

CITIZEN'S CHARTER



OFFICE OF THE MUNICIPAL TREASURER
 Ground Floor, Municipal Building
 Tel. No. 046-4121162

ILUMINADA A. BASCO
 Municipal Treasurer

Service : **SECURING COMMUNITY TAX CERTIFICATE (CTC)**
Who may avail the Service : All bona-fide Individual/Corporation of the Municipality of Maragondon
Schedule of Service Availability : Monday to Friday (8:00AM-5:00PM) NO NOON BREAK
Requirements : Income Tax Return Previous Year
FEES/CHARGES : Individuals=Basic Php.5.00+1% of Annual Gross Income Corporation
 =Basic Php500.00+Gross receipts, including dividends/earnng derived From business during the preceding year (Php 2.00) for every Php5,000.00

HOW TO AVAIL THE SERVICE....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Approach any staff and relay personal information needed	Issues CTC based from the information provided; Advices client to pay	2mins.	Collector(Treasury Staff Available)	MTO	NONE
2		Releases the CTC	1min.	Collector(Treasury Staff Available)	MTO	NONE

Service : **PAYMENT FOR REAL PROPERTY TAXES**
 Who may avail the Service : All Individual/Corporation owned or processed Real Properties
 Within the Municipality of Maragondon
 Schedule of Service Availability : Monday to Friday (8:00AM-5:00PM) NO NOON BREAK
 Requirements : Previous Year Official Receipt
 FEES/CHARGES : Previous Year Official Receipt
 : Depends on Assessed Value of the Property

HOW TO AVAIL THE SERVICE....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Ask for the billing of real property tax	Issues the billing of real property tax upon computation and verification	10mins.	Collector(Treasury Staff Available	MTO	Previous OR and Tax Declaration
2	Makes Payment	Issues the Official Receipt	2mins.	Collector(Treasury Staff Available	MTO	NONE
3	Receives the OR	Releases the OR	1min.	Collector(Treasury Staff Available	MTO	NONE

Service : **SECURING TRICYCLE FRANCHISE**
 Who may avail the Service : All Tricycle Operators within the Municipality of Maragondon
 Schedule of Service Availability : Monday to Friday (8:00AM-5:00PM) NO NOON BREAK
 Requirements : Official Receipt, Certificate of Reg. Birth Cert. Driver's License,
 Sketch Map of the Garage
 FEES/CHARGES : Php 200.00 Good for One year only

HOW TO AVAIL THE SERVICE....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Fills up the application form and submit along with the requirements needed	Receives and verifies as to the completeness of documents and issue payment slip	5mins	Collector(Treasury Staff Available	MTO	Application Form
2	Pays the Franchising Fee	Issues Official Receipt	5mins.	Collector(Treasury Staff Available	MTO	NONE
3	Goes to the Sangguniang Bayan	Approves the Franchise and Release the copy to the client	5mins.	Committee Chairman on General Services and Rosalie B. Malimban	SB	NONE

Service : **ISSUANCE OF CERTIFICATE/CLEARANCES(Tax Clearance and Certificate of No Allowance for Teachers)**
 Who may avail the Service : All Interested Party
 Schedule of Service Availability : Monday to Friday (8:00AM-5:00PM) NO NOON BREAK
 Requirements : Official Receipt and Valid ID

FEES/CHARGES : Php 115.00

HOW TO AVAIL THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Approach any staff at the Treasurer's and pay the corresponding fee for Tax Clearance	Issues Official Receipt, prepares the Tax Clearance and forwarded to the Municipal Treasurer for the Signature	5mins.	Iluminada A. Basco and Treasury Staff	MTO	Official Receipt
2	Approach any staff at the Treasurer's and pay the corresponding fee for Certificate of No Allowance	Issues Official Receipt, prepares the Certificate and forwarded to the Municipal Treasurer for the Signature	3mins.	Iluminada A. Basco and Treasury Staff	MTO	Official Receipt and Valid ID