



<b>Office or Division:</b>	Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail?</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notice of Assessment (1 original copy)		Municipal Assessor's Office		
Official Receipt of last payment		Taxpayer's Copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present notice of assessment	1. Check and verify client's previous payments from RPTAR 1.2 Compute payment due	None	10 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b> <i>Ticket Checker</i>  <b>Ailyn P. Cabinto</b> <i>LTOO I</i>
2. Pay computed amount of tax	2. Receive payment and issue official receipt	Amount to be paid is based on the Sched. of Discount and Penalty Table	5 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b> <i>Ticket Checker</i>  <b>Ailyn P. Cabinto</b> <i>LTOO I</i>
	<b>TOTAL</b>		<b>15 MINUTES</b>	