



# **OFFICE OF THE CITY TREASURER**

## **External Services**



## 1. PAYMENT OF REAL PROPERTY TAX (RPT)

This is the Tax imposed by the City Treasurer's Office on all persons National or Judicial owning or administering Real Property including the improvements.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		Real Property Owner		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Latest Official Receipt or 2. Notice of Assessment (original or 1 photocopy)			To be provided by the client City Assessor's Office - Ground Floor, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the latest Official Receipt or Notice of Assessment to the 11, 12, 13,14 Window	1. Verify and compute Real Property Tax	None	10 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Office of the City Treasurer
2. Pay the required fees	2. Issue Official Receipt	Assessed Value of Real Property x 1% x 2 (Basic & SEF) less discount (10% if prompt payment, 15% if advance payment) <i>(if payment made on or before March 31)</i>  AV x 1% x 2 (Basic SEF) + 2% penalty per month of delay not exceed 36 mos. <i>(if beyond March 31)</i>	8 minutes	Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer



3. Receive the Official Receipt	3. Release Official Receipt	none	2 minutes	Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer
	<b>TOTAL:</b>	<p>Assessed Value of Real Property x 1% x 2 (Basic &amp; SEF) less discount (10% if prompt payment, 15% if advance payment) <b>(if payment made on or before March 31)</b></p> <p>AV x 1% x 2 (Basic SEF) + 2% penalty per month of delay not exceed 36 mos. <b>(if beyond March 31)</b></p>	<b>20 minutes</b>	



## 2. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

A community Tax Certificate is issued by the City Treasurer's Office to inhabitant of the City of Meycauayan, eighteen years (18) & above. Business with gross sales/receipts, Real Property owner with assessed value of Php 1,000.00 or over, required by law to file Income Tax Return.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application form or			Window 1, 2, 3, 4, 6 Ground Floor, City Treasurer's Office, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex	
2. Previous Cedula (original or 1 photocopy)			To be provided by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled out form or present previous Cedula	1. Receive filled out form, prepare and print Cedula	None	6 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Office of the City Treasurer
2. Sign and put thumb mark on the Cedula and pay the required fees	2. Issue Community Tax Certificate	<b><i>For Individual - Receipts or Salaries/ Php 1,000.00 x Php 1.00 + Php 5.00</i></b>  <b><i>For Corporation - Gross Receipts</i></b>	8 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I



		<i>or Earnings/ Php 5,000.00 x Php 2.00 + Php 500.00</i> <b>Deadline:</b> <i>February 28 with 2% penalty charge every month for late payment</i>		City Business Permit and Licensing Office
3. Receive the Cedula	3. Release Cedula	None	2 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer  Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit and Licensing Office
	<b>TOTAL:</b>	<b>For Individual -</b> <i>Receipts or Salaries/ Php 1,000.00 x Php 1.00 + Php 5.00</i> <b>For Corporation</b> <i>- Gross Receipts or Earnings/ Php 5,000.00 x Php 2.00 + Php 500.00</i>  <b>Deadline:</b> <i>February 28 with 2% penalty charge every month for late payment</i>	<b>16 minutes</b>	



### 3. PAYMENT OF PROFESSIONAL TAX RECEIPT (PTR)

This is issued by the City Treasurer's Office to all Professionals who passed the Bar Examinations or any Board and other Examinations conducted by the Philippine Regulation Commission (PRC) for the exercise or practice of his profession.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may avail:</b>		Licensed Professional from Professional Regulation Commission (PRC)		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. PRC ID (Original)			To be provided by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present PRC ID at window 2, 3, 4	1. Review PRC ID, prepare and print PTR.	None	4 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer
2. Pay the required fees	2. Issue PTR	P300.00 <b>Deadline</b> January 31 with 25% surcharge plus 2% penalty charge every month for late payment	6 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Dennis A. Raymundo Revenue Collection Clerk I Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer
3. Receive PTR	3. Release PTR	None	2 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Office of the City Treasurer



	<b>TOTAL:</b>	<b>Php300.00</b> <b>- No</b> <b>Penalty</b> (w/ penalty depending on when it is being paid)	<b>12 minutes</b>	
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#### 4. PAYMENT OF FEES AND CHARGES

This is issued by the City Treasurer's Office as payment for documentary requirements of different offices such as:

- City Mayor's Office (Mayor's Clearance, MTOP, Franchise/Business Tax)
- City Urban Planning and Development Office (Building Construction, Business, Certification)
- City Engineering Office (Building, Electrical, Mechanical)
- City Assessor's Office (Tax Declaration, Certification of No Improvement, etc.)
- City Civil Registrar Office (Birth, Marriage, Death, Burial)
- City Health Office (Health ID, Cremation, Exhumation, Transfer)
- Office of the City Secretary to Sangguniang Panlungsod (Issuance of Certified Photocopy of Resolution/s and Ordinance/s)

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Secure order of payment			Offices issued Order of Payment	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Order of Payment at Window 2, 3, 4, 6 (Office of the City Treasurer)  Cashier Window (City Business Permit and Licensing Office)	1. Receive Order of Payment presented	None	2 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer



2. Pay the required fees to Ground Floor City Treasurer's Office Window 2, 3, 4, 6/CBPLO Cashier Window	2. Accept payment and issue Official Receipt	Based on Order of Payment	10 minutes	<p>Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dennis A. Raymundo Revenue Collection Clerk I Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Office of the City Treasurer</p> <p>Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit and Licensing Office</p>
3. Receive Official Receipt	3. Release Official Receipt	None	2 minutes	<p>Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer</p>
	<b>TOTAL:</b>	<b><i>(Depending on the assessed Amount)</i></b>	<b>14 minutes</b>	





## 5. PAYMENT OF TRANSFER TAX ON REAL PROPERTY

A tax on sale, donation, barter or any other mode of transferring ownership or title of Real Property issued by the City Treasurer's Office.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		Real Property Owner		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Original Title or Certified true copy of Title (Original and 1 photocopy) 2. Real Property Receipt (Original and 1 photocopy) 3. Tax Clearance (Original and 1 photocopy) 4. Tax Declaration (Original and 1 photocopy) 5. Kind of Conveyance (Deed of Donation/Deed of Absolute Sale/Extra-Judicial)			Register of Deeds – Iba, Meyc., Bul.  To be provided by the client or if no original copy proceed to the City Treasurer's Office to verify record Ground Floor, City Treasurer's Office (Land Tax Div.) Ground Floor, City Assessor's Office  To be provided by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete requirements at Window 11, 12, 14	1. Review/verify the presented documents and compute Transfer Tax	75% of 1% the total consideration or fair market value whichever is higher	24 minutes	Merlita G. Capiral Senior Admin. Asst. II Melissa H. Garcia Local Rev. Coll. Off. II Jocelyn N. Guardiano Administrative Asst. III Jhenny Lyn A. Termulo, Administrative Aide IV Office of the City Treasurer
2. Pay the required fees at Window 13	2. Accept payment and issue Official Receipt	Based on order of payment	6 minutes	Merlita G. Capiral Senior Admin. Asst. II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Asst. III Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer
3. Receive Transfer Tax	3. Release Transfer Tax	None	2 minutes	Merlita G. Capiral Senior Admin. Asst. II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Asst. III Office of the City Treasurer



	<b>TOTAL</b>	<b>75% of 1%</b> <i>the total conside- ration or fair market value whichever is higher</i>	<b>32 minutes</b>	
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## 6. PAYMENT OF TRAFFIC VIOLATION

This is issued by the City Treasurer's Office to person who violates Traffic Ordinance in this City with its corresponding fines or penalty.

<b>Office or Division:</b>	Office of the City Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Traffic Violation Receipt (Duplicate Copy)			Traffic Enforcer - Meycauayan Traffic & Parking Bureau (MTPB)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Traffic Violation Receipt at Window 2, 3, 4, 6	1. Review the traffic violation for proper violation fee and issue official receipt	Please refer to Police Citation Violations Fees (below)	8 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer
2. Receive Official Receipt	2. Release Official Receipt and License or Traffic Violation Receipt	None	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I Rose M. Nito Ticket Checker Office of the City Treasurer
	<b>TOTAL:</b>	(Please refer to Police Citation Violations Fees)	<b>14 minutes</b>	



## POLICE CITATION VIOLATIONS FEES

1. Arrogant Driver (XXX)	P250.00
2. Ban on National Highway (Sec. 35)	P500.00
3. Colorum	P1,000.00
4. Counter Flow	P500.00
5. Defective Tail Light	P250.00
6. Disregarding Checkpoint	P250.00
7. Disregarding Traffic Officer/Police Officer	P150.00
8. Disregarding Traffic Signs/Lane Markings	P150.00
9. Drag Racing	P1,000.00
10. Driving under the Influence of Liquor	P2,500.00
11. Driving w/out License (Expired License/Student Permit)	P500.00
12. Driving with License (No Plate)	P1,000.00
13. Driving with Minor (R.A. 7610)	P250.00
14. Driving with Delinquent/Invalid/Suspended/Revoked License	P500.00
15. Driving with Delinquent/Invalid/Suspended/Revoked Registration	P500.00
16. Enter One Way	P200.00
17. Excess Passenger	P250.00
18. Expired TVR/Ticket/Registration/OR/CR/Franchise	P500.00
19. Failure to install mufflers and other noise controlling	P500.00
20. Failure to register	P100.00
21. Failure of TODA to submit annual report to MCTO	P2,000.00
22. "KABIT SYSTEM" Recommendation for cancellation franchise	P2,500.00
23. Illegal Display of Signboard/outline	P500.00
24. Illegal Parking	P50.00
25. Illegal Turning/Towing	P500.00
26. Illegal Terminal	P1,000.00
27. Impounding	P500.00
28. Improvise Plate / No Plate	P250.00
29. Improper uniform (slippers or sandals)	P200.00
30. Involved in Accident	P200.00
31. Lack of Accessories	P300.00
32. Minor Driver	P2,000.00
33. Minor passenger on backseat	P200.00
34. Municipal Ordinance 93-28 (70-02)	P100.00
35. No Fare Matrix	P500.00
36. No Franchise Impound	P1,500.00
37. No Franchise carried	P500.00
38. No Helmet (R.A. 10054) / Back ride No Helmet	P350.00
39. No License	P1,000.00
40. No Mayor's Permit (13 B-02)	P350.00
41. Non-compliance to uniform body color and body number	P500.00
42. No OR/CR Carried	P150.00
43. No Registered Plate	P500.00
44. No Seatbelt / No Upper Garments / Sleeveless	P250.00



45. No Plate Light	P250.00
46. Out of route/trip cutting (IMPOUNDING)	P2,500.00
47. Obstruction/Loading/Unloading	P150.00
48. Overload/Over Capacity	P250.00
49. Over charging of Fare	P200.00
50. Outside the Zone of Operation	P500.00
51. Reckless/Beating the Red Light	P500.00
52. Refusal to convey Passengers	P100.00
53. Resisting Arrest	P1,000.00
54. Refused to Sign	P100.00
55. Road unworthiness, road hazard vehicle	P2,500.00
56. Stalled Vehicle	P150.00
57. Swerving	P300.00
58. TODA allowing tricycles without franchise (TODA paid)	P1,000.00
59. Truck Ban	P5,000.00
60. Use, posting and display of unauthorized ID's	P1,000.00
61. Unauthorized installation of jalousies, additional aircon, Dim color lights	P500.00
62. Unclean/ Unsanitary vehicle	P300.00
63. Unauthorized stickers	P200.00
64. Unregistered MC/TC	P500.00
65. PUV / Bus Outline	P2,500.00
66. Outline (Tricycle)	P1,000.00
PEDICAB	
1. Attachment of protuberances on pedicab	P200.00
2. Driving of Pedicab (No Plate)	P1,000.00
3. Driving unregistered pedicab	P500.00
4. Driving of pedicab on National Highway	P500.00
5. Driving pedicab without driver's permit	P200.00
6. Improper uniform (pedicab)	P150.00
7. Driving with expired sticker	P200.00
CLAMP (Illegal Parking)	
1. Truck (6 Wheels)	P5,000.00
2. Car (4 Wheels)	P1,500.00
3. Tricycle / Motor	P500.00



## 7. ISSUANCE CERTIFIED TRUE COPY OF RECEIPTS

This is issued for authenticity of the receipts requested.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter 2. Original copy of Receipt to be certified, if available Additional Requirements, if Authorized Representative: 1. Special Power of Attorney (SPA) or 2. Board Resolution			To be provided by the client To be provided by the client  To be provided by the client To be provided by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete requirements at: a. Land Tax Division, Window 11, 12, 14, City Treasurer's Office, Ground Floor a.1 Real Property Tax  b. Licenses, Fees & Taxes Division, Assessment Window, Ground Floor CBPLO b.1. Business Tax Receipt	1.a Check/verify presented documents and issue order of payment	None	8 minutes	Melissa H..Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer  Arlene A. Balagtas Revenue Collection Officer III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I



				City Business Permit & Licensing Office
2. Pay the required fees	2. Issue Official Receipt, print or photocopy and sign the requested document	P50.00 per copy	10 minutes	<p>Bernadette L. Dela Ostia Administrative Aide IV Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer</p> <p>Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit &amp; Licensing Office</p> <p>Julia B. Ocampo Assistant City Treasurer Annabelle E. Urbano City Treasurer Office of the City Treasurer</p>



3. Receive Documents	3. Release Documents	None	2 minutes	<p>Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit &amp; Licensing Office</p> <p>Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Wilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer</p>
	<b>TOTAL:</b>	<b>Php50.00</b>	<b>20 minutes</b>	

## 8. ISSUANCE OF TAX CLEARANCE

Certification issued by the City Treasurer's Office to property owners who pay their updates Real Property Tax.

<b>Office or Division:</b>	Office of the City Treasurer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C/G2B – Government to Client / Government to Business
<b>Who may avail:</b>	Real Property Owner
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Real Property Tax Receipt (original or 1 Photocopy)	Ground Floor, City Treasurer's Office, New Meycauayan City Hall



2. Original Signed Certified true copy of Tax Declaration			Ground Floor, City Assessor's Office, New Meycauayan City Hall	
3. Community Tax Certificate (Cedula) (original or 1 photocopy)			Ground Floor, City Treasurer's Office, New Meycauayan City Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements at Window 11, 12, 14	1. Review/verify the documents and issue order of payment	None	6 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo, Administrative Aide IV Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III  Office of the City Treasurer
2. Pay the required fees to	2. Issue Official Receipt	Php50.00	6 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Assistant III  Office of the City Treasurer
	2.1 Prepare Tax Clearance	None	10 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV  Office of the City Treasurer
	2.2 Review Tax Clearance Certificate	None	5 minutes	Julia B. Ocampo Assistant City Treasurer Office of the City Treasurer
	2.3 Approve Tax Clearance Certificate	None	5 minutes	Annabelle E. Urbano City Treasurer Julia B. Ocampo Assistant City Treasurer  Office of the City Treasurer
3. Receive Tax Clearance	3. Release Tax Clearance	None	2 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV  Office of the City Treasurer
	<b>TOTAL:</b>	<b>P50.00</b> per clearance	<b>34 minutes</b>	





## 9. BUSINESS-ONE-STOP-SHOP (BOSS)

### a. Payment of Business Tax and Regulatory Fees (NEW Applicant)

This is issued by the City Treasurer's Office to individual/ companies who operates a business within the City of Meycauayan. This tax is payable for every distinct establishment.

<b>Office or Division:</b>	Office of the City Treasurer	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C/G2B – Government to Client / Government to Business	
<b>Who may avail:</b>	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Application Form (2 copies)		Ground Floor, City Business Permit and Licensing Office (BPLO), New Meycauayan City Hall, or Camalig, Ground Floor City Hall Annex
2. Locational/Zoning Clearance & Zoning Receipts (1 Original and 1 photocopy)		Third Floor, City Urban Planning and Development Office (CUPDO) or Camalig, Ground Floor city Hall Annex
3. Occupancy Permit/Change of Use (Original and 1 photocopy)		Third Floor, City Engineering Office, New Meycauayan City Hall
4. Latest Barangay Business Clearance (Original)		Ground Floor, City Business Permit and Licensing Office (BPLO) New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
5. Valid Community Tax Certificate (Cedula) (Original)		Barangay Hall where the business is located or City Business Permit and Licensing Office (BPLO), Ground Floor, New Meycauayan City Hall or Camalig,
6. Business Name Registration (Original and 2 photocopies)		Ground Floor City Hall Annex Ground Floor, City Business permit and Licensing office (BPLO) New meycauayan City Hall or Camalig, Ground Floor City Hall Annex
- DTI Registration (For Single Proprietor) or		Ground Floor, DTI Negosyo Center City Hall
- SEC Registration (For Corporation/Partnership) or		SEC Office, PICC Complex, Pasay City
- CDA Registration (For Cooperative) & Certificate of Accreditation from City Cooperative Office of New Meycauayan City Hall		CDA Office, Quezon City / 5 <sup>th</sup> Floor City Cooperative Office, New Meycauayan City Hall



<b>7. For Representative:</b> <ul style="list-style-type: none"> <li>- Special Power of Attorney (SPA) for Single Proprietorship/ Board Resolution for Corporation ( Original and 1 photocopy</li> <li>- Photocopy of Owner's Valid ID (Single Proprietorship)/ Corp. Secretary (Corp.) with three (3) wet signatures of owner ( 2 photocopies)</li> <li>- Valid ID of Representative (Original and 1 photocopy)</li> </ul>		Notary Public/ Corporation being represented  To be provided by Person/ Corporation being represented  To be provided by the Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Application Form with complete requirements to Assessment Window (City Business Permit and Licensing Office)	1. Review documents, compute, prepare, sign and issue assessment form	Please refer to City Revenue Code	30 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay at the Cashier Window or through GCash	2.Issue Official Receipt	Based on Assessment Form	8 minutes  3 days	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III Ethel B. Zuñiga Administrative Assistant V Corazon D. Macalinga Administrative Aide IV Rose M. Nito Ticket Checker City Business Permit And Licensing Office Jenny Lyn S. Seminiano Revenue Collection Clerk I Office of the City Treasurer
	<b>TOTAL:</b>	<i>Please refer to City Revenue Code</i>	<b>38 minutes / 3 days &amp; 30 Minutes</b>	



## b. Payment of Business Tax and Regulatory Fees (RENEWAL)

This is issued by the City Treasurer's Office to persons/ company who operates Business within the City of Meycauayan. The tax is payable for every distinct establishment.

<b>Office or Division:</b>	Office of the City Treasurer	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C/G2B – Government to Client / Government to Business	
<b>Who may avail:</b>	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Application Form (2 photocopies)		Ground Floor, City Business Permit and Licensing Office BPLO, New Meycauayan City Hall or Camalig, Ground Floor City hall Annex
2. Latest Mayor's Permit and Receipts (1 <sup>st</sup> – 4 <sup>th</sup> quarter) Original and 2 photocopies		To be provided by the client issued by CTO and CBPLO
3. BIR Returns preceeding year (2550M, 2550Q, 2551M, 2551Q, 1701Q, 1702Q) Original and 2 photocopies or Financial Statement (FS) or Notarized Certificate of Gross Sales/Income (If No Operation/Sales – Affidavit of No Operation/Sales) (Original and 2 photocopies)		To be provided by the client issued by BIR or Accounting Firm
4. Locational/Zoning Clearance & Zoning Receipts (1 Original and 1 photocopy)		Third Floor, City Urban Planning and Development Office (CUPDO) or Camalig, Ground Floor City Hall Annex
5. Occupancy Permit/Change of Use (Original and 1 photocopy)		Third Floor, City Engineering Office, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
6. For Representative:		Notary Public/ Corporation being represented
- Special Power of Attorney (SPA) for Single Proprietorship/ Board Resolution for Corporation ( Original and 1 photocopy		
- Photocopy of Owner's Valid ID (Single Proprietorship)/ Corp. Secretary (Corp.) with three (3) wet signatures of owner ( 2 photocopies)		To be provided by Person/ Corporation being represented
- Valid ID of Representative (Original and 1 photocopy)		To be provided by the Representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Application Form with complete requirements	1. Review documents, compute, prepare, sign and issue assessment form	Please refer to City Revenue Code	20 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay at the cashier window or through Gcash	2. Issue Official Receipt	Based on assessment form	8 minutes  4 days	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III Ethel B. Zuñiga Administrative Assistant V Corazon D. Macalinga Administrative Aide IV Rose M. Nito Ticket Checker City Business Permit And Licensing Office
	<b>TOTAL</b>	<i>Based on assessment</i>	<b>28 minutes/ 4 days &amp; 20 minutes</b>	

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**For Manufacturer** – in excess of 6.5M x 56.25% of 1% + 36,562.50

**For Wholesaler, Importer, Distributor, Dealer** – in excess of 2M x 75% of 1% + 15,000

**For Contractor** – in excess of 2M x 75% of 1% + 17,250

**For Retailer** – 400,000 or less x 3% More than 400,000 x 1.5%

**For Financial Institutions** – GS x 75% of 1%)

(Please refer to City Revenue Code for other bracket reference)



## 10. ISSUANCE OF CERTIFICATION FOR BUSINESS

This is issued by the City Treasurer's Office for the Documents requested by a person, corporation or other government offices.

<b>Office or Division:</b>		Office of the City Treasurer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C/G2B – Government to Client / Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Original Letter Request (1 copy)			To be provided by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request at Assessment Window at CBPLO	1. Review and verify the documents/ requirements and issue order of payment	None	5 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay the required fees at Cashier Window CBPLO	2. Issue Official Receipt	Php 50.00	8 minutes	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III City Business Permit And Licensing Office
3. Present the Official Receipt at Assessment Window CBPLO	3. Prepare, check and sign certification	None	25 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office  Annabelle E. Urbano City Treasurer Julia B. Ocampo Assistant City Treasurer Office of the City Treasurer



4. Receive Certification	4.1 Release Certification	None	5 minutes	Alexander C. Ramos Revenue Collection Clerk I Jennylyn S Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Office of the City Treasurer
	<b>TOTAL</b>	<b>Php 50.00</b> per certification	<b>43 minutes</b>	