

## **OFFICE OF THE MUNICIPAL TREASURER**

### **Securing Motorized Tricycle Operator's Permit (MTOP)**

#### **ABOUT THE SERVICE:**

Motorized Tricycle Operator's Permit (MTOP) is a document granting franchise or license to a person, natural or juridical. Allowing him to operate a tricycle-for-hire over specified zone/route.

#### **REQUIREMENTS:**

##### **New MTOP:**

1. Community Tax Certificate
2. Barangay Clearance
3. Certificate from Tricycle Association
4. Certificate of Registration (CR) and Official Receipt of Motor
5. Official Receipt/Sales Invoice if the motor is newly acquired/purchased
6. Deed of Sale if the motor is repossessed or repurchased from previous owner
7. Dropping Order if motor purchased has MTOP from other zone/place (other municipality)

##### **If for renewal of MTOP:**

1. Official Receipt/Sales Invoice if the motor is newly acquired/purchased
2. Deed of Sale if the motor is repossessed or repurchased from previous owner
3. Dropping Order if motor purchased has MTOP from other zone/place (other municipality)

##### **FEES:**

P500.00 on or before January 20 of each year  
P625.00 January 21 – onwards

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present required documents for verification.	3 minutes	ROLANDO M. CASTILLO Revenue Collection Clerk I
2. After verification, pay the necessary fees at Business One-Stop Shop	3 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
3. Present the official receipt for processing of documents.	10 minutes	ELEONORA R. RAMOS Admin. Aide IV
4. Forward the documents to the Municipal Treasurer for review, signing and forwarding of the same for	5 minutes	ELEONORA R. RAMOS Admin. Aide IV  FE P. SAGRE

approval of concerned Sangguniang Bayan Members and of the Municipal Mayor.		Municipal Treasurer
5. Proceed to Municipal Treasurer's Office for the release of MTOP.	3 minutes	ROLANDO M. CASTILLO Revenue Collection Clerk I  FE P. SAGRE Municipal Treasurer

### **Issuance of Community Tax Certificate (CTC)**

#### **ABOUT THE SERVICE:**

Community Tax Certificate is issued upon payment of community tax (tax proper and additional tax) which is payable by individuals and corporations (juridical entities).

#### **Individuals:**

- Every inhabitant of Pilar 18 years of age or over who has been regularly employed on a wage or salary basis for at least 30 consecutive working days during any calendar year, or who is engaged in business or occupation, or who owns real property with an aggregate assessed value of P1,000.00 or more, or who is required by law to file an income tax return

#### **Juridical Persons**

- Every corporation no matter how created or organized, whether domestic or resident foreign, engaged in or doing business in Pilar shall pay an annual community tax

#### **REQUIREMENTS:**

1. Data Slip

FEES: Clients pay for community tax.

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present the filled-up data slip.	10 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
2. Wait for the accomplished CTC and the computed tax.		
3. Pay the necessary tax.		

## **Issuance of Official Receipt to Taxpayers**

### **ABOUT THE SERVICE:**

The Office of the Municipal Treasurer is given the task to issue official receipt to any individual or corporation paying for services as per order of payment from various concerned offices.

### **REQUIREMENTS:**

1. Order of payment

### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present order of payment.	2 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
2. Pay the necessary fees and wait for the issuance of official receipt.	5 minutes	

## **Preparation and Release of Dropping Order of Motorized Tricycle Operator's Permit (MTOP)**

### **ABOUT THE SERVICE:**

Dropping Order of MTOP is given to tricycle operators/owners who are no longer interested to use their tricycles for hire or who has transferred ownership to other persons.

### **REQUIREMENTS:**

1. Official Receipt/Certificate of Registration of Motor
2. Community Tax Certificate of Applicant

FEES: Dropping Fee      P150.00

### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present the required documents for verification.	5 minutes	ROLANDO M. CASTILLO Revenue Collection Clerk I
2. Pay the dropping fee.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
3. Present the official receipt to Admin. Aide IV for the processing of documents.	10 minutes	ELEONORA R. RAMOS Admin. Aide IV
4. Forward the dropping documents to Municipal Treasurer for signature	10 minutes	ELEONORA R. RAMOS Admin. Aide IV

(recommending approval).		FE P. SAGRE Municipal Treasurer
5. Proceed to the Municipal Treasurer's Office for the release of dropping documents.	5 minutes	ROLANDO M. CASTILLO Revenue Collection Clerk I

### **Securing Certification (Business Tax/Permit, Franchise/Dropping Order)**

#### **ABOUT THE SERVICE:**

The Office of the Municipal Treasurer is issuing different certifications relative to the payments made by the clients as substitute to official receipt.

#### **REQUIREMENTS:**

1. Data Slip

#### **FEES:**

Certification Fee P100.00

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present filled-up data slip and pay the certification fee.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
2. Wait for the prepared certification.	10 minutes	ELEONORA R. RAMOS Admin. Aide IV
3. Forward the certification to the Municipal Treasurer for signature and release.		ELEONORA R. RAMOS Admin. Aide IV  FE P. SAGRE Municipal Treasurer

### **Securing Certification on Payment of Real Property Tax**

#### **ABOUT THE SERVICE:**

The Office of the Municipal Treasurer issues Certificate of Real Property Tax Payment upon request of client as required by other local offices (e.g., securing building permit), as substitute for lost official receipt (OR), or as requirement for property mortgage or loans.

#### **REQUIREMENTS:**

1. Official Receipt (OR); or
2. Copy of latest Real Property Tax Declaration (for lost OR).

**FEES:**

Certification Fee     P100.00

**HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present data slip for verification.	5 minutes (if OR is presented)  15 minutes (for delinquent payment)	ALLAN VOLTAIRE T. PAGUIO Revenue Collection Clerk I  or  TERESITA C. GATDULA Admin. Aide IV
2. Pay the certification fee.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
3. Wait for the certification.	10 minutes	ALLAN VOLTAIRE T. PAGUIO Revenue Collection Clerk I  or  TERESITA C. GATDULA Admin. Aide IV

**Payment of Real Property Taxes****ABOUT THE SERVICE:**

Owners of land and buildings are required to pay the real property taxes annually. Taxes are a percentage of the property's taxable value.

Taxable value is computed by multiplying the land or building's fair market value (FMV) to its assessment level. Both FMV and assessment level are based on the ordinance enacted by the Sangguniang Panlalawigan.

Real Property Tax payments are made at the Land Tax Division of the Municipal Treasurer's Office (MTO).

Taxpayers may opt to pay on an annual or quarterly basis. Taxpayers who paid early or in advance are given incentives in the form of discounts.

**REQUIREMENTS:**

1. Official Receipt (previous year payment); or
2. Copy of latest Real Property Tax Declaration (if no OR)

**FEES:**

Clients pay real property tax based on assessed value:

Basic Tax                    1%  
SEF                            1%  
plus penalties for arrearages

**HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present required documents for verification and computation (single ownership).	10 minutes (if previous OR is presented and payment is up to date)  20 minutes (if in delinquent status)	ALLAN VOLTAIRE T. PAGUIO Revenue Collection Clerk I  or  TERESITA C. GATDULA Admin. Aide IV
2. Pay the tax due (acknowledge through the issuance of official receipt.)	10 minutes for updated payments  20 minutes for delinquent payments	ALLAN VOLTAIRE T. PAGUIO Revenue Collection Clerk I  or  TERESITA C. GATDULA Admin. Aide IV