

MUNICIPAL TREASURER'S OFFICE
ALCANTARA, CEBU

CITIZEN'S CHARTER

TO AVAIL THE FOLLOWING SERVICES, PLEASE FOLLOW THESE STEPS

SERVICES	REQUIREMENTS	STEPS	DURATION	FEES	PERSON TO APPROACH
1. SECURING BUSINESS PERMITS AND LICENSES	<p>* FOR NEW BUSINESS REGISTRATION</p> <ol style="list-style-type: none"> Proof of Business Registration, Incorporation, or Legal Personality Basis for Computing Taxes, fees and charges (e.g., Business Capitalization) Occupancy Permit, if required by Nat. laws (e.g., Building Code) and local laws Contract of Lease (if Lessee) Barangay Business Clearance Fire Clearance Medical Certificate & Sanitary Permit Other Requirements (if required, e.g. license, accreditation & etc.) <p>*RENEWAL APPLICATIONS</p> <ol style="list-style-type: none"> Basis for computing taxes, fees, and charges (e.g., Income Tax Returns) Barangay Business Clearance Medical Certificate & Sanitary Permit Other Requirements (if required, e.g., license, accreditation & etc.) 	1. Application Filing and Verification	15 minutes	(See/ refer Local Revenue Code/ Assessment result)	Shiena M. Laurente
		2. Assessment	15 minutes		Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto
		3. Pay and Claim	20 minutes		Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto
2. SECURING REAL PROPERTY TAX RECEIPT	<ol style="list-style-type: none"> Tax Declaration Previous Official Receipt 	<ol style="list-style-type: none"> Present Tax Declaration & Previous Official Receipt for Assessment of Obligation Pay required fees (present assessment) and secure Official Receipt (OR) 	15 minutes per Tax Declaration or Property 5 minutes per OR	(see assessment result)	Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto

3. SECURING REAL PROPERTY TAX CLEARANCE	Official Receipt of Latest Real Property Tax Payment	1. Present Official Receipt of Latest Payment for evaluation 2. Pay required fees and secure official receipt 3. 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. INCIPIO

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.

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1. SECURING BUSINESS PERMITS AND LICENSES	<p>* FOR NEW BUSINESS REGISTRATION</p> <p>1. Proof of Business Registration, Incorporation, or Legal Personality</p> <p>2. Basis for Computing Taxes, fees and charges (e.g., Business Capitalization)</p> <p>3. Occupancy Permit, if required by Nat. laws (e.g., Building Code) and local laws</p> <p>4. Contract of Lease (if Lessee)</p> <p>5. Barangay Business Clearance</p> <p>6. Fire Clearance</p> <p>7. Medical Certificate & Sanitary Permit</p> <p>8. Other Requirements (if required, e.g. license, accreditation & etc.)</p>	1. Application Filing and Verification	15 minutes	<p>Barangay Clearance – refer to Barangay Ordinance</p> <p>Medical Clearance – P50.00 per document Additional P30.00 for doc. Stamps</p> <p>Sanitary Permit – P50.00 per document Additional P30.00 for doc. Stamps</p>	Shiena M. Laurente
		2. Assessment	15 minutes	(See/ refer Local Revenue Code/ Assessment result)	Shiena M. Laurente Niña Grace L. Magallanes Ricardo F. Ypanto
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