



# **PROVINCIAL TREASURER'S OFFICE**



## Collection of Real Property Tax

- Process of payment and collection of real property taxes.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public (Real Estate Owners)			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Latest Official Receipt (RPT), Certified Xerox copy/Owner's copy of New Tax Declaration</li> </ul>				Real Estate Owner/ Assessor's Office
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring latest Official Receipt (RPT), Certified Xerox copy/Owner's copy of New Tax Declaration	1. Issue checklist of requirements	none	2 minutes	Administrative Aide III / Administrative Aide I (Revenue Operation Division) Supervisor: Alex B. Laviña, LTOO IV
2. Show the required documents together with the attached checklist of requirements	2. Examine documents and Compute the tax to be paid	none	4 minutes	Ticket Checker / Administrative Aide I (Revenue Operation Division) Supervisor: Alex B. Laviña, LTOO IV
3. Pay the corresponding tax and receive Official Receipt	3. Accept payment and Issue Official Receipt	1% of Assessed Value (Basic & SEF)	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>1% of Assessed Value (Basic &amp; SEF)</b>	<b>8 minutes</b>	



## Collection of Transfer Tax

- Process of payment and collection of transfer taxes.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens; Government to Business			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Transfer Certificate of Title</li> <li>• Deed of Sale/Donation/Extrajudicial,</li> <li>• Certificate of Authorizing Registration (CAR) from BIR or copy of proof of payment (CAR)</li> <li>• Tax Clearance or RPT receipt (updated) from Municipal or Provincial Treasurer's Office</li> <li>• Tax Declaration (Certified Xerox/Owner's Copy) ,</li> <li>• Photocopy of presenter's ID</li> </ul>				Real Estate Owner/ Municipal or Treasurer's Office  Registry of Deeds
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Transfer certificate of Title, Deed of Sale/Donation/ Extrajudicial, Certificate of Authorizing Registration (CAR) from BIR or proof of payment (CAR, Tax Clearance from Municipal or Provincial Treasurer's Office, Tax Declaration (Certified Xerox/Owner's Copy)	1. Issue checklist of requirements and Transfer Tax Order of Payment (TOP)	none	2 minutes	Administrative Aide III/ Administrative Aide I (Revenue Operation Division) Supervisor: Alex B. Laviña, LTOO IV
2. Show the required documents together with the attached checklist of requirements and TOP	2. Examine documents and Compute the tax to be paid	none	6 minutes	LTOO II / Ticket Checker / Administrative Aide I (Revenue Operation Division) Supervisor: Alex B. Laviña, LTOO IV
3. Pay the corresponding tax and receive Official Receipt	3. Accept payment and Issue Official Receipt	1/2 of 1% of the Total Consideration or fair market value, whichever is higher	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>1/2 of 1% of the Total Consideration or fair market value, whichever is higher</b>	<b>10 minutes</b>	



## Collection of Tax on Delivery Trucks and Vans

- Process of payment and collection of tax on delivery trucks and vans.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Photocopy of Car Registration / Official Receipt from Land Transportation Office</li> </ul>				LTO
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring Photocopy of Car Registration or Official Receipt from LTO	1. Identify the type of payment and Record the transaction	none	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
2. Show the required documents	2. Compute and Assess the tax to be paid	none	6 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
3. Pay the Corresponding Tax	3. Receive payment Issue Official Receipt and Provincial Sticker for trucks / Vans	Php500.00	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>Php500.00</b>	<b>10 minutes</b>	



## Collection of Amusement Tax

- Process of payment and collection of amusement tax of amusement businesses operating in the province.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Amusement Business Owners			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> <li>Statement of Gross Receipts</li> </ul>				Business Owners
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Statement of Gross Receipts (Quarterly/ Semi-Annually/ Annually)	1. Identify the type of payment and Record the transaction	none	2 minutes	Administrative Aide III / Administrative Aide I (Revenue Operation Division) Supervisor: Alex B. Laviña, LTOO IV
2. Show the required documents	2. Compute and Assess Tax to be paid	none	6 minutes	LTOO IV / Ticket Checker (Field Supervision Division) Supervisor: Corazon B. Aranzanso LTOO IV
3. Pay the corresponding tax and Receive Official Receipt	3. Receive payment Issue Official Receipt	10% of the Gross Receipt from admission	2 minutes	Corazon B. Aranzanso LTOO IV (Field Supervision Division)
	<b>TOTAL</b>	<b>10% of the Gross Receipt from admission</b>	<b>10 minutes</b>	



## Collection of Professional Tax

- Process of payment and collection of tax from professional practitioners.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• PRC ID card and old Official Receipts</li> </ul>				Professional Regulation Commission
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification Card from Professional Regulation Commission and old official receipt if renewed	1. Identify the type of payment and Record the transaction	none	2 minutes	Administrative Aide III / Administrative Aide I (Revenue Operation Division)  Supervisor: Alex B. Laviña LTOO IV
2. Show the required documents	2. Compute and Assess Tax to be paid	none	6 minutes	Collecting Officers (Cash Receipt Division)  Supervisor: Alan Glenn S. Camero LRCO IV
3. Pay Corresponding tax and Receive Official Receipt as proof of payment	3. Accept payment and Issue Official Receipt	P 300.00 / annual Tax (New)	2 minutes	Collecting Officers (Cash Receipt Division)  Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>P 300.00 / annual Tax (New)</b>	<b>10 minutes</b>	



## Collection of Franchise Tax

- Process of collecting RA 9511 imposed franchise tax on top of income taxes among franchise operators/businesses.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Certified Statement of Gross Receipts</li> </ul>				Bureau of Internal Revenue
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Statement of Gross Receipts (Quarterly/ Semi-Annually/ Annually)	1. Identify the type of payment and Record the transaction	none	2 minutes	Administrative Aide III / Administrative Aide I (Revenue Operation Division)  Supervisor: Alex B. Laviña LTOO IV
2. Show the required documents	2. Compute and Assess Tax to be paid	none	6 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
3. Pay Corresponding tax and Receive Official Receipt as proof of payment	3. Accept payment and Issue Official Receipt	50% of 1% of Gross Receipt of the preceding calendar year	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>50% of 1% of Gross Receipt of the preceding calendar year</b>	<b>10 minutes</b>	



## Collection of Land Development Fee

- Process of payment and collection of land development fees from developers.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Frontline			
<b>Type of Transaction:</b>	External; Income Generating			
<b>Who may avail:</b>	Land Developers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Resolution from Sangguniang Bayan</li> <li>• Tax Declaration</li> </ul>			Sangguniang Bayan	
			Municipal/City Assessor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Resolution from Sangguniang Bayan and Tax Declaration	1. Identify the type of payment and Record the transaction	none	2 minutes	Administrative Aide III/ Administrative Aide I (Revenue Operation Division)  Supervisor: Alex B. Laviña LTOO IV
2. Show the required documents	2. Compute and Assess Tax to be paid	none	6 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
3. Pay Corresponding tax and Receive Official Receipt as proof of payment	3. Accept payment and Issue Official Receipt	P 300.00 / annual Tax (New) and P 1/ square meter	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>P 300.00 / annual Tax (New) and P 1/ square meter</b>	<b>10 minutes</b>	





## Collection of Land Classification Tax

- Process of payment and collection land classification taxes

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens; Government to Business			
<b>Who may avail:</b>	Real Property Owners			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Land classification and tax declaration</li> </ul>				Land Owner/ Municipal or City Assessors
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Land classification tax declaration	1. Identify the type of payment and record the transaction	None	2 minutes	Administrative Aide III / Administrative Aide I (Revenue Operation Division)  Supervisor: Alex B. Laviña LTOO IV
2. Show the required documents	2. Compute and Assess Tax to be paid	None	6 minutes	Collecting Officers (Cash Receipt Division)  Supervisor: Alan Glenn S. Camero LRCO IV
3. Pay Corresponding tax and Receive Official Receipt as proof of payment	3. Accept payment and Issue Official Receipt	P 300.00 / annual Tax (New) and P 1.00/ square meter	2 minutes	Collecting Officers (Cash Receipt Division)  Supervisor: Alan Glenn S. Camero LRCO IV
	<b>TOTAL</b>	<b>P 300.00 / annual Tax (New) and P 1.00/ square meter</b>	<b>10 minutes</b>	



## Issuance of Certification (Non-tax delinquency on Real Property Tax)

- Process request for certification for non-tax delinquency in the payment of Real Property Tax.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Real Property Owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Original and photocopy of Latest Official Receipt</li> </ul>			Land Owner/ Municipal/City/ Provincial 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 original and photocopy of official receipt of RPT (Current)	1. Prepare the certification	None	6 minutes	Administrative Aide III (Revenue Operation Division) Supervisor: Alex B. Laviña LTOO IV
2. Pay certification fee	2. Issue official receipt	P 50.00	2 minutes	Collecting Officers (Cash Receipt Division) Supervisor: Alan Glenn S. Camero LRCO IV
3. Receive certification and official receipt	3. Release certification duly signed by the authorized PTO personnel	none	2 minutes	Revenue Operation Division personnel Supervisor: Alex B. Laviña LTOO IV
	<b>TOTAL</b>	<b>P 50.00</b>	<b>10 minutes</b>	



## Payment of Financial Assistance

- Process of paying the beneficiaries of financial assistance provided by the various programs of the PGC

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Claim Stub</li> <li>• Photocopy of ID</li> </ul>				Claimant PGC
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Client's Claim stub and photo copy of valid ID	1. Accept claim stub with the corresponding amount	None	3 minutes	Disbursing Officers (Cash Disbursement Division)  Supervisor: <b>Teresita A. Baybay</b> <i>Supervising Administrative Officer</i>
2. Receive Cash as payment for Financial Assistance	2. Issue cash	None	2 minutes	Disbursing Officers (Cash Disbursement Division)  Supervisor: <b>Teresita A. Baybay</b> <i>Supervising Administrative Officer</i>
	<b>TOTAL</b>	<b>None</b>	<b>5 minutes</b>	



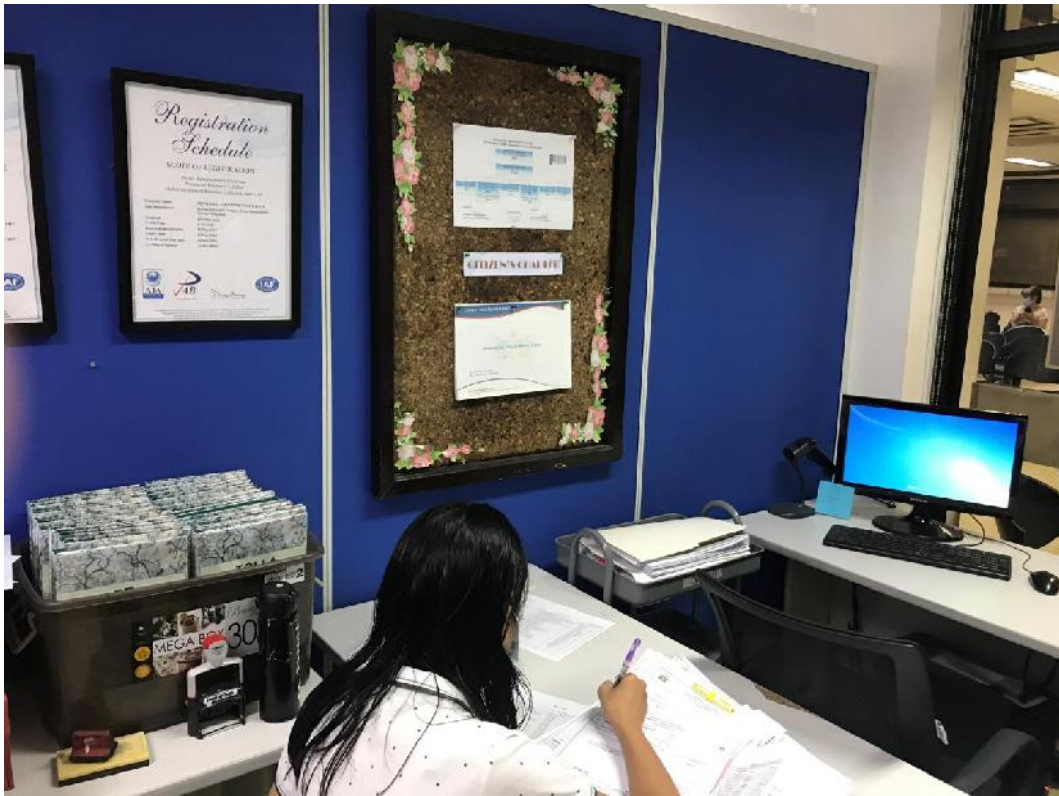
## PROOF OF POSTING



*Provincial Treasurer's Office Citizen's Charter posted at Tax Payer's Lounge*



*Provincial Treasurer's Office Citizen's Charter posted at Disbursement and Collection Windows*



*Provincial Treasurer's Office Citizen's Charter posted at Office Entrance – Bulletin Board*



*Provincial Treasurer's Office Citizen's Charter posted at Disbursement and Collection Windows*



## COMMUNICATION PLAN

Aside from the Citizen's Charter posted in the conspicuous places in the office premises, the Provincial Treasurer's Office considers the official website of the Provincial Government of Cavite as another platform to communicate the Citizen's Charter to other stakeholders and to the public. It will be coordinated through the Provincial Information, Communication and Technology Office to take necessary assistance.

The Office also see the feasibility of Tax Campaign activities to broaden the means of communicating to the tax payers. Through this, updates and information related to the standard office procedure in accordance with the Citizen's Charter can be communicated to clientele. This includes distribution of Tax Campaign materials, like flyers and tarpaulins, regular meetings or conferences with the Municipal and City Treasurers, and other related activities in coordination with Cavite Treasurer's League.

## CONTACT INFORMATION

Provide the following information of your respective Offices:

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Treasurer's Office	Ground Floor, Finance Center Building, Provincial Capitol Compound, Trece Martires City	<b>Telephone:</b> <b>(046) 514-2339</b> <b>0919-064-2621</b>  <b>Email Address:</b> <a href="mailto:pto_cavite@yahoo.com">pto_cavite@yahoo.com</a>