



City Treasurer's Office

External Services



1. Issuance of Certificate of Ownership of Large cattle (AF53)

To issue certificate of ownership (AF53) of Large Cattle. (Cow, Carabao and Horse)

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Those who are owners of Large Cattle can secure this service.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original Copy)		From large cattle owner		
Office Order (1 Original Copy)		City Treasurer's Office – Head of Office		
Brgy Certification attesting ownership or Proof of Purchase document. (1 Original Copy)		Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SCHEDULED ISSUANCE: 1. To submit written request from large cattle owner/s.	1. Receive written request from cattle owner/s and set date, time and place for issuance.	50.00	5 minutes	<i>Administrative Officer</i> City Treasurer's Office
	1.1 Issue office order to RCC for the issuance of Certificate of Large Cattle/s		10 minutes	<i>City Treasurer</i> City Treasurer's Office
	1.2 Conduct issuance of certificate of ownership of large cattle and draw identifying mark/s through cowlick/s at the back portion of AF 53		10 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



FOR WALK – IN ISSUANCE				
1. Submit/Present a Barangay certification attesting ownership of large cattle or proof of Purchase document.	1. Verify Presented Document for walk – In issuance 1.1 Issuance of Ownership of Large Cattle and Acknowledging payment	50.00	5 Minutes 5 minutes	<i>Revenue Collection Clerk City Treasurer's Office</i> <i>Revenue Collection Clerk City Treasurer's Office</i>
TOTAL		PHP 50.00	35 Minutes	



2. Fidelity Bond Application

To assist in the processing of Fidelity Bond application

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Barangay Chairman and Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Form 3: Annex D Fidelity Bond Application (1 Original copy)		City Treasurer's Office		
Form 4: Annex E List of Bonded accountable Public Officers (1 Original Copy)		City Treasurer's Office		
Annual Budget (1 Original Copy)		City Budget Office		
Balance Sheet or Trial Balance (1 Original Copy)		City Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Duly accomplished in triplicate Form 3: annex D Fidelity Bond Application Form	1. Review documents submitted by the requesting Barangay.	None	10 Minutes	<i>Administrative Officer</i> City Treasurer's Office
2. Fidelity Bond Application to be Notarized by the Notary Public and with the recommending approval of the City Mayor		None	20 Minutes	<i>City Mayor</i> Mayor's Office
3. Submit complete documents to the Bureau of the Treasury		None	10 minutes	
TOTAL		None	40 Minutes	



3. Barangay Request for AF 51 and Community Tax Certificate

To be able to collect revenue/s

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	It covers all the barangay Treasurers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RIV (1 original copy and 3 photocopies)		Barangay Treasurer		
Monthly Report of Collection Remittances and Accountable forms (1 Original copy and 5 photocopies)		Barangay Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the approved RIV and Monthly Report of Collections, remittances and Accountable Forms	1. Check and verifies previous requisition already remitted.	Cost of AF 51 P200.00 CTC - None	10 Minutes	<i>Liquidating Officer</i> City treasurer's office
	1.1 Proceed with payment to the Cashier		5 Minutes	<i>Cashier IV</i> City Treasurer's Officer
	1.2 Official Receipt will be issued		2 Minutes	<i>Designated Accountable Forms Custodian</i>
	1.3 Issuance of the Accountable Forms Requested.		5 Minutes	City Treasurer's Officer
TOTAL		P200.000	22 Minutes	



4. Water Bill Payments

To collect all the amount due from the consumers in order to maintain the good service and to give safe and efficient water supply that could serve Ormoc City and all its Barangay.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	It covers all the consumers who avail the service from ORWASA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1 copy)		City Treasurer's Office – Window 9, 10 and 11		
Statement of Account (1 Copy)		City Treasurer's Office – Water Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1. Verify information and issue Statement of Account	None	5 Minutes	<i>Administrative Assistant III</i> City Treasurer's Office
2. Proceed to window 9, 10 and 11 for issuance of Official Receipts for payment received.	2. Issue and Release Official Receipt.		3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		see Attachment - Annex A	8 Minutes	

Annex A - FEES TO BE PAID RESIDENTIAL

Size of Meter – ½ diameter:

	RATE (PHP)
Min. 10 cu.m.	100.00
11-20 cu.m.	+11.00
21-30 cu.m.	+12.00
31-40 cu.m.	+13.00
41-50 cu.m.	+15.00
Over 50 cu.m	+16.00



FULL COMMERCIAL/INDUSTRIAL

Size of Meter – ½ diameter:

Min. 10 cu.m.	175.00
11-20 cu.m.	+19.00
21-30 cu.m.	+21.00
31-40 cu.m.	+23.00
41-50 cu.m.	+26.00
Over 50 cu.m.	+28.00

Size of meter – ¾ “ diameter:

Min. 10 cu.m.	350.00
11-20 cu.m.	+19.00
21-30 cu.m.	+21.00
31-40 cu.m.	+23.00
41-50 cu.m.	+26.00
Over 50 cu.m.	+28.00

Size of meter – 1 “ diameter:

Min. 10 cu.m.	700.00
11-20 cu.m.	+31.00
21-30 cu.m.	+34.00
31-40 cu.m.	+37.00
41-50 cu.m.	+41.00
Over 50 cu.m.	+45.00

Size of meter – 1 ½ “ diameter:

Min. 10 cu.m.	1,050.00
11-20 cu.m.	+46.00
21-30 cu.m.	+51.00
31-40 cu.m.	+56.00
41-50 cu.m.	+62.00
Over 50 cu.m.	+68.00



Size of meter – 2" diameter:

Min. 10 cu.m.	2,000.00
11-20 cu.m.	+62.00
21-30 cu.m.	+68.00
31-40 cu.m.	+75.00
41-50 cu.m.	+82.00
Over 50 cu.m	+90.00

Size of meter – 2 ½ " diameter:

Min. 10 cu.m.	2,100.00
11-20 cu.m.	+92.00
21-30 cu.m.	+102.00
31-40 cu.m.	+112.00
41-50 cu.m.	+123.00
Over 50 cu.m	+135.00

SEMI - COMMERCIAL A

Size of Meter – ½ diameter:

Min. 10 cu.m.	155.00
11-20 cu.m.	+19.00
21-30 cu.m.	+21.00
31-40 cu.m.	+23.00
41-50 cu.m.	+26.00
Over 50 cu.m	+28.00

Size of meter – ¾ " diameter:

Min. 10 cu.m.	310.00
11-20 cu.m.	+19.00
21-30 cu.m.	+21.00
31-40 cu.m.	+23.00
41-50 cu.m.	+26.00
Over 50 cu.m	+28.00



Size of meter – 1 " diameter:

Min. 10 cu.m.	615.00
11-20 cu.m.	+31.00
21-30 cu.m.	+34.00
31-40 cu.m.	+37.00
41-50 cu.m.	+41.00
Over 50 cu.m	+45.00

All Government offices and facilities with existing size of meter above one ("1") diameter shall be charged equivalent to the fees for one (1") diameter size meter.

SEMI – COMMERCIAL B

Size of Meter – ½ diameter:

Min. 10 cu.m.	130.00
11-20 cu.m.	+19.00
21-30 cu.m.	+21.00
31-40 cu.m.	+23.00
41-50 cu.m.	+26.00
Over 50 cu.m	+28.00

BULK WATER FEE/ SPECIAL SERVICES FEE:

Per cubic meter	65.00
-----------------	-------

SECURITY DEPOSIT FOR WATER INSTALLATION:

Size of Meter – ½ " diameter	1,000.00
Size of Meter – ¾ " diameter	1,500.00
Size of Meter – 1" diameter	2,000.00
Size of Meter – 1½ " to 2 And above diameter	3,000.00



INSTALLATION FEE:

Size of Meter – ½ “ diameter	600.00
Size of Meter – ¾ “ diameter	900.00
Size of Meter – 1“ diameter	1,200.00
Size of Meter – 1½ “ to 2 And above diameter	1,700.00

RE-CONNECTION FEE:

Size of Meter – ½ “ diameter	300.00
Size of Meter – ¾ “ diameter	600.00
Size of Meter – 1“ diameter	1,200.00
Size of Meter – 1½ “ to 2 And above diameter	2,400.00

CHANGE NAME FEE	600.00
TRANSFER LOCATION FEE	600.00



5. Terminal Stall Rentals and other Fees

To collect Terminal stall rentals and other fees to sustain terminal operation as Economic Enterprises

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	It governs all the Terminal Stallholder and Drivers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lease of Contract (1 Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stall Rentals				
1. Submit Lease of Contract	1. Verified Lease of Contract 1.2 Issue official Receipt, receive payment 1.3 Release original copy of receipt to the stallholder	PHP 150 per sq meter per month	15 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
Other Fees				
	1. Issuance of Cash Ticket to the Drivers.	PHP 5.00	1 Minute	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		PHP 150 per sq meter per month (depend on the space occupied by the client)	16 Minutes	



6. Slaughterhouse Fees

The Imposition and Collection of Slaughterhouse Fees.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Shall govern the General public who wish to avail for services and use of facilities in the Ormoc Slaughterhouse			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1 original or photocopy Copy)		Slaughterhouse		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1. Receives/verifies request form submitted by the client. 1.2 Compute amount due		5 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Pay the amount stated in the request form	2. Issue and Release Official receipt to the client		2 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		see Attachment -Annex A	7 Minutes	



Annex A - FEES TO BE PAID

PIG/GOAT/SHEEP/OTHER SMALL ANIMALS

Permit to Slaughter - Php 20.00 / Head

CARABAO/COW

Permit to Slaughter - Php 50.00 / Head

PIG/GOAT/SHEEP/OTHER SMALL ANIMALS

1. Entrance Fee - Php 20.00/ head
2. Weighing Fee - Php 20.00/ head
3. Stockyard Fee - Php 20.00/ head
4. Yardage Fee - Php 20.00/ head
5. Ante – mortem - Php 10.00/ head
6. Holding Pen - Php 10.00/ head / day
7. Slaughter Fee - Php 1.00/ kilo Live Weight
8. Post – mortem - Php .50/ kilo Carcass Weight
9. Delivery Fee from the Slaughterhouse
To the City Proper - Php 20.00/ head
10. Delivery Fee from the Slaughterhouse to-
Outside the City Proper - Php 20.00/ head plus
Php 1.00/km/head
11. Chiller/Storage Room Fee - Php 1.00/ kilo Carcass Weight
per 24hours
12. Roasting Fee - Php 100.00/head

CARABAO/COW

1. Entrance Fee - Php 100.00/head
2. Weighing Fee - Php 200.00/head
3. Stockyard Fee - Php 20.00/day/head



4. Yardage Fee	-	Php 100.00/head
5. Ante – mortem	-	Php 10.00/head
6. Holding Fee	-	Php 30.00/head
7. Slaughter Fee	-	Php 1.00/Kilo live weight
8. Certificate of Ownership/Credential Fee	-	Php 50.00
9. Transfer of Certificate of Ownership fee	-	Php 25.00
10. Post – Mortem	-	Php 0.50/ Kilo Carcass Weight
11. Delivery Fee from the Slaughterhouse To the City Proper	-	Php 40.00/ head
12. Delivery Fee from the Slaughterhouse to- Outside the City Proper	-	Php 40.00/ head plus Php 1.00/km/head
13. Chiller Room Fee per 24hours	-	Php 1.00/ kilo Carcass Weight



7. Application fee for Market Stall

To be able to screen all the applicants with prepare documentation and process.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2B – Government to Business Entity			
Who May Avail:	The General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Market Application Form (1 Original Copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Market Application form	1. Receives/verifies document submitted by client		20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Submit the filled-up application form together with payment	2. Issue of official receipt, receive payment	PHP 500.00	2 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Release original copy of receipt to the stall holder		1 Minute	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		PHP 500.00	23 Minutes	



8. Market Stall Rentals and other Fees.

To collect Market stall rentals and other fees to sustain market operation as Economic Enterprises

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2B – Government to Business Entity			
Who May Avail:	All the market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lease Contract		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Lease contract	1. Receives/verifies documents submitted by client.		10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Pay the amount of rental to the Market Collector	2. Received payment and issue/released official receipt.	PHP 150 per sq meter per month	5 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		PHP 150 per sq meter per month (depend on the space occupied by the client)	15 Minutes	



9. Collection of payment for business taxes, licenses and Mayor's Permit Fee

To collect payment for business taxes, licenses & mayors permit fee

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Business taxpayer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Unified Assessment Form (1 Original Copy)		BPLO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present fully accomplished Unified Assessment Form from the BPLO	1. Receive Assessment form BPLO (Unified Assessment form) 1.1 Verify in the computer the account of Taxpayer	Based on BPLO computerized assessment	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Pay the amount stated in the Assessment Form	2. Received / Issuance of Official Receipt acknowledging payment	Based on BPLO computerized assessment	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		Based on BPLO computerized assessment	6 Minutes	



10. Collection of payment for other fees, charges and administrative fine

To collect payment for other fees, charges & administrative fine

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Miscellaneous Assessment Number		Office Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for Miscellaneous Assessment number from the office concern.	1. Receive Order of payment Miscellaneous Assessment number (MA#) from the office concern. 1.1 Verify in the computer system the amount to be paid	Based on the MA computation issued by the concerned offices	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Pay the amount due	2. Receive / Issuance of Official Receipt acknowledging payment	Based on the MA computation issued by the concerned offices	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		Based on the MA computation issued by the concerned offices	6 Minutes	



11. Request of computation of the Real Property Tax (RPT)

To be able to know the exact amount due or payable of the Real Property Owner.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Real Property Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1Copy)		City Treasurer's Office – RPT Division		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form and present it.	1. Receive request form and Compute the Tax due of the client	Residential - 1% Agricultural - 1%	3 Minutes	LRCO / City Treasurer's Office
2. Received the RPT computation/RPT tax bill		None		
TOTAL		Residential - 1% Agricultural - 1%	3 Minutes	



12. Computation of Surcharges and Interests on Unpaid Taxes, Fees or charges.

To compute surcharges and interest on unpaid taxes, fees or charges.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Delinquent Businesses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mayor's Permit		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Mayor Permit for Computation	1. Compute unpaid taxes, Fees or Charges.		10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Proceed to window 5, 6, 7 or 8 and pay the amount due	2. Receive / Issuance of Official Receipt acknowledging payment	Tax amount + surcharges +2% interest per month until amount is fully paid but not exceed 36 months	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		Tax amount + surcharges +2% interest per month until amount is fully paid but not exceed 36 months	13 Minutes	



13. Issuance of Real Property Tax Clearance

The issuance of **tax certificates** proves that you are completely **paying property tax** and if the tax for the whole year has been properly paid.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form (1 Copy)			City Treasurer's Office – RPT Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and Present filled – up request form at window 1,2 or 3	1. Verify Real Property owner account in the computer system.		10 Minutes	<i>LTOO 1</i> City Treasurer's Office
2. Pay Certification Fee at window 5, 6, 7 or 8	2. Present Official Receipt of Certification Fee at window 2	PHP 50.00	3 Minutes	<i>LTOO 1</i> City Treasurer's Office
3. Receive Tax Clearance				
TOTAL		PHP 50.00	13 Minutes	



14. Issuance of Professional Tax Receipt

To issue Professional Tax Receipt to registered professionals under the supervision of PRC

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	PRC Licensed Professional and those who take government examination			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid PRC Card		PRC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid PRC Card	1. Verify as to validity of the PRC Card presented by the client		5 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
2. Pay the amount due	2. Issuance of Official Receipt acknowledging payment	PHP 150.00	2 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		PHP 150.00	7 Minutes	



15. Issuance of Community Tax Certificate (Individual and Corporate Tax)

To issue Community Tax Certificate (Individual and Corporate Tax)

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public and Business Corporation			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Any Valid Government ID			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG	
BIR Form 2316 (Individual)			BIR	
BPLO Unified Assessment Form (gross receipt/Sales) Corporate			BPLO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Individual: Present any valid ID, old CTC and BIR Form 2316 For Corporate: BPLO Unified Assessment form (Gros Receipt/sales)	1. Verification of documents presented by the client.	For Individual: Basic Community Tax P5.00 + additional community tax P1.00 for every P1, 000.00 based on gross receipts or earnings + interest if beyond deadline.	2 Minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>
	1.1 Computation of amount due.		3 Minutes	
	1.2 Inform client of his/her total amount to be paid	For Corporation: Basic Community Tax P500.00 + additional community tax P2.00 for every P5, 000.00 + interest if beyond deadline.	1 Minute	<i>Revenue Collection Clerk City Treasurer's Office</i>
			2 Minutes	
		1 Minute		
2. Pay the amount due	2. Receive / Issuance of Community Tax			



	Certificate upon payment			
	2.1 Release Community Tax Certificate			
	TOTAL	For Individual: Basic Community Tax P5.00 + additional community tax P1.00 for every P1,000.00 based on gross receipts or earnings + interest if beyond deadline. For Corporation: Basic Community Tax P500.00 + additional community tax P2.00 for every P5,000.00 + interest if beyond deadline.	9 Minutes	



16. Issuance of check to Suppliers and Contractor

Payment to Suppliers and Contractors

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2B – Government to Business Entity			
Who May Avail:	Suppliers and Contractors of LGU Ormoc			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Disbursement Voucher				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive approved Disbursement Voucher with complete attachment	None	2 Minutes	Cash Clerk City Treasurer's Office
	1.1 Issuance		5 Minutes	
	1.2 Releasing of check		2 Minutes	
TOTAL		None	9 Minutes	

17. Issuance of Notice of Disconnection

To be able to collect all delinquent account.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All the water consumer who has delinquent account for a period of time.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice of Disconnection		CTO- Water Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Print notice of Disconnection	None	1 Minute	Administrative Assistant III City Treasurer's Office
	1.1 Distribute notice of disconnection to all consumer who has delinquent account	None	3 Minutes / Consumer	Revenue Collection Clerk City Treasurer's Office
TOTAL		None	4 Minutes	



18. Payment of Delinquent Account with Notice of Disconnection.

To collect payment from water consumer with delinquent account.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All the water consumer who has delinquent account for a period of time.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice of Disconnection (1 original Copy)		City Treasurer's Office – Water Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Notice of Disconnection to window 9, 10, 11 together with payment	1. Issuance of Official Receipts for payment received.	Depend on the cubic consume by the consumer	3 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
TOTAL		Depend on the cubic consume by the consumer	3 Minutes	



19. Disbursing Salaries and Wages, honorarium, allowances, Senior Birthday gift and others

To encash and prepare based on general payroll and pay salaries and wages, honorarium, allowances, Senior Birthday gift and others

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid Government ID (1 Valid ID)		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
Community Tax Certificate (1 Original)		City Treasurer's Office, Brgy. Treasurer		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive the Cash Advances with complete attachment and signatures	None	3 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	1.1 Encashment of Checks	None	2 Hours	<i>Disbursing Officer</i> City Treasurer's Office
2. Present any Valid Governement ID or Community Tax Certificate to the Disbursing Officer.	2. Disburse the salaries and wages, honorarium, allowances, Senior Birthday gift and others to the respective receipts	None	3 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	3.PrepareReportof Disbursement and update logbook	None	15 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
TOTAL		None	2 Hours, 21 Minutes	



20. Monthly Employees withholding Tax Remittance

To remit the monthly withholding of all the employees of LGU-Ormoc

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU- Ormoc Regular and Plantilla employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Alphalist			BIR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Printing of voucher monthly withholding remittance report for accounting verification	None	5 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
	2. Printing of employees alpha list for signature of the City Treasurer	None	5 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
	3. Online to BIR EFPS filing	None	30 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
	4. 1601C form – encoding total amount of withholding taxes regular and casual plantilla employees validate and submit to BIR	None	5 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
	5. Printing of filing reference no	None	2 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
	6. Efps payment form – encoding the total amount of tax, return period, mode of payment and submit to LBP head office	Based on the alphalist	5 Minutes	<i>Administrative Assistance III</i> City Treasurer's Office
TOTAL		Based on the alphalist	52 Minutes	



City Treasurer's Office
Internal Services



1. Fidelity Bond Application for LGU- Ormoc Employees

To assist in the processing of Fidelity Bond application

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU-Ormoc employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New Application:		City Treasurer's Office		
Duly approved GF 57 (1 original copy)				
Appointment / Special Order (1 Original Copy)		Client		
Oath of Office (1 Original Copy)		Client		
Latest SALN (1 Original Copy)		Client		
ID Picture (1 2x2 ID picture)		Client		
Renewal of Fidelity Bond:		City Treasurer's Office		
Duly approved GF 57 (1 Original Copy)				
Latest SALN (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling of GF 57 or 58 or both whichever is applicable	1. For new bond application issue Gen Form 57(A) & 58(A) and for Renewal issue Gen Form 57(A)	None	2 Minutes	<i>Administrative Officer</i> City Treasurer's Office
	2. Review documents for Submission to the Bureau of the Treasury, Tacloban City	None	5 Minutes	<i>Administrative Officer</i> City Treasurer's Office
	3. Endorsement of the City Treasurer recommending approval to the Bureau of the Treasury, Tacloban City	None	5 Minutes	<i>City Treasurer</i> City Treasurer's Office
TOTAL		None	12 Minutes	



2. Issuance of Accountable forms to LGU Accountable Bonded Officers

For security of the Public fund.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU Accountable Bonded Officers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Requisition Issue Slip			Procurement Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Requisition Issue slip		None	2 Minutes	Client
2. Proceed to the Liquidating Officer for verification	2. Liquidation Officer counter sign the requisition issue voucher for approval by the City Treasurer	None	5 Minutes	Liquidating Officer <i>City Treasurer's Office</i>
3. Submit approved Requisition Issue Slip to the CTO procurement window	3. Verify account of bonded accountable employees in the logbook and in the system as to issuances and balances on hand.	None	5 Minutes	<i>Designated Accountable Form Custodian</i> City Treasurer' Office
4. Signed in the logbook acknowledging receipt of the Accountable Forms	4. Release accountable forms	None	5 Minutes	<i>Designated Accountable Form Custodian</i> City Treasurer' Office
TOTAL		None	17 Minutes	



3. Liquidation of Cash Advances

To settled and liquidated either by returning the money advanced if unspent, or by the presentation of regularly accomplished vouchers, giving satisfactory detail of the items thereon paid which must be in accordance with the purpose for which the cash advance was granted, and further supported by proper

Office Or Division:	City Treasurer's Office
Classification:	Simple
Type Of Transaction:	G2G – Government to Government
Who May Avail:	This process covers all the Disbursing Officer, employees with cash advances who are required to submit a liquidation report with supporting documents to the Accounting Office.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cash Advance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare all the Cash Advances for liquidation	None	15 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	2. Record all the Cash advances ready for liquidation at the logbook	None	5 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	3. Prepare the Liquidation Report	None	10 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	4. Submit the Liquidation Report together with the attachment to OCA.	None	5 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
TOTAL		None	35 Minutes	



4. Return of excess of Cash Advances

To return excess of Cash Advances.

Office Or Division:	City Treasurer's Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	All Bonded LGU-Ormoc employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Slip (1 Original Copy)		City Treasurer's Office - Slip		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Present the slip to the Cashier	None	2 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	2. Proceed with payment to the Cashier	(depend on the Cash advance excess)	3 Minutes	<i>Disbursing Officer</i> City Treasurer's Office
	3. Issue Official Receipt		1 Minute	<i>Cashier</i> City Treasurer's Office
TOTAL		(depend on the Cash advance excess)	6 Minutes	