

CITY TREASURER'S OFFICE

EXTERNAL SERVICES



1. ASSESSMENT OF REAL PROPERTY TAX

Real Property Tax is an ad valorem tax imposed on all types of Real Properties including Lands, Buildings, Improvements, and Machinery. It is collected every thirty-first (31st) of January each year. However, taxpayers can also pay in quarterly installment every March 31, June 30, September 30 and December 31.

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|---|---|---|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) <u>or</u> Notice of Delinquency (Original/Photocopy) | | Provided by the client Office of the City Assessor City Treasurers Office – Land Tax Division | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1. Get ticket number from the Queue Management System 1.2. Wait for your number to be called | 1. Call next number in Queue Management System | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 2. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 2.1. Receive the requirement/s and check for completeness 2.2. Issue Statement of Account if all requirements were given | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | None | 4 minutes | |

2. PAYMENT OF REAL PROPERTY TAX

Real Property Tax is an ad valorem tax imposed on all types of Real Properties including Lands, Buildings, Improvements and Machinery. It is collected every thirty-first (31st) of January each year. However, taxpayers can also pay in quarterly installment every March 31, June 30, September 30 and December 31.

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|---|---|---|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Statement of Account <u>or</u> Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) <u>or</u> Notice of Delinquency (Original/Photocopy) | | City Treasurers Office – Window 1 to 3 Provided by the client Office of the City Assessor City Treasurers Office – Land Tax Division | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1. Get ticket number from the Queue Management System 1.2. Wait for your number to be called | 1. Call next number in Queue Management System | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 2. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 2. Receive the requirement/s and check for completeness | None | 2 minutes | <i>Revenue Collector</i> City Treasurer's Office |
| 3. Pay the assessed/required fee(s) | 3. Receive the payment and Issue O.R. | For Basic & SEF: Property Assessed Value X 1% + Penalty (if applicable) + Garbage Fee (if applicable) | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |

| | | | | |
|--|--|-----------------------------|------------------|--|
| | | - Discount (if applicable) | | |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 7 minutes | |



3. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property Clearance is issued to all real property owners certifying that the properties have no outstanding real property tax due.

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|---|---|--|
| OFFICE OR DIVISION | Office of the City Treasurer | |
| CLASSIFICATION | Simple | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| If you are the owner | | |
| Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) | | Provided by the client Office of the City Assessor |
| Government Issued Identification Card (1 Original/Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |
| If you are a representative – For Transfer | | |
| Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) | | Provided by the client Office of the City Assessor |
| Special Power of Attorney – If the owner is in the Philippines (1 Original) <u>or</u> Consulate Issued Special Power of Attorney Red Ribbon/Seal – If the owner is abroad (1 Original) | | Person/Company being Represented |
| Deed of Sale/Contract to Sell/Extra Judicial (1 Photocopy) | | Provided by the client |
| Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |
| If you are a representative – For Reference/Record Purposes | | |
| Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) | | Provided by the client Office of the City Assessor |
| Authorization Letter <u>or</u> Special Power of Attorney <u>or</u> Secretary Certificate <u>or</u> Board Resolution specifying the Authorized Representative (1 Original) | | Provided by the client |
| Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |

| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
|---|---|---|---|--|
| If you are a representative – For Developers/Service Provider | | | | |
| Latest Real Property Tax Official Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) | | Provided by the client Office of the City Assessor – Window ??? | | |
| Secretary Certificate (1 Original) <u>or</u> Board Resolution specifying the Authorized Representative (1 Original) | | Person/Company being Represented | | |
| Government Issued Identification Card of Corporate Secretary/ Signatory (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1. Get ticket number from the Queue Management System 1.2. Wait for your number to be called | 1. Call next number in Queue Management System | None | 2 minutes <i>(if under normal circumstances)</i> | Revenue Collector City Treasurer's Office |
| 2. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 2. Receive the requirement/s and check for completeness | None | 2 minutes <i>(if under normal circumstances)</i> | Revenue Collector City Treasurer's Office |
| 3. Pay the assessed/required fee(s) | 3.1. Receive the payment and Issue O.R. 3.2. Release the Tax Clearance | P50.00 | 2 minutes | Revenue Collector City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | P50.00 | 6 minutes | |

4. ISSUANCE OF REAL PROPERTY TAX PAYMENT HISTORY

Real Property Tax Payment History is issued to all real property owners providing the payment records of the property.

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| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Statement of Account <u>or</u> Latest Real Property Tax Receipt (Original/Photocopy) <u>or</u> Latest Tax Declaration (1 Original/Photocopy) | | City Treasurers Office – Window 1 to 3 Provided by the client Office of the City Assessor | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1. Get ticket number from the Queue Management System 1.2. Wait for your number to be called | 1. Call next number in Queue Management System | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 2. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 2. Receive the requirement/s and check for completeness | None | 2 minutes | <i>Revenue Collector</i> City Treasurer's Office |
| 3. Pay the assessed/required fee(s) | 3.1. Receive the payment and Issue O.R. | P50.00 | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 4. Present the Official Receipt | 3.2. Release the Tax Payment History | None | 2 minutes | <i>Revenue Collector</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | P50.00 | 9 minutes | |

5. ASSESSMENT AND PAYMENT OF LOCAL TRANSFER TAX

Local Transfer Tax is imposed on the sale, donation, barter, or any other mode of transferring ownership or title of real property. Payment is due sixty (60) days from the date of execution of the deed or the date of the decedent's death.

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|---|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | |
| CLASSIFICATION | Simple | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| If you are the buyer/seller | | |
| Deed of Absolute Sale <u>or</u> Deed of Conveyance <u>or</u> Deed of Reconveyance (1 Photocopy) <u>or</u> Deed of Donation (1 Photocopy) <u>or</u> Extrajudicial Settlement of Estate (1 Photocopy) <u>or</u> Certificate of Sale (1 Photocopy) <u>or</u> Court Order | | Provided by the client |
| Certificate Authorizing Registration (CAR) (1 Photocopy) <u>or</u> Withholding Tax Remittance Return and Official Receipt/Deposit Slip (1 Photocopy) and Capital Gains Tax Return and Official Receipt/Deposit Slip (1 Photocopy) and Documentary Stamp Tax Declaration/Return (1 Photocopy) | | Bureau of Internal Revenue |
| Transfer Certificate of Title (1 Photocopy) | | Register of Deeds |
| Tax Declaration (1 Photocopy) | | Office of the City Assessor |
| Tax Clearance (1 Photocopy) | | City Treasurers Office – Window 1 to 3 |
| Government Issued Identification Card (1 Original/Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |
| If you are a representative | | |
| Deed of Absolute Sale <u>or</u> Deed of Conveyance <u>or</u> Deed of Reconveyance (1 Photocopy) <u>or</u> | | Provided by the client |



| Deed of Donation (1 Photocopy) <u>or</u> Extrajudicial Settlement of Estate (1 Photocopy) <u>or</u> Certificate of Sale (1 Photocopy) <u>or</u> Court Order | | | | |
|---|---|---|--|---|
| Certificate Authorizing Registration (CAR) (1 Photocopy) <u>or</u> Withholding Tax Remittance Return and Official Receipt/Deposit Slip (1 Photocopy) and Capital Gains Tax Return and Official Receipt/Deposit Slip (1 Photocopy) and Documentary Stamp Tax Declaration/Return (1 Photocopy) | | Bureau of Internal Revenue | | |
| Transfer Certificate of Title (1 Photocopy) | | Register of Deeds | | |
| Tax Declaration (1 Photocopy) | | Office of the City Assessor | | |
| Tax Clearance (1 Photocopy) | | City Treasurers Office – Window 1 to 3 | | |
| Secretary Certificate (1 Original) <u>or</u> Special Power of Attorney (1 Original) | | Person/Company being Represented | | |
| Government Issued Identification Card (1 Original/Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 12 minutes <i>(if under normal circumstances)</i> | <i>Local Revenue Collection Officer II</i> City Treasurer's Office |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | 50% of 1% of acquisition cost/fair market value/zonal value whichever is higher | 3 minutes <i>(if under normal circumstances)</i> | <i>Local Revenue Collection Officer II</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 15 minutes | |

6. ISSUANCE OF LOCAL TRANSFER TAX CERTIFICATE

Local Transfer Tax Certificate is issued to all real property owners certifying the transfer tax payment of the property.

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|---|---|---|--|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | Imus City Real Property Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| If you are the owner | | | | |
| Latest Tax Declaration (1 Photocopy) | | Office of the City Assessor | | |
| Transfer Certificate of Title (1 Photocopy) | | Registry of Deeds | | |
| Government Issued Identification Card (1 Original/Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| If you are a representative | | | | |
| Latest Tax Declaration (1 Photocopy) | | Office of the City Assessor | | |
| Transfer Certificate of Title (1 Photocopy) | | Registry of Deeds | | |
| Secretary Certificate (1 Original) <u>or</u> Special Power of Attorney (1 Original) | | Person/Company being Represented | | |
| Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Owner (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 2 minutes | Local Revenue Collection Officer II City Treasurer's Office |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | P50.00 | 3 minutes (if under normal circumstances) | Local Revenue Collection Officer II City Treasurer's Office |

| | | | | |
|--|----------------------------|---------------|-------------------|--|
| 3. Present O.R. and claim the Certification | 3. Release the Certificate | None | 5 minutes | Local Revenue Collection Officer II City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | P50.00 | 10 minutes | |



7. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate is imposed on all the inhabitants of the city who are eighteen years old and above, as well as juridical persons doing business in the city or whose office or establishment is located in the city. It shall accrue on the first (1st) day of January each year and shall be paid not later than the last day of February of each year.

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| OFFICE OR DIVISION | Office of the City Treasurer | |
| CLASSIFICATION | Simple | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | |
| WHO MAY AVAIL THE SERVICE | Residents of City of Imus (must be eighteen years old and above) Residents and non-residents engaged in business or occupation in the City of Imus Real Property owner in City of Imus Individuals who are required to file an income tax return | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| If you are the applicant | | |
| Latest community tax certificate (Original/Photocopy) <u>or</u> Government Issued Identification Card of the Applicant (Original) <u>or</u> Client Information Slip | | Provided by the client BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA City Information Desk |
| If you are a representative | | |
| Latest community tax certificate (Original/Photocopy) <u>or</u> Government Issued Identification Card of the Applicant (Original/Photocopy) <u>or</u> Client Information Slip | | Provided by the client BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA City Information Desk |
| Special Power of Attorney (1 Original) | | Person being Represented |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA |
| For BIR Filing | | |
| Latest community tax certificate (Original/Photocopy) <u>or</u> Government Issued Identification Card of the Applicant (Original) <u>or</u> Client Information Slip | | Provided by the client BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA City Information Desk |
| Certificate of Compensation Payment – BIR Form 2316 (1 Original/Photocopy) | | Client's Employer |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|--|
| 1. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector City Treasurer's Office</i> |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | For Individual: P5.00 + (P1.00 for every P1,000.00 of income/property) For Corporation: P500.00 + (P2.00 for every P5,000.00 of income/property) | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector City Treasurer's Office</i> |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 5 minutes | |



8. PAYMENT OF PROFESSIONAL TAX

Professional Tax is imposed on each person engaged in the exercise or practice of his profession requiring government examination. Payment is due on or before the thirty-first (31st) of January each year.

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|---|---|-----------------------------------|--|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | Licensed Professionals | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Previous Professional Tax Official Receipt (Original/Photocopy) <u>or</u> Professional Regulation Commission License (Original/Photocopy) | | | Provided by the client Professional Regulation Commission | |
| For Lawyers | | | | |
| Integrated Bar of the Philippines Identification Card/Roll Number (Original/Photocopy) | | | Integrated Bar of the Philippines | |
| For insurance agents | | | | |
| Insurance Company Identification Card/Certification | | | Philippine Regulation Commission/Insurance Commission | |
| Tax Identification Number | | | Bureau of Internal Revenue | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 5 minutes (if under normal circumstances) | Local Revenue Collection Officer II City Treasurer's Office |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | P300.00 + Penalty (if applicable) | 3 minutes (if under normal circumstances) | Local Revenue Collection Officer II City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 8 minutes | |

9. BUSINESS RETIREMENT ASSESSMENT AND ISSUANCE OF BUSINESS CLOSURE CERTIFICATE

A business subject to tax, upon closure/cessation of operation, shall inform LGU for the assessment of any tax due to be paid before its full termination. Business Closure Certificate is issued to all business tax owners certifying that the business filed for business retirement.

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|---|---|------------------------|
| OFFICE OR DIVISION | Office of the City Treasurer | |
| CLASSIFICATION | Simple | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | |
| WHO MAY AVAIL THE SERVICE | All Business Owners | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| For Sole/Single Proprietorship | | |
| Completely Filled-out and Notarized Application Form | City Treasurers Office – Business Tax Division | |
| Latest Original Business Permit (Original) | Provided by the client | |
| Latest Official Receipt (1 Photocopy) <u>or</u> Certificate of Last Payment – If the receipt is not available (Original) | Provided by the client Business Permit and License Office | |
| Latest Community Tax Certificate (Original/Photocopy) | Provided by the client | |
| Audited Financial Statement/Income Tax Return (1 Photocopy) | Bureau of Internal Revenue | |
| Certificate of Gross Sales – If ITR/FS is consolidated (1 Original) | Company/Business Accountant | |
| For Partnership/Corporation | | |
| Completely Filled-out and Notarized Application Form | City Treasurers Office – Business Tax Division | |
| Latest Original Business Permit (Original) | Provided by the client | |
| Latest Official Receipt (1 Photocopy) <u>or</u> Certificate of Last Payment – If the receipt is not available (Original) | Provided by the client Business Permit and License Office | |
| Latest Community Tax Certificate (Original/Photocopy) | Provided by the client | |
| Audited Financial Statement/Income Tax Return (1 Photocopy) | Bureau of Internal Revenue | |
| Certificate of Gross Sales – If ITR/FS is consolidated (1 Original) | Company/Business Accountant | |
| Secretary Certificate (1 Original) <u>or</u> Board Resolution (1 Original) specifying the Date of Closure and Authorized Representative | Person being Represented | |
| Government Issued Identification Card of Corporate Secretary/ Signatory (1 Photocopy) | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | |
| Government Issued Identification Card of the Representative (1 Photocopy) | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|---|---|
| 1. Present/submit the requirement/s for initial assessment and verification | 1.1. Receive the requirement/s and check for completeness 1.2. Issue Order of Payment | None | 5 minutes <i>(if under normal circumstances)</i> | <i>Local Revenue Collection Officer I City Treasurer's Office Or Local Treasury Operations Officer I & II City Treasurer's Office</i> |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | Based on table below + penalty (if applicable) + P50.00 | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector City Treasurer's Office</i> |
| 3.1. Present O.R. 3.2. Claim the Certification | 3.3. Verify O.R. 3.4. Prepare and Release the Business Closure Certificate | None | 5 minutes <i>(if under normal circumstances)</i> | <i>Local Revenue Collection Officer I City Treasurer's Office Or Local Treasury Operations Officer I & II City Treasurer's Office</i> |
| 4. Submit 1 Photocopy of Certification | 4. Receive the Certification | None | 2 minutes | Administrative Assistant V Business Permit and License Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 15 minutes | |



(a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

| Amount of Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|---|--|
| Less than 10,000.00 | 198.00 |
| 10,000.00 or more but less than 15,000.00 | 264.00 |
| 15,000.00 or more but less than 20,000.00 | 362.40 |
| 20,000.00 or more but less than 30,000.00 | 528.00 |
| 30,000.00 or more but less than 40,000.00 | 792.00 |
| 40,000.00 or more but less than 50,000.00 | 990.00 |
| 50,000.00 or more but less than 75,000.00 | 1,584.00 |
| 75,000.00 or more but less than 100,000.00 | 1,980.00 |
| 100,000.00 or more but less than 150,000.00 | 2,640.00 |
| 150,000.00 or more but less than 200,000.00 | 3,300.00 |
| 200,000.00 or more but less than 300,000.00 | 4,620.00 |
| 300,000.00 or more but less than 500,000.00 | 6,050.00 |
| 500,000.00 or more but less than 750,000.00 | 9,600.00 |
| 750,000.00 or more but less than 1,000,000.00 | 12,000.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 16,500.00 |
| 2,000,000.00 or more but less than 3,000,000.00 | 20,130.00 |
| 3,000,000.00 or more but less than 4,000,000.00 | 23,760.00 |
| 4,000,000.00 or more but less than 5,000,000.00 | 27,720.00 |
| 5,000,000.00 or more but less than 6,500,000.00 | 29,250.00 |
| 6,500,000.00 or more | At a rate not exceeding forty five percent (45%) of one percent (1%) |



(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

| Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|--|---|
| Less than 1,000.00 | 21.60 |
| 1,000.00 or more but less than 2,000.00 | 39.60 |
| 2,000.00 or more but less than 3,000.00 | 60.00 |
| 3,000.00 or more but less than 4,000.00 | 86.40 |
| 4,000.00 or more but less than 5,000.00 | 120.00 |
| 5,000.00 or more but less than 6,000.00 | 145.20 |
| 6,000.00 or more but less than 7,000.00 | 171.60 |
| 7,000.00 or more but less than 8,000.00 | 198.00 |
| 8,000.00 or more but less than 10,000.00 | 224.40 |
| 10,000.00 or more but less than 15,000.00 | 264.00 |
| 15,000.00 or more but less than 20,000.00 | 330.00 |
| 20,000.00 or more but less than 30,000.00 | 396.00 |
| 30,000.00 or more but less than 40,000.00 | 528.00 |
| 40,000.00 or more but less than 50,000.00 | 792.00 |
| 50,000.00 or more but less than 75,000.00 | 1,188.00 |
| 75,000.00 or more but less than 100,000.00 | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 | 2,244.00 |
| 150,000.00 or more but less than 200,000.00 | 2,904.00 |
| 200,000.00 or more but less than 300,000.00 | 3,950.00 |
| 300,000.00 or more but less than 500,000.00 | 4,924.00 |
| 500,000.00 or more but less than 750,000.00 | 7,920.00 |
| 750,000.00 or more but less than 1,000,000.00 | 10,560.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 12,000.00 |
| 2,000,000.00 or more | At a rate not exceeding sixty percent (60%) of one percent (1%) |



(c) On exporters of all articles of commerce of whatever kind or nature, in accordance with the following schedule:

| Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|--|--|
| Less than 100,000.00 | 792.00 |
| 100,000.00 or more but less than 150,000.00 | 1,110.00 |
| 150,000.00 or more but less than 200,000.00 | 1,437.00 |
| 200,000.00 or more but less than 300,000.00 | 1,980.00 |
| 300,000.00 or more but less than 500,000.00 | 2,640.00 |
| 500,000.00 or more but less than 750,000.00 | 3,950.00 |
| 750,000.00 or more but less than 1,000,000.00 | 5,227.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 5,940.00 |
| 2,000,000.00 or more | At a rate not exceeding twenty nine and a half percent (29.5%) of one percent (1%) |

(d) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities at a rate not exceeding one-half (1/2) of the rates prescribed above.



(e) On contractors and other independent contractors in accordance with the following schedule:

| Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|---|---|
| Less than 5,000.00 | 32.75 |
| 5,000.00 or more but less than 10,000.00 | 73.65 |
| 10,000.00 or more but less than 15,000.00 | 125.45 |
| 15,000.00 or more but less than 20,000.00 | 198.00 |
| 20,000.00 or more but less than 30,000.00 | 330.00 |
| 30,000.00 or more but less than 40,000.00 | 462.00 |
| 40,000.00 or more but less than 50,000.00 | 660.00 |
| 50,000.00 or more but less than 75,000.00 | 1,056.00 |
| 75,000.00 or more but less than 100,000.00 | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 | 2,376.00 |
| 150,000.00 or more but less than 200,000.00 | 3,168.00 |
| 200,000.00 or more but less than 250,000.00 | 4,356.00 |
| 250,000.00 or more but less than 300,000.00 | 5,544.00 |
| 300,000.00 or more but less than 400,000.00 | 7,392.00 |
| 400,000.00 or more but less than 500,000.00 | 9,900.00 |
| 500,000.00 or more but less than 750,000.00 | 11,100.00 |
| 750,000.00 or more but less than 1,000,000.00 | 12,300.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 13,800.00 |
| 2,000,000.00 or more | At a rate not exceeding fifty percent (55%) of one percent (1%) |

(f) On banks and other financial institutions, at the rate of sixty percent of one percent (60% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.



(g) On lessors of real estate including apartments and boarding houses:

| Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|--|---|
| Less than 5,000.00 | 112.75 |
| 5,000.00 or more but less than 10,000.00 | 171.15 |
| 10,000.00 or more but less than 20,000.00 | 340.45 |
| 20,000.00 or more but less than 30,000.00 | 566.50 |
| 30,000.00 or more but less than 40,000.00 | 715.50 |
| 40,000.00 or more but less than 50,000.00 | 918.50 |
| 50,000.00 or more but less than 60,000.00 | 1,100.00 |
| 60,000.00 or more but less than 70,000.00 | 1,408.00 |
| 70,000.00 or more but less than 80,000.00 | 1,672.00 |
| 80,000.00 or more but less than 90,000.00 | 1,958.00 |
| 90,000.00 or more but less than 100,000.00 | 2,244.00 |
| 100,000.00 or more but less than 150,000.00 | 2,783.00 |
| 150,000.00 or more but less than 200,000.00 | 3,762.00 |
| 200,000.00 or more but less than 300,000.00 | 5,016.00 |
| 300,000.00 or more but less than 500,000.00 | 7,425.00 |
| 500,000.00 or more but less than 750,000.00 | 12,475.00 |
| 750,000.00 or more but less than 1,000,000.00 | 18,075.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 19,800.00 |
| 2,000,000.00 or more | At a rate not exceeding sixty percent (60%) of one percent (1%) |



(h) On retailers with gross receipts or sales for the preceding year in the amount of:

| Amount of Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|---|---|
| 30,000.00 or more but less than 40,000.00 | 528.00 |
| 40,000.00 or more but less than 50,000.00 | 792.00 |
| 50,000.00 or more but less than 75,000.00 | 1,188.00 |
| 75,000.00 or more but less than 100,000.00 | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 | 2,244.00 |
| 150,000.00 or more but less than 200,000.00 | 2,904.00 |
| 200,000.00 or more but less than 300,000.00 | 3,950.00 |
| 300,000.00 or more but less than 500,000.00 | 4,924.00 |
| 500,000.00 or more but less than 750,000.00 | 7,920.00 |
| 750,000.00 or more but less than 1,000,000.00 | 10,560.00 |
| 1,000,000.00 or more but less than 100,000,000.00 | In excess of 1,000,000.00, 60% of 1% of the Gross Receipt |
| 100,000,000.00 or more but less than 500,000,000.00 | In excess of 100,000,000.00, 1% of the Gross Receipt |
| 500,000,000.00 and above | In excess of 500,000,000.00, 75% of 1% of the Gross Receipt |

- (i) On Authorized Franchise Car Dealers engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 75% of 1% of gross receipts up to P100,000,000.00 and P750,000.00 plus 50% of 1% of gross receipts in excess of P100,000,000.00.
- (j) On restaurants and other eating establishments such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.



(k) On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

| | |
|--------------------------------|---------------------|
| Air-conditioned buses | P 6,000.00 per unit |
| Buses without air conditioning | 5,000.00 per unit |
| "Mini" buses | 4,000.00 per unit |
| Fieras/Tamaraws | 1,500.00 per unit |
| Taxis | 1,000.00 per unit |
| Jeepneys | 800.00 per unit |
| Multi-Cabs | 800.00 per unit |
| Tricycles (5 or more units) | 100.00 per unit |



10. PAYMENT OF CONTRACTORS TAX

Contractors Tax is a business tax imposed on contractors and other independent contractors such as, but not limited to, general engineering, general building, and specialty contractors.

| | | | | |
|--|--|--------------------------|---|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All Business Owners | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Application for Building Permit (1 Photocopy) | | | Office of the Building Official | |
| Duly Signed Transmittal (1 Original/1 Photocopy) | | | Office of the Building Official | |
| Duly Certified Bill of Materials with PRC & PTR License of the Architect or Engineer (1 Photocopy) | | | Provided by client | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1.1. Receive the requirement/s and check for completeness 1.2. Issue Statement of Account | None | 4 minutes <i>(if under normal circumstances)</i> | Local Revenue Collection Officer I City Treasurer's Office Or Local Treasury Operations Officer I & II City Treasurer's Office |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | Based on the table below | 3 minutes <i>(if under normal circumstances)</i> | Revenue Collector City Treasurer's Office |
| 3. Submit 1 Photocopy of Official Receipt | 3. Receive the Photocopy of Official Receipt | None | 1 minute | Local Revenue Collection Officer I City Treasurer's Office Or Local Treasury Operations Officer I & II City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |

| | | | |
|-------|----------------------|-----------|--|
| TOTAL | Based on computation | 8 minutes | |
|-------|----------------------|-----------|--|

| Gross Sales/Receipts For the Preceding Calendar Year | Tax Per Annum |
|--|---|
| Less than 5,000.00 | 32.75 |
| 5,000.00 or more but less than 10,000.00 | 73.65 |
| 10,000.00 or more but less than 15,000.00 | 125.45 |
| 15,000.00 or more but less than 20,000.00 | 198.00 |
| 20,000.00 or more but less than 30,000.00 | 330.00 |
| 30,000.00 or more but less than 40,000.00 | 462.00 |
| 40,000.00 or more but less than 50,000.00 | 660.00 |
| 50,000.00 or more but less than 75,000.00 | 1,056.00 |
| 75,000.00 or more but less than 100,000.00 | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 | 2,376.00 |
| 150,000.00 or more but less than 200,000.00 | 3,168.00 |
| 200,000.00 or more but less than 250,000.00 | 4,356.00 |
| 250,000.00 or more but less than 300,000.00 | 5,544.00 |
| 300,000.00 or more but less than 400,000.00 | 7,392.00 |
| 400,000.00 or more but less than 500,000.00 | 9,900.00 |
| 500,000.00 or more but less than 750,000.00 | 11,100.00 |
| 750,000.00 or more but less than 1,000,000.00 | 12,300.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 13,800.00 |
| 2,000,000.00 or more | At a rate not exceeding fifty percent (55%) of one percent (1%) |



11. PAYMENT OF VARIOUS LOCAL TAXES, FEES AND REGULATORY CHARGES

Payment of various local taxes, fees and regulatory charges payable to City Government of Imus.

| | | | | |
|---|---|---|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Order of Payment <u>or</u> Statement of Account <u>or</u> Assessment of Taxes and Fees | | Respective Imus City Department/Offices | | |
| Government Issued Identification Card | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s to the assigned counter for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 2. Pay the assessed/required fee(s) | 2. Receive the payment and Issue O.R. | Based on the table below | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | Based on computation | 5 minutes | |

| NATURE OF TAX / FEE | AMOUNT CHARGED |
|---------------------------------|--|
| Amusement Tax | as assessed by BPLO |
| Anti-Rabies Fee | Php 100.00 |
| Business Tax | as assessed by BPLO 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 | 50% of 1% of Gross Sales |
| Mayor's Clearance | Php 50.00 |
| No-Plastic Ordinance Fee | as assessed by CENRO |
| Other City Fees | as assessed by offices concerned |
| Pedicycle Registration | as assessed by Tricycle Regulatory Unit |
| Permit to Construct | Php 100.00 |
| Personnel Certification | Php 50.00 |
| Police Clearance | <ul style="list-style-type: none"> • New Employment and other purposes ----- Php 50.00 • Employment (Renewal) ----- Php 100.00 • Passport/Visa Application ----- Php 100.00 • Travel Abroad ----- Php 150.00 |



| | |
|-----------------------|--|
| | <ul style="list-style-type: none"> • Application for Filipino Citizenship ----- Php 500.00 ----- Php 100.00 • PLEB Clearance ----- • Firearms Permit Application --- Php 500.00 ----- Php 100.00 • Change of Name ---- |
| 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 & Development Office |
| Others | Refer to Order of Payment/Statement of Account |



12. CHECK RELEASE OF FINANCIAL ASSISTANCE, CITY UTILITY EXPENDITURES, EMPLOYEE BENEFITS, AND OTHER CLAIMS

Release of checks for financial assistance, utility expenditures, employee benefits, and other claims.

| | | | | |
|---|---|---|---|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Official Receipt – If the claim is financial assistance/scholarship/contractors/service providers/creditors (Original) | | Provided by client | | |
| Authorization Letter <u>or</u> Special Power of Attorney <u>or</u> Secretary Certificate <u>or</u> Board Resolution specifying the Authorized Representative (1 Original) | | Person being Represented | | |
| Government Issued Identification Card of Corporate Secretary/ Signatory/Attorney-in-Fact/Creditor (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 2 minutes <i>(if under normal circumstances)</i> | <i>Administrative Assistant I</i> City Treasurer's Office |
| 2.1. Receive the check 2.2. Sign the disbursement and check voucher/s | 2. Release the check | None | 4 minutes <i>(if under normal circumstances)</i> | <i>Administrative Assistant I</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | None | 6 minutes | |

13. RELEASE OF SENIOR CITIZEN SUBSIDY

All registered senior citizens of the City of Imus are entitled to receive senior citizen subsidy semi-annually.

| | | | | |
|--|---|---|---|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen | | | |
| WHO MAY AVAIL THE SERVICE | All Senior Citizens of the City of Imus | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| If you are the recipient | | | | |
| Government Issued Identification Card (1 Original/1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| If you are a representative | | | | |
| OSCA Authorization Letter (1 Original) | | Senior Citizen President of the Barangay | | |
| Government Issued Identification Card of the recipient (1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| Government Issued Identification Card of the Representative (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1. Receive the requirement/s and check for completeness | None | 5 minutes <i>(if under normal circumstances)</i> | <i>Cristina Escarilla</i> Head, CITO |
| 2. Receive the pay envelope | 2. Release the pay envelope | None | 2 minutes | <i>Administrative Assistant I</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | None | 7 minutes | |



14. DISBURSEMENT AND ISSUANCE OF CHECKS

Preparation and check issuance for all creditors of City Government of Imus and recipients of financial assistance/honorarium/allowances etc.

| | | | | |
|--|---|------------------------|-----------------------------------|--|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Complex | | | |
| TYPE OF TRANSACTION | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All creditors of City Government of Imus and recipients of financial assistance/honorarium/allowances etc. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Approved Disbursement Voucher and all supporting documents in Accounting Checklist | | | From requesting department/agency | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit approved Disbursement Voucher and supporting documents | Receive the requirement/s and check for completeness Encode details of the disbursement voucher in Voucher Monitoring File | None | 5 minutes | <i>Administrative Assistant I</i> City Treasurer's Office |
| | Route for City Treasurer's Approval | None | 4 hours | <i>Administrative Assistant I</i> City Treasurer's Office |
| | Receive the requirement/s and check for completeness Issue Check | None | 1 hour | <i>Local Revenue Collection Officer III</i> City Treasurer's Office |
| | Prepare Accountant's Advice Encode Check Details in Check Monitoring File | None | 10 minutes | <i>Administrative Assistant I</i> City Treasurer's Office |
| | Route Accountant's Advice for Signature | None | 4 hours | <i>Administrative Assistant I</i> City Treasurer's Office |
| | Route Check for Signature | None | 1 day | <i>Administrative Assistant I</i> City Treasurer's Office |
| TOTAL | | None | 2 days and 15 minutes | |

NOTE: This is on a normal circumstance.



CITY TREASURER'S OFFICE

INTERNAL SERVICES



1. ISSUANCE OF PHILHEALTH CONTRIBUTION CERTIFICATION

PhilHealth Contribution Certification is issued to all members certifying their latest 9 months contribution.

| | | | | |
|---|---|------------------------|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All regular and casual plantilla employees of the City Government of Imus | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Claim Signature Form - CSF/Claim Form 1 - CF1 (Original) | | | From the Hospital | |
| Government Issued Identification Card (1 Original and 1 Photocopy) | | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1.1. Receive the requirement/s and check for completeness 1.2. Prepare the Certification | None | 16 minutes <i>(if under normal circumstances)</i> | Local Revenue Collection Officer III City Treasurer's Office |
| 2. Receive the Certification | 2. Issue Certification | None | 4 minutes <i>(if under normal circumstances)</i> | Local Revenue Collection Officer III City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | None | 20 minutes | |

2. ISSUANCE OF GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) CONTRIBUTION CERTIFICATION

Government Service Insurance System (GSIS) Contribution Certification is issued to members certifying all monthly premium contributions.

| | | | | |
|---|---|---|--|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All regular employees of the City Government of Imus | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Service Record (1 Photocopy) | | Human Resource Management Office | | |
| Remittance/Payment Record (1 Photocopy) | | Government Service Insurance System | | |
| Government Issued Identification Card (1 Original and 1 Photocopy) | | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PhilHealth, Comelec, PRC, IBP, MARINA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present/submit the requirement/s for initial assessment and verification | 1.1. Receive the requirement/s and check for completeness 1.2. Prepare the Certification | None | 26 minutes <i>(if under normal circumstances)</i> | <i>Local Treasury Operations Officer I</i> City Treasurer's Office |
| 2. Receive the Certification | 2. Issue Certification | None | 4 minutes <i>(if under normal circumstances)</i> | <i>Local Treasury Operations Officer I</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | None | 30 minutes | |

3. ISSUANCE OF ACCOUNTABLE FORMS

Issuance of Accountable forms to all bonded collectors and barangay captains/treasurers of the City Government of Imus.

| | | | | |
|---|---|------------------------|---|---|
| OFFICE OR DIVISION | Office of the City Treasurer | | | |
| CLASSIFICATION | Simple | | | |
| TYPE OF TRANSACTION | G2G – Government to Government | | | |
| WHO MAY AVAIL THE SERVICE | All bonded collectors and barangay captains/treasurers of the City Government of Imus | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| For Barangay Captains/Treasurers | | | | |
| Bond Confirmation (1 Photocopy) | | | Bureau of Treasury | |
| Oath (1 Photocopy) | | | Department of the Interior and Local Government | |
| Certificate of Appointment (1 Photocopy) | | | Barangay Captain | |
| Official Receipt (Proof of Purchase of Accountable Form 51) | | | City Treasurers Office | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Pay for Official Receipt | 1. Receive the payment and Issue O.R. | P300.00 / booklet | 3 minutes <i>(if under normal circumstances)</i> | <i>Revenue Collector</i> City Treasurer's Office |
| 2. Present/submit the requirement/s for initial assessment and verification | 2.1. Receive the requirement/s and check for completeness 2.2. Prepare Requisition and Issue Voucher 2.3. Prepare Acknowledgement Receipt | None | 5 minutes <i>(if under normal circumstances)</i> | <i>Administrative Officer IV</i> City Treasurer's Office |
| 3. Receive the Accountable Forms | 3. Issue Accountable Forms | None | 2 minutes | <i>Administrative Officer IV</i> City Treasurer's Office |
| Fill-out the Client Satisfaction Rating Form | | | | |
| TOTAL | | P300.00/booklet | 10 minutes | |