

**OFFICE OF THE MUNICIPAL**

**TREASURY**

**OFFICE OF THE**

**MUNICIPAL BUDGET OFFICER**

**REVISED CITIZEN’S CHARTER**

**LOCAL GOVERNMENT UNIT OF LAPUYAN, ZAMBOANGA DEL SUR**

1. **PAYING REAL PROPERTY TAXES:**

Owner of Machinery, Land and Buildings must pay real property taxes annually. Taxes are a percentage of the property’s taxable value. Taxable value is computed by multiplying a land or building’s fair market value (FMV) to its Assessment Level. Both the FMV and the Assessment Level are based on an ordinance passed by the Sangguniang Panlalawigan. Real Property Tax payment are made at the Office of the Municipal Treasury. Taxpayer may choose to pay on an annual or quarterly basis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All Taxpayers | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Latest Official Receipt 2. Copy of Real Property Tax Declaration | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present latest OR and TD 2. Referral to the RPT system | The assigned person responsible will accept the required documents. And do the computations. | (Assessed value) (2)(1%) =(total)(tax years) based on the tax bill  if delinquent it will depends on taxpayers due bill  if advance payment for the following year the taxpayers may avail 20% discount  if by instalment – payment without penalty may be made within the periods stated below.  1st Instalment – Jan. 1 to Mar. 31  2nd Instalment – Apri. 1 to Jun. 31  3rd Instalment – Jul. 1 to Sept. 30  4th Instalment – Oct. 1 to Dec. 31 | 1 hour | **Merry Joy Somoson**  Administrative Asst. I  **Philip B. Hatad**  Administrative Aide II  **Jerab I. Lampayan**  Administrative Asst. I |

1. **PAYING TRANSFER FEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All Taxpayers | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Copy of Real Property Tax Declaration 2. Deed of Sale or any conveyances | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present all documents and pay the transfer fees | The assigned person responsible will accept the required documents. | Depends on higher market value or deed of sale and a penalty of 25% surcharge beyond 60 days and a 2% penalty per month not exceeding 36 months | 1 hour | **Merry Joy Somoson**  Administrative Asst. I  **Philip B. Hatad**  Administrative Aide II  **Jerab I. Lampayan**  Administrative Asst. I |

1. **LARGE CATTLE REGISTRATION AND TRANSFER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All owners of Large Cattle | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Original Certificate of Ownership 2. Certificate of Transfer 3. New applicant (Large Cattle Registration | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. (Old applicant) Present the original certificate of ownership or certificate of transfer. 2. (New applicant) Submit the certificate of ownership from the barangay captain. 3. For lost credentials, secure an affidavit of loss. | The assigned person responsible will accept the required documents. | Certificate of owner-Ship (per head) =105 and misc.Certificate of transfer(Per head) = 110  Late registration (per head) = 5 | 2 hours | **Philip B. Hatad**  Administrative Aide II  **Michael F. Secretaria**  Administrative AideII**Jerab I. Lampayan**  Administrative Asst. I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All Individual | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Personal Appearance 2. Valid ID 3. Old CTC | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present old CTC 2. Present Valid ID | The assigned person responsible will accept the required documents. | Basic tax 5 pesos + additional tax Based on 0.10% of the annual gross income | 30 minutes | **Philip B. Hatad** Administrative Aide II  **Merry Joy T. Somoson** Administrative Asst. I  **Nely Grace N. Edena**Meter Reader III  **Jerab I. Lampayan**  Administrative Asst. I |

**COMMUNITY TAX CERTIFICATION (CEDULA) ISSUANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | BPLO Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2B – Government to Business | | | |
| **Who may avail:** | All Business Owner | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Original Copy of Cedula 2. Brgy. Clearance 3. Police Certification 4. Medical Certificate 5. Sanitary Permit 6. Garbage fee 7. Zoning Clearance 8. Certification fee with doc. Stamp 9. BFP – fire safety inspections | | | Treasury Office  Barangay  Police Station  MHO  Sanitary Inspector  Treasury Office  BPCO  BFP | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit all required documents 2. Payment of Appropriate fees | The assigned person responsible will accept the required documents to verify the application.  Encoding  Issuance  Issuance of business permit | 100.00  100.00  100.00  100.00  100.00  100.00  130.00 | 2 hours | **Nely Grace N. Edena**Meter Reader III  **Eliakim G. Suminlao**  Administrative Aide. II |

**BUSINESS PERMIT APPLICATION**

**FISH CORALS, SEA WEEDS AND PUMP BOATS**

**RETIRING BUSINESS LICENSE**

About the service:

Enterprises that have closed or ceased to exist, or whose ownership has changed, must file with the Municipal Treasure’s Office, an application for business retirement. This should be done to update the Municipal government records and to avoid the accumulation of tax payments and penalties.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | BPLO Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All Business Owner | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| Application for Business Retirement,  2 copies Brgy. Certificate (closure of business enterprise) | | | BPLO Staff | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the requirements to the BPLO for closure or change the application for business retirement. | Received and recorded complete documents and issuance of Business Closure Certificate. | None | 30 minutes | **Nely Grace N. Edena**Meter Reader III  **Eliakim G. Suminlao**  Administrative Aide. II |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | All Pump Boat Operators | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Certification Issued by the Municipal Agriculture Office (For Pump Boats only) | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the certification issued by the Municipal Agriculture Office for Issuance of Official Receipt | Received and recorded complete documents and issuance of official receipt | Clearances=230  Mayor’s permit and Municipal License=150.00 fishpond  780= Pump boat | 1 hour | **Nely Grace N. Edena**  Meter Reader III  **Josie C. Imbing**  Administrative Aide II |

**PURCHASE OF ACCOUNTABLE FORMS (for Barangay)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2B – Government to Government | | | |
| **Who may avail:** | All Barangay Treasurer | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Secure requisition form | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present requisition form for payment 2. Issuance of invoice and receipt of accountable forms | Received and recorded complete documents and issuance of official receipts and accountable forms. | None  A.F. # 51 - 202.31  A.F. # 55 - 153.06 None  None | 20 minutes  20 minutes  10 minutes  10 minutes | **Leslie S. Andagao**  RCC III  **Nely Grace N. Edena**  Meter Reader III  **Jocelyn S. Medina**  RCC II  **Leslie S. Andagao**  RCC III |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division**: | Treasury Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | Citizen | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | |
| 1. Death Certificate | | | Treasury Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present Order of Payment form LCR/MHO | Received and recorded complete documents and issuance of official receipts. | 1. Burial permit fee - 200.00 2. **Rental Fee of Public** **Cemetery** 3. 3,000 – Apartment type (for 10 years) 4. 500 – Simple (for 5 years) | 5 min | **Nely Grace N. Edena**Meter Reader III  **Josie C. Imbing**  Administrative Aide. II |

**PAYING BURIAL FEES**