

# OFFICE OF THE MUNICIPAL TREASURER

*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 channeled 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.*

**VIOLETA ABENOJA**

*Municipal Treasurer*

**Service Schedule**

**MONDAY-FRIDAY 8:00 AM - 5:00 PM**

# Frontline Services

1. **Collection of Real Property Tax**
2. **Computation and Payment of Business Tax**
3. **Issuance of Community Tax Certificate**
4. **Payment of Miscellaneous Fees**
5. **Renewal of Motorized Tricycle and Motorized Banca Permit**
6. **Renewal of Motorized Tricycle Franchise**
7. **Payment of Stall Rental**
8. **Branding Large Cattle**
9. **Collection of Sand Gravel Regulatory**
10. **Payment of Lying-in Services Fees**

- 11. Verifications and Acknowledgement of Remittance of Various Collectors.**
- 12. Disbursement (Supplier, Contractor and Others)**
- 13. Disbursement (Salaries, Wages & Honorariums) Every 15th Day and 30th Day of the Month.**
- 14. Collection of Cemetery Fees (Bauang South Memorial Cemetery)**
- 15. Issuance of Accountable Form to Various Accountable Officers**
- 16. Issuance of Certificate of Non-Tax Delinquency**
- 17. Issuance of Certificates Certificate Of Business Closure/Termination**

## 1. COLLECTION OF REAL PROPERTY TAX

### 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*

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification	<i>10 minutes</i>	Sunn Shayne L. Lopez Cristina Villanueva Alona Mateo
	Compute the Real Property Tax due	10 minutes	Sunn Shayne L. Lopez Cristina Villanueva Alona Mateo
	Issue Official Receipt	<i>15 minutes</i>	Sunn Shayne L. Lopez Cristina Villanueva Alona Mateo

## 2. COMPUTATION AND PAYMENT OF BUSINESS TAX

### Requirements

- Application Form for Business Permit
- Community Tax Certificate
- DTI Certificate
- Barangay Business Permit
- Sanitary Permit
- Annual Inspection Fee
- SSS Clearance
- Philhealth Clearance
- TIN and BIR Annual Registration

### 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	Asset Size	Work Force
Micro	Php 50,000 and below	0
Cottage A	Over Php 50,000 to 200,000	1-5
Cottage B	Over Php 200,000 to 500,000	6-10
Small A	Php 500,000 to 2 Million	11-29
Small B	Over Php 2 Million to 5 Million	30-49
Medium	Over Php 5 Million to 20 Million	50-100
Large	Over Php 20 Million	101 and above
For New Business Enterprise Scale Force	Capital Stock/ Subscribe Capital	
Micro	Php 50,000 and below	1-5
Cottage A	Over Php 50,000 to 200,000	6-10
Cottage B	Over Php 200,000 to 500,000	6-49

Small A Medium Large	Php 500,000 to 5 Million Over Php 5 Million to 20 Million Over Php 20 Million	50-100 50-100 100 and above
<b>On Business Subject to Graduated Fixed Taxes</b>		
<b>Manufacturers/Importers/Producers</b>		<b>Fee per Annum</b>
	Micro	P 50.00
	Cottage A	1,000.00
	Cottage B	3,000.00
	Small A	7,000.00
	Small B	10,000.00
	Medium	12,000.00
	Large	20,000.00
<b>Banks</b>		<b>Fee per Annum</b>
	Rural, Thrift and Savings Banks	Php. 10,000.00
	Commercial, Industrial and Development	12,000.00
	Universal Bank	20,000.00
<b>OTHER FINANCIAL INSTITUTIONS</b>		<b>Fee per Annum</b>
	Micro	Php. 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>		<b>Fee per Annum</b>
	Micro	Php. 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
STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
<b>Present documents</b>	Evaluate the application and compute the corresponding business tax dues	<i>10 minutes</i>	Marvilyn S. Savellano
	Approval of previous year gross receipts for renewal	<i>10 minutes</i>	Violeta Abenoja
	Assessment of business tax and other fees	12 minutes	Violeta Abenoja Marvilyn S. Savellano
	Issue official receipt		Marvilyn S. Savellano

### 3. ISSUANCE OF COMMUNITY TAX CERTIFICATE

**Requirements:**

Individual  
Identification Card

Corporate  
Certificate of Registration, SEC and CDA

**Fees:**

**Individual**

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).

**Corporate**

P 500 Basic Tax + Gross Receipts or derived from business

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
<b>Present documents</b>	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>	



#### 4. PAYMENT OF MISCELLANEOUS FEES

<i>Birth Certificate</i>	<i>Dog Vaccination</i>	<i>Marriage License</i>	<i>Secretary Services</i>
<i>Building Permit</i>	<i>Electrical Inspection</i>	<i>Police Clearance</i>	<i>Tricycle Operators Permit</i>
<i>Cemetery Lot Certification</i>	<i>Excavation Inspection</i>	<i>Regulatory Clearance</i>	<i>Working Permit</i>
<b>Requirements:</b> Order of payment			
<b>Fees:</b>			
<b>Tricycle Operator's Permit (Franchise)</b>			
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 (GRO's)</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>Night Establishment</b>			
Mayor's Permit		350.00	
Police Clearance		200.00	
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	
<b>Clearances</b>			
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	
<b>Certified True Copy</b>			
Livebirth (Local)		50.00	
Livebirth (Abroad)		150.00	
<b>Fees</b>			
Clearance Fee		50.00	
Large Cattle		100.00	
Marriage License		300.00	
<b>Laboratory</b>			
Smear		75.00	
Urinalysis /Fecalalysis		15.00	
Regulatory (Sand and Gravel)		15 per cu.	
<b>Finance And Collection (Certifications)</b>			
Real Property Tax Payment		50.00	
Termination of Business/No. Business Record		50.00	
<b>STEPS OR PROCESS</b>		<b>Duration/ Processing Time</b>	<b>Staff-in-Charge</b>
<b>Client</b>	<b>Service Provided</b>		
Present documents	Verification of/Assessment	4 minutes	Sunn Shayne L. Lopez Clarita Mangaoang Alan Pulanco
	Issue Official Receipt	3 minutes	

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

\*Renewable every after 3 years

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification/Assessment	10 minutes	Allan Pulanco
	Issue Official Receipt	5 minutes	

### 6. RENEWAL OF MOTORIZED TRICYCLE FRANCHISE

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification/Assessment	10 minutes	Allan Pulanco
	Issue Official Receipt	10minutes	
	Prepare certificate of confirmation of motorized tricycle franchise	15 minutes	

## 7. PAYMENT OF STALL RENTAL

### Requirements:

Previous month proof of payment/ official receipt

### Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Issue Official receipt	15 minutes	Rommel Ramirez

## 8. BRANDING LARGE CATTLE

### Requirements:

### Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Identify marks and permanent physical mutilations or peculiarities of animals	15 minutes	Allan Pulanco
	Branding on the right hip of the animal the municipal brand and on the left hip the registered brand of the cattle owner	30 minutes	
	Issuance of Official receipt	5 minutes	

## 9. COLLECTION OF SAND GRAVEL REGULATORY

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Issue Official receipt	10 minutes	Charlie Hernandez Milagros Feliciano

## 10. PAYMENT OF LYING-IN SERVICES FEES

**Requirements:**

*Billing Statement*

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification of record	4 minutes	Sunn Shayne Lopez
	Computation of stall rental payable	5 minutes	
	Issuance of official receipt	3 minutes	

## 11. VERIFICATIONS AND ACKNOWLEDGEMENT OF REMITTANCE OF VARIOUS COLLECTORS.

### Requirements:

- Report of collection and deposit
- Duplicate of accountable form

### Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification and acknowledgement of receipt	25 minute	Oliver Dilan

## 12. DISBURSEMENT (SUPPLIER, CONTRACTOR AND OTHERS)

### Requirements:

- |                    |                         |  |
|--------------------|-------------------------|--|
| - Vouchers         | - Acceptance Report     | - Delivery Receipt / Charge Invoice    |
| - Purchase Order   | - Inspection Report     | - Bids and Awards Committee Resolution |
| - Purchase Request | - Canvass               | - Obligation Request                   |
|                    | - Philgeps Registration | -Property Equipment                    |

### Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Certification as to availability of fund	15 minute	Violeta B. Abenoja
	Check preparation	25 minutes	Marites Orpilla Marites Orpilla
	Acquire check advice from accounting office	20 minutes	

**13. DISBURSEMENT (SALARIES, WAGES & HONORARIUMS) EVERY 15TH DAY AND 30TH DAY OF THE MONTH.**

**Requirements:**

- Payroll
- DTR

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Withdrawal of Cash from the Bank	1 hour and 30 minutes	Marites Orpilla
	Cash Distribution to payroll in-charge	40 minutes	Marites Orpilla Criselda Gagtan Romel Ramirez Marvilyn S. Savellano
	Salary distribution	10 minutes per official/ employee	

**14. COLLECTION OF CEMETERY FEES(Bauang South Memorial Cemetery)**

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Getting of pertinent information	20 minutes	Criselda Gagtan
	Issue Official receipt	15 minutes	

### 15. ISSUANCE OF ACCOUNTABLE FORM TO VARIOUS ACCOUNTABLE OFFICERS

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Issuance accountable form	15minutes	Oliver Dilan

### 16. ISSUANCE OF CERTIFICATE OF NON-TAX DELINQUENCY

**Requirements:**

**Fees:**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Verification	4 minutes	Sunn Shane Lopez Cristina Villanueva Alona Mateo
	Issuance of Official Receipt	3 minutes	Clarita Mangaoang
	Issuance of Certification	10 minutes	Sunn Shane Lopez Cristina Villanueva Alona Mateo



## 17. ISSUANCE OF CERTIFICATES CERTIFICATE OF BUSINESS CLOSURE/TERMINATION

### Requirements:

- Report of collection and deposit
- Duplicate of accountable form

### Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Present documents	Accept and evaluate application to terminate business operation	10 minute	Marvilyn Savellano
	1. Letter of intent to terminate business operation. 2. Certificate of termination of business from barangay where the business is located. 3. Duly notarized affidavit of termination of business.		
	Prepare certificate of termination of business		
	Issuance of certificate to applicant	2 minutes	