

11. Issuance of Official Receipts on Real Property Taxes

The issuance of Official Receipts to all Real Property Tax Owner, Tax Clearance and Tax Declaration to satisfy the ownership of the property.

Office or Division	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who May Avail	All Real Property Tax Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Tax Declaration as to Ownership of Real Property			Office of the Municipal Assessor	
Previous Real Property Tax Payments			Previous Tax Payments/Owners File	
Tax Clearance			Office of the Municipal Treasurer	
Real Property Tax Billing			Office of the Municipal Treasurer	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present complete requirements and pay the required fees	1. Issuance of Official Receipt	Based on Real Property Tax Billing	3 Minutes	Revenue Collectors Office of the Municipal Treasurer
	TOTAL:		3 Minutes	

12. Issuance of Official Receipts on Secretary and Certification Fees

The Office of the Municipal Treasurer issues Official Receipts to all Secretaries' fees for all local documents needed by the Clients.

Secretaries' Fees for Annual Accounts by the Office:				
Office or Division	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who May Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up payment slip		Concerned Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Payment of Secretary's/ Certification Fees	1. Issuance of Official Receipt	Please refer to Table of Fees below	3 Minutes	Revenue Collectors Office of the Municipal Treasurer
	TOTAL:		3 Minutes	
Secretary's Fees				
New Born Screening		P 600.00		
Late Birth Registration		P 250.00		
Late Death Registration		P 250.00		
Certification Fees				
Solemnization		P 200.00		
Medical Certification		P 150.00		
Death		P 100.00		
Transfer Fee		P 150.00		
No Real Property		P 100.00		