Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office

3. Issue Official/ Acknowledgement Receipt	3. Accept official/ acknowledgement receipt from client	None	10 minutes	Admin Asst. III Or Casual Clerk CTO-Cash Division City Treasurer's Office
4. Sign registered form as acceptance of cash/checks	4. Issue register form for signing	None	5 minutes	Admin Asst. III Or Casual Clerk CTO-Cash Division
5. Accept Cash/Checks	5. Release Checks/payment of cash to client	None	5 minutes	City Treasurer's Office
TOTAL:		None	30 minutes	