

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 FFees	- Machineries Inspection FFee
	- Health Certificate	- Excavation Inspection FFee
	- Professional Tax Receipt (PTR)	- Franchise DDropping
	- Impounding FFee	- Tricycle
	- Towing FFee	- Cemetery
	- Other Traffic Management Center (TMC) FFees	- 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. NUNEZ	
TIME FRAME	3 minutes	
REQUIRED DOCUMENT/S	Order of Payment	
REQUIRED FEES	Medical Certificate	- Php 50.00
	Mayor's Permit	Varying
	Tuition FFees	Varying
	Health Certificate	Varying
	PTR	Varying
	Impounding FFee	Varying
	Towing FFee	Varying
	Other TMC FFees	Varying
	City Transfer Tax	Varying
	Machineries Inspection FFee	Varying
	Excavation Inspection FFee	Varying
	Franchise DDropping	Varying
	Tricycle	Varying
	Cemetery	Varying
Fire Safety	Varying	
Electrical Inspection FFee	Varying	

FRONTLINE SERVICE	COLLECTION OF REAL PROPERTY TAX (RPT)
STEP 1A	Clients proceed to Billing Section and present Official Receipt (last year or latest prior to present bill) and Tax Declaration.
STEP 1B	– Receive and verify documents. – Print and release Statement of Account (SOA).
SERVICE PROVIDER/S	- JERRY M. VIRAY - EVELYN F. PUZO - NENITA P. FERNANDEZ
TIME FRAME	5 minutes
REQUIRED DOCUMENT/S	1. Last Official Receipt 2. Tax Declaration
REQUIRED FEES	None
STEP 2A	Clients present SOA to Cashier for RPT collection.
STEP 2B	Receive payment of amount indicated in the SOA.
STEP 3	Release Official Receipt.
SERVICE PROVIDER/S	South: - EVANGELINE G. MARTIN - VINCENT B. SALVADOR JR. - HEDELIZA D.L. TIOTANGCO - RACHEL R. DEANG North: - IRENE AURORA G. CANET - NEIL B. MARTIREZ - ROSELLE B. DUMAGUING
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	Statement of Account
REQUIRED FEES	Varying amount

FRONTLINE SERVICE	COLLECTION OF DELINQUENT TAXES
STEP 1	Issue Notice of Delinquency.
SERVICE PROVIDER/S	- EVANGELINE G. MARTIN - REGINA F. ABAD
TIME FRAME	15 minutes
STEP 2	Receive Promissory Note from the clients or receive payment for delinquent taxes.
STEP 3	For Promissory Notes: – Reschedule payment date. – Recompute additional interest.
	For payments: – Release Official Receipt.
SERVICE PROVIDER/S	- EMELITO G. SERRANO - REGINA F. ABAD - CHERRY M. VERGARA - OMAR D. BONGAROS - LETICIA R. REYES
TIME FRAME	30 minutes
REQUIRED DOCUMENT/S	Notice of Delinquency
REQUIRED FEES	Amount indicated in the notice of delinquency

FRONTLINE SERVICE	COLLECTION OF FEES, LICENSES AND TAXES - MARKET FEES/ RENTAL
STEP 1	Receive market fees.
STEP 2	Issue Official Receipt/ Cash Ticket.bus
SERVICE PROVIDER/S	- MA. CRISTINA C. CORDERO - EDWIN V. SABILLO - CENON ALFONSO R. TAUTJO - BUENAVENTURA H. VILLANUEVA
TIME FRAME	5 minutes
REQUIRED DOCUMENT/S	None
REQUIRED FEES	Permanent Stalls – PhP 20.00 per square meter

	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