MUNICIPAL TREASURER'S OFFICE ALCANTARA, CEBU

CITIZEN'S CHARTER

TO AVAIL THE FOLLOWING SERVICES, PLEASEFOLLOW THESE STEPS

SERVICES	REQUIREMENTS	STEPS	DURATION	FEES	PERSON TO APPROACH
1. SECURING	* FOR NEW BUSINESS REGISTRATION	1. Application Filing and	15 minutes	(See/ refer Local	Shiena M. Laurente
BUSINESS PERMITS	1. Proof of Business Registration,	Verification		Revenue Code/	
AND LICENSES	Incorporation, or Legal Personality			Assessment	
	2. Basis for Computing Taxes, fees and			result)	
	charges (e.g., Business Capitalization)				
	3. Occupancy Permit, if required by Nat.				
	laws (e.g., Building Code) and local laws	2. Assessment			
	4. Contract of Lease (if Lessee)				
	5. Barangay Business Clearance		15 minutes		Shiena M. Laurente
	6. Fire Clearance				Niña Grace L. Magallanes
	7. Medical Certificate & Sanitary Permit				Ricardo F. Ypanto
	8. Other Requirements (if required, e.g.				
	license, accreditation & etc.)	3. Pay and Claim			
	*RENEWAL APPLICATIONS		20 minutes		
	1. Basis for computing taxes, fees, and		20 11111141113		
	charges (e.g., Income Tax Returns)				
	2. Barangay Business Clearance				Shiena M. Laurente
	3. Medical Certificate & Sanitary Permit				Niña Grace L. Magallanes
	4. Other Requirements (if required, e.g.,				Ricardo F. Ypanto
	license, accreditation & etc.)				- Industrial Familia
2. SECURING REAL	1. Tax Declaration	1. Present Tax	15 minutes per	(see assessment	Shiena M. Laurente
PROPERTY TAX	2. Previous Official Receipt	Declaration & Previous	Tax Declaration	result)	Niña Grace L. Magallanes
RECEIPT		Official Receipt for	or Property		Ricardo F. Ypanto
		Assessment of Obligation			
		2. Pay required fees	5 minutes per		
		(present assessment) and	OR		
		secure Official Receipt			
		(OR)			

3. SECURING REAL PROPERTY TAX CLEARANCE	Official Receipt of Latest Real Property Tax Payment	 Present Official Receipt of Latest Payment for evaluation Pay required fees and secure official receipt Prepare and release Tax Clearance 	2 minutes 4 minutes 10 minutes	P 50.00 per property (Additional Fees: P30.00 for Documentary Stamp)	Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto
4. SECURING OFFICIAL RECEIPT OF REQUIRED DUES/FEES/CHARGES	Assessment / Billing Statement	1. Present assessment/billing statement from office or department requiring the payment of fees 2. Pay required fees and secure Official Receipt	4 minutes per OR	(See/ refer assessment/ Local Revenue Code) Additional Fees: (for Certifications and Clearances) - P30.00 for Documentary Stamp)	Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto
5. SECURING COMMUNITY TAX CERTIFICATE	Request Slip	1. Fill up and submit slip 2. Pay required fees and secure Community Tax Certificate	1 minute 4 minutes	(See assessment result)	Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto

For your complaints and more information, please see/text/call:

EDISON Y. INCIPIDO

Municipal Treasurer Cell no.: 0917-893-3642

Email Address: mto-alcantara17@yahoo.com

For your comments and suggestion, please drop it at the suggestion box located at the main entrance of the Municipal Hall.

MUNICIPAL TREASURER'S OFFICE ALCANTARA, CEBU

CITIZEN'S CHARTER

TO AVAIL THE FOLLOWING SERVICES, PLEASEFOLLOW THESE STEPS

SERVICES	REQUIREMENTS	STEPS	DURATION	FEES	PERSON TO APPROACH
1. SECURING	* FOR NEW BUSINESS REGISTRATION	1. Application Filing	15 minutes	Barangay Clearance –	Shiena M. Laurente
BUSINESS	1. Proof of Business Registration,	and Verification		refer to Barangay	
PERMITS AND	Incorporation, or Legal Personality			Ordinance	
LICENSES					
	2. Basis for Computing Taxes, fees and			Medical Clearance –	
	charges (e.g., Business Capitalization)			P50.00 per document	
	2 October Brown in it was bould be			Additional P30.00 for	
	3. Occupancy Permit, if required by Nat.			doc. Stamps	
	laws (e.g., Building Code) and local laws			Sanitary Bormit DEC 00	
	4. Contract of Lease (if Lessee)			Sanitary Permit – P50.00 per document	
	4. Contract of Lease (ii Lessee)			Additional P30.00 for	
	5. Barangay Business Clearance			doc. Stamps	
	3. Barangay Basiness elearance			doc. stamps	
	6. Fire Clearance				
		2. Assessment	15 minutes	(See/ refer Local Revenue	Shiena M. Laurente
	7. Medical Certificate & Sanitary Permit			Code/ Assessment result)	Niña Grace L. Magallanes
					Ricardo F. Ypanto
	8. Other Requirements (if required, e.g.				
	license, accreditation & etc.)				
	*RENEWAL APPLICATIONS				
	1. Basis for computing taxes, fees, and				
	charges (e.g., Income Tax Returns)				Chiana M. Laumanta
	2. Darangay Business Clearance	2 Day and Claim	20 minutes		Shiena M. Laurente
	2. Barangay Business Clearance	3. Pay and Claim	20 minutes		Niña Grace L. Magallanes Ricardo F. Ypanto
	3. Medical Certificate & Sanitary Permit				Micaluo F. Thaillo
	5. Wedical certificate & Salitary Ferrifit				
	4. Other Requirements (if required, e.g.,				
	license, accreditation & etc.)				

For your complaints and more information, please see/text/call:

EDISON Y. INCIPIDO

Municipal Treasurer Cell no.: 0917-893-3642

Email Address: mto-alcantara17@yahoo.com

For your comments and suggestion, please drop it at the suggestion box located at the main entrance of the Municipal Hall.