CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
044.919.8020 / cicro@meycauayan.gov.ph
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OFFICE OF THE CITY ACCOUNTANT

External Services

1. Tax Certificates Issuance to Suppliers

Filled up Tax Certificates (BIR Form 2307) are issued by this Office to the Suppliers transacting with the City Government of Meycauayan.

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Suppliers transacting with the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Verbal request only			Office of the City Accountant	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for the issuance of the BIR Form 2307	1.1 Prepare the BIR Form 2307	None	10 minutes	Administrative Assistant VI, Office of the City Accountant
	1.2 Signing Approval of the Certification		3 minutes	City Accountant
2. Receive the issued Certification in the logbook	2.1. Issue the Certification to the requesting party	None	3 minutes	Administrative Assistant VI, Office of the City Accountant
	2.2. File the received Certification in the supplier's folder.		3 minutes	Administrative Assistant VI, Office of the City Accountant
	Total	**None**	**19 minutes**	