



**Municipal Treasury Office**  
External Services



## 1. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate or cedula is a legal identity document.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C- Government to Citizen</b>			
<b>Who may avail:</b>	<b>All of Legal Age</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Sworn Statement Form</li> </ul>		MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Fill-up CTC Form Sample	<ul style="list-style-type: none"> <li>○ Secure and fill-up CTC Form</li> </ul>	Varies on the Client's Annual Gross Income	10 minutes	Revenue Collection Clerk II
2. Payment for Community Tax Certificate	<ul style="list-style-type: none"> <li>○ Review entries of the Sworn Statement</li> <li>○ Receive payment for Community Tax Certificate</li> <li>○ Issuance of Community Tax Certificate</li> </ul>			Revenue Collection Clerk I
	<b>TOTAL</b>	<b>Varies on the Client's Annual Gross Income</b>	<b>10 minutes</b>	



## 2. PROCESSING PAYMENT FOR BUSINESS PERMIT & LICENSES

A legal document that grants you the right to operate a business.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of Payment	○ Receive payment for Business Permit	Varies on Client's Business Assessment/ Capitalization	10 minutes	Revenue Collection Clerk II
2. Payment	○ Issuance of Official Receipt			Revenue Collection Clerk I
	<b>TOTAL</b>	<b>Varies on Client's Business Assessment/ Capitalization</b>	<b>10 minutes</b>	

## 3. PROCESSING PAYMENT FOR MARKET RENTALS

The Tenant might reasonably expect to pay the rent charge for tenancy.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>All Market Tenants</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Rental Bill		MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of Previous payments of Market rentals	○ Ledger of Payment ○ Issuance of Market rental bill	Varies on Tenants Rental Fee (stall/lot/bldg)	10 minutes	Revenue Collection Clerk I
2. Rental Bill	○ Receive payment for Market Rental			
3. Payment of Market rental Fee	○ Secure Official Receipt			
	<b>TOTAL</b>	<b>Varies on Tenants Rental Fee (stall/lot/bldg)</b>	<b>10 minutes</b>	



#### 4. PROCESSING PAYMENT FOR DEATH RELATED FEES

Issued to record the final disposition of deceased's remains.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C- Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of payment	○ Checked/ verified the order of payment	None	2 minutes	Clerk
2. Payment	○ Receive payment		10 minutes	Revenue Collection Clerk II
	a) Issuance Death Certificate	50.00		Revenue Collection Clerk I
	b) Issuance Death Certificate (Late Reg)	100.00		
	c) BREQS Fee	100.00		
	d) Electronic Endorsement Fee	100.00		
	e) Out of Town Request & service fee	100.00		
	f) Burial permit	50.00		
	g) Fee for Exhumation cadaver	100.00		
	h) Fee for disinterment or removal of cadaver	100.00		
	○ Issued Official Receipt			
	<b>TOTAL</b>	<b>P 700.00</b>	<b>12 minutes</b>	



## 5. PROCESSING PAYMENT FOR WEIGHT AND MEASURES

The rules on selling goods by weight and measure: quantity, labelling, equipments and inspections. The equipment used for weighing and measuring must be both suitable and accurate.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Weighing Scale</li> <li>○ Sticker</li> </ul>		Owner MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-up request form	<ul style="list-style-type: none"> <li>○ Checked the filled-up forms</li> </ul>	None	2 minutes	Clerk
2. Payment for Calibration of Weighing Scale	<ul style="list-style-type: none"> <li>○ Receive Payment for Calibration of Weighing Scale               <ul style="list-style-type: none"> <li>a) Less than 10 kgs</li> <li>b) More than 10 kgs but less than 120 kgs</li> <li>c) More than 120 kgs but less than 300 kgs</li> <li>d) More than 300 kgs but less than 3,000 kgs</li> <li>e) More than 3,000 kgs but less than</li> </ul> </li> <li>○ Issuance of Official Receipt</li> <li>○ Calibration of Weighing Scale</li> </ul>	100.00 200.00 300.00 500.00 1,000.00	10 minutes	Revenue Collection Clerk II  Revenue Collection Clerk I
	<b>TOTAL</b>	<b>P 100.00 up to 1,000.00</b>	<b>12 minutes</b>	



## 6. PROCESSING PAYMENT FOR BUILDING PERMIT

Building Permit is an official approval issued by the Local Government Agency that allows you to proceed with a construction.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C- Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Computation for Building Permit</li> </ul>		Municipal Engineering Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Computation for Building Permit issued by the Municipal Engineering Office	<ul style="list-style-type: none"> <li>○ Receive payment for Building Permit               <ul style="list-style-type: none"> <li>a) Filing Fee 100.00</li> <li>b) Processing Fee 100.00</li> </ul> </li> <li>○ Issuance of Official Receipt</li> </ul>		10 minutes	Revenue Collection Clerk II  Revenue Collection Clerk I
<b>TOTAL</b>		<b>P 200.00</b>	<b>10 minutes</b>	

## 7. PROCESSING PAYMENT FOR MAYOR'S CLEARANCE

Mayor's Clearance is a government certificate indicating the holder that he or she is free from criminal records.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Community Tax Certificate</li> <li>○ Barangay Clearance</li> <li>○ Police Clearance</li> </ul>		Barangay Barangay Philippine National Police		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present CTC, Brgy. Clearance & Police Clearance	<ul style="list-style-type: none"> <li>○ Receive payment for Mayor's Clearance               <ul style="list-style-type: none"> <li>a) Documentary Stamp 30.00</li> </ul> </li> <li>○ Issuance of Official Receipt</li> </ul>	100.00  30.00	10 minutes	Revenue Collection Clerk II  Revenue Collection Clerk I
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



### 8. PROCESSING PAYMENT FOR POLICE CLEARANCE

Police Clearance is usually issued to individuals who need for foreign/local employment for business and other legal purposes.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Citizens</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Community Tax Certificate</li> <li>○ Barangay Clearance</li> </ul>		Barangay Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present CTC and Brgy. Clearance	○ Receive payment for Police Clearance	100.00	10 minutes	Revenue Collection Clerk II
	b) Documentary Stamp	30.00		Revenue Collection Clerk I
	○ Issuance of Official Receipt			
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

### 9. PROCESSING PAYMENT FOR REAL PROPERTY TAX

Real Property Tax is a tax that you pay annually if you own a property. It is imposed by the Local Government Unit as specified under the Local Government Code. It is a way to increase funding for the LGU for it to provide basic public services.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Citizens</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ RPT Bill Statement		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure RPT bill Statement	○ Verification of previous payment	None	2 minutes	Local Revenue Collection Officer I
2. Payment for RPT	○ Receive payment for RPT	Varies on the Client's Owned Property	8 minutes	Local Revenue Collection Officer I
	○ Issuance of Official Receipt			Revenue Collection Clerk I
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 10. PROCESSING PAYMENT FOR OCCUPATION TAX

Occupation Tax is an excise imposed on persons for the privilege of carrying on a trade, business or occupation.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bill Statement/ Computation of Fee				
2. Payment for Occupation Tax	<ul style="list-style-type: none"> <li>○ Receive payment for Occupation Tax</li> <li>○ Issuance of Official Receipt</li> </ul>	Varies on the Client's Occupation	10 minutes	Revenue Collection Clerk II  Revenue Collection Clerk I
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

## 11. CERTIFICATION OF OWNERSHIP OF LARGE CATTLE

Certificate of Ownership of Large Cattle is issued after branding. Owners of large cattle must brand and secure certificate of ownership upon reaching the age of 2 years.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring the Large Cattle to the designated area.	○ Checked and Inspected	None	2 minutes	Revenue Collection Clerk II
2. Payment for Branding	<ul style="list-style-type: none"> <li>○ Receive payment for Branding</li> <li>a) Certificate of Ownership (per head)</li> <li>b) Registration of Private Brand (per branding equipment)</li> </ul>	100.00  300.00	8 minutes	Revenue Collection Clerk II





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	c) Branding Fee ○ Issuance of Official Receipt ○ Branding of Large Cattle ○ Issuance of Certificate	50.00		
	<b>TOTAL</b>	<b>P 450.00</b>	<b>10 minutes</b>	

## 12. PROCESSING PAYMENT FOR TRANSFER OF LARGE CATTLE

Transfer of Large Cattle given when sold to another raiser.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Certificate of Ownership ○ Barangay Certificate		Owner/ Raiser Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Ownership Certificate *Brgy. Certification	○ Review & Preparation of Certificate to Transfer	None	2 minutes	Revenue Collection Clerk II
2. Payment for the Certificate of Transfer	○ Issuance of Official Receipt ○ Issuance of Certificate	100.00	8 minutes	Revenue Collection Clerk II
	<b>TOTAL</b>	<b>None</b>	<b>10 minutes</b>	



### 13. PROCESSING PAYMENT FOR TRANSFER FEE AND PROFESSIONAL TAX

**Transfer Fee** is a payment when ownership of property is move or transfer to another.

**Professional tax** is a taxthat is levied by a government on all individuals who earn a living through any medium. This is a type of tax that needs to be paid by each and every individual earning income.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Secure Order of Payment or Computation</li> </ul>		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Bill Statement/ Computation				
2. Payment for Transfer fee/ Professional tax	<ul style="list-style-type: none"> <li>○ Receive payment for Transfer Fee/Prof. Tax</li> <li>○ Issuance of Official Receipt</li> </ul>	Varies on the Client's Property/ Profession	10 minutes	Revenue Collection Clerk II  Revenue Collection Clerk I
	<b>TOTAL</b>	<b>None</b>	<b>10 minutes</b>	

### 14. PROCESSING PAYMENT FOR WATER SYSTEM

The water supply system distributed for homes, commercial establishment, and etc.The system generates billing statement that indicates the water consumed and its corresponding cost.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Secure Water Bill Statement</li> </ul>		Water System Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. WS Bill Statement				
2. Payment for WS	<ul style="list-style-type: none"> <li>○ Receive payment for WS</li> <li>○ Issuance of Official Receipt</li> </ul>	Varies on water consumed by the Consumer	10 minutes	Admin Aide I
	<b>TOTAL</b>	Varies on water consumed by the Consumer	<b>10 minutes</b>	



### 15. PROCESSING PAYMENT FOR TAX DECLARATION

Tax declaration is a property record which is a traditional assessment document maintained by the provincial, city or municipal assessors, showing, among others the market and assessed values of the property as the basis for the collection of real property tax.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Secure Order of Payment/Bill Statement</li> </ul>		Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of Payment				
2. Payment for Tax Declaration	<ul style="list-style-type: none"> <li>○ Receive payment</li> <li>○ Issuance of Official Receipt</li> </ul>	130.00	10 minutes	RCC II  RCC I
<b>TOTAL</b>		<b>P 130.00</b>	<b>10 minutes</b>	

### 16. PROCESSING PAYMENT FOR PERMIT FEE

Permit Fees means the actual costs payable to a Governmental Authority and all other reasonable third-party costs and expenses incurred in connection with the application for and issuance of an Applicable Permit.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Secure Order of Payment/Bill Statement</li> </ul>		Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of Payment				
2. Payment	<ul style="list-style-type: none"> <li>○ Receive payment for Permit</li> <li>○ Issuance of Official Receipt</li> </ul>	100.00	10 minutes	RCC II  RCC I
<b>TOTAL</b>		<b>P 100.00</b>	<b>10 minutes</b>	



## 17. PROCESSING PAYMENT FOR FRANCHISE FEES

Franchise is a business that gives the right to another person or business to sell goods or services using its name.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		Sangguniang Bayan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of Payment	○ Receive payment for Permit			RCC II RCC I
2. Payment	<b>MV Franchise</b> <ul style="list-style-type: none"> <li>○ Filing Fee 300.00</li> <li>○ Increase of rate fare 400.00</li> <li>○ Mayor's Permit fee 300.00</li> <li>○ Supervision fee 70.00</li> <li>○ Plate Control Number 200.00</li> <li>○ Inspection fee 150.00</li> <li>○ Legal Research Fund 70.00</li> <li>○ Certification fee 70.00</li> <li>○ Rate per Route 150.00</li> <li>○ Sticker 70.00</li> <li>○ Confirmation fee 30.00</li> <li>○ Permit to operate 200.00</li> <li>○ I.D. Card 35.00</li> <li>○ Subscription fee (Tarifa) 150.00</li> </ul> <p style="text-align: right;"><b>Total 2,195.00</b></p> <b>RENEWAL</b> <ul style="list-style-type: none"> <li>○ Mayor's Permit fee 300.00</li> <li>○ Inspection fee 150.00</li> <li>○ Rate per Route 150.00</li> <li>○ Sticker 70.00</li> <li>○ Supervision fee 70.00</li> <li>○ Legal Research Fund 70.00</li> <li>○ I.D. Card 35.00</li> </ul> <p style="text-align: right;"><b>Total 845.00</b></p> <ul style="list-style-type: none"> <li>○ Issuance of Official Receipt</li> </ul>		10 minutes	RCC II RCC I
<b>TOTAL</b>		<b>P 3, 040.00</b>	<b>10 minutes</b>	



## 18. PROCESSING PAYMENT FOR ZONING PERMIT

A legal document that grants you the right to operate a business. Typically used to ensure that the land use of the planned development is consistent with zoning with local zoning laws.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Citizens</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		Zoning Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order of Payment	○ Receive payment for the Permit			RCC II RCC I
2. Payment	<b>Residential Structure Single or Detached</b> <ul style="list-style-type: none"> <li>○ P100,000.00 below</li> <li>○ 100,000.00 to 200,000.00</li> <li>○ Over 200,000.00</li> </ul> <b>Apartments/ Town Houses</b> <ul style="list-style-type: none"> <li>○ Project Cost of 500,000.00 and below</li> <li>○ Project Cost over 500,000.00 to 2,000,000.00</li> <li>○ Over P2,000,000.00</li> </ul> <b>Dormitories</b> <ul style="list-style-type: none"> <li>○ Project Cost of 2,000,000.00 and below</li> <li>○ Project Cost over 2,000,000.00</li> </ul> <b>Institutional Project Cost of which is;</b> <ul style="list-style-type: none"> <li>○ Project Cost of 2,000,000.00 and below</li> <li>○ Project Cost over 2,000,000.00</li> </ul>	288.00 576.00 720.00 + <i>1/10 of 1% of the cost excess of 200.00</i> 1,440.00 2,160.00 3,600.00 + <i>1/10 of 1% of cost in excess of 2 million regardless of number of doors</i> 2,880.00 3,600.00 + <i>1/10 of 1% of cost in excess of 2 million regardless of number of doors</i> 2,880.00 2,880.00 + <i>1/10 of 1% in excess of 2,000,000.00</i>	10 minutes	RCC II RCC I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>Commercial, Industrial, Agro Industrial</b> <ul style="list-style-type: none"> <li>○ P 100,000.00 below</li> <li>○ Over 100,000.00 to 500,000.00</li> <li>○ Over 5,00,000.00</li> <li>○ Over 1M to 2M</li> <li>○ Over 2M</li> </ul>	1,440.00 2,160.00 2,880.00 4,320.00 7,200.00 + <i>1/10 of 1% in excess of 2,000,000.00</i>		RCC II RCC I
	<b>TOTAL</b>		<b>10 minutes</b>	

**19. PROCESSING PAYMENT FOR BIRTH CERTIFICATE/MARRIAGE CERTIFICATE/ MARRIAGE APPLICATION/MARRIAGE LICENSE/SOLEMNIZATION**

A legal document to be obtained by a child (Birth Cert.) & couple prior to marriage.

<b>Office or Division:</b>	<b>Municipal Treasury Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Order of Payment		Municipal Civil Registry Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Order of Payment	○ Receive payment	None		
2. Payment	<b>A. Birth Certificate</b>		10 minutes	RCC II  RCC I
	○ Issuance of Birth Certificate (Reglementary period)	50.00		
	○ Issuance of Birth Certificate (Late Reg)	100.00		
	○ Issuance of Foundling Certificate	100.00		
	○ Affidavit to use the surname of the Father	150.00		
	○ BREQS Fee	100.00		



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Order of Payment	○ Electronic Endorsement fee	100.00		
	○ Other Endorsement Fee	100.00		
	○ Out of Town Request and Service fee	200.00		
	○ Affidavit of Acknowledgement/Paternity	100.00		
	<b>B. Marriage Certificate</b>			
	○ Reconstruction of Marriage Certificate	100.00		
	○ BREQS fee	100.00		
	○ Electronic Endorsement fee	100.00		
	○ Other Endorsement Fee	100.00		
	○ Out of Town Request and Service fee	200.00		
	<b>C. Marriage Application</b>			
	○ One party is Foreigner	2,000.00		
	○ One party is Non-Resident	200.00		
	○ Both are Resident	100.00		
	○ Marriage Application Fee	150.00		
	<b>D. Marriage License Fee</b>			
	○ Posting Fee	70.00		
<b>E. Solemnization Fee</b>		300.00		
○ Issuance of Official Receipt				
	<b>TOTAL</b>		<b>10 minutes</b>	



**20. PROCESSING OF DOCUMENTS (PR, CAFOA, VOUCHERS & CHECKS)**

A legal document to be obtained by a child (Birth Cert.) & couple prior to marriage.

<b>Office or Division:</b>		<b>Municipal Treasury Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2G-Government to Government</b>		
<b>Who may avail:</b>		<b>All Offices of the LGU</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ PR, CAFOA, Vouchers & Checks		Different Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	○ Certifying PR as to Cash Availability	None	5 mins	Municipal Treasurer
	○ Forward PR to Mayor's Office		5 mins	MTO Staff
	○ Certifying CAFOA as to Availability of Funds		5 mins	Municipal Treasurer
	○ Forward CAFOA to Accounting Office		5 mins	MTO Staff
	○ Log Vouchers as to Availability of funds		5 mins	MTO Staff
	○ Forward Vouchers to Mayor's Office		5 mins	MTO Staff
	○ Receive Approved Vouchers by the LCE		5 mins	MTO Staff
	○ Prepare Check on Approved Vouchers		5 mins	MTO Staff
	○ Signature of the Municipal Treasurer		5 mins	Municipal Treasurer
	○ Forward Vouchers with Check to Mayor's Office		5 mins	MTO Staff
	○ Receive Signed Checks with Vouchers by the LCE		5 mins	MTO Staff
	○ Release Check to Clients		5 mins	MTO Staff
	<b>TOTAL</b>	<b>None</b>	<b>60 minutes</b>	