



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: CITY TREASURER'S OFFICE

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. Issuance of Certificate of Ownership of Large cattle (AF53)			Ordinance no. 029, Series 2020 Sec. 2	June 23, 2020	
2. Fidelity Application Bond	1. Local Treasury Operations Manual- LTOM LGC 2. RA 7160 or Local Government Code 3. Bureau of the Treasury-BTr 02-2009	Sec. 29 - (a) Sec. 305 (f) Item No. 7-0	None	None	Amends BTr Circular No. 01-95 LTOM 2016 Sec 54 (a)
3. Barangay Request for AF51	1. LTOM 2. COA Circular No. 92-382	Sec. 57 – (b) Sec 25 Sec 29 (a)	None	None	



	LGC – RA7160				
4. Water Bill Payments	None	None	Tax Ordinance No. 002 Series of 2020 Sec. 3	November 3, 2020	
5. Terminal Stall Rentals and other fees			Ordinance No. 35	June 08, 2017	
6. Slaughterhouse Fee	None	None	Ordinance no. 029, Series 2020 Sec. 2	June 23, 2020	
7. Application fee for Market stall			Tax Ordinance 93-01	July 22, 1993	Tax Ordinance No. 107 market Code of the City of Ormoc
8. Market Stall Rentals and other Fees			Tax Ordinance No. 2006-001	Sept 14, 2006	
9. Collection of payment for business taxes, licenses and Mayors Permit Fee	RA7160 otherwise known as Local Government Code of 1991		Tax Ordinance No. 2018-001	Sept 20, 2018	



10. Collection of Payment for Other Fees, charges and administrative	RA7160 otherwise known as Local Government Code of 1991		Tax Ordinance No. 2018-001 Sec 15	Sept 20 , 2018	
11. Request of computation of the Real Property Tax (RPT)	RA7160 otherwise known as Local Government Code of 1991		Tax Ordinance No. 93	June 17, 1993	
12. Computation of Surcharges and Interests on Unpaid taxes, fees or charges			Tax Ordinance No. 93	June 17, 1993	
13. Issuance of Real Property Clearance	RA7160 otherwise known as Local Government Code of 1991		Tax Ordinance No. 93	June 17, 1993	
14. Issuance of Professional Receipt	RA7160 otherwise known as Local Government Code of 1991	Sec 139	Tax Ordinance #29 Section 1	January 30, 1992	



15. Issuance of Community Tax Certificate (Individual and Corporate)	RA7160 otherwise known as Local Government Code of 1991	Sec 157			
16. Issuance of Check to Supplier and Contractor	LTOM	Sec. 4 (e)	Mode of Disbursement	Oct 1, 2017	
17. Issuance of Notice of Disconnection			Tax Ordinance No. 002 Series of 2020 Sec. 3	November 3, 2020	
18. Payment of Delinquent Account with Notice of Disconnection			Tax Ordinance No. 002 Series of 2020 Sec. 3	November 3, 2020	
19. Disbursing Salaries and Wages , honorarium, allowances, Incentives, cash gift and others	EO 811 (PNP/BJMP/BFP Incentives RA7160 (Brgy Tanod)	Chapter 4 Sec. 393 (D) Par. A, Sec 1 Subsec XI Sec 5 (H) (1)		Oct 10, 1991	



	<p>City Ordinance 184 (Teachers Allowances/ Judges' Prosecutor's Allowances)</p> <p>RA 9994 (Senior Citizen Birthday Gift/ Social Pension)</p>		<p>Birthday Gift Ordinance for Senior Citizen of Ormoc City</p> <p>City Ordinance 184</p> <p>Expanded Senior: Citizens Act of 2010: Govt Assistance</p>	<p>Feb 15, 2010</p> <p>June 20, 2013</p>	
20. Monthly employees withholding tax Remittance	LTOM				
Internal Services					
1. Fidelity Bond for Application LGU-Ormoc Employees	RA7160 otherwise known as Local Government Code of 1991				



2. Issuance of Accountable forms to accountable bonded officers LGU	RA7160 otherwise known as Local Government Code of 1991				
3. Liquidation of Cash Advances	LTOM				
4. Return of excess of Cash Advances	COA Circular 90-331	Sec 5			Rules and Regulation on the granting, utilization and Liquidation of Cash Advances



SERVICE INFORMATION PER GOVERNMENT SERVICE

1. GOVERNMENT SERVICE: Issuance of Certificate of Ownership of Large cattle (AF53)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Request Letter (1 Original Copy)	Ordinance no. 029, Series 2020 Sec. 2	SCHEDULED ISSUANCE:	Ordinance no. 029, Series 2020 Sec. 2	25 Minutes	50.00
2. Office Order (1 Original Copy)		1. To submit written request from large cattle owner/s.			
3. Brgy Certification attesting ownership or Proof of Purchase document. (1 Original Copy)		FOR WALK – IN ISSUANCE		5 Minutes	50.00
		1. Submit/Present a Barangay certification attesting ownership of large cattle or proof of Purchase document.			
TOTAL				30 Mintues	50.00



SERVICE INFORMATION PER GOVERNMENT SERVICE

2. GOVERNMENT SERVICE: Fidelity Bond Application					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Form 3: Annex D Fidelity Bond Application (1 Original copy) 3. Form 4: Annex E List of Bonded accountable Public Officers (1 Original Copy) 4. Annual Budget (1 Original Copy) 5. Balance Sheet or Trial Balance (1 Original Copy)	1. Local Treasury Operations Manual- LTOM LGC 2. RA 7160 or Local Government Code 3. Bureau of the Treasury-BTr 02-2009	1. Duly accomplished in triplicate Form 3: annex D Fidelity Bond Application Form 2. Fidelity Bond Application to be Notarized by the Notary Public and with the recommending approval of the City Mayor 3. Submit complete documents to the Bureau of the Treasury	1. Local Treasury Operations Manual- LTOM LGC 2. RA 7160 or Local Government Code 3. Bureau of the Treasury-BTr 02-2009	40 Minutes	None
TOTAL				40 Mintues	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

3. GOVERNMENT SERVICE: Barangay Request for AF51 and Community Tax Certificates					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. RIV (1 original copy and 3 photocopies) 2. Monthly Report of Collection Remittances and Accountable forms (1 Original copy and 5 photocopies)	1. LTOM 2. COA Circular No. 92-382	1. Present the approved RIV and Monthly Report of Collections, remittances and Accountable Forms	COA Circular No. 92-382	22 Minutes	200.00
TOTAL				22 Mintues	200.00



SERVICE INFORMATION PER GOVERNMENT SERVICE

4. GOVERNMENT SERVICE: Water Bill Payments					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Request Form (1 copy)		1. Fill up request form	Tax Ordinance No. 002 Series of 2020 Sec. 3	8 Minutes	
2. Statement of Account (1 Copy)		2. Proceed to window 9, 10 and 11 for issuance of Official Receipts for payment received.			
TOTAL				8 Minutes	



FEES TO BE PAID

RESIDENTIAL RATE (PHP)

Size of Meter – ½ diameter:

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 – $\frac{3}{4}$ " 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 $\frac{1}{2}$ " 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
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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



SERVICE INFORMATION PER GOVERNMENT SERVICE

5. GOVERNMENT SERVICE: Terminal Stall Rentals and other Fees					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Stall Rentals 1. Lease of Contract (1 Copy)	Stall Rentals Ordinance No. 35	Stall Rentals 1. Submit Lease of Contract	Ordinance No. 35	16 Minutes	Stall Rentals 150 per sq meter per month Other Fees 5.00
TOTAL				16 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

6. GOVERNMENT SERVICE: Slaughterhouse Fees					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Request Form (1 Original Copy or photocopy)		1. Fill up request form 2. Pay the amount stated in the request form	Ordinance no. 029, Series 2020 Sec. 2	7 Minutes	



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 |



SERVICE INFORMATION PER GOVERNMENT SERVICE

7. GOVERNMENT SERVICE: Application fee for Market Stall					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Market Application Form (1 Original Copy)		<ol style="list-style-type: none"> 1. Fill up Market Application form 2. Submit the filled-up application form together with payment 	Tax Ordinance 93-01	23 Mintues	500.00
TOTAL				23 Minutes	500.00



SERVICE INFORMATION PER GOVERNMENT SERVICE

8. GOVERNMENT SERVICE: Market Stall Rentals and Other Fees.					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Lease Contract		1.Present Lease contract 2.Pay the amount of rental to the Market Collector	Tax Ordinance No. 2006-001	15 Mintues	150.00 per sq meter per month
TOTAL				15 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

9. GOVERNMENT SERVICE: Collection of payment for business taxes, licenses and Mayor's Permit Fee					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Unified Assessment Form		<ol style="list-style-type: none"> 1. Present fully accomplished form from the BPLO 2. Pay the amount stated in the Assessment form 	Tax Ordinance No. 2018-001	6 Mintues	Based on BPLO computerized assessment
TOTAL				6 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

10. GOVERNMENT SERVICE: Collection of payment for other fees, charges and administrative fine					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Miscellaneous Assessment Number		<ol style="list-style-type: none"> 1. Ask for Miscellaneous Assessment number from the office concern 2. Pay the amount due 	Tax Ordinance No. 2018-001 Sec 15	6 Minutes	Based on the MA computation issued by the concerned offices
TOTAL				6 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

11. GOVERNMENT SERVICE: Request of computation of the Real property Tax (RPT)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request Form (1 copy)		<ol style="list-style-type: none"> 1. Fill up request for and present it. 2. Received the RPT computation / RPT taxbill 	Tax Ordinance No. 93	3 Minutes	None
TOTAL				3 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

12. GOVERNMENT SERVICE: Computation of Surcharges and Interests on Unpaid taxes, Fees or Changes

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Mayor's Permit		<ol style="list-style-type: none"> 1. Present Mayor Permit for Computation 2. Proceed to window 5, 6, 7 or 8 and pay the amount due 	Tax Ordinance No. 93	13 Minutes	Tax amount + surcharges +2% interest per month until amount is fully paid but not exceed 36 months
TOTAL				13 Minutes	



SERVICE INFORMATION PER GOVERNMENT SERVICE

13. GOVERNMENT SERVICE: Issuance of Real Property Tax Clearance					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request Form (1 Copy)		<ol style="list-style-type: none"> 1. Fill up and Present filled – up request form at window 1,2 or 3 2. Pay Certification Fee at window 5, 6, 7 or 8 3. Receive Tax Clearance 	Tax Ordinance No. 93	13 Minutes	50.00
TOTAL				13 Minutes	50.00



SERVICE INFORMATION PER GOVERNMENT SERVICE

14. GOVERNMENT SERVICE: Issuance of Professional Tax Receipt					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Valid PRC Card	RA7160 otherwise known as Local Government Code of 1991	1. Present Valid PRC Card 2. Pay the amount due	Tax Ordinance #29 Section 1	7 Minutes	150.00
TOTAL				7 Minutes	150.00



SERVICE INFORMATION PER GOVERNMENT SERVICE

15. GOVERNMENT SERVICE: Issuance of Community Tax Certificate (Individual and Corporate Tax)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Any Valid Government ID	RA7160 otherwise known as Local Government Code of 1991	1. For Individual: Present any valid ID, old CTC and BIR Form 2316	RA7160 otherwise known as Local Government Code of 1991	5 Minutes	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.
BIR Form 2316 (Individual)		Pay the amount due		5 Minutes	
BPLO Unified Assessment Form (gross Receipt/Sales) Corporate		2. For Corporate: BPLO Unified Assessment form (Gros Receipt/sales) Pay the amount due			For Corporation: Basic Community Tax P500.00 + additional community tax P2.00 for every P5,000.00 + interest if beyond deadline.



TOTAL		
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SERVICE INFORMATION PER GOVERNMENT SERVICE

16. GOVERNMENT SERVICE: Issuance of check to Supplier and Contractor					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Approved Disbursement Voucher	LTOM			9 Minutes	None
TOTAL				9 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

17. GOVERNMENT SERVICE: Issuance of Notice of Disconnection					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Notice of Disconnection	Tax Ordinance No. 002 Series of 2020 Sec. 3			4 Minutes	None
TOTAL				9 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

18. GOVERNMENT SERVICE: Payment of Delinquent Account with Notice of Disconnection.					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Notice of Disconnection	Tax Ordinance No. 002 Series of 2020 Sec. 3	1. Present Notice of Disconnection to window 9,10 or 11 together with the payment		3 Minutes	Depend on the cubic consume by the consumer
TOTAL				3 Minutes	Depend on the cubic consume by the consumer



SERVICE INFORMATION PER GOVERNMENT SERVICE

19. GOVERNMENT SERVICE: Disbursing Salaries and Wages , honorarium, allowances, Incentives, cash gift and others.

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Any Valid Government ID			EO 811 (PNP/BJMP/BFP Incentives)		
Community Tax Certificate		1. Present any Valid Government ID or Community Tax Certificate to the Disbursing Officer	RA7160 (Brgy Tanod) City Ordinance 184 (Teachers Allowances/ Judges' Prosecutor's Allowances) RA 9994 (Senior Citizen Birthday Gift/ Social Pension)	2 Hours, 21 Minutes	None
TOTAL				2 Hours, 21 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

20. GOVERNMENT SERVICE: Monthly employees withholding tax remittance					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Alphalist			LTOM	52 Minutes	Based on the Alphalist
TOTAL				52 Minutes	Based on the Alphalist



SERVICE INFORMATION PER GOVERNMENT SERVICE

1. GOVERNMENT SERVICE: Fidelity Bond Application for LGU – Ormoc Employees					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
New Application: Duly approved GF 57 Appointment / Special Order Oath of Office Latest SALN ID Picture	RA7160 otherwise known as Local Government Code of 1991	1. Filling of GF 57 or 58 or both whichever is applicable	RA7160 otherwise known as Local Government Code of 1991	12 Minutes	None
Renewal of Fidelity Bond: Duly approved GF 57 Latest SALN					
TOTAL				12 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

2. GOVERNMENT SERVICE: Issuance of Accountable forms to LGU Accountable Bonded Officers					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Approved Requisition Slip	RA7160 otherwise known as Local Government Code of 1991	<ol style="list-style-type: none"> 1. Prepare Requisition Issue slip 2. Proceed to the Liquidating Officer for verification 3. Submit approved Requisition Issue Slip to the CTO procurement window 4. Signed in the logbook acknowledging receipt of the Accountable Forms 	RA7160 otherwise known as Local Government Code of 1991	17 Minutes	None
TOTAL				17 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

3. GOVERNMENT SERVICE: Liquidation of Cash Advances					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Cash Advance	RA7160 otherwise known as Local Government Code of 1991		RA7160 otherwise known as Local Government Code of 1991	35 Minutes	None
TOTAL				35 Minutes	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

4. GOVERNMENT SERVICE: Return of excess of Cash Advances					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Slip	COA Circular 90-331		COA Circular 90-331	6 Minutes	None
TOTAL				6 Minutes	None