

*As the Financial Machinery of the Local Government, We at the Treasury office is committed to be responsive, to the financial requirements of various local government unit programs/projects, taxes equitably collect and properly channelled to sustain an economically progressive BAUANG*

*We strive to be transparent and accountable in the execution of our responsibilities, being effective and efficient in providing community service; promoting and deepening of local democracy to deliver Quality, reliable and affordable services.*

**FRONTLINE SERVICES**

1. *Collection of Real Property Tax*
2. *Computation and Payment of Business Tax*
3. *Termination of Business*
4. *Issuance of Community Tax Certificate*
5. *Payment of Miscellaneous Fees*
6. *Disbursement*
  - a. *Supplier, Contractor and Others*
  - b. *Salaries, Wages & Honorariums*

***I. Collection of Real Property Tax***

**SERVICE SCHEDULE:**

**Monday to Friday 8:00 AM– 5:00 PM**

**Requirements:**

Notice of Tax Assessment and Tax Bill/Statement of Account

Previous Tax Receipt

**Fees:**

1% Assessed Value x 2 for basic and SEF

For late payment: Penalty of 2% per month

**HOW TO AVAIL OF THE SERVICE:**

<b>STEPS/PROCESS</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
<b>Service Provided</b>		
Verification	<i>4minutes</i>	Sun Shayne L. Lopez Cristina Villanueva Alona Mateo
Compute the Real Property Taxdue	<i>5minutes</i>	
Issue Official Receipt	<i>3 minutes</i>	
<b>END OF TRANSACTION</b>	<i>Total Processing Time – 12 minutes</i>	

## 2. Computation and Payment of Business Tax

### SERVICE SCHEDULE:

Monday to Friday 8:00 AM– 5:00 PM

### Requirements:

- a. Application Form for Business Permit
- b. Community Tax Certificate
- c. DTI Certificate
- d. Barangay Business Permit
- e. Sanitary Permit
- f. Annual Inspection Fee
- g. SSS Clearance
- h. Philhealth Clearance
- i. TIN and BIR Annual Registration

### HOW TO AVAIL OF THE SERVICE

STEPS/PROCESS		
Service Provided	Duration/ Processing Time	Staff in Charge
Evaluate the application and compute the corresponding business tax dues	10 minutes	Marvilyn S. Savellano
Approval of previous year gross receipts for renewal	10 minutes	VioletaAbenoja
Assessment of business tax and other fees	12 minutes	VioletaAbenoja Marvilyn S. Savellano
Issue official receipt	15 minutes	Marvilyn S. Savellano
End of Transaction Total Processing Time	47 minutes	

**FEES**

Based on the asset size and gross receipts derived from business operation from preceding year.

*Note: Late payment will incur 25% penalty and 2% interest for every month of delay.*

***SCHEDULE OF FEES******Enterprise Scale***

	<i>Asset Size</i>		<i>Work Force</i>
<i>Micro</i>	<i>P 50,000.00 and below</i>		<i>0</i>
Cottage A	Over P50,000 to P200,000		1-5
Cottage B	Over P200,000 to P500,000	6-10	
Small A	Over P500,000 to P2 Million	11-29	
Small B	Over P2 Million to P5 Million	30-49	
Medium	Over P5 Million to P20 Million	50-100	
Large	Over P20 Million		100 and above

**For New Business****Enterprise Scale  
Force**

	<b>Capital Stock/ Subscribed Capital</b>		<b>Work</b>
Micro	P50,000 and below		1-5
Cottage A	Over P50,000 to P200,000		6-10
Cottage B	Over P200,000 to P500,000		30-49
Small	P500,000 to P5 Million		50-100
Medium	Over P5 Million to P20,000		50-100
Large	Over P20 Million		100 and above

<b>On Business Subject to Graduated Fixed Taxes</b>		
<b>Manufactures/Importers/Producers</b>		<b>Fee per Annum</b>
Micro		P 50
Cottage A		P 1,000.00
Cottage B		P 3,000.00
Small A		P 7,000.00
Small B		P 10,000.00
Medium		P 12,000.00
Large		P 20,000.00
<b>Banks</b>		
Rural, Thrift and Savings Banks		10,000.00
Commercial, Industrial and Development		15,000.00
Universal Banks		20,000.00
<b>OTHER FINANCIAL INSTITUTIONS</b>		
Micro		1,000.00
Cottage A	5,000.00	
Cottage B		7,000.00
Small A	10,000.00	
Small B		12,000.00
Medium		15,000.00
Large		20,000.00
<b>CONTRACTORS/SERVICE ESTABLISHMENTS</b>		
Micro		500.00
Cottage A		4,000.00
Cottage B		7,000.00
Small A		10,000.00
Small B		12,000.00

Medium	15,000.00
Large	20,000.00

**3. ISSUANCE OF COMMUNITY TAX CERTIFICATE**

**SERVICE SCHEDULE:**

**Monday to Friday 8:00AM – 5:00PM**

**Requirements:**

a. I.D

**Fees**

P5.00 Basic Tax + Gross receipts derived from business from the preceding year + salaries from the preceding year + income real property (P1.00 for every 1,1000.00).

How TO AVAIL OF THE SERVICE

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
Service Provided		
Getting pertinent information and computation of total amount due	<i>15 minutes</i>	Danilo Libatique Marites Rimorin Romel Ramirez Jessie Saranquin
Issue the CTC of the client	<i>10 minutes</i>	
End of transaction Total Processing Time	<i>25 minutes</i>	

**4. Payment of Miscellaneous Fees**

Birth Certificate  
 Building Permit  
 Cemetery Lot Fees  
 Certification  
 Clearance Fees  
 Dog Vaccination fees  
 Electrical Inspection Fee  
 Excavation Fee  
 Inspections Fees  
 Order of Payment

LCR Fees  
 Marriage License  
 Police Clearance  
 Regulatory Fees  
 Secretary's Fees  
 Service Fees  
 Tricycle Operator's Permit  
 Working Permit

**HOW TO AVAIL OF THE SERVICE:**

<b>STEPS/PROCESS</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
<b>Service Provided</b>		
Verification of/Assessment	4 minutes	Sunn Shayne L. Lopez
Issue Official Receipt	3minutes	Clarita Mangaoang Alan Pulanco
End of transaction Total Processing Time	12 minutes	

**Fees**

See schedule of fees

**TRICYCLE OPERATOR'S PERMIT (FRANCHISE)**

MTO	600.00
Certification Fee	60.00
Filing fee	500.00
Mayor's permit	220.00
Police Clearance	80.00
Reg/Supervising fee	60.00
Sticker	120.00
Confirmation fee	60.00

Health Permit fee	12.00
<b>WORKING PERMIT (GROs)</b>	
Mayor's Permit	550.00
Police Clearance	60.00
I.D.	15.00
Health Certificate	12.50
<b>TRICYCLE DRIVERS</b>	
Mayor's Permit	200.00
Police Clearance	60.00
I.D.	25.00
<b>DAY AND NIGHT ESTABLISHMENT</b>	
Mayor's Permit	350.00
Police Clearance	60.00
I.D.	25.00
<b>OFFENSIVE AND DANGEROUS ESTABLISHMENT/COMMERCIAL ESTABLISHMENT/FOOD AND EATERY ESTABLISHMENT</b>	
Mayor's Permit	200.00
Police Clearance	60.00
I.D.	25.00
<b>ALL OCCUPANTS OR CALLING SUBJECT TO PERIODIC INSPECTION, SURVEILLANCE AND/OR REGULATIONS BY THE MUNICIPAL MAYOR</b>	
Mayor's Permit	150.00
Police Clearance	60.00
I.D.	25.00



**CLEARANCES**

Mayor's Clearance (local)	50.00
Mayor's Clearance (Abroad)	150.00
Police Clearance (local)	50.00
Police Clearance (Abroad)	150.00
Tax Clearance	50.00

**CERTIFIED TRUE COPY**

Livebirth (local)	50.00
Livebirthd (Abroad)	150.00

**FEES**

Clearance Fees	50.00
Large Cattle	100.00
Marriage License	300.00

**LABORATORY**

Smear	75.00
Urinalysis/Fecalalysis	15.00
Regulatory (Sand and Gravel)	15/cu.

**FINANCE AND COLLECTION (Certifications)**

Real Property Tax Payment	50.00
Termination of Business/No. Business Record	50.00

**5. RENEWAL OF MOTORIZED TRICYCLE AND MOTORIZED BANCA PERMIT**

**SERVICE SCHEDULE:**

**Monday to Friday 8:00AM – 5:00PM**

**HOW TO AVAIL SERVICE:**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
Service Provided		
Verification/Assessment	<i>10 minutes</i>	Alan T. Pulanco
Issue Official Receipt	<i>5 minutes</i>	
End of transaction Total Processing	<i>15 minutes</i>	

**6. RENEWAL OF MOTORIZED TRICYCLE FRANCHISE**

**\*Renewable every after 3 years**

**SERVICE SCHEDULE:**

**Monday to Friday 8:00AM – 5:00PM**

**HOW TO AVAIL SERVICE**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
Service Provided		
Verification/Assessment	<i>10 minutes</i>	Alan T. Pulanco
Issue Official Receipt	<i>10minutes</i>	
Prepare certificate of confirmation of motorized tricycle franchise	<i>15 minutes</i>	
End of transaction Total Processing	<i>35 minutes</i>	

**7. BRANDING LARGE CATTLE**

**SERVICE SCHEDULE:**  
Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
<b>Service Provided</b>		
Identify marks and permanent physical mutilations or peculiarities of animals	<i>15 minutes</i>	Alan T. Pulanco
Branding on the right hip of the animal the municipal brand and on the left hip the registered brand of the cattle owner	<i>30 minutes</i>	
Issuance f Official receipt	<i>5 minutes</i>	
End of Transaction	<i>Total Processing Time: 50 Minutes</i>	

**8. PAYMENT OF STALL RENTAL**

**SERVICE SCHEDULE:**  
Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCES	Duration/ Processing Time	Staff in Charge
<b>Service Prvided</b>		
Issue Official receipt	<i>15 minutes</i>	Romel Ramirez
End of Transaction	<i>Total Processing Time: 15 Minutes</i>	

**9. PAYMENT OF LYING-IN SERVICES FEES**

**Requirements:**

Billing Statement

**SERVICE SCHEDULE:**

Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
Service Provided		
Verification of record	4 minutes	Sunn Shane Lopez
Computation of stall rental payable	5 minutes	
Issuance of official receipt	3 minutes	
End of Transaction	<i>Total Processing Time: 12 Minutes</i>	

**10. PAYMENT OF STALL RENTAL**

**Requirements:**

Previous month proof of payment/ official receipt

**SERVICE SCHEDULE:**

Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
Service Provided		
Issue Official receipt	<i>15 minutes</i>	Romel Ramirez

End of Transaction	<i>Total Processing Time: 15 Minutes</i>	
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<b>11. COLLECTION OF SAND GRAVEL REGULATORY</b>		
<b>SERVICE SCHEDULE:</b> Monday to Friday 8:00AM – 5:00PM		
<b>HOW TO AVAIL SERVICE</b>		
<b>S STEPS/PROCESS</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
<b>Service Provided</b>		
Issue Official receipt	<i>10 minutes</i>	Charlie Hernandez Milagros Feliciano
End of Transaction	<i>Total Processing Time: 10 minutes</i>	

<b>12. COLLECTION OF CEMENTERY FEES(Bauang South Memorial Cementery)</b>		
<b>SERVICE SCHEDULE:</b> Monday to Friday 8:00AM – 5:00PM		
<b>HOW TO AVAIL SERVICE</b>		
<b>STEPS/PROCESS</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
<b>Service Provided</b>		
Getting of pertinent information	<i>20 minutes</i>	CriseldaGagtan
Issue Official receipt	<i>15 minutes</i>	
End of Transaction	<i>Total Processing Time: 35 Minutes</i>	

**13.a Disbursement (Supplier, Contractor and Others)**

**SERVICE SCHEDULE:**

**Monday to Friday 8:00AM – 5:00PM**

**Requirements:**

- a. Vouchers
- b. Purchase Order
- c. Purchase Request
- d. Acceptance Report
- e. Inspection Report
- f. Delivery Receipt / Charge Invoice
- g. Bids and Awards Committee Resolution
- h. Canvass

**HOW TO AVAIL SERVICE**

STEPS/PROCESS	Duration/ Processing Time	Staff in Charge
<b>Service Provided</b>		
Certification as to availability of fund	15 minute	Violeta B. Abenoja
Check preparation	25 minutes	MaritesOrpilla
Acquire check advice from accounting office	20 minutes	
Check Issuance / Payment	20 minute	
End of Transaction	Total Processing time: 1hour and 20 minutes	

**14.b Disbursement (Salaries, Wages & Honorariums) *Every 15<sup>th</sup> day and 30<sup>th</sup> day of the month.***

**SERVICE SCHEDULE:**

**Every 15<sup>th</sup> day 30<sup>th</sup> day of the month.**

**Requirements:**

- a. Payroll
- b. Daily Time Record

**HOW TO AVAIL SERVICE**

STEPS/PROCESS		Duration/ Processing Time	Staff in Charge
Service Provided			
Withdrawal of Cash from the Bank		1 hour and 30 minutes	MaritesOrpilla
Cash Distribution to payroll in-charge		40 minutes	
Salary distribution		10 minutes per official/ employee	MaritesOrpilla CriseldaGagtan Romel Ramirez Marvilyn S. Savellano
End of Transaction		Total Processing time 2 hour and 20 minutes	

**15. VERIFICATIONS AND ACKNOWLEDGEMENT OF REMITTANCE OF VARIOUS COLLECTORS.**

**SERVICE SCHEDULE:**

Monday to Friday 8:00AM – 5:00PM

**Requirements:**

- a. Report of collection and deposit
- b. Duplicate of accountable form

**HOW TO AVAIL SERVICE**

STEPS/PROCES		Duration/ Processing Time	Staff in Charge
Service Provided			
Verification and acknowledgement of receipt		25 minute	Oliver Dilan
End of Transaction		Total Processing time 25 minutes	

**16.ISSUANCE OF ACCOUNTABLE FORM TO VARIOUS ACCOUNTABLE OFFICERS**

**SERVICE SCHEDULE:**  
Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCES		Duration/ Processing Time	Staff in Charge
Service Provided			
Issuance o accountable form		15minutes	Oliver Dilan
End of Transaction		Total Processing time 1 minutes	

**17.ISSUANCE OF CERTIFICATES**

a. CERTIFICATE OF BUSINESS CLOSURE/TERMINATION

**SERVICE SCHEDULE:**  
Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

STEPS/PROCE		Duration/ Processing Time	Staff in Charge
Service Provided			
Accept and evaluate application to terminate business operation		10minutes	MarvilynSavellano
a. Letter of intent to terminate business operation.			
b. Certificate of termination of business from brgy where the business is located.			
c. Duly notarized affidavit of termination of business.			



Prepare certificate of termination of business	10 minutes	
Issuance of certificate to applicant	2 minutes	
End of Transaction	Total Processing time 22 minutes	

**17. b. ISSUANCE OF CERTIFICATE OF NON-TAX DELINQUENCY**

**SERVICE SCHEDULE:**  
Monday to Friday 8:00AM – 5:00PM

**HOW TO AVAIL SERVICE**

**STEPS/PROCE**

<b>Service Provided</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
Verification	4minutes	Sunn Shane LopezCristina Villanueva Alona Mateo
Issuance of Official Receipt	3 minutes	Clarita Mangaoang
Issuance of Certification	10 minutes	Sunn Shane Lopez Cristina Villanueva Alona Mateo
End of Transaction	Total Processing time 17 minutes	

**OFFICE OF THE MUNICIPAL TREASURER**  
**VIOLETA B. ABENOJA**  
Municipal Treasurer  
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