

**Municipal Treasurer's Office  
External Services**

## 1. ISSUANCE OF COMMUNITY TAX (Individual)

Community Tax Certificate shall be issued to every person or corporation upon payment of the community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art. 246 (e) Sec. 160, LGC)

|   |  |   |                        |                           |
|---|--|---|------------------------|---------------------------|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer  |   |                        |                           |
| <b>Classification:</b>  | Simple   |   |                        |                           |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen  |   |                        |                           |
| <b>Who may avail:</b>   | All residents of Vinzons 18 years of age and above/business owners   |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                                  |                        |                           |
| 1. Community Tax Declaration Form (CTDF)  |  | Office of the Municipal Treasurer                       |                        |                           |
| 2. Valid ID   |  | Office ID, Driver's License, GSIS, SSS, COMELEC         |                        |                           |
| 3. New Business: Single Proprietor Certificate of Business Registration   |  | Department of Trade and Industry                        |                        |                           |
| 4. Renewal of Business: Proof of Income (Approved tax declaration by Municipal Treasurer)   |  | Office of the Municipal Treasurer                       |                        |                           |
| 5. For Individual: Proof of Income, Pay Slip, BIR 2316  |  | Employer, BIR   |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                                  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| <p><b>1.</b> Taxpayer accomplish community tax declaration form (CTDF) and submit to window intended for issuance of community tax certificate (CTC)</p> <p><b>2.</b> Pay the required amount</p> <p><b>3.</b> Affix signature and thumb mark on CTC form and receive the community tax</p> | <p>1. Accept accomplished CTDF and fill up the pertinent information declared in the CTC form</p> <p>1.1 Computes tax based on declared compensation</p> <p>2. Accept the payment</p> <p>3. Assist the client in affixing his/her signature and thumb mark</p> | Amount to be paid depends on the income of the taxpayer | 5 minutes              | Collector                 |

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| certificate | on CTC form and issue the community tax certificate |  |           |
| Total       |   |  | 5 minutes |

## 2. ISSUANCE OF COMMUNITY TAX (Corporation)

Community Tax Certificate shall be issued to every person or corporation upon payment of the community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art. 246 (e) Sec. 160, LGC)

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|--|---|---|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office of the Municipal Treasurer   |   |                        |                           |
| <b>Classification:</b>   | Simple  |   |                        |                           |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen   |   |                        |                           |
| <b>Who may avail:</b>  | All corporations, partnerships, cooperatives, associations and other juridical entities   |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |                        |                           |
| 1. Community Tax Declaration Form (CTDF)   |   | Office of the Municipal Treasurer                                       |                        |                           |
| 2. New Business Certificate of Registration  |   | Securities and Exchange Commission<br>Cooperative Development Authority |                        |                           |
| 3. Renewal of Business: Proof of Income (Approved gross sales declaration by the Municipal Treasurer)                                      |   | Office of the Municipal Treasurer                                       |                        |                           |
| 4. ITR/Financial Statement if principal office is located outside of Vinzons   |   | BIR   |                        |                           |
| 5. For Real Property Owners – copy of Real Property Tax Declarations   |   | Office of the Municipal Assessor  |                        |                           |
| 6. For representative: SPA with photocopy of valid ID of person being represented and the ID of the representative                         |   | Taxpayer  |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Taxpayer accomplish community tax declaration form (CTDF) and submit to window intended for issuance of community tax certificate (CTC) | 4. Accept accomplished CTDF and fill up the pertinent information declared in the CTC form<br><br>1.1 Computes tax based on declared compensation | Amount to be paid depends on the income of the taxpayer                 | 5 minutes              | Collector                 |

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| 2. Pay the required amount  | 5. Accept the payment   |  |           |  |
| 3. Affix signature and thumb mark on CTC form and receive the community tax certificate | 6. Assist the client in affixing his/her signature and thumb mark on CTC form and issue the community tax certificate |  |           |  |
| Total   |   |  | 5 minutes |  |

### 3. ASSESSMENT AND BILLING OF BUSINESS TAX

Performing proper computation and billing of business tax prior to actual payment

|  |  |                                      |                        |                                  |
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| <b>Office or Division:</b>   | Office of the Municipal Treasurer  |                                      |                        |                                  |
| <b>Classification:</b>   | Simple   |                                      |                        |                                  |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen  |                                      |                        |                                  |
| <b>Who may avail:</b>  | All taxpayers engaging in business and professional services in Vinzons  |                                      |                        |                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>               |                        |                                  |
| 1. Preceding Year's Mayor's Permit   |  | Business Permit and Licensing Office |                        |                                  |
| 2. Preceding Year's Book of Accounts   |  | Taxpayer                             |                        |                                  |
| 3. Preceding Year's Breakdown of Sales, if there are two or more line of businesses, two or more branches            |  | Taxpayer                             |                        |                                  |
| 4. Preceding Year's VAT returns/Percentage Tax Returns whichever is applicable                                       |  | BIR                                  |                        |                                  |
| 5. Preceding Year's Quarterly Income Tax Returns with proof of payment   |  | BIR                                  |                        |                                  |
| 6. Preceding Year's Annual Income Tax Returns with complete set of Audited Financial Statement with proof of payment |  | BIR                                  |                        |                                  |
| 7. BIR Certificate of Registration   |  | BIR                                  |                        |                                  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>               | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>        |
| 1. Taxpayer present required documents for evaluation  | 1. Evaluate the submitted documents and determine the taxable gross sales<br><br>1.1 Assess and print the tax bill | Amount indicated in the tax bill     | 10 minutes             | Local Revenue Collection Officer |

|  |   |  |            |                                  |
|--|---|--|------------|----------------------------------|
| 2. Receive the approved tax bill and proceed to payment window | 2. Recommend the approval of the tax bill |  | 5 minutes  | Local Revenue Collection Officer |
|  | 3. Approve the tax bill                   |  | 5 minutes  | Municipal Treasurer              |
| Total  |   |  | 20 minutes |                                  |

#### 4. COLLECTION OF BUSINESS TAX

Business tax payments are collected and validated through the issuance of Official Receipts.

|  |   |                                    |                        |                           |
|--|---|------------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office of the Municipal Treasurer                                       |                                    |                        |                           |
| <b>Classification:</b>   | Simple  |                                    |                        |                           |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen   |                                    |                        |                           |
| <b>Who may avail:</b>  | All taxpayers engaging in business and professional services in Vinzons |                                    |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>             |                        |                           |
| 1. Business Tax Bill (duly approved/signed by the Municipal Treasurer or his deputized signatory)                            |   | Office of the Municipal Treasurer  |                        |                           |
| <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 approved Business Tax Bill to the window designated for payment of business taxes and pay the required amount | 1. Accept the approved Tax Bill and payment                             | As stated in the Business Tax Bill | 5 minutes              | Collector                 |
| 2. Receive the official receipt  | 2. Issue the official receipt   |                                    |                        |                           |
| Total  |   |                                    | 5 minutes              |                           |

#### 5. ASSESSMENT AND BILLING OF REAL PROPERTY TAX

Performing proper computation and billing of Real Property Taxes prior to the actual payment

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer                             |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2C - Government to Citizen                                   |
| <b>Who may avail:</b>       | All property owner of land, building and machinery in Vinzons |

| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE           |                                |                    |
|--|---|---------------------------|--------------------------------|--------------------|
| 1. Real Property Tax (RPT) Official Receipts                                       |   | Taxpayer                  |                                |                    |
| 2. Certificate of Tax payment if available   |   | Taxpayer                  |                                |                    |
| CLIENT STEPS   | AGENCY ACTIONS                                | FEES TO BE PAID           | PROCESSING TIME                | PERSON RESPONSIBLE |
| <b>Current RPT payment</b>   |   |                           |                                |                    |
| 1. Present latest official receipt, tax declaration or title                       | 1. Verify RPT payment                         | As stated in the RPT bill | 5 minutes per Tax Declaration  | Job Order          |
| 1.1 Receive printed tax bill   | 1.1 Assess and bill the real property tax due |                           |                                |                    |
| 1.2 Proceed to payment window  | 1.2 Issue printed RPT bill                    |                           |                                |                    |
| Total  |   |                           | 5 minutes                      |                    |
| <b>Real Property Tax Delinquent</b>  |   |                           |                                |                    |
| 1. Present latest official receipt, tax declaration or title notice of delinquency | 1. Verify RPT payment                         | As stated in the RPT bill | 10 minutes per Tax Declaration | Job Order          |
| 1.1 Received printed tax bill  | 1.1 Assess and bill the real property tax due |                           |                                |                    |
| 1.2 Proceed to payment window  | 1.2 Issue printed RPT bill                    |                           |                                |                    |
| Total  |   |                           | 10 minutes                     |                    |

## 6. COLLECTION OF REAL PROPERTY TAXES

Real property tax payments are collected and validated through the issuance of Official Receipt

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Office or Division:</b> | Office of the Municipal Treasurer |
|----------------------------|-----------------------------------|

|   |   |   |                                |                           |
|---|---|---|--------------------------------|---------------------------|
| <b>Classification:</b>  | Simple  |   |                                |                           |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen                                   |   |                                |                           |
| <b>Who may avail:</b>   | All property owner of land, building and machinery in Vinzons |   |                                |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>                  |                                |                           |
| 1. Real Property Tax Bill   |   | Office of the Municipal Treasurer       |                                |                           |
| 2. Cash/manager's Check/Cashier's Check   |   | Real Property Declared Owner            |                                |                           |
| <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 Real Property Tax Bill to designated for payment and pay the required amount | 1. Accept the Real Property Tax Bill and payment              | As stated in the real property tax bill | 10 minutes per Tax Declaration | Collector                 |
| 2. Receive the official receipt   | 2. Issue the official receipt                                 |   |                                |                           |
|   | 2.1 Record official receipt in the RPT payment registry       |   |                                |                           |
| Total   |   |   | 10 minutes                     |                           |

## 7. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real property tax clearance is issued to the real property owner as proof of complete real property tax payment in Vinzons for different purposes like titling, loan applications, transfer of ownership and other personal purposes.

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|--|--|---|------------------------|---------------------------|
| <b>Office or Division:</b>                                 | Office of the Municipal Treasurer                              |   |                        |                           |
| <b>Classification:</b>                                     | Simple   |   |                        |                           |
| <b>Type of Transaction:</b>                                | G2C - Government to Citizen                                    |   |                        |                           |
| <b>Who may avail:</b>                                      | All property owners of land, building and machinery in Vinzons |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                           |  | <b>WHERE TO SECURE</b>                    |                        |                           |
| 1. Request Form  |  | Office of the Municipal Treasurer         |                        |                           |
| 2. Latest Official Receipt of Real Property Tax            |  | Office of the Municipal Treasurer         |                        |                           |
| 3. Latest copy of Real Property Tax Clearance if available |  | Office of the Municipal Treasurer         |                        |                           |
| 4. Valid ID  |  | GSIS, SSS, BIR, COMELEC, Driver's License |                        |                           |
| 5. SPA if not declared owner                               |  | Taxpayer                                  |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

|  |  |                              |            |           |
|--|--|------------------------------|------------|-----------|
| 1. Taxpayer submit request form and other documentary requirements                             | 1. Receive the accomplished request form and evaluate the completeness of the submitted requirements and determine if declared owner or authorized person<br><br>1.1 Verify the status of the real property tax payment records and determine if there arrears | P 100.00 per Tax Declaration | 5 minutes  | Job Order |
| 2. Pay the required Amount   | 2. Issue the official receipt  |                              | 5 minutes  | Collector |
| 3. Receive the certificate of tax payment and the official receipt and sign the receiving copy | 3. Prepare and release certificate of tax payment  |                              | 30 minutes | Job Order |
| Total  |  |                              | 40 minutes |           |

## 8. PAYMENT OF MESCELLANEOUS TAXES AND FEES

Collection of regulatory fees and various user/service charges as required by law and imposed by revenue generating offices of LGU Vinzons.

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|--|--|---|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office of the Municipal Treasurer                                |   |                        |                           |
| <b>Classification:</b>   | Simple   |   |                        |                           |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen                                      |   |                        |                           |
| <b>Who may avail:</b>  | All taxpayers covered by law and other ordinances of LGU Vinzons |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                            |                        |                           |
| 1. Original order of payment coming from revenue generating offices of LGU Vinzons |  | Various revenue generating offices of LGU Vinzons |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| <b>PAYMENT FOR BUILDING PERMIT, OTHER RELATED CONSTRUCTION ACTIVITIES</b>          |  |   |                        | Collector                 |



|   |   |                                   |           |           |
|---|---|-----------------------------------|-----------|-----------|
| <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>  | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Engineer</li> <li>2. Accept payment and issue official receipt</li> </ol>        | As stated in the order of payment | 5 minutes |           |
| <p><b>PAYMENT FOR OCCUPANCY PERMIT</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol> | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Planning Office</li> <li>2. Accept payment and issue official receipt</li> </ol> | As stated in the order of payment | 5 minutes | Collector |
| <p><b>PAYMENT FOR ELECTRICAL FEE</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>   | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Engineer</li> <li>2. Accept payment and issue official receipt</li> </ol>        | As stated in the order of payment | 5 minutes | Collector |
| <p><b>PAYMENT FOR PLUMMING FEE</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount</li> </ol>                                      | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Engineer</li> <li>2. Accept payment and issue official receipt</li> </ol>        | As stated in the order of payment | 5 minutes | Collector |

|   |  |                                   |           |           |
|---|--|-----------------------------------|-----------|-----------|
| and receive the official receipt  |  |                                   |           |           |
| <b>PAYMENT FOR LOCATIONAL CLEARANCE FEE</b><br>1. Taxpayer submit original order of payment (no alterations)<br><br>2. Pay the required amount and receive the official receipt     | 1. Accept original copy of order of payment issued by the Municipal Engineer<br><br>2. Accept payment and issue official receipt                   | As stated in the order of payment | 5 minutes | Collector |
| <b>PAYMENT FOR HEALTH, SANITARY PERMIT FEES</b><br>1. Taxpayer submit original order of payment (no alterations)<br><br>2. Pay the required amount and receive the official receipt | 1. Accept original copy of order of payment issued by the Municipal Health Office<br><br>2. Accept payment and issue official receipt              | As stated in the order of payment | 5 minutes | Collector |
| <b>PAYMENT FOR OCCUPATIONAL PERMIT FEE</b><br>1. Taxpayer submit original order of payment (no alterations)<br><br>2. Pay the required amount and receive the official receipt      | 1. Accept original copy of order of payment issued by the Business Permit and Licensing Office<br><br>2. Accept payment and issue official receipt | As stated in the order of payment | 5 minutes | Collector |
| <b>PAYMENT FOR TRICYCLE FRANCHISE FEE/OTHER RELATED FEES</b><br>1. Taxpayer submit original order of  | 1. Accept original copy of order of payment issued   | As stated                         |           | Collector |

|  |   |  |                  |                  |
|--|---|--|------------------|------------------|
| <p>payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p>   | <p>by the Municipal Engineer</p> <p>2. Accept payment and issue official receipt</p>  | <p>in the order of payment</p>           | <p>5 minutes</p> |                  |
| <p><b>PAYMENT FOR FUND RAISING ACTIVITIES PERMIT FEE</b></p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p> | <p>1. Accept original copy of order of payment issued by the MSWD</p> <p>2. Accept payment and issue official receipt</p>                         | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR MOTORBOAT REGISTRATION FEE</b></p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p>         | <p>1. Accept original copy of order of payment issued by the Municipal Agriculture Office</p> <p>2. Accept payment and issue official receipt</p> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR BICYCLE REGISTRATION FEE</b></p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p>           | <p>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</p> <p>2. Accept payment and issue official receipt</p> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |

|  |  |  |                  |                  |
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| <p><b>PAYMENT FOR TRANSPORTING OF ANIMALS, MARINE AND FOREST PRODUCTS</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>                 | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</li> <li>2. Accept payment and issue official receipt</li> </ol> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR CERTIFICATE OF TAX PAYMENTS CTC OF RECORDS, CLEARANCE</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>               | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</li> <li>2. Accept payment and issue official receipt</li> </ol> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR TAX DECLARATION, TAX MAP, CERTIFICATE OF NO IMPROVEMENT, AND OTHERS</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol> | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</li> <li>2. Accept payment and issue official receipt</li> </ol> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |

|  |   |  |                  |                  |
|--|---|--|------------------|------------------|
| <p><b>PAYMENT FOR POLICE CLEARANCE FEE</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>                                | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</li> <li>2. Accept payment and issue official receipt</li> </ol>      | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR MAYOR'S CLEARANCE</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol>                                   | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</li> <li>2. Accept payment and issue official receipt</li> </ol>      | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR CLEARANCE, CERTIFICATION, AUTHENTICATION OF RECORDS</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original order of payment (no alterations)</li> <li>2. Pay the required amount and receive the official receipt</li> </ol> | <ol style="list-style-type: none"> <li>1. Accept original copy of order of payment issued by any office which issue such documents</li> <li>2. Accept payment and issue official receipt</li> </ol> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR RENTAL FEE OF LGU FACILITIES</b></p> <ol style="list-style-type: none"> <li>1. Taxpayer submit original</li> </ol>   | <ol style="list-style-type: none"> <li>1. Accept original copy of order of</li> </ol>   |  |                  | <p>Collector</p> |

|   |   |  |                  |                  |
|---|---|--|------------------|------------------|
| <p>order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p>   | <p>payment issued by the Municipal Treasurer's Office</p> <p>2. Accept payment and issue official receipt</p>                                     | <p>As stated in the order of payment</p> | <p>5 minutes</p> |                  |
| <p><b>PAYMENT FOR RENTAL FEE OF LGU MACHINERIES</b></p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p>   | <p>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</p> <p>2. Accept payment and issue official receipt</p> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR SLAUGHTER FEE</b></p>   | <p>1. Accept original copy of order of payment issued by the Municipal Treasurer's Office</p> <p>2. Accept payment and issue official receipt</p> | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |
| <p><b>PAYMENT FOR TAXES AND FEES IN PUBLIC MARKET</b></p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive the official receipt</p> | <p>1. Accept original copy of order of payment issued by the Market Operations</p> <p>2. Accept payment and issue official receipt</p>            | <p>As stated in the order of payment</p> | <p>5 minutes</p> | <p>Collector</p> |

**9. PAYMENT FOR VIOLATIONS OF LGU VINZONS ORDINANCES**

Collection of penalties from violators of various ordinances in Vinzons.

| <b>Office or Division:</b>   | Office of the Municipal Treasurer  |  |                                   |                           |
|--|--|--|-----------------------------------|---------------------------|
| <b>Classification:</b>   | Simple   |  |                                   |                           |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen  |  |                                   |                           |
| <b>Who may avail:</b>  | All taxpayers in Vinzons engaged in business that uses instruments of weights and measures   |  |                                   |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  |  | <b>WHO MAY AVAIL</b>              |                           |
| <i>Original copy of citation ticket</i>  |  |  | <i>Philippine National Police</i> |                           |
| <i>Official Receipt of Slaughtered Animals</i>   |  |  | <i>Coast Guard/Bantay Dagat</i>   |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                       | <b>PROCESSING TIME</b>            | <b>PERSON RESPONSIBLE</b> |
| <b>PAYMENT FOR VIOLATIONS OF COVID 19 ORDINANCES</b><br>1. Violator submit original traffic citation ticket (no alterations) | 1. Accept original copy of traffic citation ticket<br>1.1. Refer to the Mun. Ordinance and look for the amount of penalty<br>1.2. Inform violator of the amount of penalty | As stated in Municipal Ordinance             | 5 mins                            |                           |
|  | 2. Pay the required amount and receive the official receipt  | 2. Accept payment and issue official receipt |                                   | 5 mins                    |
| <b>PAYMENT FOR VIOLATIONS OF COVID 19 ORDINANCES</b><br>1. Violator submit original traffic citation ticket (no alterations) | 1. Accept original copy of citation ticket<br>1.1. Refer to the Mun. Ordinance and look for the amount of penalty<br>1.2. Inform violator of the amount of penalty         | As stated in Municipal Ordinance             | 5 mins.                           |                           |
|  | 2. Pay the required amount and receive the official receipt  | 2. Accept payment and issue official receipt |                                   |                           |
| <b>PAYMENT FOR VIOLATIONS OF COVID 19 ORDINANCES</b><br>1. Violator submit original traffic citation ticket (no alterations) | 1.1. Refer to the Mun. Ordinance and look for the amount of penalty<br>1.2. Inform violator of the amount of penalty   | As stated in Municipal Ordinance             | 5 Mins.                           | Collector                 |
|  | 2. Pay the required amount and receive the official receipt  | 2. Accept payment and issue official receipt |                                   |                           |
|  |  |  | 20 inutes                         |                           |

## 10. SEALING OF WEIGHTS AND MEASURE

The LGU is empowered to levy taxes for sealing of weights and measures at such reasonable rates (Sec. 151 LGC). Every person before using instruments of weights and measures for business,

service, commercial or other transactions with the public within Vinzons shall first have them sealed and pay the corresponding fee, fixed under an ordinance, to the Municipal Treasurer.

|  |  |  |                               |                                       |
|--|--|--|-------------------------------|---------------------------------------|
| <b>Office or Division:</b>   | Office of the Municipal Treasurer  |  |                               |                                       |
| <b>Classification:</b>   | Simple   |  |                               |                                       |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen  |  |                               |                                       |
| <b>Who may avail:</b>  | All violators of various ordinances of LGU V   |  |                               |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHO MAY AVAIL</b>   |                               |                                       |
| 1. Application for testing and sealing of weights and measure<br>2. Weighing scale<br>3. Latest Official receipts<br>4. Letter request |  | Office of the Municipal Treasurer<br>Business owner/operator<br>Business owner/operator<br>Business owner/operator |                               |                                       |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b>             |
| 1. Taxpayer submit application for testing/sealing of weights and measures and present the instrument to be tested                     | 1. Accept application for testing/sealing of weights and measure tested<br>1.1. If the apparatus is defective, the application shall be disapproved  | Sealing and registration fee depending upon the capacity   | 5 mins                        | MTO Staff assigned in sealing weights |
| 2. Receive order of payment  | 2. If apparatus is in good condition, an order of payment shall be issued<br>2.1. If sealing and registration of weights and measure are included in official receipts for bus. permit application, proceed with the testing |  | 5 mins                        |                                       |
| 3. Pay the required amount and receive the official receipt  | 3. Accept payment and issue official receipt   |  | 5 mins.                       | Collector                             |
| 4. Present the original receipt and weighing instrument for sealing  | 4. Check the official receipt presented<br>4.1 Test and seal the weighing instrument. All findings must be written in the application  |  | 20 mins.                      | MTO Assigned in sealing weights       |
|  |  | <b>TOTAL</b>   | <b>35 Minutes</b>             |                                       |
| <b>CALIBRATION OF GASOLINE PUMPS</b>   |  |  |                               |                                       |
| 1. Taxpayer or gasoline dealer/gasoline operator submit request letter for   | 1. Conduct physical inspection of the gasoline station on a  | P50.00 - calibration fee<br>Reg. fee:  | 2 hours depending on location | MTO Staff assigned in sealing weights |



|                               |   |  |     |  |
|-------------------------------|---|--|-----|--|
| calibration of gasoline pumps | yearly basis for checking of gasoline pumps | P75.00 for 10 liters and below<br>P125.00 for over 10 liters |     |  |
|                               | TOTAL                                       |  | 2 h |  |

## 11. ASSESSMENT AND BILLING OF BUSINESS REGULATORY FEES AND CHARGES (NEW/RENEWAL)

Performing proper computation of business regulatory fees and charges prior to actual payment

|   |  |  |                        |                                  |
|---|--|--|------------------------|----------------------------------|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer  |  |                        |                                  |
| <b>Classification:</b>  | Simple   |  |                        |                                  |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen  |  |                        |                                  |
| <b>Who may avail:</b>   | All taxpayers in Vinzons engaged in business that uses instruments of weights and measures   |  |                        |                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHO MAY AVAIL</b>                                     |                        |                                  |
| 1. A completely filled-up Unified Application Form (New/Renewal)  |  | Treasurer's Office, Business Permit and Licensing Office |                        |                                  |
| 2. Photocopy of Proof of Business Registration:<br>* DTI registration for Sole Proprietorship<br>* SEC Registration and Article of Incorporation for Corporation, Partnerships, Association |  | DTI, SEC, CDA  |                        |                                  |
| 3. Contract of Lease if business is leased  |  | Taxpayer   |                        |                                  |
| 4. Tax Declaration if business is owned   |  | Assessor's Office  |                        |                                  |
| 5. SPA if owner is represented  |  | Taxpayer   |                        |                                  |
| <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 completely filled-up unified application form   | 1. Evaluate if application form as to completeness<br>1.1 Assess the applicable regulatory fees:<br>*mayor's permit<br>* sanitary permit<br>* garbage fee<br>* storage fee<br>* signboard fee<br>* RPT clearance | Amount is based on the existing Local Rev. Code          | 10 mins                | Local Revenue Collection Officer |
| 2. Receive the order of payment and proceed to payment window   | 2. Issue an order of payment   |  |                        |                                  |
|   | TOTAL  |  | 10 mins.               |                                  |

## 12. REGISTRATION OF LARGE CATTLE (BRANDING)

Branding of large cattle is an important service provided by the Treasurer's Office to establish the identity and ownership of the large cattle. With cattle branding, the tracking and traceability become easy. This is one way that owners can be protected from cattle rustlers.

| <b>Office or Division:</b>   | Office of the Municipal Treasurer  |   |   |   |
|--|--|---|---|---|
| <b>Classification:</b>   | Simple   |   |   |   |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen  |   |   |   |
| <b>Who may avail:</b>  | Owners/Buyers of large cattle  |   |   |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHO MAY AVAIL</b>  |   |   |
| 1. Letter request<br>2. Mother Title of the Cattle<br>3. Registered brand of the cattle owner<br>4. Brand of LGU Vinzons |  | Taxpayer<br>Taxpayer<br>Taxpayer<br>Office of the Municipal Treasurer |   |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b>                                  | <b>PERSON RESPONSIBLE</b>               |
| 1. Present letter request and required documents   | 1. Accept and verify documents submitted   | P100.00 for certificate of ownership<br>P150.00 for                   | 1 hour to one day depending on location of large cattle | MTO Staff assigned with Cattle Branding |
| 2. Present the animal for branding   | 2. Examine the animal and get the identification marks to be plotted on the document<br>2.1. Proceed to the branding<br>2.3. Prepare the document for ownership or transfer of ownership | transfer of ownership<br>P100.00 for reg. of brand                    |   |   |
| 3. Receive the order of payment and pay the required amount  | 3.1 Issue an order of payment for the documents<br>3.2 Accept payment and inform the taxpayer of the schedule of release of the document   |   |   |   |
| 4. Receive the certificate of ownership  | 4. Release the document with signature of authorized person  |   |   |   |
|  | <b>TOTAL</b>   |   | <b>1hr-1day</b>   |   |

### 13. ISSUANCE OF TREASURER'S CLEARANCE

This is a certification issued to public officials and employees stating that he or she has no money and property accountability from the Municipality of Vinzons.

|   |   |  |                                |                           |
|---|---|--|--------------------------------|---------------------------|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer   |  |                                |                           |
| <b>Classification:</b>  | Simple  |  |                                |                           |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen   |  |                                |                           |
| <b>Who may avail:</b>   | All employees and public officials and teacher in the municipality of Vinzons   |  |                                |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHO MAY AVAIL</b>   |                                |                           |
| 1. Letter request<br>2. Certification of no unliquidated cash 3. School Clearance |   | Employee/Official/Teacher<br>Accounting Office<br>Vinzons District |                                |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b>         | <b>PERSON RESPONSIBLE</b> |
| 1. Present request letter and required documents                                  | 1. Accept letter request and evaluates the correctness of submitted documents   | None for employees and public officials                            | 3 mins.                        | Job Order                 |
| 2. Receive order of payment and pay required amount                               | 2. Issue order of payment<br>2.1. Accept payment and issue official receipt<br>2.2. Prepare and release the clearance | For others - P100.00   | 3 mins.<br>5 mins.<br>10 mins. | Job Order                 |
| 3. Receive the Treasurer's Clearance and sign the receiving copy                  | 3. Release the Treasurer's Clearance with authorized signature  |  | 3 mins.                        | Job Order                 |
|   | <b>TOTAL</b>  |  | <b>24 mins.</b>                |                           |

#### 14. ISSUANCE OF ACCOUNTABLE FORMS

Every officer of the local government unit whose duties permit or require the custody of funds/property, accountable forms shall be covered by a fidelity bond and such officer shall be accountable and responsible for said funds/property/accountable forms and for the safe-keeping in conformity with the provisions of law. (Sec. 305 (f), LGC, Section 101, PD No. 1445)

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer                             |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2G - Government to Government                                |
| <b>Who may avail:</b>       | All bonded accountable officers in the Treasurer's Office and |

| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE                   |                 |   |
|---|---|-----------------------------------|-----------------|---|
| 1. Requisition and Issue Voucher (RIV)  |   | Barangay Hall, Treasurer's Office |                 |   |
| 2. Confirmation letter or approved Fidelity Bond  |   | Bureau of Treasury                |                 |   |
| 3. Barangay Resolution and Appointment Letter designated as Barangay Treasurer  |   | Barangay Hall                     |                 |   |
| 4. Authorization letter designated Deputy Collector to acquire CTC-Individual by the Municipal Treasurer (Barangay Treasurer)   |   | Office of the Municipal Treasurer |                 |   |
| 5. Proof that all collections are deposited   |   | Depository Bank                   |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID                   | PROCESSING TIME | PERSON RESPONSIBLE                        |
| <b>Barangay Treasurer</b><br>1. Present duly approved RIV and Submit complete documentary requirements  | 1. Accept approved RIV and evaluate the completeness of the submitted documents<br><br>1.1 Check the fidelity bond and effectivity date   | Depends on the prevailing price   | 5 minutes       | <i>Accountable Forms Custodian of MTO</i> |
| 2. Pay the cost of accountable form requested   | 2. Accept payment and issue OR<br>2.1 Forward the approved RIV and official receipt to the Accountable Form Custodian to prepare and process the request                        |                                   | 5 minutes       | Collector                                 |
| 3. Receive the requested Accountable Form and sign in the releasing log book<br>3.1 Check the quantity and serial numbers of accountable form<br>3.2 Receive the official receipt and copy of the RIV | 3. Release the accountable form<br>3.1 Assist the Brgy. Treasurer in signing the releasing log book<br>3.2 Release the RIV with the official receipt<br>3.3 Consolidate the RIV |                                   | 5 minutes       | Accountable Forms Custodian of MTO        |
| <b>Bonded Accountable Officer/Municipal Collectors</b><br>1. Submit duly approved RIV which indicate the balance on hand  | 1. Accept approved RIV and check the effectivity date of fidelity bond  |                                   |                 | Accountable Forms Custodian of MTO        |
| 2. Wait while request is being processed  | 2. Prepare and process the request  |                                   |                 |   |
| 3. Received the accountable   | 3. Release the requested accountable and require the  |                                   |                 |   |

|  |  |  |            |  |
|--|--|--|------------|--|
| and check the serial numbers<br>3.1 Sign the releasing log book<br>3.2 Receive a copy of the RIV | requesting officer to sign the releasing log book<br>3.1 Give a copy of the RIV to requesting officer<br>3.2 File the RIV in the folder file |  |            |  |
| Total:   |  |  | 20 minutes |  |

## 15. REMITTANCE OF COLLECTION

Bonded collectors at the end of business hours prepares the Report of Collections and Deposits (RCD) and remit the collection to the designated Liquidating Officer. During the COVID 19 pandemic, remittance and deposit of collections are done once a week to avoid the possibility of employees getting infection.

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>  | Office of the Municipal Treasurer   |                        |                        |                           |
| <b>Classification:</b>  | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>   | G2G - Government to Government  |                        |                        |                           |
| <b>Who may avail:</b>   | All bonded accountable officers in the Treasurer's Office and   |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Daily Statement of Collections and Remittance  |   | Accountable Officer    |                        |                           |
| 2. Report of Collection and Deposit   |   | Accountable Officer    |                        |                           |
| 3. Cash Books of Accountable Officers   |   | Accountable Officer    |                        |                           |
| 4. Duplicate copies of issued official receipts   |   | Accountable Officer    |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| Collector submit duplicate copies of issued official receipts and present the Report of Collections and Deposits (RCD)<br>1.1 Present the booklets of accountable forms at hand<br>1.2 Present the accountable officer's cashbook where DSCAR is recorded | 1. Verify the accuracy of the amount collected based on issued official receipts<br>1.1 Verify the quantity of unissued receipts<br>1.2 Receive the cashbook and check if record tallies with the DSCAR | NONE                   | 15 minutes             | LO                        |

|  |  |  |                      |    |
|--|--|--|----------------------|----|
| 2. Remit the amount of collection to the LO                                    | 2. Received and count cash/check remitted  |  | 15 minutes           | LO |
| 3. Receive the cashbook signed by the LO and the booklets of accountable forms | 3. Sign the RCD of the accountable officer upon checking the accuracy of the declared collections<br>3.1 Sign the cash book of the accountable officer |  |                      |    |
|  | 4. Prepared Deposit Slips and Deposit Collections  |  | 2 Hours              | LO |
|  | 5. Forward the RCDs, duplicate copies of the official receipts and validated Deposit Slips to the Accounting Office                                    |  | 5 minutes            |    |
| Total:   |  |  | 2 hours & 35 minutes |    |

## 16. RELEASING OF CHECKS

It is the responsibility of the Treasurer's Office to pay for various goods, services and utilities consumed by the LGU through checks. Other payment includes claims and benefits of the citizens concerned.

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>              | Office of the Municipal Treasurer   |                        |                        |                           |
| <b>Classification:</b>                  | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>             | G2C - Government to Citizen   |                        |                        |                           |
| <b>Who may avail:</b>                   | Individuals/establishment that provided goods and services to the LGU. Individuals/organizations who have benefit claims to the LGU |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>        |   | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Valid identification ID card         |   | Citizen                |                        |                           |
| 2. Official Receipts                    |   | Business               |                        |                           |
| <b>CLIENT STEPS</b>                     | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Present valid ID to claim check      | 1. Verify the nature of claim and validate the ID   | None                   | 5-10 minutes           | MTO Personnel             |
| 2. Issue Official receipts to supplier  | 2. Check in the register if the check is now available  |                        |                        |                           |
| 3. Signs the voucher and check register | 3. Release the check  |                        |                        |                           |
|   |   |                        | 5-10 minutes           |                           |

## 17. PAYMENT OF SALARIES, WAGES, BENEFITS, PENSIONS

The Treasurer's Office is also responsible for cash payment of salaries, wages, and other benefits given to seniors and other sectors of society through encashment of check for that purpose dispense by the Disbursement Officer.

|  |   |                        |                        |                           |
|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                     | Office of the Municipal Treasurer   |                        |                        |                           |
| <b>Classification:</b>                         | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>                    | G2C - Government to Citizen   |                        |                        |                           |
| <b>Who may avail:</b>                          | Individuals have rendered services to LGU<br>Individuals who are beneficiaries of various programs of the LGU                             |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>               |   | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Valid identification ID card                |   | Client                 |                        |                           |
| 2. Daily Time Record                           |   | Client                 |                        |                           |
| 3. Accomplishment Report                       |   | 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 ID and documentary requirement      | 1. Accept ID and documents submitted  | None                   | 3 minutes per person   | DO                        |
| 2. Affix signature in the payroll              | 2. Look for the name in the payroll<br>2.1 Guide the individual concerned to affix his/her signature opposite his/her name in the payroll |                        |                        |                           |
| 3. Receive the amount indicated in the payroll | 3. Give the amount indicated in the payroll   |                        |                        |                           |
|  |   |                        | 3 minutes per person   |                           |

## 18. RECEIVING INCOMING AND OUTGOING CORRESPONDENCE

Official documents such as memoranda, letters or correspondence from other Offices/Agency addressed to the office of the Municipal Treasurer for information, compliance or claim of the requesting party are acted upon by this Office

|                                  |   |                                  |                        |                           |
|----------------------------------|---|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>       | Office of the Municipal Treasurer   |                                  |                        |                           |
| <b>Classification:</b>           | Simple  |                                  |                        |                           |
| <b>Type of Transaction:</b>      | G2C - Government to Citizen   |                                  |                        |                           |
| <b>Who may avail:</b>            | All company, business establishments and/or government offices, taxpayers, employees with a communication letter for information or compliance addressed to the office. |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b>           |                        |                           |
| 1. Letters, Memoranda            |   | Agency/Taxpayer/Requesting Party |                        |                           |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

|   |  |             |                   |   |
|---|--|-------------|-------------------|---|
| <p>1. Present the letter to the Treasurer's Office and other attached documents to prove the claim or request</p> <p>1.1 Receive the stamped copy of document and a card indicating name and number of person to be contacted for follow-up</p> | <p>1. Receive and stamp the receiving copy and other attached documents</p> <p>1.1 Provide the requesting party the name and number of person to be contacted for follow-up</p>  | <p>None</p> | <p>5 minutes</p>  | <p>MTO Personnel assigned to communications</p> |
|   | <p>2. Register in the logbook the received letter, memoranda and attaché routing slip</p> <p>2.1 Evaluate the letter to who it will be assigned</p> <p>2.2 Release the letter to appropriate person for proper action or dissemination</p> |             | <p>5 minutes</p>  | <p>MTO Personnel assigned to communications</p> |
|   |  |             | <p>10 minutes</p> |   |