



City Government of Imus
CITY TREASURER'S OFFICE

CITIZEN'S CHARTER

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MAYOR Emmanuel MALIKSI



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www.imus.gov.ph

CITIZEN'S CHARTER

CITY TREASURER'S OFFICE

The office is responsible with the custody, disposition and proper management of local government funds and other matters relative to public finance.

FUNCTIONAL STATEMENT

The **City Treasurer's Office** shall:

1. Provide the City Mayor, Members of the Sangguniang Panlungsod and other city official's technical services of financial data;
2. Provide the city with efficient and progressive organization for fiscal management, particularly in the collection of taxes, custody and disbursement of funds, budgeting, local taxation and accounting;
3. Stabilize the finances of the city through a continuous program of improving local revenue collection efficiency and management of cash resources;
4. Assess and collect all local taxes, fees, and regulatory charges;
5. Maintain and update the Tax Information System of the city.

FRONTLINE SERVICES OFFERED

- Real Property Tax Assessment and Collection
- Issuance of Tax Clearance to Real Property Taxpayers
- Issuance of Community Tax Certificate
- Transfer of Tax Assessment and Collection
- Professional Tax Assessment and Collection
- Contractor's Tax Assessment and Collection
- Collection of Various Local Taxes, Fees, and Regulatory Charges



FRONTLINE SERVICES PROCEDURE

REAL PROPERTY TAX ASSESSMENT AND COLLECTION

WHO MAY AVAIL THE SERVICE:

- All taxpayers with properties in the City of Imus

REQUIREMENT(S):

- Valid Identification Card (ID)
- Latest Real Property Tax (RPT) Official Receipt
- Tax Declaration Certificate
- Notice of Delinquency (for delinquent accounts)

FEE(S)/CHARGE(S):

- Computation of Real Property Tax
 - Basic Real Property Tax (RPT)
 - Assessed Value X 1%
 - Add: Penalty (if applicable)
 - Less: Discount (if applicable)
 - Special Education Fund (SEF)
 - Assessed Value X 1%
 - Add: Penalty (if applicable)
 - Less: Discount (if applicable)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Get a ticket from the Queue Management System		Mitchie dela Cruz	1 minute
2	Proceed to windows 1-8 for assessment (Window 4 for priority lane; senior citizen/ PWD/ pregnant)	Issue the Real Property Tax Assessment and Statement of Account (SOA)	Clark Costa (Window 1); Mitchie Fae dela Cruz (Window 2); Ramil Pascual (Window 4); Josephine Aragon (Window 5); Jonathan Sampot (Window 7); Jess Berco (Window 3); Russel Gloria (Window 6); Vincent Ilano (Window 8)	4 minutes
3	Pay the required fees (Windows 3-8 for assessment) (Window 4 for priority; senior citizen/ PWD/ pregnant)	Receive the payment and issue the O.R.	Jess Berco (Window 3); Ramil Pascual (Window 4); Josephine Aragon (Window 5); Russel Gloria (Window 6); Jonathan Sampot (Window 7); Vincent Ilano (Window 8)	3 minutes



4	Receive the Tax Clearance and O.R. (Windows 1-2)	Release the Tax Clearance	Mitchie Fae dela Cruz (Window 2); Clark Costa (Window 1)	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				

ISSUANCE OF TAX CLEARANCE TO REAL PROPERTY TAXPAYERS

WHO MAY AVAIL THE SERVICE:

- All real property taxpayers with updated account in the City of Imus

REQUIREMENT(S):

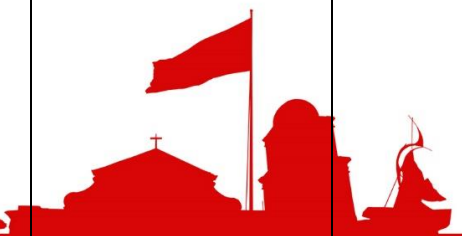
- Valid identification card (ID) of owner
- Latest Real Property Tax (RPT) Official Receipt

FEE(S)/CHARGE(S):

- Certification Fee Php 50.00

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Get a ticket from the Queue Management System		Mitchie dela Cruz	1 minute
2	Proceed to windows 1-8 for assessment (Window 4 for priority; senior citizen/ PWD/ pregnant)	Process the Real Property Tax Assessment	Clark Costa (Window 1); Mitchie Fae dela Cruz (Window 2); Ramil Pascual (Window 4); Josephine Aragon (Window 5); Jonathan Sampot (Window 7); Jess Berco (Window 3); Russel Gloria	4 minutes



			(Window 6); Vincent Ilano (Window 8)	
3	Pay the required fee(s) (Windows 10-13)	Receive the payment and issue the O.R.	Riva Dolor Alamo (Window 11); Marietta Esguerra (W12); Alvin Topacio (10)	2 minutes
4	Present the O.R. (Windows 1 & 2)	Release the tax clearance	Mitchie dela Cruz (W2); Clark Costa (W1)	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				9 minutes
END OF TRANSACTION				

ISSUANCE OF COMMUNITY TAX CERTIFICATE (CTC)

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

REQUIREMENT(S):

- Previous community tax certificate
- Information Slip (provided by the office)

FEE(S)/CHARGE(S):

- Based on assessment

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess and process request	Lea Ilagan (Window 14); Gilbert de Jesus (Window 15)	2 minutes
2	Pay the required fees	Receive the payment and Issue the Community Tax Certificate		2 minutes



Fill-out the Client Satisfaction Rating Form	
TOTAL DURATION OF ACTIVITY	4 minutes
END OF TRANSACTION	

TRANSFER OF TAX ASSESSMENT AND COLLECTION

WHO MAY AVAIL THE SERVICE:

- All taxpayers with properties in the City of Imus

REQUIREMENT(S):

- Certificate Authorizing Registration (CAR) or One-Time Transactions Computation Sheet (ONETT) or Capital Gains Computation (CGT)
- Deed of Absolute Sale/ Extra-Judicial Settlement/ Deed of Donation/ Deed of Conveyance
- Latest Real Property Tax (RPT) Official Receipt
- Title
- Latest Tax Clearance
- Latest Tax Declaration
- Certificate from Philippine Consulate Office, if Deed is executed outside the Philippines
- Secretary's Certificate/ SPA
- Valid identification card (ID) of authorized representative and authorization letter from owner (if applicable)

FEE(S)/CHARGE(S):

- Based on assessment

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess and process request and issue Statement of Account (SOA)	Luz Vilbar; Fidela Lares	4 minutes
2	Present SOA and pay assessed amount	Receive the payment and issue the O.R.		2 minutes



3	Present the O.R.	Issue the certificate	Madel Fina Saquilayan	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				8 minutes
END OF TRANSACTION				

PROFESSIONAL TAX ASSESSMENT AND COLLECTION

WHO MAY AVAIL THE SERVICE:

- All employees with City of Imus as Revenue District Office

REQUIREMENT(S):

- Valid identification card (ID)
- PRC License or License Number
- Professional Tax Receipts (if applicable)

FEE(S)/CHARGE(S):

- Based on Assessment

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess and process the request and issue the Statement of Account (SOA)	Fidela Lares	5 minutes
2	Pay the required fee(s)	Receive the payment and issue the O.R.		3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				8 minutes
END OF TRANSACTION				



CONTRACTOR'S TAX ASSESSMENT AND COLLECTION

WHO MAY AVAIL THE SERVICE:

- All contractors of the City Government of Imus projects

REQUIREMENT(S):

- Valid identification card (ID)
- Transmittal from the City Planning & Development Office
- Duly Certified Bill of Materials (with PRC & PTR License of the Architect or Engineer)
- Photocopy of Latest Real Property Tax Receipt (Land & Improvement)
- Photocopy of Latest Real Property Tax Declaration (Land & Improvement)
- Photocopy of Building Permit and/or Zoning Permit (New Construction/ Renovation or Repair/ Demolition)
- Contract of Lease, if subject property is not owned by applicant

FEE(S)/CHARGE(S):

- Based on Assessment

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess and process request and issue the Statement of Account (SOA)	Ma. Teresa Joguilon	2 minutes
2	Present the SOA and pay the required fee(s)	Receive the payment and issue the O.R.	Riva Dolor Alamo (Window 11); Marietta Esguerra (Window 12); Alvin Topacio (Window 10)	2 minutes
3	Present the photocopy of the O.R.		Ma. Teresa Joguilon	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				6 minutes
END OF TRANSACTION				

COLLECTION OF VARIOUS LOCAL TAXES, FEES, AND REGULATORY CHARGES

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

REQUIREMENT(S):

- Order of Payment (from respective offices)
- Statement of Account (SOA) (if applicable)
- Assessment of Taxes and Fees (if applicable)

FEE(S)/CHARGE(S):

NATURE OF TAX / FEE	AMOUNT CHARGED
Amusement Tax	Local Franchise Tax
Anti Rabies Fee	Php 100.00
Business Tax	as assessed by Permits and Licensing Office 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
Local Franchise Tax	Local Franchise Tax
Mayor's Clearance	as assessed by Mayor's Office
No-Plastic Ordinance Fee	as assessed by CENRO
Other City Fees	as assessed by offices concerned
Pedcycle Registration	as assessed by Tricycle Regulatory Unit
Permit to Construct	Php 100.00
Personnel Certification	Php 50.00



Police Clearance	Local – Php 50.00 Travel Abroad – Php 150.00
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 & Dev't Office
Others	Refer to Order of Payment/Statement of Account

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and process the request	Alvin Topacio (Window 10); Riva Dolor Alamo (Window 11);	2 minutes
2	Pay the required fee(s)	Receive the payment and issue the O.R.	Marietta Esguerra (Window 12);	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				4 minutes
END OF TRANSACTION				



Location: The **City Treasurer's Office (CTO)** is located at the ground level of the New Imus City Hall Building

Mr. Manuel Reynold W. Dela Fuente
City Treasurer

Or you may contact us at:

(046) 471-9677

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Or email us at:

imustreasurersofc@gmail.com

