

## COLLECTION OF ANNUAL FIXED TAX ON DELIVERY TRUCKS/VANS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Declare number of units and plate no. of delivery vehicles	a. Assess the number of delivery trucks/vans used in the business and compute tax;	<ul style="list-style-type: none"> <li>Approved Mayor's/Business Permit</li> </ul>	5 minutes			
2	Pay the computed tax due	Receive payment and issue Official Receipt	-	5 minutes	<ul style="list-style-type: none"> <li>50% of 1% from gross receipts of preceding year payable w/in 20 days following each quarter</li> <li>Surcharge for late payment: 25% of the tax due</li> <li>Interest on Unpaid Tax: 2% per month from the date it is due until it is paid</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
3	Receive Official Receipt and Sticker	Release O.R and sticker	-	1 minute	-		

## COLLECTION OF FEES AND CHARGES

Collection of Certification Fees, verification fees, rentals, occupation fees, tuition fees, other fees and charges

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present order of payment/ approved request slip	Receive order of payment/ approved request slip	<ul style="list-style-type: none"> <li>Order of payment and approved request slip (from concerned offices/ agencies)</li> </ul>	5 minutes			
2	Pay the computed fees	a. Receive payment and issue official receipt	-	5 minutes	<ul style="list-style-type: none"> <li>Service Fees &amp; Charges- Chapter IV, Article One, Section 80; Article Three, Section 88</li> <li>Tuition Fees- Provincial Ordinance No. 11-146 &amp; Resolution No. 17-018</li> <li>Rental Fees- Chapter V, Article One, Two &amp; Three</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
3	Return to concerned Office and present Official Receipt	Release Official Receipt	-	1 minute			

## COLLECTION OF FEES AND CHARGES

### Payment of Bid Documents Forms

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present order of payment/ approved request slip	Receive order of payment/ approved request slip	<ul style="list-style-type: none"> <li>Order of payment and approved request slip (from concerned offices/ agencies)</li> </ul>	5 minutes			
2	Pay required fees	Receive payment and issue official receipt	-	5 minutes	<ul style="list-style-type: none"> <li>Appendix 8 of the 8th Edition of Handbook on Philippine Government Procurement- "Guidelines on the Sale of Bidding Documents"</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
3	Return to concerned Office and present Official Receipt	Release Official Receipt	-	1 minute			



## COLLECTION OF FEES AND CHARGES

### COLLECTION OF FEES AND ISSUANCE OF PROVINCIAL PERMIT/CLEARANCE FEE:

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION	
1	Present approved Mayor's permit	a. Assess and compute fees	● Approved Mayor's/ Business Permit	5 minutes	● See attached (Chapter III, Art. One, Section 68, A&B of the 2015 Revised Revenue Code as amended by Provincial Ordinance No. 18-223) payable w/in the first 20 days of January ● 50% of 1% from gross receipts of preceding year payable w/in 20 days following each quarter ● Surcharge for late payment: 25% of the tax due ● Interest on Unpaid Tax: 2% per month from the date it is due until it is paid	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I	
	-	b. Compute penalties (if paid after prescribed period)	● License to Operate (LTO) for drugs and medicines	5 minutes				
2	Pay the computed fees	a. Receive payment and issue official receipt	-	5 minutes		LRCO IV		PTO Admin. Section, 1st Floor, right wing, Capitol Bldg. I
	-	b. Prepare Provincial Permit/Clearance	-	5 minutes				
	-	c. Review on the fees collected and the permit/ clearance	-	5 minutes				
	-	d. Review and sign the Permit/Clearance	-	5 minutes		Assistant Provincial Treasurer & Provincial Treasurer		
	-	e. Forward to the Governor for approval	-	4 minutes		Administrative Aide IV		
3	Receive approved permit/clearance	Release approved Provincial Permit/Clearance	-	1 minute		Revenue Collection Clerks		Land Tax Division, 1st Floor, left wing, Capitol Bldg. I



## COLLECTION OF FRANCHISE TAX

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present documents needed	a. Verification of gross receipts to compare what was stated in the Annual Tax Return	<ul style="list-style-type: none"> <li>Books of Accounts for the preceding year</li> <li>Accomplished Annual Tax Return Form/PTO Form</li> </ul>	30 minutes	<ul style="list-style-type: none"> <li>50% of 1% from gross receipts of preceding year payable w/in 20 days following each quarter</li> <li>Surcharge for late payment: 25% of the tax due</li> <li>Interest on Unpaid Tax: 2% per month from the date it is due until it is paid</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
		b. Assess and compute tax		10 minutes			
		c. Compute penalties (if paid after prescribed period)		5 minutes			
	-	Approve the accomplished Annual Tax Return	-	10 minutes	-	Assistant Provincial Treasurer and Provincial Treasurer	PTO Admin. Section, 1st Floor, right wing, Capitol Bldg. I
2	Pay the computed tax due	Receive payment and issue Official Receipt	-	5 minutes	-	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
3	Receive Annual Tax Return and O.R.	Release copy of Annual Tax Return and Official Receipt	-	1 minute	-		

# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

Collection of Payment of Telephone Bills (personal calls), Loans, Bid and Performance Securities and Other miscellaneous payments

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present telephone bills, audited liquidation of CA, Order of Payment for Bid Security or Performance Security	Receive payment and issues official receipt	<ul style="list-style-type: none"> <li>• Telephone bill, audited liquidation report, Order of payment or duly signed P.O. or Notice of Award</li> </ul>	5 minutes	-	SAO (Cashier IV), AO V (Cashier III)	Cash Division, right wing, 1st floor, Capitol Bldg. I
2	Pay telephone bills, audited liquidation of CA, Order of Payment for Bid Security or Performance Security	Release Official Receipt		2 minutes	-		

## COLLECTION OF PROFESSIONAL TAX

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present Professional Regulation Comm. (PRC) ID/IBP Clearance	<div>a. Verification of PRC Card as to validity</div> <div>b. Compute penalties (if paid after prescribed period)</div>	<ul style="list-style-type: none"> <li>Professional Regulation Commission ID/ Integrated Bar of the Philippines Clearance</li> <li>Certification of renewal (if about to expire)</li> </ul>	5 minutes	<ul style="list-style-type: none"> <li>Php 300.00 payable annually before January 31</li> <li>Surcharge for late payment: 25% of the tax due</li> <li>Interest on Unpaid Tax: 2% per month from the date it is due until it is paid</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
2	Pay the computed tax due	Receive payment and issue Official Receipt	-	5 minutes			
3	Receive Official Receipt	Release Official Receipt	-	1 minute			



## COLLECTION OF REAL PROPERTY TAX

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present latest RPT payment/new tax declaration (if declared new)	<div>a. Verification of presented O.R and history of tax declaration (if delinquent)</div> <div>b. Compute tax due</div>	<ul style="list-style-type: none"> <li>Official Receipt of latest payment; Approved Tax Declaration (declared new with back taxes or newly revised) or notices/ billing from municipal treasurer</li> </ul>	25 minutes/ RPU	<ul style="list-style-type: none"> <li>BASIC: 1% of Assessed Value</li> <li>SEF: 1% of the Assessed Value</li> <li>Advance Payment Discount: 10% if paid in full before January 1</li> <li>Prompt Payment Discount: 8% if paid in full from January 1 to March 31 of the current year;</li> <li>Interest on Unpaid RPT's: 2% per month from the date it is due until it is paid not to exceed 36 months</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
2	Pay the computed tax due	Receive payment and issue Official Receipt	-	5 minutes			
3	Receive Official Receipt	Release Official Receipt	-	1 minute			

# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

## Collection of Remittance of Municipal Treasurers on Provincial Shares

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit liquidation report for verification	Verify the liquidation report submitted	<ul style="list-style-type: none"><li>• Liquidation Report of Provincial Share on RPT Collections and other Provincial Impositions</li></ul>	30 minutes	-	LTOO IV, LTOO III, LTOO II, Administrative Aide VI and/or Administrative Aide IV	Field Supervision Division, right wing, 1st floor, Capitol Bldg. I
2	Remit collections as verified	Receive remittance of the Accountable Officers in consonance with the verified amount of FSD.	<ul style="list-style-type: none"><li>• Duly approved voucher with attached duly signed check and accountant's advice received by the bank</li></ul>	10 minutes	-	SAO (Cashier IV), Admin. Officer V (Cashier III) & Admin. Officer I (Cashier I)	Cash Division, right wing, 1st floor, Capitol Bldg. I

# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

Collection of Remittance of Revenue Division, Field Cashiers and other Accountable Officers

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit Report of Collections and Deposit for verification	Verify the Report of Collections and Deposits submitted	<ul style="list-style-type: none"> <li>Report of Collection and Deposit with attached Duplicates of the Official Receipts Issued</li> </ul>	1 hour	-	LTOO IV, LTOO III, LTOO II, Administrative Aide VI and/or Administrative Aide IV	Field Supervision Division, right wing, 1st floor, Capitol Bldg. I
2	Remit collections as verified	Receive remittance of the Accountable Officers in consonance with the verified amount of FSD.	<ul style="list-style-type: none"> <li>Cash count with breakdown of the remittance</li> </ul>	15 minutes	-	SAO (Cashier IV), Admin. Officer V (Cashier III) & Admin. Officer I (Cashier I)	Cash Division, right wing, 1st floor, Capitol Bldg. I



## COLLECTION OF TAX ON PRINTING AND PUBLICATION

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present documents needed	a. Verification of gross receipts to compare what was stated in the Annual Tax Return	<ul style="list-style-type: none"> <li>Books of Accounts for the preceding year</li> <li>Triplicate Copy of Issued Official Receipt</li> <li>Accomplished Annual Tax Return Form/PTO Form</li> </ul>	8 hours and 20 minutes	<ul style="list-style-type: none"> <li>50% of 1% from gross receipts of preceding year payable w/in 20 days following each quarter</li> <li>Surcharge for late payment: 25% of the tax due</li> <li>Interest on Unpaid Tax: 2% per month from the date it is due until it is paid</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
		b. Assess and compute tax		10 minutes			
		c. Compute penalties (if paid after prescribed period)		5 minutes			
	-	Approve the accomplished Annual Tax Return	-	10 minutes	-	Assistant Provincial Treasurer and Provincial Treasurer	PTO Admin. Section, 1st Floor, right wing, Capitol Bldg. I
2	Pay the computed tax due	Receive payment and issue Official Receipt		5 minutes	-	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
3	Receive Annual Tax Return and O.R.	Release copy of Annual Tax Return and Official Receipt	-	1 minute	-		

# COLLECTION OF TAX ON SAND, GRAVEL AND OTHER QUARRY RESOURCES

## ISSUANCE OF SAND AND GRAVEL TAX CLEARANCE (CERTIFICATION) TO CONTRACTORS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present required documents	a. Assess and compute tax	<ul style="list-style-type: none"> <li>Approved Budget Estimate/ Program of work/detailed estimates</li> </ul>	10 minutes	<ul style="list-style-type: none"> <li>Aggregate Base Course: 15.00/m<sup>3</sup></li> <li>Ordinary sand and gravel: 22.50/m<sup>3</sup></li> <li>Boulders: 22.50/m<sup>3</sup></li> <li>Processed: 27.50/m<sup>3</sup></li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
		b. Stamped "USED" the DR's/OR's presented	<ul style="list-style-type: none"> <li>Delivery or Official Receipt of used sand and gravel, if any</li> </ul>	5 minutes			
2	Pay the computed Tax due -	a. Receive payment and issue Official Receipt;	-	5 minutes	-	Local Revenue Collection Officers and Revenue Collection Clerks	PTO Admin. Section, 1st Floor, right wing, Capitol Bldg. I
		b. Prepare Certification	-	5 minutes	-	Local Revenue Collection Clerks	
		c. Review the tax collected & prepared certification	-	5 minutes	-	LRCO IV	
		d. Sign to authenticate the Certification	-	5 minutes	Certification Fee = 50.00	Asst. Provincial Treasurer & Provincial Treasurer	
3	Receive Certification & O.R.	Release Certification & Official Receipt	-	1 minute	-	Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I

# COLLECTION OF TAX ON SAND, GRAVEL AND OTHER QUARRY RESOURCES

COLLECTION OF SAND AND GRAVEL PENALTIES (FOR AGGREGATES HAULED AT THE UNPERMITTED AREAS)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Pay the computed penalties	Assess and compute penalty based on hauled aggregates	<ul style="list-style-type: none"> <li>Monitoring report of the BPENRO</li> </ul>	10 minutes	<ul style="list-style-type: none"> <li>Php 100.00m<sup>3</sup>.</li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
2	Pay the computed tax due	a. Receive payment and issue Official Receipt;	-	5 minutes	-		
3	Receive O.R then present to BENRO	Release O.R.	-	1 minute	-		



# COLLECTION OF TAX ON SAND, GRAVEL AND OTHER QUARRY RESOURCES

COLLECTION OF SAND AND GRAVEL TAX AND ISSUANCE OF DELIVERY RECEIPTS TO THE PERMITTEE

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present required documents	a. Review Submitted Documents	<ul style="list-style-type: none"> <li>Approved Order of payment issued by BENRO</li> </ul>	2 minutes	<ul style="list-style-type: none"> <li>Aggregate Base Course: 15.00/m<sup>3</sup></li> <li>Ordinary sand and gravel: 22.50/m<sup>3</sup></li> <li>Boulders: 22.50/m<sup>3</sup></li> <li>Processed: 27.50/m<sup>3</sup></li> </ul>	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
2	Pay the computed Tax due -	a. Receive payment and issue Official Receipt;	<ul style="list-style-type: none"> <li>Approved Extraction Permit</li> </ul>	5 minutes	<ul style="list-style-type: none"> <li>Delivery receipt = 130.00 per booklet(carbonized)</li> <li>Delivery receipt = 50.00 per booklet(non-carbonized)</li> </ul>		
		b. Stamp delivery receipt as to expiration date, location and signed for the validity	<ul style="list-style-type: none"> <li>Request of payment from Mines and Geo-Sciences Bureau (for Industrial permittees)</li> </ul>	20 minutes/ Delivery Receipt		Assistant Provincial Treasurer	PTO Admin. Section, 1st Floor, right wing, Capitol Bldg. I
3	Receive D.R and O.R then present to BENRO	Issue delivery receipt and release O.R.	-	1 minute	-	Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I

## COLLECTION OF TAX ON TRANSFER OF REAL PROPERTY OWNERSHIP

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present required documents	<div>a. Assess and compute tax</div> <div>b. Compute penalties (if paid after prescribed period)</div>	<ul style="list-style-type: none"> <li>• Deed of Transfer</li> <li>• Copy of latest tax declaration</li> <li>• Title</li> <li>• Certificate of non-tax delinquency as of the current year (original copy)</li> <li>• Certificate of non-improvement</li> <li>• Certificate Authorizing Registration (BIR)</li> </ul>	30 minutes	50% of 1% of its acquisition value, fair market value, zonal value or mortgage value whichever is higher payable within 60 days from the execution of the deed.  Surcharge for late payment = 25% of the tax due Interest on Unpaid tax = 2% per month from the date it is due until it is paid not to exceed 36 months	Local Revenue Collection Officers and Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I
2	Pay the computed Tax due -	a. Receive payment and issue Official Receipt;		5 minutes	-	Local Revenue Collection Officers and Revenue Collection Clerks	
		b. Prepare Certification		5 minutes	Certification Fee = 50.00	Local Revenue Collection Officers and Revenue Collection Clerks	
		c. Review and sign the prepared certification of payment;		5 minutes		LRCO IV	
		d. Sign to authenticate the Certification		5 minutes		Asst. Provincial Treasurer & Provincial Treasurer	
3	Receive Certification & Official Receipt	Release Certification & Official Receipt		1 minute		Revenue Collection Clerks	Land Tax Division, 1st Floor, left wing, Capitol Bldg. I

## ISSUANCE OF ACCOUNTABLE FORMS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present requisition slip	a. Prepare and accomplish invoice and receipt of Accountable Forms	<ul style="list-style-type: none"> <li>Approved requisition and issue slip (RIS)</li> </ul>	5 minutes		Admin. Asst. III (AO I and Admin Aide VI - Alternates)	Admin. Section, 1st Floor, right wing, Capitol Bldg. I
		b. Verify, Inspect and record serial numbers of accountable forms to be issued	<ul style="list-style-type: none"> <li>Approved requisition and issue slip (RIS) &amp; Invoice &amp; Receipt of Accountable Forms</li> </ul>	20 minutes		LTOOIV/ LTOO III/ LTOO II/ Admin Aide VI/ Admin. Aide IV	Field Supervision Division, right wing, 1st floor, Capitol Bldg. I
		c. Approve Issuance of the requested Accountable forms		5 minutes	<ul style="list-style-type: none"> <li>See attached list Annex "D"</li> </ul>	Provincial Treasurer/ Asst. Provincial. Treasurer	Admin. Section, 1st Floor, right wing, Capitol Bldg. I
2	Pay the total cost of Accountable Forms procured to the cashier	Verify completeness of payment presented and accountant's advice.	Duly approved voucher and Check for payment	5 minutes		Supervising Administrative Officer (Cashier IV)	Cash Division, right wing, 1st floor, Capitol Bldg. I
3	Receive Accountable Forms <sup>2</sup>	Release Accountable Forms	<ul style="list-style-type: none"> <li>Official Receipt of payment</li> </ul>	5 minutes		Admin. Asst. III (AO I and Admin Aide VI - Alternates)	Admin. Section, 1st Floor, right wing, Capitol Bldg. I



# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

## Payment of Approved Vouchers and Payrolls

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Approach Cashier's window and state the nature of claim	Verify approved claims	-	2 minutes	-	Administrative Officer V Administrative Assistant II's	Cash Division, right wing, 1st floor, Capitol Bldg. I
2	Receive payment	Receive payment and issue official receipt	Two (2) Valid Identification Cards either School ID or Government Issued ID's	7 minutes	-		

# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

## Receipt of Other Agency Transfer Fund

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present duly approved voucher with attached duly signed check	Receive payment and issues official receipt	<ul style="list-style-type: none"> <li>Signed Memorandum of Agreement and Approved Voucher</li> </ul>	5 minutes	-	Provincial Treasurer, Assistant Provincial treasurer, SAO (Cashier IV), AO V (Cashier III)	Cash Division, right wing, 1st floor, Capitol Bldg. I
2	Receive duly acknowledged Voucher and Official Receipt	Release Official Receipt		5 minutes	-		

# PAYMENT OF APPROVED CLAIMS/VOUCHERS/PAYROLLS AND RECEIPT OF REMITTANCES/FUND TRANSFERS

## Release of Approved Checks in Payment of Obligations

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Approach Cashier's window	Verify approved claims		5 minutes	-		
	State nature of claim	Verify approved claims	<ul style="list-style-type: none"> <li>Official Receipt/Cash Invoice/Sales Invoice and Valid Identification Cards/Special Power of Attorney (SPA)</li> </ul>	10 minutes	-	SAO (Cashier IV), AO V (Cashier III), AO I, Administrative Assistant II's, Administrative Aide VI and/or Administrative Aide III	Cash Division, right wing, 1st floor, Capitol Bldg. I
2	Receive approved check	Release approved checks		7 minutes	-		