



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF BANSUD



OFFICE OF THE MUNICIPAL TREASURER

CITIZEN'S CHARTER

ISSUANCE OF COMMUNITY TAX CERTIFICATE				
A Community tax Certificate (CTC) is a basic document acquired by an individual or citizen at least eighteen (18) years of age and above or juridical being for identifying himself and his residence can be used for legal transaction. Natural and juridical person may secure a CTC.				
Office/Division	Municipal Treasury Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Any natural person at age 18 and above and juridical being from Bansud			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Individual: 1. Previous CTC/Withholding Tax Certificate if available, or 2. Any ID's to assure his/her personal identity and residency (Voter's ID, Driver's License, GSIS, SSS & Philhealth)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Get transaction number from the help desk	Issue number to client	For individual: Basic – P 5.00 Basic + P1.00 for every P1,000.00 salary gross earnings from exercised of profession or occupation	30 minutes	Desk Officer/Administrative Aide
2. Proceed to the payment window where the number is called, present required documents	Accept/Evaluate Prepare CTC	For Corporation: Basic P 5.00 Renewal: Basic + P 2.00 for every P5,000 gross salary receipts derived from business but not exceeding P10,000.00	30 minutes	Revenue Collector
3. Pay CTC fee	Accept fee and release		10 – 15 minutes	Revenue Collector
TOTAL			1 hour & 15 minutes	

ISSUANCE OF OFFICIAL RECEIPT FOR BUSINESS TAX

Business tax as imposed on the income of business entity doing business in Bansud with certain limitations as provided under Section 142 of RA 7160.

Office/Division	Municipal Treasury Office
Classification	Simple
Type of Transaction	G2C
Who may avail	All business owner and/or those who wishes to engage in any trade or commercial activity in Bansud

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Order of payment/computation sheet Local Treasury Operation Officer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the payment window where the number is called, present required document	Accept payment and issue official receipt	Based on assessment for computation	5 minutes	Revenue Collector
2. Claim the Official Receipt	Release the Official Receipt		30 seconds	Revenue Collector
TOTAL			35 minutes	



ISSUANCE OF CERTIFICATION/TAX CLEARANCE

Issuance of certification or tax clearance is a provision from the Revenue Code of Bansud Oriental Mindoro. It is issued for the purpose of the following:

- a. As one of the requirements for medical treatment, judicial proceedings, scholarship or a supporting documents as required by any private or government entity.
- b. As one of the requirement in lieu of lost receipt from Business/Real Property Tax payment.

Office/Division	Municipal Treasury Office
Classification	Simple
Type of Transaction	G2C
Who may avail	<ol style="list-style-type: none"> a. Any resident individual of the Municipality of Bansud may avail of the service b. Any taxpayer whether resident or non-resident who owns business or real property located within the jurisdiction of this municipality

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

<ol style="list-style-type: none"> 1. For certification for/of NO BUSINESS/NO PROPERTY <ol style="list-style-type: none"> a. Letter request/Stub from the agency (hospital – medical treatment, judicial proceeding, or from any private or government institution requiring for certification b. Barangay Clearance/Certification (Proof of Residency) with Official Receipt) 2. Current OR of RPT if available/OR 	<p>MTO/Assessor's Office/MHO/MSWD</p> <p>Concerned Barangay</p> <p>MTO</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Interview/Verification of Records	None	30 minutes – 1 hour	Revenue Collector
2. Payment prescribed fees	Accept fee and prepare Tax Clearance Certificate	P 20.00 P 30.00	30 minutes	Revenue Collector
3. Claim Tax Clearance Certificate	Release of documents		30 minutes	
TOTAL			2 hours	

ISSUANCE OF REAL PROPERTY TAX RECEIPT (R. A. 7160 – LGC 1991)

Real Property Tax (RPT) – it is yearly AD VALOREM TAX on real property such as land, machinery and other improvement not specifically exempted under the law (Sec. 23 of Local Government Code). The maximum tax is 2% of the assessed value.

Office/Division	Municipal Treasury Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Any individual natural or judicial that owns property within the territory of Bansud.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of payment 2. Previous Official Receipt		Assessor's Office Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment	Receive Order of Payment/Requirements	None	30 minutes – 1 hour	Revenue Collector
2. Wait for the RPT assessment	Verify and assess tax due	None	30 minutes – 1 hour	
3. Pay tax due	Receive payment and issue OR	Based on assessed value	30 minutes – 1 hour	
4 Claim RPT/OR	Release RPT/OR	None	30 minutes	
TOTAL			3 hours & 30 minutes	

