

MUNICIPALITY OF PAOMBONG

CITIZEN'S CHARTER OFFICE OF THE MUNICIPAL TREASURER

MISSION

To have an efficient collection system in order to gather funds and finance the government's effort in delivering the basic services to the people

VISION

A dynamic and effective Treasury Office thru innovative revenue collection, progressive and a self-sustainable local government unit that implores the Divine Guidance in the accomplishment of these

FRONTLINE SERVICE: ISSUANCE OF COMMUNITY TAX CERTIFICATE AND OTHER RECEIPTS

A. SCHEDULE OF SERVICE

8:00 AM – 5:00 PM (Monday to Friday)

B. WHO MAY AVAIL OF THE SERVICE?

Taxpayers, General Public

C. REQUIREMENTS:

*Previous CTC or Valid ID

*Must be 18 years old and above (for CTC)

*Previous Official Receipt

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (under normal circumstances)	PERSON IN-CHARGE	AMOUNT OF FEES
1	FOR CTC: Fill-up form at the window to provide the information needed in the CTC	FILL-UP FORM (CTC) Copy the information written from the form given by the client	2-5 minutes/ CTC	Collecting Officer	Php5.00 basic community tax plus Php25.00 voluntary Tax (for unemployed) ; Php1.00 for every Php1,000.00 earnings (for employed) plus 2% interest per month starting March
2	FOR RPT: Present the latest Official Receipt of previous payment for verification	Compute the amount to be paid by the taxpayers, subject for penalties if there are arrears on payment	5-10 minutes	LTOO II Collecting Officer	Depends upon the assessed value
3	FOR BUSINESS TAX: Fill-up the application form at Permits & Licensing Office	Assess and compute the amount to be paid by the proprietor and issue receipt upon payment	30 minutes	Collecting Officer	Depends upon the capital involved or new gross sales of preceding years
4	FOR OTHER RECEIPT: Fill-up the form to provide the information needed	Copy the information written in the form	2-3 minutes	Collecting Officer	Php200.00 -Birth, Death and Marriage Cert. /Burial Permit and Tax Clearance