

Granting of New or Renewal of Tricycle Franchise

ABOUT THE SERVICES: Tricycle Franchise is given to tricycle owner/operator to operate tricycle for hire. Payment shall be paid within the first 20 days of January each year. Franchise is renewable every three (3) years. Penalties of 25% are imposed after the period.

CLIENT GROUPS:	Tricycle owner/operator
REQUIREMENTS:	<ol style="list-style-type: none">1. Tricycle with assigned route color coding2. Photocopy of LT0 Official Receipt (OR) and Certificate of Registration (CR)3. Community Tax Certificate (Cedula)4. Irosin Transport Federation (ITF) Certification5. Association Membership Certification (Route)6. Tricycle Regulation Unit (TRU) Clearance
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 5:00 PM
TOTAL PROCESSING TIME:	55 minutes
TOTAL FEES/CHARGES:	<ul style="list-style-type: none">• New Franchise: P 1,510.00• Renewal: P 1,050.00

Step 1 >> 30 minutes

Submit all requirements for new/renewal of tricycle franchise at Permits and Licensing Office

MA. VICTORIA B. ABELLA, Business Permit and Licensing Officer(BPLO) receives the documents

Step 2 >> 5 minutes

Payment of fees at the Municipal Treasurer's office

Step 3 >> 20 minutes

Claim Tricycle Franchise/Permit at Permits and Licensing Office

Granting of New/Renewal of Mayor's Permit and Business License

ABOUT THE SERVICES: All business establishments are required to secure a Business License and Mayor's Permit to operate as per Municipal Tax Ordinance before the target operations. It must be renewed from January 1-20 every year. Penalties of 25% are imposed after the period.

CLIENT GROUPS:	Businessmen
REQUIREMENTS:	Filled-up Unified Form with the following attachments: 1. Community Tax Certificate 2. Barangay Business Clearance 3. DTI/SEC/CDA-whatever applicable 4. Locational/Zoning Clearance 5. Lease Contract, if applicable 6. Occupancy Permit 7. Assessor's/Tax Clearance 8. Health and Sanitary Certificate 9. Fire Safety Inspection Certificate
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 5:00 PM
TOTAL PROCESSING TIME:	1 hour and 40 minutes

TOTAL FEES/CHARGES:	Computation of Tax due for new business is based from Capital Investment while for old business is based from Gross Sales.
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Step 1 >> 5 minutes

Secure Application Form at Permits and Licensing Office

MA. VICTORIA B. ABELLA, Business Permit and Licensing Officer(BPLO) issues Application Form

Step 2 >> 10 minutes

Fill-up forms and attach necessary requirements (New/Renewal)

Step 3 >> 20 minutes

Submit Documents for one-time assessment at Permits and Licensing Office

MA. VICTORIA B. ABELLA, the BPLO receives the documents

Step 4 >> 5 minutes

One-time Payment at the Municipal Treasurer's office

Step 5 >> 1 hour

Claim Mayor's Permit at Permits and Licensing Office

Issuance of Certified Copies of Tax Declaration or ARP'S

ABOUT THE SERVICES: The Tax declaration serves as a permanent record of every real property unit (land, building and machinery) as basis for payment of Real Property tax.

CLIENT GROUPS:	Real Property owners/ Administrator/ Authorized Representative.
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REQUIREMENTS:	<ul style="list-style-type: none"> • Name of owner • Lot number • Previous ARP no./PN • Etc.
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 5:00 PM
TOTAL PROCESSING TIME:	20 minutes
TOTAL FEES/CHARGES:	P 35.00/copy

Step 1 >> 10 minutes

Request for certified copy of documents needed

Assessment Clerk verifies records and print the documents

Step 2 >> 3 minutes

Proceed to Treasury Office to pay the fees

Revenue Collection Officer issues Official Receipt

Step 3 >> 5 minutes

Back to Assessor's Office and present the receipt

Assessment Clerk or Municipal Assessor record the certified copy Authenticate or certify the print copy

Step 4 >> 2 minutes

Received the requested certified copy by client

Assessment Clerk issues the document

Issuance of Certification : Relative to Appraisal and

Assessment

ABOUT THE SERVICES: The certification of those enumerated may be obtained from this office

- No Improvement
- No Property
- Scholarship/Medical/ Legal
- Bailbond
- Assessment of Property

CLIENT GROUPS:	Real Property owners/ Other interested Parties.
REQUIREMENTS:	For bail bond Certificate – case numbers / name of accused
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 5:00 PM
TOTAL PROCESSING TIME:	20 minutes
TOTAL FEES/CHARGES:	P 35.00 per certification

Step 1 >> 10 minutes

Request for certification

Assessment Clerk verifies records and prints the documents

Step 2 >> 3 minutes

Proceed to Treasury Office to pay the fees

Revenue Collection Officer issues Official Receipt

Step 3 >> 5 minutes

Back to Assessor's Office and present the receipt

Assessment Clerk or Municipal Assessor review and record the document Authenticate or certify the document

Step 4 >> 2 minutes

Received the requested documents

Assessment Clerk issues the documents

Assessment of Newly Constructed Buildings and Newly Installed Machinery

ABOUT THE SERVICES: New Tax Declaration is issued to the owners of newly constructed building/machinery for taxation purposes.

CLIENT GROUPS:	Real Property owners/ Administrator/ Authorized Representative.
REQUIREMENTS:	For Buildings Copies of the following: <ul style="list-style-type: none">• Building Permit or affidavit executed by the owner<ul style="list-style-type: none">• Floor plan• Certificate of Occupancy• Certificate of Completion For Machineries <ul style="list-style-type: none">• Official Receipt Number• Other documents
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 5:00 PM
TOTAL PROCESSING TIME:	25 minutes
TOTAL FEES/CHARGES:	NONE

Step 1 >> 7 minutes

Request copy of Documentary requirements

Municipal Assessor reviews Documents Received

Step 2 >> Depends on the location of property
Field Verification/Validate/ Ocular Inspection

LA00/Assessment Clerk Conduct Ocular

Step 3 >> 5 minutes

LA00 encode the transaction

Step 4 >> 10 minutes

Municipal Assessor review and recommend for approval to
Provincial Assessor