



CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

A. PAYMENT FOR REAL PROPERTY TAXES

Real property tax is a kind of tax levied by the local government on properties and should be paid by the property owners. Properties that are taxable include land, buildings, improvements on the land and/or the building, machineries at the rate not exceeding two percent (2%) of the assessed value of real property based on Republic Act. 7160, also known as the Local Government Code of 1991.

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MTO					
1	Present Previous Real Property Official Receipt/or Tax Declaration	Evaluate/Compute/ assess RPT due	4mins	Previous RPT Official Receipt/or Tax Declaration	None	Cecilia Mendoza / Revenue Collector	MTO COUNTER 4
2	Demand for RPT Official Receipt (O.R.)	Issuance of O.R.	3mins.	None	(2%) of the assessed value(Basic/SEF)	Cecilia Mendoza / Revenue Collector	
End of Transaction			7 mins.				



CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

B. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

Every resident of legal age of the Municipality is required to secure this certificate yearly. The basic community tax fee is five (5) pesos. If a person is working, an additional one peso for every 1,000 pesos of his/her gross annual income is added. This is secured during the first month of the year. If the Community Tax is not paid within the first quarter of the year, an interest is added to the basic fee.

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MTO					
1	Fill up the form/or present the old Cedula (CTC)/PAYSLIP	Interview the customer/client	1min	none	none	Lualhati Cruz/Soledad Pangan/Cristina Murillo/or assigned Revenue Collector	MTO COUNTER 1,2, & 3
2	Wait for assessment	Inform the client of the amount to be paid	1min	none	Basic Tax P5.00 addtl. P1 for every 1000 of his/her gross annual income		
3	Pay the required Fees	Process Payment	2mins	none	none		
4	Claim the CTC	Issue Community Tax Certificate	1min	none	none		

End of Transaction

5mins



Republic of the Philippines
 Province of Bulacan
 Municipality of Calumpit

CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

C. BUSINESS TAX AND LICENSE PAYMENT

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MTO					
1	Present the application form	Assessment based on the declared gross sales	10mins	ITR/CERTIFIED F/S AND OR BIR PAYMENTS	none	Cristina Murillo/Myrna Gaddi/ Lea Garcia and or assigned revenue officer	MTO COUNTER 3
2	Wait for assessment	Inform the client of the amount to be paid	10mins.	all documents required by BPLO	none		
3	Pay the required Fees & charges and business tax	Process/ Accept Payment	20mins.	all documents required by BPLO	Based on the Approved revenue code of Mun. Of Calumpit		
4	Claim the O.R.	Print O.R.	5mins	all documents required by BPLO	none		

End of Transaction

45mins



Republic of the Philippines
 Province of Bulacan
 Municipality of Calumpit

CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

D. ISSUANCE OF FEES AND CHARGES

Issuance of the corresponding Fees and Charges are based on the Approved Municipal Ordinance of Calumpit, Bulacan.

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MTO					
1	Present and submit charge slip	Interview the customer & review the charge slip	1 min	charge slip	none	Lualhati Cruz/Soledad Pangan/Cristina Murillo/or assigned Revenue Collector	MTO COUNTER 1,2 & 3
2	Pay the required Fees & charges	Inform the client of the amount to be paid	2mins	charge slip	none		
3	Received Official Receipt	Issue Official Receipt	1 min	none	Based on the Approved revenue code of Mun. Of Calumpit		
End of Transaction			4mins				



Republic of the Philippines
 Province of Bulacan
 Municipality of Calumpit

CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL TREASURER

E. ISSUANCE OF TAX CLEARANCE

Tax clearance shall be valid for one year from the date of issuance.

STEP	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MTO					
1	Reply to pertinent questions	Interview the customer/client	2mins	tax declaration/latest O.R/if not the owner submit authorization	none	Jo An Bernardo/Analyn Maranguis/or assigned Clerk	MTO COUNTER 1,2 & 3
2	Pay the required Fees	Inform the client of the amount to be paid	2mins	none	Based on the Approved revenue code of Mun. Of Calumpit		
3	Received Official Receipt/and Tax	Issue Official Receipt/ and Tax Clearance	4mins	none	none		

End of Transaction 8mins.