



Office of the City Treasurer
City of Canlaon
Province of Negros Oriental

I. Mandate:

The Treasurer shall collect funds due to the city government in form of realty taxes, business taxes and other fees as embodied in the Local Revenue Code of the City of Canlaon and to take charge of the disbursement of all local funds and such other funds the custody of which maybe entrusted to him/her by law or other competent authority.

(Ang Treasurero maga-kulekta ug pundo para sa Lokal nga Kagamhanan pinaagi sa Buhis sa Yuta/Makinarya/Patigayon ug uban pa nga may Deklarasyon, Buhis sa Negosyo ug uban nga bayranan nga nalathala sa na-aprobahan nga Kalagdaan sa Pamuhis Lokal sa Syudad sa Canlaon, ug maoy modumala sa pag pamayad sa tanang lokal nga pundo ug uban pang mga pundo sa kustodiya nga mahimong gitugyan kaniya sa balaod o uban pang may katakus nga awtoridad.)

II. Vision:

To ensure that all laws and regulations affecting revenue collections and disbursement of public funds are properly implemented.

(Ang pagsiguro nga ang mga Balaod ug regulasyon nga makaapekto sa mga koleksyon sa kita ug paggasto sa mga pondo sa publiko husto nga mapatuman.)

III. Mission:

1. To stabilize the finances of the City through continuing program of revenue collections and proper management of each resources.
2. To provide the City a sound and progressive fiscal administration especially in the collections, custody and disbursement of funds, budgeting local taxations, accounting, supply management and other related auxiliary services.

(1. Ang pagpalig-on sa panalapi sa Siyudad pinaagi sa padayong programa sa pagkolekta sa kita ug hustong pagdumala sa matag kahinguhaan.
2. Ang paghatag sa Siyudad og maayo ug progresibong administrasyon sa panalapi ilabina sa mga koleksiyon, kustodiya ug paggasto sa mga pundo, pagbadyet sa lokal nga buhis, accounting, pagdumala sa suplay ug uban pang may kalabutan nga mga serbisyo.)

IV. Service Pledge:

To maximize collections from different revenue sources in order to pay financial obligations of the city.

(Ang pagpadako sa mga koleksyon gikan sa lainlaing mga gigikanan sa kita aron mabayran ang mga obligasyon nga pinansyal sa syudad.)

V. Services

1. Collection of Real Property Taxes

(Koleksyon sa Buhis sa Yuta/Makinarya/Patigayon ug uban pa nga may Deklarasyon)

Brief description of the nature of the service:

Collects Real Property Taxes as one of the Source Tax Revenue in the City.
(Pag kolekta sa buhis sa yuta kay usa kini ka tuboran sa atong panudlanan sa Syudad.)

Office/Division:	Land Tax Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	-Owners of land and buildings situated within the territorial limits of Canlaon City. -Owners of machineries and equipment actually, directly and exclusively used to meet the needs of an industry, business or activity.			
CHECKLIST OF REQUIREMENTS				
1. Official Receipt - Latest payment 2. Copy of Tax Declaration. 3. RPTAR on file				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Identifies owner's name or presents Tax Declaration (Ilhon ang pangalan sa tag-iya o bag-ong deklarasyon sa buhis)	Retrieves corresponding Real Property Tax Account Pangitaon ang buluhisan sa Yuta	None	10 minutes (10 ka minute)	- Terso Montero - Pelayo Jorolan - Corazon Bacaling - Rizalie Diana Oralde - Clint Bush B. Casama

	Verifies data in RPTAR (Beripikahon ang datos sa RPTAR)	None	20 minutes (20 ka minute)	- Jose Aramis Maquiling - Rizalie Diana Oralde - Corazon Bacaling - Jocellyn Turco
2. Pays amount of Taxes Due (Pagbayad sa kantidad nga Balayran)	Computes taxes due and issues official receipt (Sumadahon ang balayran ug hatagan og Opisyal nga Resibo)	Basic Tax=Assessed Value x 1.5% SEF = Assessed Value x 1% -Less discount if applicable -Add penalties if applicable	15 minutes (15 ka minute)	- Pelayo Jorolan - Corazon Bacaling - Joseph Dee Birao - Fedelyn Cangas - Clint Bush Casama - Terso B. Montero
TOTAL			(45minutes)	

2. Collection of Business Taxes (Koleksyon sa Buhis sa Negosyo)

Brief description of the nature of the service:

Collects Business Taxes as one of the local sources of income in Canlaon City.

(Pag-pangulekta ug buhis sa negosyo kay usa kini ka tuboran sa panudlanan sa Syudad sa Canlaon.)

Office/Division:	License Division
Classification:	Simple/Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	All Business operating within the political jurisdiction of Canlaon City whether Single Proprietorship/Corporation/Partnership.
CHECKLIST OF REQUIREMENTS	
-Accomplished application form for Business Permit/License (New and Renewal) -For corporations/Partnerships/Cooperatives (New Applicants) Certificate of Registration from SEC Articles of incorporation/partnership/cooperatives/CDA Registration -Clearances Realty Tax Clearance Zoning Clearance Fire Clearance Water Bill Clearance	

4. Pays taxes due (Pag-bayad sa Buhis)	Issues Official Receipt (Pag-isyu ug Opisyal nga Resibo)		5 minutes (Lima ka minuto0)	Cheryl V. Carabio
	Prepares Business permit (Preparahon permit sa pag-negosyo)		1 to 3 days (Usa ngadto sa tulo ka adlaw)	- Ivy Kristine G. Clerigo - Marites E. Estrada
	Signs Business Permit (Pag pirma sa permit sa pag-Negosyo)			Abraham F. Despi
	Indorses Business Permit to BPLO (Pag-duso sa permit sa pag-negosyo ngadto sa opisina sa BPLO)			
5. Receives copy of approved Business Permit (Pag-dawat ug kopya sa na-aprobahan nga permit sa pag-Negosyo)	Gets a copy for file (Pag kuha ug kopya sa permit. Para himoong talamdan o kopya)			Marites E. Estrada
TOTAL			1 to 3 days and 1 1/2 hours	

3. Real Property Tax Clearance

(Kamatuoran nga naka bayad sa Buluhisan sa Yuta)

Brief description of the nature of the service:
 Issues Real Property Tax clearance to concerned owners, if the real property taxes are paid up to the current year.
 (Pag-hatag ug Real Property Tax Clearance sa tag-iya sa yuta kong naka-bayad na ug buhis sa milabay nga mga tuig hangtod karong tuiga.)

Office/Division:	License Division and Land Tax Division
Classification:	Simple/Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All persons, natural or juridical owning real property including improvements therein located within Canlaon City.
CHECKLIST OF REQUIREMENTS	
- Tax Clearance Fee - One (1) set Documentary Stamps	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pays Certification of Real property Tax payment (Mobayad ug kamatuoran sa katin-awan sa buhis sa yuta)	Issues official receipt (Pag-isyu ug opisyal nga resibo)		10 minutes (Pulo ka minute)	- Ivy Kristine G. Clerigo - Gay B. Daragosa
2. Presents official receipt issued for tax clearance fee (Ipakita ang opisyal nga resibo sa pagbayad nga gi-isyu para sa katin-awan sa buhis)	Verifies RPTAR for Tax delinquencies (Beripikahon ang RPTAR para sa wala na-bayran nga buhis)		15 - 20 minutes (15 hangtod 20 ka minute)	- Pelayo S. Jorolan - Terso B. Montero - Corazon E. Bacaling - Clint Bush B. Casama - Rizalie Diana M. Oralde
3. Pays taxes due (Mo bayad sa balayran nga Buhis)	Issues official receipt (Pag-isyu ug opisyal nga resibo)		5 - 10 minutes (Lima hangtod pulo ka minute)	- Joseph Dee Birao - Pelayo S. Jorolan - Fedelyn Cangas - Terso B. Montero
	Prints certificate after taxes have been verified and paid (Pag-imprita sa kamatuoran human ma beripika ug na bayran)		5 - 10 minutes Lima hangtod pulo ka minuto	- Clint Bush B. Casama - Joseph Dee Birao - Fedelyn Cangas
	Reviews/signs Clearance (Ripasohon ug pirmahan ang Clearance)		3 -5 minutes Tulo hangtog lima ka minuto	Abraham Despi
4. Receives approved tax Clearance (Dawaton ang na-aprobahan nga Tax Clearance)	Releases approved tax clearance (Pag-rilis sa na aprobahan nga Tax Clearance)	100.00 per Tax Declaration plus 100.00 Certified true copy per Tax Declaration Plus 30.00 Documentary Stamp	2 minutes Duha ka minuto	Rizalie Diana M. Oralde
TOTAL			57 minutes	

4. Collection of Amusement Taxes on Admission for Cockpits
 (Pagkolekta sa mga Buhis alang sa mga Bulangan)

Brief description of the nature of the service:

Collects Amusement Taxes as a declared policy to insure maximum development and promotion of wholesome recreation and amusement brought by cockfighting.
 (Kolektahon ang buhis kalingawan kay mao kini ang na deklarar nga palisiya para makab-ut ang kinatas-an nga pagtubo ug uswag sa kalingawan nga sabong o bulang).

Office/Division:	License Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All persons, natural or juridical owning real property including improvements therein located within Canlaon City.			
CHECKLIST OF REQUIREMENTS				
-Owners/Proprietors of cockpits operating within the City of Canlaon, preferably Filipino citizens not inhibited by law.				
-Cooperatives or corporations, the capitalization which is 60% Filipino owned and formed, organized or established and licensed for such purpose.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pays Mayor's Permit Fee specifically for special cockfights and derby (Bayran ang Mayor's Permit hilabi na ang ispesyal nga bulang ug derby)	Issues official receipt (Pag isyu ug opisyal nga resibo)	-Application filing fee 4,000.00 -Annual cockpit permit fee 10,000.00	10 minutes (Pulo ka minute)	Ivy Kristine G. Clerigo
	Monitor the round of cock fight (Pag monitor sa sultada)		Duration of Cockfights (hangtod mahuman ang tanan nga sultada)	Teddy R. Gantalao

2. Submits total number of cock fights and pay amusement tax (Isumiter lista sa sultada para sa pag bayad sa buhis kalingawan)	Issues official receipts (Pag isyu ug opisyal nga resibo)	-Each Cockfight (Ordinary) 20.00 (During Derby) 50.00	2-5 minutes (2 hangtod 5 ka minute)	Ivy Kristine Clerigo
TOTAL				

5. Calibration/Registration of Weighing Scales/Other Instruments
(Kalibrasyon/Pag-rehistro sa Timbangan/Uban pa nga mga Instrumento sa-pag sukod)

Brief description of the nature of the service:

Registers and Calibrates Weight and measure instruments before its actual use in order to protect the rights consumers.
 (Pag-rehistro ug pag-kalibrar sa mga timbangan ug pag sukod sa mga instrumento sa pag-sukod usa gamiton para pag-panalipod sa katungud sa mga Konsumedor)

Office/Division:	License Division
Classification:	Simple/Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Market Stallholders, transient vendors, businessmen using weighing scales and other weight and measure instruments in the conduct of business. (Mga nag okupar ug pwesto sa merkado, mga tinder/tindera nga lumalabay, negosyante nga nag gamit ug timbangan ug instrumento sa pag-sukod alang sa pag pahigayon sa negosyo.)
CHECKLIST OF REQUIREMENTS	
-Official receipt of newly purchased weighing scales/instrument - Mayor's Permit application form 1-10 kls. Cap 11-20 kls. Cap 21-30 kls. Cap 31- <300 kls. Cap 300>over cap Computerized	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the weighing scale and other required documents (Dal-on ug ipakita ang timbangan/instrumento sa pag-sukod ug uban pa nga gikinahanglan nga dokumento)	Receives weighing scale and other documents (Dawaton ang timbangan/instrumento sa pag-sukod ug uban pa nga gikinahanglan nga dokumento)	none	2 minutes (duha ka minute)	- Emelyn D. Calallero - Leonora M. Eleco
	Calibrates and tests using 2, 5 and 10 kilogram weight and seal scale (Pag kalibrar ug testingan sa pag- gamit ang 2, 5 ug 10 ka kilo nga timbang ug silyohan ang timbangan)		15 minutes (15 ka minute)	- Emelyn D. Calallero - Leonora M. Eleco
2. Presents duplicate copy of Mayor's Permit to the City Treasurer's Office and pay Fees (Ipakita ang ika-duha nga kopya sa Mayor's Permit ngadto sa Tresurero sa Syudad ug mo bayad sa Balayran)	Issues official receipt (Pag isyu ug opisyal nga resibo)	For sealing linear metric measures: Not over one (1) meter P300.00 Measure over one meter P360.00 For sealing metric measures of capacity: Not over ten (10) liters P300.00 Over ten (10) liters P360.00 For sealing metric instruments of weights: With capacity of not more than 30 kg. P300.00 With capacity of more than 30 kg. But not more than 300kg. P360.00 With capacity of more than 300 kg. but not more than 3,000 kg. P450.00 With capacity of more than 3,000 kg. P600.00	5 minutes (5 ka minute)	- Ivy Kristine Clerigo - Rufo M. Artigas

		For sealing apothecary balances of precision Over 3,000mg. P450.00 Over 300 to 3,000mg. P600.00 Over 30 to 300mg. P675.00 30mg. or less P750.00 For sealing scale or balance with complete set of weights: For each scale or balances or other Balances with complete set of weights for use therewith P 360.00 For each extra weight P200.00		
TOTAL			22 minutes	

6. Collection of Transfer Tax
(Koleksyon sa Buhis sa Pag-balhin ug Ngalan sa Tag-iya sa Yuta)

Brief description of the nature of the service:

Imposes, levies, and collects tax on transfer of real property ownership in connection with the sale, donation, barter or any other mode of transferring ownership or title of real property.

(Pag-pahamtang ug pag-kolekta sa buhis sa pag-balhin sa ngalan sa pag panag-iya sa Real Property pina-agi sa pag baligya, pag hatag, pag baylo o uban pa nga pamaagi sa pag-balhin sa pag panag-iaya o titulo sa Real Property)

Office/Division:	License Division
Classification:	Simple/Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Individuals /Corporations transferring ownership of real properties located on the territorial jurisdiction of Canlaon City. (Nag-inusa ra/korporasyon mag-balhin sa pag panag-iya sa Real Property nga nahimutang sulod sa teritoryo sa Syudad sa Canlaon.)

CHECKLIST OF REQUIREMENTS

- Copy of Real Property Tax Declarations
- Copy of Deed of Sale, Judicial/Extra Judicial Settlement, Exchange, Affidavit or Consolidation or any applicable document proving transfer of property ownership
- (-Kopya sa real Property Tax Declaration
- Kopya sa Kalig-onan sa pag baligya, Judicial/Extra Judicial nga kasabutan, Pag-baylo, apidabit o paghiusa o uban pa nga mga dokumento nga maka pamatuod sa pag saylo ug panag-iya sa propedad.)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents documents (Ipakita ang mga dokumento)	Reviews documents for computation of transfer tax (Ripasohon ang mga dokumento para sa pag sumada sa buhis sa pag saylo)		10 minutes (10 ka minute)	Ivy Kristine Clerigo
Pays Transfer Tax (Mo bayad ug transfer tax)	Issues Official receipt (Pag isyu ug opisyal nga resibo)	50% of 1% of monetary consideration or 50% of 1% of Fair Market Value, wherever is higher	5 minutes (5 ka minute)	Gay B. Daragosa
TOTAL			15 minutes	

7. Collection of Water Consumption
(Koleksyon sa Bayad sa Paggamit ug Tubig)

Brief description of the nature of the service:

Collects Water Bills which is a local source of income in Canlaon City.
(Pag-pangulekta ug bayad sa na konsumo nga tubig kay usa kini sa tuburan sa panudlanan sa Syudad sa Canlaon)

Office/Division:	License Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All water consumers in Canlaon City. (Tanan nga mga pomuluyo sa Syudad sa Canlaon nga nag-konsumo ug tubig nga ni-agi ug kwentador.)			
CHECKLIST OF REQUIREMENTS				
- Approved Installation Permit from the Office of the City Mayor - Water Consumption Bill				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents water bill (Ipakita ang lista sa balayran sa na-konsumo nga tubig)	Verifies record of Payments (Beripikahon ang lagda sa binayran)		5 minutes (5 minuto)	Marites E. Estrada
2. Pays water bill due (Mobayad sa Balayran)	Issues official Receipt (Mo isyu ug opisyal nga resibo)	For Metered Service -Minimum charge for not more than 10 Cu. M. per month: Residential service P 50.00 Commercial service 100.00 -For every cubic meter in excess Residential service 10.00 Commercial service 15.00	5 minutes (5 ka minute)	Marites E. Estrada
TOTAL			10 minutes	

8. Collection of Market Stall Rental for New and Old Applicants
 (Koleksyon sa Abangan ug Pwesto sa Merkado para sa Bag-o ug daan na nga mga Aplikante)

Brief description of the nature of the service:
 Collects Market Stall Rentals as one of the local sources of income in Canlaon City.
 (Pag pangulikta ug abangan sa pwesto sa merkado kay mao kini ang usa ka tuboran sa panudlanan sa Syudad sa Canlaon)

Office/Division:	License Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who may avail:	All businessmen who were awarded of a Lease Contract Agreement as Market Stall Holders. (Tanang negosyante nga gi-hatagan ug Kasabotan kontrato sa Abangan ug pwesto sa Merkado).			
CHECKLIST OF REQUIREMENTS				
Approved Business Permit				
CLIENT STEPS	AGENCY ACTION	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For new Market Stallholders: Presents Lease Contract/ Notice of Award (Para sa bag-o nga naka gunit ug pwesto: Ipakita Kontrata sa Pag-abang/notisya sa pag award sa Pwesto)	Examines the presented Documents (Susihon ang gipa-kita nga Dokumento)	none	10 minutes (10 ka minute)	- Teddy R. Gantalao - Samuel Taleon - Angel Tecong - Rufo M. Artigas - Angelito I Anggoy - Prescilla C. Ducay
2. For old market stall holders: presents latest receipt of payment if available (Para sa daan na nga ga-gunit ug pwesto: Ipakita ang pina ka bag-o nga resibo sa pag bayad)	Verifies ledger for the record of payment (Beripikahon ang libro sa lagda sa pag bayad)	none	5 minutes (Lima ka minute)	- Angel Tecong - Samuel Taleon - Jonathan Salinas

3. Pays the rentals (Pag-bayad sa abangan)	Issues official Receipt (Pag isyu ug opisyal nga resibo)	Uptown Public Market Market Blocks A-No's 1-22 P 600.00/month Market Blocks B-No's 1-10 300.00/month Market Blocks C-No's 1-10 300.00 Per display Rack Monthly Basis 200.00 Daily Basis 15.00 All other section, per sq. m. 5.00 Comfort Rooms _____ Midtown Public Market C-Market Blocks (1-39) 600.00 Agora I Market Stalls (32 Stalls) 300.00 Agora II Market Blocks - Blocks 1 to 4,5, 9 & 12 (7 blocks) P 2,500.00- -Blocks 8,12,16,20,24,28 & 32 (7 blocks) 2,000.00 -Blocks 6,7,10,11,14,15,17,18,19,21,22, 23, 25, 26,27,29,30,31(18 Blocks) 1,500.00 Grand Agora Market Blocks (53 Blocks) -Blocks 1-14 (14Blocks) 2,000.00 -Blocks 15, 7A, 26, 27, 31, 33, 37, 42, 43, 47, 52 (11 blocks) 1,500.00 -Blocks 16,17,18,19,20,21,22 23,24, 25, 28,29,30,32,34,35,36,38,39,40,41,44,45, 46,48, 49, 50, 51(28 blocks) 1,000.00 All other sections, per Sq. m. 5.00 Exodus Avenue Public Market Building A-20 blocks P 600.00 Building C-20 blocks 600.00 Building D-26 blocks 600.00	5 minutes (Lima ka minute)	- Teddy R. Gantalao - Samuel Taleon - Angel Tecong - Rufo M. Artigas - Angelito I Anggoy - Prescilla C. Ducay - Ruel C. Pedros
--	---	--	--	--

		New Building E-11 Blocks 600.00 Block B-market Stalls (48 Stalls) 10.00/stall/day Block B-market Stalls (4 carinderia Stalls)_____ 400.00/month/stall Block B-Fish Section 20.00/stall/day Block B-meat Section 20.00/stall/day 2-Storey Building (G/F & 2 nd Floor) 600.00/block/month All other sections, per sq. m. 5.00		
TOTAL			20 minutes	

9. Collection of Market Fees for Wholesale Vegetable Business
(Koleksyon sa Arkabala/Balayran para sa Pinakyaw nga Negosyo sa Utanon)

Brief description of the nature of the service:
Collects market fees for wholesale vegetables business.
(Pag pangulikta ug arkabala ug uban pang balayran sa Merkado alang sa pinakyaw nga negosyo sa utanon.)

Office/Division:	Operation of Market and Slaughterhouse			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who may avail:	All businessmen who engaged in Wholesale Vegetable business in Uptown Public Market, Canlaon City. (Tanan nga Negosyante nga namaligya sa Merkado sa Uptown, pinaagi sa pinakyaw nga negosyo sa utan.)			
CHECKLIST OF REQUIREMENTS				
-Business Permit -Business Agent Permit (-Permiso sa Pag-negosyo -Permiso sa Pagka-ahente sa Negosyo sa utan)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Weighs vegetables on the weighing scale	Records gross weight of vegetables		15 Seconds	- Hernan Escala - Condrada Jarbonido

(Pag-patimbang sa mga utan sa Timbangan)	(Talaan ang katibuk-an nga timbang sa utan)		(15 ka Segundo)	- Jonathan Salinas - Leowin Labrador - Julius Escala - Angel Tecong
2. Secures itemized forms of vegetable items (Mo kuha ug pormas para sa pag tipik-tipik sa nag kada-iya nga utan)	Itemizes vegetable items (Usa-usahon ang tipik nga mga utan)		10 minutes (10 ka Minuto)	- Pedro Bitongga - Jeany Villarmente - Julius Escala - Angel Tecong
3. Presents duly accomplished itemized forms of vegetable items (Ipakita ang nahuman na nga pormas sa pag tipik-tipik sa utan)	- Computes payment of itemized vegetables - Issues cash tickets/official receipt (Sumadahon ug mo isyu ug opisyal nga resibo o cash tikit)		10 minutes (10 ka Minuto)	- Pedro Bitongga - Jeany Villarmente - Julius Escala
TOTAL			35 minutes	

10. Collection & Issuance of Cattle Certificate of Ownership or Credential
(Koleksyon ug Pagpagula ug Kamatuoran sa pag Panag-iya ug dagkong Hayopan o Kredensyal)

Brief description of the nature of the service:
Imposes fees at the Livestock Auction Market of the City
(Pag-pahamtang ug balayran sa Merkado didto sa Subastahan ug mga Hayopan)

Office/Division:	License Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	Original owner/Comprador of animals like carabao, cattle and horses coming into the Livestock Auction Market. (Orihinal nga Tag-iya/Kumprador ug dagko nga hayop sama sa Karabaw, baka ug kabayo nga mo adto sa Merkado sa ubastahan ug Hayopan.)			
CHECKLIST OF REQUIREMENTS				
Barangay Certificate (Sertipiko gikan sa Baranggay)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brings the cattle at the weighing scale (Dal-on ang hayop sa Timbangan)	Issues weight Result (Mo-isyu ug resulta sa timbang sa Hayop)		2 minutes (2 ka minute)	DA Personnel
2. Presents the Brgy. Certification (Ipakita ang kamatuoran gikan sa Baranggay)	Examines the documents presented (Susihon ang dokumento nga gi-pakita)		2 minutes (2 ka minuto)	- Marites Estrada - Hervic S. Patricio
	Issues Certificate of Ownership or Credential (Mo isyu ug kamatuoran sa Pagpanag-iya sa hayop)	100.00	2 minutes 2 ka minute)	- Imelda Lastimoso - Marites Estrada
	Issues Official Receipt for scaling, entrance/yardage and LDF Mo isyu ug Opisyal nga Resibo	Scaling 0.50 Entrance Fee: Large Cattle 20.00	2 minutes 2 ka minuto	Imelda B. Lastimoso

	para sa bayad sa timbang, pag-sulod, arkabala sa pag-gamit sa subastahan ug LDF	Hogs, Goats, Sheep and Others 10.00		
3. Pays amount for Credentials fees (Mo bayad sa mga balayran sa mga papeles)	Releases/ Receives Payment (Ihatag ang papeles ug mo dawat ug bayad)		2 minutes (2 ka minute)	Hervic S. Patricio
TOTAL			10 minutes	

11. Collection & Issuance of Cattle Certificate of Transfer or Credential

(Koleksyon ug Pagpagula ug Kamatuoran sa Pag-balhin ug Panag-iya ug Dagkong Hayopan o Kredensyal)

Brief description of the nature of the service:

Imposes fees at the Livestock Auction Market of the City

(Pag-pahamtang ug balayran sa Merkado didto sa Subastahan ug mga Hayopan)

Office/Division:	License Division
Classification:	Simple/Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Original owner/Comprador of animals like carabao, cattle and horses coming into the Livestock Auction Market. (Orihinal nga Tag-iya/Kumprador ug dagko nga hayop sama sa Karabaw, baka ug kabayo nga mo adto sa Merkado sa Subastahan ug Hayopan.)

CHECKLIST OF REQUIREMENTS

Certificate of Ownership

(Kamatuoran sa pag Panag-iya)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brings the cattle at the weighing scale (Dal-on ang hayop sa Timbangan)	Issues weight Result (Mo-isyu ug resulta sa timbang sa Hayop)		1 minute (1 ka minute)	DA Personnel

2. Bring the Certificate of Ownership to the transfer section (Dal-on Kamatuoran sa Pag panag-iya didto sa seksyon sa pag balhin)	Examines the authenticity of the documents presented (Susihon unsa ka tinuod ang dokumento nga gi-pakita)		1 minute (1 ka minute)	Ivy Kristine G. Clerigo
	Issues certificate of transfer or credential with signatures of buyer and seller. (Mo isyu ug kamatuoran sa pag balin ug panag-iya nga nay pirma sa nag baligya ug naka palit)	200.00	1 minute (1 ka minute)	Ivy Kristine G. Clerigo
	Issues official receipt for scaling, entrance, yardage and LDF (Mo isyu ug opisyal nga Resibo para sa bayad sa timbang, pag-sulod, arkabala sa pag-gamit sa subastahan ug LDF)	Scaling 0.50 Entrance Fee: Large Cattle 20.00 Hogs, Goats, Sheep and Others 10.00	1 minute (1 ka minute)	- Leonora M. Montero - Cheryl V. Carabio
3. Pays amount for credentials fees (Mo bayad sa mga balayran sa mga papeles)	Release/receives payment (Ihatag ang papeles ug mo dawat ug bayad)		1 minute (1 ka minute)	Ivy Kristine G. Clerigo
TOTAL			5 minutes	

VI. Directory



IVY KRISTINE G. CLERIGO
OIC City Treasurer
09565872288



TEDDY R. GANTALAO
Market Supervisor II
09168436551



BENJIE C. CALANZA
Slaughterhouse Master III
09367666988



RUFO M. ARTIGAS
LRCO II
09105335129



HERVIC S. PATRICIO
Administrative Assistant II
09056185772



CLINT BUSH B. CASAMA
RCC II/Data Encoder
09954599650



JOCELYN Y. TURCO
Land Tax Collector/Designate
09638461475



CHERYL V. CARABIO
Ticket Checker
09194262241



LEONORA M. ELECO
Parking Aide II/Collector Designate
09560448561



GAY B. DARAGOSA
Collector Designate
09509751747



TERSO B. MONTERO
RCC II/ Land Tax Collector
09076599226



CORAZON E. BACALING
Parking Aide II/Land Tax Collector
09123994477



JOSEPH DEE H. BIRAO
Ticket Checker/ Land Tax Collector
09564599650



FEDELYN C. CANGAS
Land Tax Collector/Designate
09079194809



MARITES E. ESTRADA
Metro Aide II/Collector Designate
09560664211



PRESCILLA C. DUCAY
Market Collector/Midtown
09194514503



ANGELITO I. ANGGOY
Market Collector/Midtown
09368865452



ANGEL A. TECONG
Market Collector/Uptown
09103720298



PEDRO B. BITONGGA
Market Collector/Uptown



LEOWIN S. LABRADOR
Market Collector/Uptown
09083719763



JEANY L. VILLARMENTE
Market Collector/Uptown
09093896859



HERNAN C. ESCALA
Market Collector/Uptown
09306060981



JULIUS C. ESCALA
Market Collector/Uptown
09519743087



CONDRADA B. JARBONIDO
Market Collector/Uptown
09999164218



JONATHAN R. SALINAS
Market Collector/Uptown
09128277902



SAMUEL P. TALEON
Market Collector/Exodus Ave.
09558606473



NENITO S. RIVERA
Market Collector/Exodus Ave.



RUEL C. PEDROS
Market Collector/Exodus Ave.
09161415543



EMELYN D. CABALLERO
BPLO Rep.
09393843478

Prepared by:

FREDERICK F. GOOYIT
Admin. Aide VI

Approved by:

ABRAHAM F. DESPI
Acting City Treasurer