

CITY TREASURER'S OFFICE

VISION

The City Treasurer's Office is the focal department of the city, providing prompt and responsive services to its clients, and geared toward being an authority in local finance in a self-sustaining City of Caloocan.

MISSION

To achieve sustainable and effective financial management through sound fiscal management, effective income generation initiatives and precise expedient financial information, making the city a material contributor to local and national development.

FRONTLINE SERVICES	COLLECTION OF FEES, LICENSES AND TAXES:	
	- Medical Certificate	- City Transfer Tax
	- Mayor's Permit	- Building Permit
	- Tuition Fees	- Machineries Inspection Fee
	- Health Certificate	- Excavation Inspection Fee
	- Professional Tax Receipt (PTR)	- Franchise Dropping
	- Impounding Fee	- Tricycle
	- Towing Fee	- Cemetery
	- Other Traffic Management Center (TMC) Fees	- Fire Safety
STEP 1A	Clients present Order of Payment.	
STEP 1B	Receive payment on the amount indicated in the Order of Payment.	
STEP 2	Release Official Receipt.	
SERVICE PROVIDER/S	Police Clearance: - RICARDO K. EVANGELISTA - EDUARDO TIDOY	
	Other Fees: - EUFROCYNE V. PANELO - SUSAN SILVER S.L. FLORENTINO - RODOLFO C. CLAVERIA - VONNE EDWARD E. LORENZO - MARISSA N. ECLIPSE - BALTAZARA E. DELA ROSA	
	North Caloocan: - MARIBEL P. TAM - DESIREE B. NUÑEZ	
TIME FRAME	3 minutes	
REQUIRED DOCUMENT/S	Order of Payment	
REQUIRED FEES	Medical Certificate	- PHP 50.00
	Mayor's Permit	Varying
	Tuition Fees	Varying
	Health Certificate	Varying
	PTR	Varying
	Impounding Fee	Varying
	Towing Fee	Varying
	Other TMC Fees	Varying
	City Transfer Tax	Varying
	Machineries Inspection Fee	Varying
	Excavation Inspection Fee	Varying
	Franchise Dropping	Varying
	Tricycle	Varying
	Cemetery	Varying
Fire Safety	Varying	
Electrical Inspection Fee	Varying	

	Ambulant Vendors – PhP 5.00 per bilao
FRONTLINE SERVICE	ISSUANCE OF REAL PROPERTY TAX (RPT) CLEARANCE
STEP 1A	Clients present documents for the issuance of RPT Clearance.
STEP 1B	Receive documents and verify accounts.
SERVICE PROVIDER/S	- AMELIA P. SUPE - MIGUELITA D. BAUTISTA - MARY GRACE R. APURA - OVIEL Y. CRISTIAN NAGUIT
TIME FRAME	1 – 5 minutes
REQUIRED DOCUMENT/S	1. Tax Declaration 2. Current tax payments (photocopy) 3. Community Tax Certificate (photocopy) or government-issued Identification Card (photocopy)
STEP 2A	Issue Order of Payment for the RPT clearance.
STEP 2B	Advice client to pay required amount of fees at the Cashier.
SERVICE PROVIDER/S	- AMELIA P. SUPE - MIGUELITA D. BAUTISTA - MARY GRACE R. APURA - OVIEL Y. CRISTIAN NAGUIT
TIME FRAME	2 minutes
REQUIRED FEES	PhP 50.00 per property
STEP 3A	Receive proof of payment (Official Receipt).
STEP 3B	Prepare RPT Clearance for signature of the RPT Division Head.
SERVICE PROVIDER/S	- EVANGELINE G. MARTIN - RACHEL R. DEANG - VINCENT B. SALVADOR JR. - HEDELIZA D.L. TIOTANGCO
TIME FRAME	2 minutes
STEP 4	Approve and affix signature of the RPT Division Head on the Clearance.
SERVICE PROVIDER/S	- Atty. FERNANDO R. AMOR - EMELITO G. SERRANO
TIME FRAME	2 – 5 minutes
STEP 5	Release RPT clearance to the client.
SERVICE PROVIDER/S	- AMELIA P. SUPE - MIGUELITA D. BAUTISTA - MARY GRACE R. APURA - OVIEL Y. CRISTIAN NAGUIT
TIME FRAME	2 minutes

FRONTLINE SERVICE	COLLECTION OF FEES, LICENSES AND TAXES - BUSINESS TAXES
STEP 1A	Clients present Order of Payment.
STEP 1B	Receive payment on Business Tax.
STEP 2	Release Official Receipt.
SERVICE PROVIDER/S	South Caloocan: - RONILO Q. MARMOLEJO - ARTURO M. CORONEL - CESAR L. HERNANDEZ - RODERICK D.P. REAL North Caloocan: - JOCEL A. AÑASCO
TIME FRAME	3 minutes
REQUIRED DOCUMENT/S	Order of Payment
REQUIRED FEES	As indicated in the Order of Payment

FRONTLINE SERVICE	COLLECTION OF COMMUNITY TAX CERTIFICATE (Cedula)
STEP 1A	Clients present last Cedula or information sheet.
STEP 1B	Receive payment on the amount indicated in the Order of Payment.
STEP 2	Release Community Tax Certificate.
SERVICE PROVIDER/S	Corporation - MARICEL C. CONCEPCION - IMELDA A. GUTIERREZ
	Individual - BALTAZARA E. DELA ROSA - ZENAIDA D.C. DAANG
	North Caloocan - JOCEL A. AÑASCO
REQUIRED DOCUMENT/S	If employed, latest basic salary or Information Sheet
REQUIRED FEES	Varying amount
TIME FRAME	3 minutes



FEEDBACK AND COMPLAINTS MECHANISM:

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: *Caloocan.treasury@gmail.com*

Telephone Numbers: (02) 336 – 5590
(02) 288 – 8811 loc. 2271, 2274, 2276, 2299

SERVICES

BARANGAY SECRETARIAT

VISION

Enhance leadership qualities of barangay officials in Caloocan as efficient, effective, service-oriented and God-fearing leaders.

MISSION

- Ensure that the acts of the city’s barangays and all its officials and employees are within the scope of their prescribed powers, duties and functions (Section 455, RA 7160).
- To appraise and prioritize the City Government’s programs, projects and activities for the barangays in Caloocan.
- To serve as responsible and dedicated public servants through prompt interaction with the barangays.
- To promote peace and order, and sense of nationalism in the barangay.



FRONTLINE SERVICE	BARANGAY COMPLAINTS AND INQUIRIES ASSISTANCE
STEP 1	Receive and record the data of complaint/ nature of complaint.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	Written/ verbal complaint
STEP 2	Give advice/ recommendation based on RA 7160 (Local Government Code of 1991)
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	10 - 15 minutes
STEP 3	Forward the document to the Chief of Office for proper disposition.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	10 - 15 minutes
STEP 4	Endorse the complaint to the Sangguniang Panlungsod.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE

TIME FRAME	15 minutes
REQUIRED DOCUMENT/S	Verified complaint letter.
REQUIRED FEES	None

FRONTLINE SERVICE	IMPLEMENTATION OF OMBUDSMAN AND SANGGUNIANG PANLUNGSOD DECISIONS/ ORDERS Serve and implement Sangguniang Panlungsod decisions. (Suspension or removal, memorandum, court/ ombudsman orders)
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
DURATION	1 day

FRONTLINE SERVICE	ISSUANCE OF CERTIFICATION
STEP 1	Receive request letter for certification needed.
SERVICE PROVIDER/S	- SARITA S. ALCANTARA - DIERDRE F. FESARIT
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	Request letter
STEP 2	Verify request.
SERVICE PROVIDER/S	DIERDRE F. FESARIT
TIME FRAME	5 minutes
STEP 3	Issue Order of Payment.
SERVICE PROVIDER/S	- DIERDRE F. FESARIT - JESUS L. TAN, JR.
TIME FRAME	3 minutes
STEP 4	Prepare requested documents
SERVICE PROVIDER/S	- DIERDRE F. FESARIT - JESUS L. TAN, JR.
TIME FRAME	5 minutes
STEP 5	Approve and sign documents by the Office Head.
SERVICE PROVIDER/S	VIOLETA Y. GONZALES (Officer-in-Charge)
TIME FRAME	2 minutes
STEP 6	Release certification.
SERVICE PROVIDER/S	- JESUS L. TAN JR. - DIERDRE F. FESARIT
TIME FRAME	1 minute
REQUIRED DOCUMENT/S	Certification for Death Claim: 1. Death Certificate of the deceased barangay official Certification for Eligibility: 1. Barangay Certification from Punong Barangay 2. Service record 3. Oath of office 4. Appointment (certified photocopy filed in the records section) Certification on Leave Credits: 1. Copy of computation of leave credits signed by the City Accountant
REQUIRED FEES	Local - PhP 20.00 per copy Abroad - PhP 100.00 per copy

FRONTLINE SERVICE	BARANGAY INFORMATION DISSEMINATION
STEP 1	Receive inter-department/ agency communication
	<ul style="list-style-type: none"> • Memorandum Circulars • Ordinance/ Resolutions • Administrative/ Executive Orders • Issuances

SERVICE PROVIDER/S	AREA MANAGERS
TIME FRAME	1 day
REQUIRED DOCUMENT/S	Communications and issuances
FRONTLINE SERVICE	BARANGAY INFORMATION DISSEMINATION (cont.)
STEP 2	Conduct brief orientation to all area managers regarding the activity/ program to be implemented.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	45 minutes
STEP 3	Prepare the enclosure letter for the said communication.
SERVICE PROVIDER/S	- DIERDRE F. FESARIT - ARIEL D.S. SALES
TIME FRAME	5 minutes
STEP 4	Reproduce the communication.
SERVICE PROVIDER/S	- DIERDRE F. FESARIT - ARIEL D.S. SALES
TIME FRAME	45 minutes
STEP 5	Dispatch the area managers for the dissemination of information.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	45 minutes
STEP 6	Submit Acknowledgement Receipt.
SERVICE PROVIDER/S	Barangay 1 – 48 – MA. TERESITA MANGALIMAN Barangay 49 – 93 – FERDINAND S. MALIT Barangay 94 – 141 – DANILO PINEDA Barangay 142 – 164 – ARIEL D.S. SALES Barangay 165 – 188 – JESUS L. TAN, JR. Driver – REYNALDO DC. DUPAYA (JO)
TIME FRAME	One day after distribution
REQUIRED DOCUMENT/S	Documents for reproduction (optional)
REQUIRED FEES	None

FRONTLINE SERVICE	– MOBILIZATION AND MONITORING – INTER-ORGANIZATION COORDINATION
STEP 1	Receive the inter-department/ agency communication/ invitation: <ul style="list-style-type: none"> • Barangay General Assembly • State of Barangay Address • City/ National Government activity/ program
SERVICE PROVIDER/S	DIERDRE F. FESARIT
TIME FRAME	10 minutes
REQUIRED DOCUMENT/S	Copy of communication/ invitations
STEP 2	Conduct brief orientation to all area managers regarding the activity/ program to be mobilized or monitored.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	45 minutes
STEP 3	Assign the respective tasks: <ul style="list-style-type: none"> • Attendance • Physical arrangement
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	1 day

STEP 4	Dispatch the area managers for the mobilization/ monitoring activities.
SERVICE PROVIDER/S	- ARIEL D.S. SALES - VERONICA D. BUENVIAJE
TIME FRAME	45 minutes

FRONTLINE SERVICE	– MOBILIZATION AND MONITORING – INTER-ORGANIZATION COORDINATION (cont.)
STEP 5	Submit after-activity report.
SERVICE PROVIDER/S	Barangay 1 – 48 – MA. TERESITA MANGALIMAN Barangay 49 – 93 – FERDINAND S. MALIT Barangay 94 – 141 – DANILO PINEDA Barangay 142 – 164 – ARIEL D.S. SALES Barangay 165 – 188 – JESUS L. TAN, JR. Driver – REYNALDO DC. DUPAYA (JO)
TIME FRAME	One day after mobilization and monitoring activities
REQUIRED DOCUMENT/S	Memorandum/ request letter from other offices/ departments.
REQUIRED FEES	None

FEEDBACK AND COMPLAINTS MECHANISM:

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:	
Email Address:	<i>barangaysecretariat@gmail.com</i>
Telephone Numbers:	(02) 336 – 5592 (02) 288 – 8811 loc. 2310