

# **ISSUANCE OF COMMUNITY TAX CERTIFICATES (CEDULA)**

**Schedule of Availability of Service:**

Monday-Friday, 8:00 am to 5:00pm without noon break

**Who May Avail of the Service:**

All qualified residents of San Rafael and other community.

**What are the Requirements:**

Previous Cedula or proof of income, if available.

Valid I.D. (any government issued I.D.)

**Duration:**

10 minutes

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Proceed to the Municipal Treasurer's Office and submit accomplished information sheet	Assess accomplished information sheet Encode data and print the Community Tax Certificate	5 minutes	Revenue Collection Clerk II		
2	Pay the amount due, affix signature and thumbmark, Claim the CTC	Receive payment and issue the original copy of CTC.	5 minutes	Revenue Collection Clerk II	P5.00 Basic Community Tax plus P20.00 for unemployed with 2% monthly interest starting March / or P1.00 per P1,000.00 of gross earnings for clients with business or employees	Bureau of Internal Revenue Form 0016
<b>END OF TRANSACTION</b>						

# **ISSUANCE OF OFFICIAL RECEIPT**

## **Schedule of Availability of Service:**

Monday-Friday, 8:00 am to 5:00pm without noon break

## **Who May Avail of the Service:**

All qualified residents of San Rafael and other community.

## **What are the Requirements:**

Order of payment

## **Duration:**

8 minutes

## **How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Proceed to Municipal Treasurer's Office and present order payment form	Process Official Receipt (OR).	3 minutes	Revenue Collection Clerk II		
2	Pay the amount due and receive OR	Receive payment and issue OR.	5 minutes	Revenue Collection Clerk II	Based on the Municipal Revenue Code	Accountable Form No. 51/Official Receipt
<b>END OF TRANSACTION</b>						

# **REAL PROPERTY TAX PAYMENT**

## **Schedule of Availability of Service:**

Monday-Friday, 8:00 am to 5:00pm without noon break

## **Who May Avail of the Service:**

Real Property Owners or representative

## **What are the Requirements:(any of the following)**

Previous Official Receipt  
Original or photocopy of Title  
Tax Declaration

## **Duration:**

15 minutes

## **How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Proceed to the Municipal Treasurer's Office and present complete requirements	Assess requirements and compute Real Property Tax due	10 minutes	Local Treasury Operation Officer I / Revenue Collection Clerk II		
2	Pay the amount due and receive Official Receipt (OR)	Receive payment and issue OR	5 minutes	Local Treasury Operation Officer I / Revenue Collection Clerk II	1% Basic plus 1%SEF of the assessed value of real property with interest after March 31.	Accountable Form No. 51/ Official Receipt
<b>END OF TRANSACTION</b>						