

Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARMEN

OFFICE OF THE MUNICIPAL TREASURER

CITIZEN'S CHARTER

Type of Service : **REQUESTING OF RPT BILLINGS/COMPUTATION OF THE TAX DUE**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : TAXPAYER/REPRESENTATIVE

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Bring previous official receipt for reference as to what property Lot No. should be computed or to be billed/request for a computation	<ul style="list-style-type: none"> • Locate the ledger of such property(ies) and make computation • Compute billing • Present the computed billing to tax payers 	15-20 minutes or more depending on the number of years of delinquency and parcels	Tita Virginia Epap Joseph		

Type of Service : **PAYING OF REAL PROPERTY TAXES**
 Schedule of Availability of Services : DAILY (No noon Break)
 Who May Avail of the Services : TAXPAYER/REPRESENTATIVE

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Present the billing(s) and/ or computations and tender payment	Issue official receipt Post payment to RPTAR	5-10 minutes or more depending on the number of years	Tita Virginia Aprodito Joseph		

Type of Service : **SECURING CERTIFICATION OF RPT PAYMENT/TAX CLEARANCE**
 Schedule of Availability of Services : DAILY (No noon Break)
 Who May Avail of the Services : TAXPAYER/REPRESENTATIVE

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Bring the receipt of previous payment as proof	Verify the payment to the RPTAR	2-5 minutes per Lot No.	Tita Virginia Epap Joseph		

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
2	Pay Certification Fee	Issue official receipt and prepare the certification	5-10 minutes	Jane,Tita Virginia Epap Joseph Meling	P 50.00	
3	Receive the approved certification	Review and approve Certification	2 minute	Bebie & Malou		
		Record and release the Certification	1 minute			

Type of Service : **REQUESTING OF BUSINESS TAX/LICENSE BILLING**
Schedule of Availability of Services : DAILY (No noon Break)
Who May Avail of the Services : BUSINESS OWNERS/REPRESENTATIVE

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Inform the collectors of the Business engaged and wait for the computation of business tax/license	Prepare computations of Business Tax/License	10-15 minutes	Jane,Tita Virginia Epap Joseph		

Type of Service : **PAYING OF MAYOR'S PERMIT AND BUSINESS LICENSE**

Schedule of Availability of Services : DAILY (No Noon Break)

Who May Avail of the Services : BUSINESS OWNERS/REPRESENTATIVE

What are the Requirements:

1. FOR A NEWLY-STARTED BUSINESS
 - A. Barangay Clearance
 - B. Health Certificate
 - C. Police Clearance
2. FOR RENEWAL OF EXISTING BUSINESS
 - A. Previous Mayor's Permit
 - B. Police Clearance
 - C. Sanitary Permit
 - D. Barangay Clearance

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Present brgy. Clearance					
2	Make payment of the computed tax bill	Issue Official receipt	10 minutes 20 minutes	Tita Virginia Epap Joseph	100.00	
3	Accomplish all the signature in the application form	Prepare application for bus. license				

Type of Service : **PAYING OF MARKET STALL RENTALS, MARKET FEES AND RENEWAL OF LEASE CONTRACT**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : MARKET OCCUPANTS

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Pay market stall rental	Issue OR Post payment to the Ledger	5 mins.	Joseph		
2	For new occupants, make payment of bond for stall occupancy	Issue Official receipt And prepare Lease of contract of market stall	15 minutes	Malou, Jane		
3	Sign the contract of Lease for market stall occupancy					

Type of Service : **REGISTRATION OF MOTORIZED TRICYCLE AND BICYCLE**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : OPERATORS/OWNERS

What are the Requirements:

1. COMMUNITY TAX CERTIFICATE
2. POLICE CLEARANCE

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Customer	Office Service Provider				
1	Pay Registration of Motorized Tricycle/Bicycle	Issue Receipt and prepare the application form	20 minutes	Tita Epap Joseph Virginia	P 300.00 <u>Franchise</u> 1 st . P 105.00 2 nd P 85.00 3 rd P 58.00	

Type of Service : **REGISTRATION /TRANSFER OF OWNERSHIP OF LARGE CATTLE**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : OWNERS/REPRESENTATIVE

What are the Requirements:

1. FOR REGISTRATION OF LARGE CATTLE
 - A. Certification
2. FOR TRANSFER OF OWNERSHIP
 - A. Original Registration of Ownership of Large Cattle

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Customer	Office Service Provider				
1	Pay Transfer of Ownership of large Cattle	Issue Cert. of Transfer Conduct inspection	5 mins. 20 minutes	Epap Joseph	P 145.00	Accountable Form No. 52
2	For Registration of Large Cattle	Issue Registration of Large Cattle	30 minutes	Epap	P 140	Accountable Form No. 52

Type of Service : **REGISTRATION & PERMIT OF AGRICULTURAL MACHINERIES**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : OWNERS

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Pay registration and Permit of Agricultural machineries	Issue official receipt and post payment to the ledger	10 mins.	Tita Virginia Epap Joseph	Harvester-300 Permit – 600.00 Hand Tractor P 350.00 Thresher P 300.00 Cultivator -300.00 Permit – 600.00 Farm Mol - 600	Accountable Form NO. 51

Type of Service : **SECURING OF OFFICIAL RECEIPTS FOR PAYMENT OF MEDICAL AND DENTAL SERVICES**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : PATIENT

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Customer	Office Service Provider				
1	Make payment of Medical Cert. and other Dental services	Issue official receipt	3 mins.	Tita Virginia Epap Joseph	Medical P 100.00 Dental P 100.00 150.00	Acct. form No. 51

Type of Service : **ISSUANCE OF OFFICIAL RECEIPT FOR SLAUGHTERING FEES**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : OWNERS/REPRESENTATIVE

What are the Requirements:

1. Original Certificate of Large Cattle

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Pay slaughtering Permit	Issue receipt	5 mins.	Tita Virginia Epap	P 595.00 Lab.Fees P 100.00	

Type of Service : **SECURING OF RECEIPTS ON POLICE CLEARANCE AND OTHER SECRETARY'S FEE**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : CLIENT

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	For Police clearance, present Brgy. Clearance and make payment	Issue receipt	3 mins.	Tita Virginia Epap Joseph	P 100.00	
2	Make payment of Secretary's fee	Issue receipt	3 mins.		P 100.00	

Type of Service : **SECURING COMMUNITY TAX CERTIFICATE**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : CLIENT

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Customer	Office Service Provider				
1	Pay community tax and affix your signature in the CTC	Issue CTC	5 mins.	Jane, Tita Virginia Epap Joseph Meling		
2	Receive CTC					

Type of Service : **PAYING OF ZONING AND ELECTRICAL INSTALLATION FEES**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : OWNERS

What are the Requirements:

1. TAX CLEARANCE
2. ELECTRICAL PLAN

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Pay Zoning and Electrical installation fees	Issue receipt	10 mins.	Tita Virginia Epap Joseph	Minimum P150.00	

Type of Service : **PAYING OF SALARIES AND WAGES OF MUNICIPAL OFFICIAL/EMPLOYEES, CASUAL AND LABORERS**

Schedule of Availability of Services : DAILY (No noon break)

Who May Avail of the Services : EMPLOYEES/LABORERS

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Sign the payroll/labor payrolls	Disburse salaries/wages	10 mins.	Meling		
2	Receive net pay and Pay slip					

Type of Service : **ISSUANCE OF OFFICIAL RECEIPT FOR BIDDER'S BOND**

Schedule of Availability of Services : DAILY (no noon Break)

Who May Avail of the Services : SUPPLIER

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Customer	Office Service Provider				
1	Pay of Bidder's Bond	Issue of Official Receipt Release the Purchase Order	5 mins.	Marilou		

Type of Service : **ACCEPTANCE OF DELIVERIES OF VARIOUS SUPPLIES AND MATERIALS**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : SUPPLIER

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Customer	Office Service Provider				
1	Deliver the supplies and Materials	Received the supplies/Materials delivered Request the inspection committee to inspect the delivered supplies and materials	20 mins.	Poping		

Type of Service : **PAYING OF GOVERNMENT PURCHASES OF GOODS AND SERVICES**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : SUPPLIER

What are the Requirements:

1. OFFICIAL RECEIPT

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Inquire if the voucher is ready for release		10 mins.	Meling		
2	Sign the voucher and check Register	Release the payment/Check				

Type of Service : **REQUISITION OF ACCOUNTABLE FORM # 51 AND CASH TICKET**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : BARANGAY TREASURERS

What are the Requirements:

1. REQUISITION AND ISSUED VOUCHER

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Pay Accountable Form # 51 and Cash Ticket	Issued Official Receipt	5 mins.	Tita Virginia Epap Joseph	Acct. P285.00 <u>Cash Ticket</u> P 100.00	
2	Sign the control of Accountable form	Release Acctble Form # 51	2 mins.	Marilou		

Type of Service : **REMITTANCE OF BARANGAY COLLECTION ON COMMUNITY TAX CERTIFICATE (CTC)**

Schedule of Availability of Services : DAILY (No noon Break)

Who May Avail of the Services : BARANGAY TREASURERS

How to avail:

Step	Activity		Duration of Activity	Person In charge	Fees	Form
	Costumer	Office Service Provider				
1	Prepare statement of Remittance					
2	Pay the amount collected on CTC	Received the Remittance	10 mins.	Marilou Mary Jane		

MISSION















To adopt innovative and timely measures in the effective collection of taxes levies, permits fees and other impositions and intensify information dissemination to achieve sufficiency and efficiency.

VISION



A catalyst in revenue generation of the LGU to be financially capable in sustaining its operations for socio-economic upliftment.

SERVICE PROFILE

REVENUE SECTION

-  Requesting RPT billing/computation of tax due
-  Paying of Real Property Taxes
-  Securing Certification of RPT payment/Tax Clearance
-  Requesting business Tax/License billing
-  Paying of Mayor's Permit and Business License
-  Paying of Market Stall Rentals, Market fees and renewal of Lease Contract
-  Registration of Motorized Tricycle and bicycle
-  Registration/Transfer of Ownership of Large Cattle
-  Registration of Agricultural Machineries
-  Securing Official Receipts for payment of Medical and Dental Services
-  Issuance of Official Receipt for Slaughtering Fees
-  Securing Receipts on Police clearance and other Secretary's Fee
-  Securing Community Tax Certification (CTC)
-  Paying of Zoning fees and Electrical installation fees

DISBURSING SECTION

-  Paying of Salaries and Wages of Municipal Official/ Employees, Casuals and Laborers
-  Paying of Government Purchases of Goods and Services

PROCUREMENT

-  Issuance of Official Receipt for Bidder's bond
-  Acceptance of Deliveries of various Supplies and Materials

OTHER SERVICES

-  Requisition of Accountable Form # 51
-  Remittance of Brgy. Collection on CTC