



Internal/External

1. SERVICENAME: COLLECTION OF REAL PROPERTY TAXES

Description of the Service: Real Property Tax is the tax on real property imposed by the Local Government Unit (LGU), that owner of real property need to pay every year so that the LGU will not auction off their property. The legal basis is Title II of the Local Government Code (LGC), Republic Act (R.A.) No. 7160.

Office or Division:	CITY TREASURER'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All owner or administrator of the property.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Assessment for the City Assessor's Office 2. Latest Official Receipt 3. Real Property Tax Bill		1. City Assessor's Office 2. City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 6 for verification and computation of Real Property Tax.	1. Receive the required documents and check for completeness. Verify and compute the Real Property Tax.	None	2 minutes	Mike Jordan P. Yasto RCC II Collins Balmaceda Admin Aide I



1. Prepare and pay the amount indicated in the Real Property Tax Bill.	2. Collect the amount indicated in the Real Property Tax Bill. 3. Issue the Official Receipt.	As per Real Property Tax Bill.	2 minutes	Albert M. Maddara RCC III Ruben S. Calimag RCC III Norilyn T. Diaz RCC I
TOTAL			4 minutes	