

Note:ctc & rpt is on other file.



Republic of the Philippines  
Municipality of Manaoag  
Province of Pangasinan

## *Office of the Municipal Treasurer*

**Type of Transaction:** Issuance of Community Tax Certificate (CTC).

**Who May Avail the Service:** Any person residing in the Philippines and must be at least 18 years of age can avail community tax certificate and corporation no matter how created, whether domestic or resident-foreign, engage in or doing business in the Philippines whose principal office is located in this Municipality.

**What are the Requirements:** Personal appearance for signature, thumb print and valid identification.

**Duration:** 5 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)   | Service Provider<br>(What to do)        | Duration of Activity | Person In Charge   | Fees  | Forms                    |
|------|--|---|----------------------|--|---|--------------------------|
| 1    | Write legibly and submit the accomplished information sheet at the designated windows. | Encode client's information at the CTC. | 3 minutes            | Romeo G. Itliong<br>Raymund Benitez<br>Apolinario Valdez | Basic Community Tax (P5.00) Voluntary or Exempted (P1.00) Additional Community Tax (not exceed (P5,000.00)<br>1. Gross Receipts of Earning derived from business during the preceeding year (1.00 for every P1,000.00 | BIR FORM 0016- Dec. 2014 |
| 2    | Pay corresponding amount; sign and affix thumb print at the CTC.                       | Receive corresponding amount.           | 1 minute             | Romeo G. Itliong<br>Raymund Benitez<br>Apolinario Valdez | 2. Salaries or Gross Receipt or earnings derived from exercise of profession or pursuit of any occupation (P1.00 for every P1,000.00)<br>3. Income from Real Property (P1.00 for every P1,000.00)                     |                          |

|   |                               |  |          |  |  |  |
|---|-------------------------------|--|----------|--|--|--|
| 3 | Received owner's copy of CTC. | Release Community Tax Certificate (cedula) | 1 minute | Romeo G. Itliong<br>Raymund Benitez<br>Apolinario Valdez | For Corporation Basic Community (P500.00) Additional Community Tax (tax not to exceed P10,000.00<br>1.Assessed Value of Real Property owned in the Philippines during the preceeding year (P2.00 for every P5,000.00)<br>2.Gross receipts, including dividends/earnings derived from the business in the Philippines during the preceding year (P2.00 for every P5,000.00) |  |
|---|-------------------------------|--|----------|--|--|--|



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### *Office of the Municipal Treasurer*

**Type of Transaction:** Issuance of Receipts of Police Clearance and Mayor's Clearance.

**Who May Avail the Service:** Any person residing in the Municipality of Manaoag can avail or apply Police clearance and Mayor's Clearance.

**What are the Requirements:** Barangay Clearance, Community Tax Certificate (Cedula).

**Duration:** 4 Minutes

**How to Avail the Service:**

| <b>STEP</b> | <b>Applicant/Client<br/>(What to do)</b>                                 | <b>Service Provider<br/>(What to do)</b>           | <b>Duration of Activity</b> | <b>Person In Charge</b>  | <b>Fees</b>                            | <b>Forms</b> |
|-------------|--|--|-----------------------------|--|--|--------------|
| 1           | Present Barangay Clearance and recent Community Tax Certificate (cedula) | Check or review updated CTC and Barangay Clearance | 2 minutes                   | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Josie Obosa<br>Conchita Celi    |  |              |
| 2           | Pay the required fees and receive the official receipt                   | Received payment and issue official receipt        | 2 minutes                   | Romeo G. Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi<br>Josie Obosa | P50.00 for local<br>P200.00 for abroad |              |

**Present Official Receipt at Mayor's Office/PNP Office.**



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## *Office of the Municipal Treasurer*

**Type of Transaction:** Issuance of Real Property Tax Receipts

**Who May Avail the Service:** Under the Local Government Code of 1991 or the Philippine Republic Act 7160, according to the Law, property owners are required to pay real property tax (RPT) every year. This is the tax imposed on all real properties including Building, Land and improvements in the Philippines.

**What are the Requirements:** Copy of latest Real Property Tax Declaration, latest (RPT Payment Real Property Tax Payment (official receipt), Real Property Tax Order of Payment from the Municipal Assessor and Community Tax Certificate

**Duration:** 35 Minutes

**How to Avail the Service:**

**Fees:** Payment of the basic tax on real properties at the rate of one percent 1% per annum and an additional one percent (1%) per annum for the Special Educational Fund for calendar year 2018 shall accrue on the 1st day of January . Said taxes, however, may be paid in four (4) equal installment without penalty as follows:

**1st Installment** ----- on or before March 31, 2018

**2nd Installment**----- on or before June 30, 2018

**3rd Installment**----- on or before September 30, 2018

**4th Installment**----- on or before December 31, 2018

**A 20% discount** shall be granted to a taxpayer who pays in full the taxes on or before December **31, 2017 and up to March 31, 2018**. However, **10% discount** shall be granted to a taxpayer who pays in full the taxes on or before the deadline stated above on installment basis. Failure to pay the real property taxes upon the expiration of the periods as provided, or when due, shall subject the taxpayers to the payment of interest the rate of 2% per month on the unpaid amount or fraction thereof, until the delinquent tax shall have been fully paid.

| STEP | Applicant/Client<br>(What to do)           | Service<br>Provider<br>(What to do)                       | Duration<br>of<br>Activity | Person In<br>Charge  | Fees | Forms |
|------|--|---|----------------------------|--|------|-------|
| 1    | Present latest Official Receipt and RPTOP. | Receives and verify the latest Official Receipt and RPTOP | 10 minutes                 | Pacita Barrozo<br>Helen Grace Salayog<br>Vilma Gamboa<br>Raymund Benitez |      |       |
| 2    |  | Verifies record of payment                                | 15minutes                  | Salvacion Pastorin<br>Wynee Soria<br>Aida Estil                          |      |       |

|   |   |   |           |  |                            |  |
|---|---|---|-----------|--|----------------------------|--|
| 3 | Pay Tax Due   | Receive amount due and issue Official Receipt.  | 5 minutes | Pacita Barrozo<br>Helen Grace Salayog<br>Wilma Gamboa<br>Raymund Benitez | See above schedule of fees |  |
| 4 | Receive Official Receipt and other submitted documents. | Post the official receipt on the Records of Taxes Due and Payments Book and release the document. | 5 minutes | Salvacion Pastorin<br>Wynnee Soria<br>Aida Estil                         |                            |  |



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## Office of the Municipal Treasurer

**Type of Transaction:** Issuance of Mayor's Permit and Franchise.

**Who May Avail the Service:** Tricycle operators carrying passengers within the Municipality of Manaoag.

**What are the Requirements:** For new/renewal: Requirements prior to payment;

- . previous permit (if available)
- . photo copy of OR/CR-LTO
- . Barangay Clearance
- . Police Clearance
- . Community Tax Certificate – current year

**Duration:** 15 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)   | Service Provider<br>(What to do)                         | Duration of Activity | Person In Charge  | Fees   | Forms                       |
|------|--|--|----------------------|---|--|-----------------------------|
| 1    | Submit all the requirements  | Verify/check the submitted requirements                  | 5 minutes            | Marlon U. Vinuya<br>Romeo G. Itliong<br>Virgilio Dela Cruz                    |  |                             |
| 2    | Pay corresponding amount.  | Receive corresponding amount and issue Official Rereipt. | 3 minutes            | Romeo G. Itliong<br>Virgilio Dela Cruz  | P960.00 for new<br>P460.00 for renewal<br>P500.00 for franchise only |                             |
| 3    | Proceed to PNP Station, MPDC Office and Mayor's Office                       |  |                      | PNP, MPDC, Mayor's Office authorized/detailed staff                           |  | Complete set of requirement |
| 4    | Proceed to the Treasurer's office for signature & filing of the office copy. | Seal and sign the application form.                      | 5minutes             | Perla E. Maduro<br>Marlon U. Vinuya<br>Romeo G. Itliong<br>Virgilio Dela Cruz |  | -do-                        |

|   |  |  |           |  |  |      |
|---|--|--|-----------|--|--|------|
| 5 | Receive owner's copy of permit/franchise | Release owner's copy and file office copy. | 2 minutes | Romeo G. Itliong<br>Virgilio Dela Cruz |  | -do- |
|---|--|--|-----------|--|--|------|



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## Office of the Municipal Treasurer

**Type of Transaction:** Issuance of Business Permit

**Who May Avail the Service:** Person/s who establish, operate, conduct or maintain their respective businesses within the Municipality.

**What are the Requirements:** For a newly-started business;

### DOCUMENTARY REQUIREMENTS

- a. Barangay Clearance
- b. DTI/SEC/CDA registration
- c. Occupancy Permit (if required by local laws)
- d. Basis for computing taxes, fees and charges (Business Capitalization)
- e. Contract of Lease (if Lessee)

For renewal of existing business permits;

### DOCUMENTARY REQUIREMENTS

- a. Barangay Clearance
- b. Basis for computing taxes, fees and charges (Income Tax Returns/Gross Sales Receipt for previous year)
- c. Latest Permit and Official Receipts (if available)

**Duration:** two (2) days for new and one (1) day for renewal.

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)                                 | Service Provider<br>(What to do)   | Duration of Activity | Person In Charge                      | Fees                            | Forms        |
|------|--|--|----------------------|---------------------------------------|---------------------------------|--------------|
| 1    | File application form.   | Issue application form to the client and provide a short briefing on the requirements and process. | 10 minutes           | Catherine Tiburan                     |                                 | Unified form |
| 2    | Submit the accomplished form and all requirement for assessment. | Assess the amount of fees and charges to be paid.  | 10 Minutes           | MTO>Marlon U.Vinuya/<br>Conchita Celi | Based on Mun. Revenue Code-2005 |              |



|   |  |   |            |   |   |  |
|---|--|---|------------|---|---|--|
|   |  |   |            | <p>MEO&gt;Reynaldo Malagayo</p> <p>ZONING&gt;Rebecca De Vera</p> <p>BFP&gt; PO2 Roel Balagbagan</p> | <p>Based on Nat'l Bldg. Code of the Phils. (P.D 1096)2005</p> <p>Based on HLURB Schedule of Fees-2013</p> <p>Based on comprehensive Fire Code of the Phils. 2008 (R.A 9514)</p> |  |
| 3 | Pay corresponding amount; received approved permit | Receive payment and issue Official Receipt; release approved permit | 10 minutes | <p>MTO&gt;Apolinario Valdez/Conchita Celi</p> <p>BFP&gt;Glanelli Galano</p>                         |   |  |



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## Office of the Municipal Treasurer

**Type of Transaction:** Branding of Large Cattle

**Who May Avail the Service:** Owners of all unbranded large cattle no less than two years old found within the jurisdiction of the Municipality. (Each large cattle shall be branded on the right hip with the registered brand of the owner and counter branded of the left hip.)

**What are the Requirements:** Personal appearance of the owner or any representative authorized by the owner.

**Duration:** 20 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)                         | Service Provider<br>(What to do)  | Duration of Activity                 | Person In Charge                   | Fees                             | Forms   |
|------|--|---|--------------------------------------|------------------------------------|----------------------------------|---|
| 1    | Proceed to the venue according to the schedule.          | Carry the Certificate of ownership form   | Depends on the distance of the venue | Apolinario Valdez                  |                                  |   |
| 2    | Proceed to the Cattle Registration Division              | Indicate on appropriate outline figure of all brands, physical mutilations or peculiarities of large cattle to fully identify the animal. | 2 minutes                            | Apolinario Valdez<br>Romeo Itliong |                                  | AF#52<br>Cert. of Transfer<br>AF#53<br>Cert. of Ownership |
| 3    | Pay the required fees                                    | Receive payment and issue official receipt.   | 2 minutes                            | Apolinario Valdez<br>Romeo Itliong | P10.00<br>5.00<br>25.00<br>25.00 |   |
| 4    |  | Issue documentation of large cattle (certificate of ownership/Transfer of ownership)  | 2 minutes                            | Apolinario Valdez<br>Romeo Itliong |                                  | AF#52<br>Cert. of Transfer<br>AF#53<br>Cert. of Ownership |
| 5    | Claim certificate of ownership/transfer of large cattle. | Release documents.  | 2 minutes                            | Apolinario Valdez<br>Romeo Itliong |                                  |   |



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## Office of the Municipal Treasurer

**Type of Transaction:** Collection of Slaughter fee.

**Who May Avail the Service:** Clients with complete required registered documents of their hogs and cattles.

**What are the Requirements:** Personal Identification of the owner, certification of Ownership and Transfer of ownership of Large Cattle.

**Duration:** 5 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do) | Service Provider<br>(What to do) | Duration of Activity | Person In Charge               | Fees                        | Forms |
|------|----------------------------------|----------------------------------|----------------------|--------------------------------|-----------------------------|-------|
| 1    | Pay the corresponding amount     | Receive payment                  | 3 minutes            | Marlon Vinuya /Vanessa Salinas | P50.00/head<br>P100.00/head |       |
| 2    | Receive official receipt         | Issue official receipt (OR)      | 2 minutes            | Marlon Vinuya /Vanessa Salinas |                             |       |



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## Office of the Municipal Treasurer

**Type of Transaction:** Issuance of Cash Tickets

**Who May Avail the Service:** All vendors who sell goods daily in government properties.

**Duration:** 3 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)                                       | Service Provider<br>(What to do)                                    | Duration of Activity | Person In Charge  | Fees                            | Forms |
|------|--|---|----------------------|---|---------------------------------|-------|
| 1    | Receives cash ticket from collectors and pay the corresponding amount. | Issue cash tickets to the vendors and receive corresponding amount. | 3 minutes            | Vanessa Salinas<br>Rodulfo Salinas<br>Annie Joy Salinas<br>Rodrigo Flores<br>Ma. Teresa Dela Masa<br>Rosmidel Dungo | Based on Mun. Revenue Code-2005 |       |



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## Office of the Municipal Treasurer

**Type of Transaction:** Issuance of Professional Tax Receipts or Occupational Tax Receipt.

**Who May Avail the Service:** Persons engaged in the practice of profession requiring government examination can avail Professional Tax Receipt or Occupational Tax Receipts.

**Duration:** 5 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)                                    | Service Provider<br>(What to do)                              | Duration of Activity | Person In Charge  | Fees   | Forms |
|------|---|---|----------------------|---|--|-------|
| 1    | Present Professional Identification Card to the designated windows. | Review/Check the completeness of updated Identification Card. | 3 minutes            | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi<br>Josie Obosa |  |       |
| 2    | Pay the required fees and receive Official Receipt                  | Received payment and issue Official Receipt.                  | 2 minutes            | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi<br>Josie Obosa | P300.00 for professionals<br>P100.00 for non-professionals |       |



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## *Office of the Municipal Treasurer*

**Type of Transaction:** Payment of Building Permit, Electrical Permit, Zoning Clearance, Civil Registration Fees and Other Fees

**Who May Avail the Service:** Building permit, Electrical Permit, Zoning Clearance and Civil Registration applicants can avail the services.

**What are the Requirements:** Personal appearance with duly accomplished assessment slip.

**Duration:** 5 Minutes

**How to Avail the Service:**

| <b>STEP</b> | <b>Applicant/Client<br/>(What to do)</b>                               | <b>Service Provider<br/>(What to do)</b>    | <b>Duration of Activity</b> | <b>Person In Charge</b>  | <b>Fees</b>  | <b>Forms</b> |
|-------------|--|---|-----------------------------|--|--|--------------|
| 1           | Present order of payment/assessment slip and pay corresponding amount. | Receive payment and issue Official Receipt. | 5 Minutes                   | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi | Per assessment and schedule of fees stipulated in the National Building Code, HLURB and Municipal Revenue Code |              |



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## *Office of the Municipal Treasurer*

**Type of Transaction:** Issuance of Tax Clearance, other clearance and certificates.

**Who May Avail the Service:** Applicants of Tax Clearance, other Clearance can avail the services.

**What are the Requirements:** Real Property Tax/Official Receipt, Barangay Clearance (if applicable) Mayor's Permit (for cessation of business).

**Duration:** 20 Minutes

**How to Avail the Service:**

| <b>STEP</b> | <b>Applicant/Client<br/>(What to do)</b>                   | <b>Service Provider<br/>(What to do)</b>                                      | <b>Duration<br/>of<br/>Activity</b> | <b>Person<br/>In<br/>Charge</b>  | <b>Fees</b> | <b>Forms</b> |
|-------------|--|---|-------------------------------------|--|-------------|--------------|
| 1           | Present all necessary documents and pay the required fees. | Receive payment, issue Official Receipt and prepare clearances/certification. | 5 Minutes                           | Pacita Barrozo<br>Vilma Gamboa<br>Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi | P75.00      |              |
| 2           | Receive clearance/certification                            | Release clearance/certification   | 2 Minutes                           | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi                                   |             |              |



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## Office of the Municipal Treasurer

**Type of Transaction:** Payment of Financial Assistance and other Valid Claims.

**Who May Avail the Service:** Municipal residents and other clients may request financial assistance to the Municipal Mayor and Vice Mayor.

**What are the Requirements:** Duly sign disbursement voucher with complete supporting documents.

**Duration:** Depends upon the availability of the authorized officer.

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)                    | Service Provider<br>(What to do)  | Duration<br>of<br>Activity | Person In<br>Charge                    | Fees                                  | Forms |
|------|---|---|----------------------------|--|---------------------------------------|-------|
| 1    | Present the approved voucher including requirements | Receive and review the requirements as to completeness of duly sign document. | 10 Minutes                 | Perla<br>Maduro<br>Wilfredo<br>Gabriel | Based on<br>the<br>amount<br>granted. |       |
| 2    | Receive corresponding amount                        | Release and record office copy.   | 5 Minutes                  | Wilfredo<br>Gabriel                    |                                       |       |





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## Office of the Municipal Treasurer

**Type of Transaction:** Payment of Burial Permit, Transfer of Cadaver and Transfer of Remains and Exhumation.

**Who May Avail the Service:** Any person who wish to bury their loved ones in the Municipality, Transfer of Cadaver and Transfer of Remains and Exhumation to the other Municipality.

**What are the Requirements:** For Burial Permit; Death Certificate coming from hospitals. For transfer of cadaver, remains and exhumation; personal appearance of authorized representative together with the identification of the deceased person.

**Duration:** 10 Minutes

**How to Avail the Service:**

| STEP | Applicant/Client<br>(What to do)  | Service Provider<br>(What to do)           | Duration<br>of<br>Activity | Person In<br>Charge  | Fees                                 | Forms |
|------|---|--|----------------------------|--|--------------------------------------|-------|
| 1    | Proceed to the designated window and present identification/death certificate of the deceased person. | Receive Payment and Issue Official Receipt | 10 Minutes                 | Romeo Itliong<br>Raymund Benitez<br>Apolinario Valdez<br>Conchita Celi | Based on the Local Revenue Code-2005 |       |



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## ***Office of the Municipal Treasurer***

***Type of Transaction:*** *Payment of Market Stalls, Cemetery Lot Rental and Cost of Cemetery Tombs.*

***What are the Requirements:*** *Application for Market Stall, Dead of Lease, Community Tax Certificate and Mayor's Permit.*

***Duration:*** *20 Minutes*

***How to Avail the Service:***

| <b>STEP</b> | <b>Applicant/Client<br/>(What to do)</b>                       | <b>Service Provider<br/>(What to do)</b>    | <b>Duration<br/>of<br/>Activity</b> | <b>Person In<br/>Charge</b> | <b>Fees</b>                          | <b>Forms</b> |
|-------------|--|---|-------------------------------------|-----------------------------|--------------------------------------|--------------|
| 1           | Pay the computed fees or charges and get the Official Receipt. | Release, record and issue Official Receipt. | 20 Minutes                          | Romeo Itliong Conchita Celi | Based on the Local Revenue Code-2005 |              |