REVENUE COLLECTION

CLIENT	REQUIREMENTS	RESPONSIBLE PERSON	DURATION	FEE's /CHARGES
1. Pay Tax Revenues on:				
- Business Permits	Assesment from EEO	VIENNA ROSE SORIANO		
- Licenses	Assesment from EEO	Loc. Treas. Ope. Officer I		
- Land Taxes	Assesment from Assessors Office	GIDGET EDEN		Assess value x 2%
		Loc. Rev. Coll. Officer III		(Basic Fund 1%)
2. Regulatory Fees		VIENNA ROSE SORIANO		(SEF 1%)
- Permits		Loc. Treas. Ope. Officer I		
- Franchise Tricycle	Assesment from EEO	TERESITA TIGNO		+2% per month penalty for
- Occupation		Loc. Rev. Coll. Officer III		delinquent RPT taxpayers
- Registration				
- Change of First Name & Correction of Clerical Error	(Based on Republic Act 9048)		5-15 minutes	
3. Service Charges		VIENNA ROSE SORIANO	3-13 fillilates	
- Clearance and Certification Fees	(Based on Local Revenue Code)	Loc. Treas. Ope. Officer I		
- Secretarys Fees		TERESITA TIGNO		
		Loc. Rev. Coll. Officer III		
4. Other Miscellaneous Taxes	Assesment from EEO	VIENNA ROSE SORIANO		
- Rentals	Assesment from EEO	Loc. Treas. Ope. Officer I		
- Transcient Vendors		TERESITA TIGNO		
		Loc. Rev. Coll. Officer III		
- Laboratory Test	(Based on Revenue RHU code of	BEEJAY PERALTA		
	2005)	Loc. Treas. Ope. Officer I		

ISSUANCE OF COMMUNITY TAX CERTIFICATE

CLIENT	REQUIREMENTS	RESPONSIBLE PERSON	DURATION	FEE's /CHARGES
Acquire Community Tax Certificate	Valid Identification card	MA. BELLA MENDOZA Administrative Aide I	5-10 minutes	minimum of P 30.00
				+2% per month penalty for delinquent CTC taxpayers

FEES FOR SERVICES PERFORMED BY MUNICIPAL ASSESSOR

CLIENT	REQUIREMENTS	RESPONSIBLE PERSON	DURATION	FEE's /CHARGES
1. For each page of Certified True Copy of Tax Declaration				P 100.00
2. For each page of any Certification, viz: Certification				P 100.00
of Assessment, Certification of Property Holdings &/or				
similar certification		VIENNA ROSE SORIANO		
3. Annotation of Mortgages	Order of Payment	Loc. Treas. Ope. Officer I		P 100.00
4. Cancellation		TERESITA TIGNO	5 - 15 minutes	P 100.00
5. Tax Mapping		Loc. Rev. Coll. Officer III	3 - 13 lillitutes	P 100.00
6. Tax Declaration				P 100.00
7. No Improvement				P 100.00
8. Inspection Fee				P 100.00
9. Verification Fee				P 100.00
10. Transfer Fee (of Ownership)				P 100.00

POLICE CLEARANCE FEES

CLIENT	REQUIREMENTS	RESPONSIBLE PERSON	DURATION	FEE's /CHARGES
1. For Passport or Visa Application	Order of Payment			P 100.00
2. For Change of Name		VIENNA ROSE SORIANO		P 150.00
3. For Firearms Permit Application		Loc. Treas. Ope. Officer I	5 10 minutes	P 1,000.00
4. For Local Employment, For Scholarship, Grants and		TERESITA TIGNO	5-10 minutes	P 70.00
Other Purposes		Loc. Rev. Coll. Officer III		1 70.00
5. For abroad				P100.00

PHYSICAL EXAMINATION & MEDICAL CERTIFICATION FEES

CLIENT	REQUIREMENTS	RESPONSIBLE PERSON	DURATION	FEE's /CHARGES
1. Medical Certificate				P 70.00
2. Transfer Permit of Food Products				P 100.00
3. Health Certificate for Employment	Order of Payment	Order of Payment BEEJAY PERALTA Loc. Treas. Ope. Officer I	5-10 minutes	P 70.00
4. Health Certificate for Employment (Renewal)				P 50.00
5. Complete Blood Count				P 150.00
6. Urinalysis				P 50.00
7. Fecalysis				P 50.00
8. Sputum Exam				P 50.00
9. Hemoglobin/Hematocrit				P 80.00
10. Platelet Count				P 100.00
11. Fasting Blood sugar				P 120.00
12. Blood Typing				P 90.00