



Office of the Municipal Treasurer

External Services

1. Billing and Collection of Real Property Tax Basic, SEF and Idle Land Tax

The office of the Municipal Treasurer is mandated to impose collection of real property tax on all real properties within the territorial jurisdiction of the Municipality of Tago, Surigao del Sur

Office or Division:	Municipal Treasurer's Office - Collection Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Real Property Tax Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Tax Declaration (1 copy original or photocopy)		Office of the Municipal Assessor, Tago Town Hall 1st Floor, Barangay Purisima, Tago, Surigao del Sur		
2. Latest Real Property Tax Official Receipts (1 copy original or photocopy)		Owner's File Copy		
3. Certificate of Title (1 copy original or photocopy)		Owner's File Copy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>

<p>2. Upon call, present the requirements needed</p>	<p>2.1 Check the requirement to the database for any unsettled obligations then print RPT Bill (if any)</p> <p>2.2 Compute the total amount to be paid</p>	<p>Real Property Tax Due: For Residential & Agricultural:</p> <p>Basic Tax = AV x 1% For Comm'l./Ind.Spec. prop: Basic Tax = AV x 1.333% For Special Education Fund: Tax = AV x 1% For Idle Land Tax: Idle Tax = AV x .75% (Basic)</p> <p><i>Where AV = Assessed Value</i></p>	<p>15 Minutes</p>	<p>Collection Officer <i>Municipal Treasurer's Office</i></p> <p>Collection Officer <i>Municipal Treasurer's Office</i></p>
<p>3. Payment</p>	<p>3.1 Receive payment, issue and release official receipt</p>	<p>Amount indicated in the Real Property Tax Billing</p>	<p>20 Minutes</p>	<p>Collection Officer <i>Municipal Treasurer's Office</i></p>
<p style="text-align: right;">TOTAL</p>		<p>Amount indicated in the Real Property Tax Billing</p>	<p>40 Minutes</p>	

2. Real Property Tax Clearance/Certification

The Office of the Municipal Treasurer issues Real Property Tax Clearance/Certification to real property units with full payment on current accounts and no delinquency on prior-years accounts.

Office or Division:	Municipal Treasurer's Office - Collection Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Real Property Tax Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Tax Declaration (1 copy original or photocopy)		Office of the Municipal Assessor, Tago Town Hall 1st Floor, Barangay Purisima, Tago, Surigao del Sur		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Upon call, present the requirements needed	2.1 Check the requirement to the database for any unsettled obligations then print RPT Bill (if any)	Real Property Tax Due: For Residential & Agricultural: Basic Tax = AV x 1% For Comm'l./Ind.Spec. prop: Basic Tax = AV x 1.333% For Special Education Fund: Tax = AV x 1% For Idle Land Tax: Idle Tax = AV x .75% (Basic)	15 Minutes	Collection Officer <i>Municipal Treasurer's Office</i> Collection Officer <i>Municipal Treasurer's Office</i>

		<i>Where AV = Assessed Value</i>		
	2.2 Compute the total amount to be paid	None	10 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>
3. Payment	3.1 Receive payment, issue and release official receipt	Amount indicated in the Real Property Tax Billing Tax Clearance/Certification Fee PHP100.00	20 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>
	3.2 Print Tax Clearance/Certification and release documents	None	5 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>
TOTAL		Depends on the tax due and PHP100.00 Tax Clearance	55 Minutes	

3. Releasing of Checks

The Office of the Municipal Treasurer takes charge of the disbursement of all government funds as provided under Sec. 470 of RA 7160 otherwise known as the Local Government Code. This includes Disbursements through checks for payment of all government obligations.

Office or Division:	Municipal Treasurer's Office - CASH DIVISION			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All claims			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government issued identification card with signature (for individual claim)		BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP		
2. Official/Collection Receipts (for accredited establishments/suppliers with valid claims against the LGU (1 original copy))		Respective Business Establishments		
3. For representative: 3.1 If individual/sole proprietorship - Special Power of Attorney (SPA) 3.2 If Corporation: Secretary's Certificate (original) 3.3 Government issued identification card with signature of the claimant (1 original and 1 photocopy)		Legal Office or from any Notary Public Office Corporate Secretary BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP		
3.4 Government issued identification card with signature of the representative (1 original and 1 photocopy)		BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements in the check releasing window	1.1 Receive and review the authenticity of the requirements	None	15 Minutes	Check Releasing Officer <i>Municipal Treasurer's Office</i>

	1.2 Give the disbursement voucher for the claimant to issue appropriate official receipts	None	15 Minutes	Check Releasing Officer <i>Municipal Treasurer's Office</i>
2. Issue Official/Collection Receipts (for suppliers claimants)	2. Verify the correctness of the Official/Collection Receipts	None	15 Minutes	Check Releasing Officer <i>Municipal Treasurer's Office</i>
3. Affix Signature and fill up the received payment portion of the Disbursement Voucher	3.1 Review if the received portion of the disbursement voucher were completely filled up	None	5 Minutes	Check Releasing Officer <i>Municipal Treasurer's Office</i>
4. Affix Signature and date received in the check registry	4.1 Release check to valid claimants and stamp the voucher "paid"	None	10 Minutes	Check Releasing Officer <i>Municipal Treasurer's Office</i>
TOTAL		None	1 Hour	

4. Payroll Disbursement

The Office of the Municipal Treasurer takes charge of the disbursement of all government funds as provided under Sec. 470 (d) (3) of RA 7160 otherwise known as the Local Government Code. This includes Disbursements through payroll for payment of salaries, other emoluments of government employees and miscellaneous operating expenses of government activities

Office or Division:	Municipal Treasurer's Office - CASH DIVISION			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All LGU employees, non-government organization or individuals receiving salaries and wages, honorarium, allowances and other claims			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government issued identification card with signature of the claimant (1 original and 1 photocopy)		LGU TAGO (HRMO), BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP		
2. For representative: - Special Power of Attorney (SPA) or Authorization Letter (whichever is appropriate) - Government issued identification card with signature of the claimant (1 original and 1 photocopy) - Government issued identification card with signature of the claimant (1 original and 1 photocopy)		Legal Office or from any Notary Public Office Corporate Secretary BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. When it's your turn present the requirements in the Cashier window	1.1 Receive and review the authenticity of the requirements	None	1 Hour	Disbursing Officer <i>Municipal Treasurer's Office</i>

2. Sign the payroll in the column corresponding to their name	2.1 Pay in cash the exact net amount indicated in the payroll	None	30 Minutes	Disbursing Officer <i>Municipal Treasurer's Office</i>
TOTAL		None	1 Hour	

5. Collection of Regulatory and Service Fees

The Office of the Municipal Treasurer is mandated to impose collection of regulatory and service fees for every person availing services of different offices.

Office or Division:	Municipal Treasurer's Office - Collection Unit			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		From various offices concern (LGU Tago, Surigao del Sur)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Upon call, present the requirements needed	2.1 Give priority number after verification of requirements	None	2 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>
3. Payment	3.1 Receive payment and issue corresponding official receipt	Amount indicated in the order of payment	5 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>

	3.2 Releasing of documents	None	1 Minute	Collection Officer <i>Municipal Treasurer's Office</i>
	TOTAL	Amount indicated in the order of payment	13 Minutes	

6. Community Tax Certificated

The Office of the Municipal Treasurer receive payment from community tax pursuant to Republic Act 7160 otherwise known as Local Government Code of 1191.

Office or Division:	Municipal Treasurer's Office - Collection Unit
Classification:	Simple Transaction
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year, or who is engaged in business or occupation, or who owns real property with an aggregate assessed value of One thousand pesos (P1,000.00) or more, or who is required by law to file an income tax return.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly filled up Information Sheet (1 copy original) 2. One (1) copy Proof of Income (Owner's Income Tax Return) 3. Certificate of Incorporation and by laws (1 photocopy) 4. Certificate of Registration (1 photocopy)	Municipal Treasurer's Office, Ground Floor, Tago Town Hall Owner's Income Tax Return Securities Exchange Commission (Regional Office) Cooperative Development Authority (Regional Office)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Fill out Information Sheet and Secure		None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
3. Upon call, present the requirements needed	3.1 Check Requirements	None	10 minutes	Collection Officer <i>Municipal Treasurer's Office</i>
	3.2 Compute Total Payment	None	2 Minutes	

				Collection Officer <i>Municipal Treasurer's Office</i>
4. Payment	4.1 Receive payment and issue Community Tax Certificate	<p>CTC Individual: =5Php+[(GS/1000)1Php /Not to exceed 5000Php</p> <p>CTC Corporate: =500Php+[(GS/5000)2Php /Not to exceed 10000Php</p> <p>GS=Gross Sales</p>	3 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>
	4.2 Release Community Tax Certificate	None	1 Minute	Collection Officer <i>Municipal Treasurer's Office</i>
TOTAL		Total Fee is based on the amount indicated above	26 Minutes	

7. Incoming Letter of Requests, Queries and other relative Tax Imposition Concerns - Simple Queries

The Office of the Municipal Treasurer is accepting letter of request and queries from various government entities and each constituents, relative to tax imposition and treasury operation.

Office or Division:	Municipal Treasurer's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government, G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (2 copies)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client's logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Present the letter of request/queries to the Receiving Officer	2.1 Receive the letter of request/queries and forward to the Municipal Treasurer.	None	15 Minutes	Receiving Officer <i>Municipal Treasurer's Office</i>
	2.2 Issue the Referral Slip and forward to concerned division for appropriate action	None	1 day	Municipal Treasurer <i>Municipal Treasurer's Office</i>
	2.3 Prepare the answer letter to request and queries and facilitate of its approval	None	5 Days	Concerned Division <i>Municipal Treasurer's Office</i>
3. Receive the requested document	3.1 Registered mail, e-mail and deliver the requested document to the requesting Party	None	1 Day	Liaison Officer <i>Municipal Treasurer's Office</i>

	TOTAL	None	7 Days & 20 Minutes

8. Incoming Letter of Requests, Queries and other relative Tax Imposition Concerns - Complex Queries

The Office of the Municipal Treasurer is accepting letter of request and queries from various government entities and each constituents, relative to tax imposition and treasury operation.

Office or Division:	Municipal Treasurer's Office			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government, G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (2 copies)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client's logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Present the letter of request/queries to the Receiving Officer	2.1 Receive the letter of request/queries and forward to the Municipal Treasurer.	None	15 Minutes	Receiving Officer <i>Municipal Treasurer's Office</i>
	2.2 Issue the Referral Slip and forward to concerned division for appropriate action	None	2 Days	Concerned Division <i>Municipal Treasurer's Office</i>
	a. Review the subject being requested and queried	None	16 Days	Concerned Division <i>Municipal Treasurer's Office</i>
	b. Request for opinion of concerned offices and national agencies and conduct research in the subject being queried in order to provide relevant facts.	None		

	c. Prepare letter of response to queries and facilitate for its approval.	None		
3. Receive the requested document	3.1 Registered mail, e-mail and deliver the requested document to the requesting Party	None	1 Day	Liaison Officer <i>Municipal Treasurer's Office</i>
TOTAL		None	19 Days & 20 Minutes	

**Office of the Municipal Treasurer
Internal Services**

1. Issuance of Accountable Forms

The office of the Municipal Treasurer is the custodian of all accountable forms requisitioned by the Municipal Government of Tago. The office maintained complete records and facilitate for its receipt, issue and transfer.

Office or Division:	Municipal Treasurer's Office - Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	All Barangay Treasurers and Accountable Officers, other LGUs, Government Leagues and Associations and other National Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request and Issue Voucher (3 copies)		Office of the requesting party		
2. Request and Issue Slip (3 copies)		Office of the requesting party		
3. Confirmation Letter of the Bonded Accountable Officer (presented on the first request of Accountable Form)		Bureau of Treasury		
4. Certificate of unremitted and undeposited collection (For Barangay request only)		Accounting Office, Ground Floor, Tago Town Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the client logbook at the Office Entrance	1.1 Give the logbook to the client	None	5 Minutes	Entrance Personnel <i>Municipal Treasurer's Office</i>
2. Present all requirements to the Accountable Form Incharge	2.1 Review the requirements as to authenticity and completeness and issue order of payment	None	15 Minutes	Accountable Form Incharge <i>Municipal Treasurer's Office</i>
3. Upon call, give the order of payment and pay	3.1 Receive payment and issue official receipt	AF #51 - Php150/stub	5 Minutes	Collection Officer <i>Municipal Treasurer's Office</i>

		BIR0016 - Php121.50/stub		
4. Present the Official Receipt as proof of payment to the Accountable Form in Charge	4.1 Receive and review the Official Receipt. Prepare Invoice and Receipt of Accountable Form (duly signed)	None	30 Minutes	Accountable Form Incharge <i>Municipal Treasurer's Office</i>
5. Check and receive the Accountable forms requested and sign the logbook of the AF incharge	5.1 Release the Accountable Forms requested and give the logbook to the client		20 Minutes	Accountable Form Incharge <i>Municipal Treasurer's Office</i>
TOTAL		Total Fee is based on the amount indicated above	1 Hour & 15 Minutes	