CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
044.919.8020 / cicro@meycauayan.gov.ph
www.meycauayan.gov.ph

OFFICE OF THE CITY TREASURER

External Services

1. REAL PROPERTY TAX (RPT) PAYMENT

This is the local tax imposed by the City Government on owners or administrators of real property, including land, buildings, machinery, and other improvements.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Real Property Owners, Administrators, Authorized Representatives, or Other Persons with Legal Interest.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Latest/previous years Official Receipt (if available) **or** Notice of Assessment (**Original**)	To be provided by the client Office of the City Assessor - Ground Floor, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
If the transaction is made through a representative, present the following: ● Authorization Letter (for individual) **Original** ● Duly notarized Special Power of Attorney (SPA) (for Corporation) **Original** ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the person being represented (or the authorized signatory, in the case of a corporation) and the authorized representative, each bearing three (3) original specimen signatures	Person/company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO
<u>Payment Guidelines :</u> ● Delinquent business accounts covered by a duly approved Compromise Agreement shall be accepted in accordance with the approved terms. ● Payments of Fifty Thousand (P 50,000.00) and **below** may be made in cash, personal check, or company check ● Payments of Fifty Thousand (P 50,000.00 and **above** shall be accepted only in cash or Manager's Check ● Checks shall be payable to the **City Treasurer of Meycauayan**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queuing number.	1.1 Verify the property records in the	None	10 minutes	Local Rev. Collection Officer II Office of the City Treasurer

Proceed to the assigned window and present the latest Official Receipt or Notice of Assessment once your queue number is being called **(*Priority Lane Window/ Windows 1 - 3 Land Tax Division*)** ***Treasury Window*** (Ground Floor, City Hall Annex)	RPT system 1.2 Encode the details if an Official Receipt is presented	None		Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Aide 1 Office of the City Treasurer Administrative Assistant II Office of the City Treasurer
2. Review the system-generated assessment of the tax due	2.The systems automatically computes the tax due	Real Property Tax (RPT) is computed based on the Assessed Value in accordance with the Local Government Code, applicable tax rates, and existing City Tax Ordinance, less applicable discounts (10% for prompt payment or 15% for advance payment, ***if payment made on***	5 minutes (updated account) 30 minutes (delinquent account requiring computation)	Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Administrative Assistant II

		or before March 31 AV x 1% x 2 (Basic & SEF) + 2% penalty per month of delay not to exceed 36 mos. ***(if beyond March 31)***		Office of the City Treasurer
3. Pay the required fees	3.1 Accept payments 3.2 Issue Official Receipt	None None	11 minutes	Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Administrative Assistant II Office of the City Treasurer
4. Receive the Official Receipt	4. Release the Official Receipt	None	2 minutes	Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Administrative Assistant II Office of the City Treasurer

	TOTAL:		**28 minutes if updated / 53 minutes if delinquent**	

2. COMMUNITY TAX CERTIFICATE (CTC/CEDULA) PAYMENT AND ISSUANCE

A Community Tax Certificate (CTC), commonly known as Cedula, is issued by the Office of the City Treasurer to residents of the City of Meycauayan who are eighteen (18) years old and above, business establishments with gross sales or receipts, and owners of real property with an assessed value of Php 1,000.00, as required under the Local Government Code.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Individuals, corporations, partnerships, and other juridical entities required to secure a Community Tax Certificate.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individuals (Personal Appearance) Accomplished CTC Form **or** Previous CTC/ Cedula (Original or Photocopy) **If the transaction is made through a representative**, present the following: ● Duly notarized Special Power of Attorney (SPA) for Sole Proprietor (**Original)** ● Board Resolution/Secretary's Certificate (for Corporation/Partnership) **Original** ● One (1) photocopy of a valid government-issued ID of both the principal (or authorized company representative) and the representative, each bearing three (3) original specimen signatures Basic Information Needed:	Priority Lane Window/Windows 1 - 3 Miscellaneous Division, Ground Floor, Office of the City Treasurer, New Meycauayan City Hall or Ground Floor, City Hall Annex, Camalig To be provided by the client Person / Company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

For Corporations / Partnerships: - Gross receipts or gross sales for the preceding taxable year or; - Assessed value of real property owned in the Philippines For Individuals: - Name, address, civil status, occupation, date and place of birth, and TIN (If any) - Income for the preceding year, or - Assessed value of real property owned (if applicable)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Get a queuing number and secure form. Proceed to the assigned window and submit the accomplished form together with the required ID/documents once your number is called (***Priority Lane Window/ Windows 1 - 3*** **Miscellaneous Division)** ***Treasury Window*** (Ground Floor, City	1.1 Receive the accomplished application form 1.2 Verify the completeness of submitted documents 1.3 Encode the applicant's information and the system will compute the community tax due	None None None	4 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Administrative Aide I Office of the City Treasurer

Hall Annex)				
2. Review and sign the CTC/ Cedula	2.1 Check system-based computation 2.2 Cashier affixes initials on the CTC/Cedula	***For Individuals*** **Basic Community Tax - Php 5.00* **Additional Community Tax - Php 1.00 for every Php 1,000.00 of income, not exceeding Php 5,000.00* *For Corporations/Partnerships:* **Basic Community Tax - Php 500.00* **Additional Community Tax- Php 2.00 for every Php 5,000.00 of gross receipts or earnings, not exceeding Php 10,000.00* *D**eadline:** February 28 with 2% penalty charge every month for late payment*	6 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
3. Pay the required fees and receive the CTC/Cedula	3.1 Accept payment	None	4 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasure

	3.2 Release CTC/Cedula	None None		
	TOTAL:	***Deadline:*** *On or before February 28 of each year. Payments made after the deadline shall be subject to a two percent 2% penalty for every month of delay.*	**14 minutes**	

3. PROFESSIONAL TAX RECEIPT (PTR) PAYMENT

A Professional Tax Receipt (PTR) is issued by the Office of the City Treasurer to professionals who have passed the Bar Examination or licensure examinations administered by the Professional Regulation Commission (PRC) and who are engaged in the practice of their profession within the City of Meycauayan.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Professionals who are required by law to pay the professional tax and who are practicing their profession within the City of Meycauayan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid PRC ID / Professional License (for PRC-regulated professions) (**if New**)	To be provided by the client
Previous Professional Tax Receipt (PTR) **and** Valid PRC ID/Professional License (for regulated professions) (**if Renewal**)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queuing number. Proceed to the assigned window and present PRC ID once your number is called (***Priority Lane Window/ Windows 1 - 3 Miscellaneous Division***) ***Treasury Window*** (Ground Floor, City Hall Annex)	1.1 Verify submitted requirements 1.2 Encode applicants information in the system 1.3 System computes the amount due	None None None	9 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Administrative Aide I Office of the City Treasurer
2. Pay the required fees	2.1 Receive payment 2.2 Print and validate the PTR	P300.00 **Deadline** January 31 with 25% surcharge plus 2% penalty charge every month for late payment None	5 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer

3. Receive PTR	3. Release the PTR to the client	None	1 minute	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
	TOTAL:	**Php300.00** **Deadline: On or before January 31;** Late payment shall be subject to: 25% surcharge; 2% interest per month of delay	**15 minutes**	

4. BUSINESS TAX, OTHER and NON-TAXES PAYMENT

This transaction covers the payment of Business Tax, Other and Non-Taxes including, Regulatory Fees, Miscellaneous Fees, and other charges assessed by the concerned City Government offices. The Office of the City Treasurer receives the payment and issues the corresponding Official Receipt upon receipt of payment.

- Office of the City Business Permit and Licensing Officer (CBPLO) - Mayor's Clearance, MTOP, Franchise, Certifications, Certified True Copy of Permit
- Office of the City Planning and Development Coordinator (CPDO) - Zoning Clearance for Building Construction, Zoning Clearance for Business, Certification
- Office of the City Engineer (CEO) - Building, Electrical, Mechanical Permits
- Office of the City Assessor (CAsO) - Tax Declaration, Certification of No Improvement, Certifications
- Office of the City Civil Registrar (CCR) - Birth, Marriage, Death Certificates
- Office of the City Health Officer (CHO) - Health ID, Cremation, Burial, Exhumation, Transfer Permits
- Office of the Secretary to the Sangguniang Panlungsod (SSPO) - Issuance of Certified Photocopy of Resolutions and Ordinances
- Office of the City Treasurer (Licenses, Fees & Taxes Division) – Assessment of Business Tax & Regulatory Fees

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Individuals, business owners, corporations, partnerships, and authorized representatives with an Order of Payment or Assessment issued by the concerned office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Order of Payment / Assessment Form **<u>Payment Guidelines :</u>** ● Delinquent business accounts covered by a duly approved Compromise Agreement shall be accepted in accordance with the approved terms. ● Payments of Fifty Thousand (P 50,000.00) and **below** may be made in cash, personal check, or company check ● Payments of Fifty Thousand (P 50,000.00 and **above** shall be accepted only in cash or Manager's Check ● Checks shall be payable to the **City Treasurer of Meycauayan**	Concerned Offices: CBPLO, CPDO, CEO, CAsO, CCRO, SSPO, CHO, CTO (Licenses, Fees & Taxes Division)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queuing number. Proceed to the assigned window and submit the Order of Payment once your number is called (***Priority Lane Window/ Windows 1 - 3 Miscellaneous Division***) ***Priority Lane Window/ Windows 1 - 3 Land Ttax Division)***	1.1 Receive Order of Payment 1.2 Verify Order of Payment 1.3 Encode transaction in the system	None None None	8 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer

Cashier Window (Ground Floor, CBPLO) for Business Tax & Regulatory Fees payment ***Treasury Window*** (Ground Floor, City Hall Annex)				Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Administrative Aide I Office of the City Treasurer (Note: For transaction at the City Hall Annex, only the Office of the City Health and the City Business Permit and Licensing Office are authorized to issue Order of Payment (OP).
2. Pay the required fees at ***Priority Lane Window/ Windows 1 - 3 (Miscellaneous Division)*** or ***Priority Lane Window/ Windows 1 – 3 (Land Tax Division)***	2.1 Accept payment	Based on Order of Payment / Based on Assessment Form	3 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer

				Administrative Assistant III Office of the City Treasurer
Cashier Window (Ground Floor, CBPLO) for Business Tax & Regulatory Fees payment Online payments may be made through Landbank Link.BizPortal			For online payments, crediting shall be reflected on the next banking day or within two (2) banking days, depending on the payment channel.	Administrative Assistant III Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
***Treasury* Window** (Ground, Floor, City Hall Annex)	2.2 Issue Official Receipt	None	2 minutes	Administrative Aide I Office of the City Treasurer (Note: For transaction at the City Hall Annex, only the Office of the City Health and the City Business Permit and Licensing Office are authorized to issue Order of Payment (OP).
3. Receive Official Receipt at ***Priority Lane Window/ Windows 1 – 3 Miscellaneous Division***	3. Release Official Receipt	None	2 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer

(Priority Lane Window/ Windows 1 - 3 Land Tax Division **Cashier Window** (Ground Floor, CBPLO) for Business Tax & Regulatory Fees payment ***Treasury Window*** (Ground Floor, City Hall Annex)				Local Rev. Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Administrative Aide I Office of the City Treasurer (Note: For transaction at the City Hall Annex, only the Office of the City Health and the City Business Permit and Licensing Office are authorized to issue Order of Payment (OP)
	TOTAL:	***(Based on the assessed Amount)***	**15 minutes / 3 days for online payment**	

5. REAL PROPERTY TRANSFER TAX PAYMENT

The Real Property Transfer Tax is imposed on the sale, donation, barter, or any other mode of transferring ownership or title of real property situated within the City of Meycauayan. The tax is collected by the Office of the City Treasurer pursuant to the Local Government Code of 1991.

Office or Division:	Office of the City Treasurer
Classification:	Simple to Complex (depending on the type of transaction)
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Property owners, transferors, transferees, heirs, donors, donees, buyers, sellers, or their duly authorized representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of Original Title or Certified True Copy of Title (Original document/s for verification and one (1) photocopy for submission)	To be provided by the client or Register of Deeds – Iba, Meycauayan, Bulacan
Real Property Tax Receipt (Present the original document/s for verification and submit one (1) photocopy)	To be provided by the client; if unavailable, request certified copy or computer-generated copy from the Office of the City Treasurer (Land Tax Division).
Tax Clearance (Present the original document/s for verification and submit one (1) photocopy)	Ground Floor, Office of the City Treasurer (Land Tax Division.)
Tax Declaration (Present the original document/s for verification and submit one (1) photocopy)	Ground Floor, Office of the City Assessor
Duly Notarized Deed of Conveyance (Deed of Donation / Deed of Absolute Sale / Extra-Judicial Settlement) Present the original document/s for verification and submit one (1) photocopy	To be provided by the client
If the transaction is made through a representative, submit the following: ● Authorization Letter (for Individual) **Original** or notarized Special Power of Attorney (SPA). For Corporation: Board Resolution or Secretary's Certificate authorizing the representative ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the person/ company being represented and the representative, bearing three (3) original specimen signatures	Person / Company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO
<u>Payment Guidelines :</u> ● Delinquent business accounts covered by a duly approved Compromise Agreement shall	

be accepted in accordance with the approved terms. ● Payments of Fifty Thousand (P 50,000.00) and **below** may be made in cash, personal check, or company check ● Payments of Fifty Thousand (P 50,000.00 and **above** shall be accepted only in cash or Manager's Check ● Checks shall be payable to the **City Treasurer of Meycauayan**				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the complete requirements at ***Windows 2 - 3 Land Tax Division***	1.1 Accept the presented documents	None	48 minutes/simple computation 2 hrs. / computation	Senior Admin. Assistant II Office of the City Treasurer
	1.2 Verify the presented documents	None		Local Revenue Collection Officer. II Office of the City Treasurer
	1.3 Return the documents if the requirements are incomplete	None		Administrative Asst. V Office of the City Treasurer
	1.4 Receive the documents if the requirements are complete	None		
	1.5 Compute transfer tax	75% of 1% of the total consideration or fair market value, whichever is higher		
	1.6 Prepare Order of Payment	None		

	1.7 Review Order of Payment 1.8 Sign Order of Payment	None None		Assistant City Accountant Office of the City Treasurer or Acting City Treasurer/ Authorized Representative Office of the City Treasurer Acting City Treasurer/ Authorized Representative Office of the City Treasurer
2. Pay the required fees at ***Priority Lane/Windows 1 - 2 Land Tax Division***	2.1 Accept payment 2.2 Issue Official Receipt	Based on Order of Payment None	11 minutes	Administrative Assistant III Office of the City Treasurer Senior Admin. Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer
3 Receive Transfer Tax Official Receipt ***Windows 2 - 3 Land Tax Division***	3.1 Release Transfer Tax Official Receipt 3.2 Return stamped documents to the client	None None	6 minutes	Senior Admin Assistant II Office of the City Treasurer Local Revenue Collection Officer II Office of the City Treasurer Administrative Asst. V Office of the City Treasurer
	TOTAL	***Seventy-five percent (75%) of one percent (1%) of the total*** *consideration involved in the acquisition of the property or the fair market value of the property, whichever is higher.*	**1 hour & 5 minutes (simple transactions)** **2 hrs. & 17 minutes (complex transactions)**	

6. TRAFFIC VIOLATION PAYMENT

This transaction covers the payment of fines and penalties for violations of traffic ordinances committed within the City of Meycauayan. The Office of the City Treasurer receives payment and issues the corresponding Official Receipt.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Individuals issued a Traffic Violation Receipt (TVR) for violations of city traffic ordinances

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Traffic Violation Receipt (TVR) - Duplicate Copy	Traffic Enforcer – Meycauayan Transportation and Traffic Management Division (MTTM)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Get a queuing number. Proceed to the assigned window and present the Traffic Violation Receipt (TVR) once your number is called (***Priority Lane Window/ Windows 1 - 3 Miscellaneous Division***	1.1 Review the TVR and determine the applicable violation fee.	Please refer to the Police Citation Violations Fees below	11 minutes	Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
	1.2 Verify TVR details	None		Administrative Aide I Office of the City Treasurer
	1.3 Encode information in the system	None		Administrative Aide I Office of the City Treasurer
Treasury Window (Ground Floor, City Hall Annex)	1.4 Print the Official Receipt	None		Cash Clerk I Office of the City Treasurer

2. Pay the required fees and receive the Official Receipt ***Note:*** All traffic violators with pending cases must secure the signature of the apprehending officer at the back portion of the Traffic Violation Receipt (TVR)	2.1 Accept payment 2.2 Release Official Receipt	None	4 minutes	Revenue Collection Clerk I Office of the City Treasurer
	TOTAL:	*(Please refer to Police Citation Violations Fees)*	**15 minutes**	

POLICE CITATION VIOLATIONS FEES

1.	Arrogant Driver (XXX)	P250.00
2.	Ban on National Highway (Sec. 35)	P500.00
3.	Colorum	P1,000.00
4.	Counter Flow	P500.00
5.	Defective Tail Light	P250.00
6.	Disregarding Checkpoint	P250.00
7.	Disregarding Traffic Officer/Police Officer	P150.00
8.	Disregarding Traffic Signs/Lane Markings	P150.00
9.	Drag Racing	P1,000.00
10.	Driving under the Influence of Liquor	P2,500.00
11.	Driving w/out License (Expired License/Student Permit)	P500.00
12.	Driving with License (No Plate)	P1,000.00
13.	Driving with Minor (R.A. 7610)	P250.00
14.	Driving with Delinquent/Invalid/Suspended/Revoked License	P500.00
15.	Driving with Delinquent/Invalid/Suspended/Revoked Registration	P500.00
16.	Enter One Way	P200.00
17.	Excess Passenger	P250.00
18.	Expired TVR/Ticket/Registration/OR/CR/Franchise	P500.00
19.	Failure to install mufflers and other noise controlling	P500.00
20.	Failure to register	P100.00
21.	Failure of TODA to submit annual report to MCTO	P2,000.00
22.	“KABIT SYSTEM” Recommendation for cancellation franchise	P2,500.00

23. Illegal Display of Signboard/outline	P500.00
24. Illegal Parking	P50.00
25. Illegal Turning/Towing	P500.00
26. Illegal Terminal	P1,000.00
27. Impounding	P500.00
28. Improvise Plate / No Plate	P250.00
29. Improper uniform (slippers or sandals)	P200.00
30. Involved in Accident	P200.00
31. Lack of Accessories	P300.00
32. Minor Driver	P2,000.00
33. Minor passenger on backseat	P200.00
34. Municipal Ordinance 93-28 (70-02)	P100.00
35. No Fare Matrix	P500.00
36. No Franchise Impound	P1,500.00
37. No Franchise carried	P500.00
38. No Helmet (R.A. 10054) / Back ride No Helmet	P350.00
39. No License	P1,000.00
40. No Mayor's Permit (13 B-02)	P350.00
41. Non-compliance to uniform body color and body number	P500.00
42. No OR/CR Carried	P150.00
43. No Registered Plate	P500.00
44. No Seatbelt / No Upper Garments / Sleeveless	P250.00
45. No Plate Light	P250.00
46. Out of route/trip cutting (IMPOUNDING)	P2,500.00
47. Obstruction/Loading/Unloading	P150.00
48. Overload/Over Capacity	P250.00
49. Over charging of Fare	P200.00
50. Outside the Zone of Operation	P500.00
51. Reckless/Beating the Red Light	P500.00
52. Refusal to convey Passengers	P100.00
53. Resisting Arrest	P1,000.00
54. Refused to Sign	P100.00
55. Road unworthiness, road hazard vehicle	P2,500.00
56. Stalled Vehicle	P150.00
57. Swerving	P300.00
58. TODA allowing tricycles without franchise (TODA paid)	P1,000.00
59. Truck Ban	P5,000.00
60. Use, posting and display of unauthorized ID's	P1,000.00
61. Unauthorized installation of jalousies, additional aircon, Dim color lights	P500.00
62. Unclean/ Unsanitary vehicle	P300.00
63. Unauthorized stickers	P200.00
64. Unregistered MC/TC	P500.00
65. PUV / Bus Outline	P2,500.00
66. Outline (Tricycle)	P1,000.00

PEDICAB

1.	Attachment of protuberances on pedicab	P200.00
2.	Driving of Pedicab (No Plate)	P1,000.00
3.	Driving unregistered pedicab	P500.00
4.	Driving of pedicab on National Highway	P500.00
5.	Driving pedicab without driver's permit	P200.00
6.	Improper uniform (pedicab)	P150.00
7.	Driving with expired sticker	P200.00

CLAMP (Illegal Parking)

1.	Truck (6 Wheels)	P5,000.00
2.	Car (4 Wheels)	P1,500.00
3.	Tricycle / Motor	P500.00

7. CERTIFIED TRUE COPY OF RECEIPTS ISSUANCE

This transaction covers the issuance of a Certified True Copy of an Official Receipt upon the request of the client. The certified copy attests that it is a true and faithful reproduction of the original receipt presented or kept on file by the Office of the City Treasurer.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Individuals, business owners, corporations, partnerships, or their duly authorized representatives requesting a Certified True Copy of an Official Receipt

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original Official Receipt, if available	To be provided by the client
If the transaction is made through a representative, submit the following: ● Authorization Letter - for Miscellaneous Receipts, RPT and Business Receipts (Sole Proprietorship) **Original** ● Duly notarized Special Power of Attorney (SPA) - for Miscellaneous Receipts, RPT and Business Receipts (Corporation/Partnership/OPC) **Original**	Person / Company being represented
● One (1) photocopy of a valid government-issued Identification Card (ID) of both the person/ company being represented and the representative, bearing three (3) original specimen signatures	SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the corresponding window. **For Miscellaneous & Business Receipts *-Assessment Window*** (Licenses, Fees & Taxes Division) Ground Floor, CBPLO **For RPT Receipts - *Window 3*** (Land tax Division)	1.1 Check presented documents 1.2 Verify presented documents 1.3 Issue Order of Payment	None None None	9 minutes	Local Revenue Collection Officer III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Local Revenue Collection Officer II Office of the City Treasurer
2. Pay the required fees ***Cashier Window*** (Ground Floor, CBPLO) ***Priority Lane Window / Windows 1 - 3*** (Land Tax Division)	2.1 Issue Official Receipt	P50.00 per copy None	13 minutes	Administrative Assistant III Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer Local Revenue Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer

Priority Lane Window / Windows 1 - 3 (Miscellaneous Division)				Administrative Aide I Office of the City Treasurer Cash Clerk I Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
	2.2 Print or photocopy the receipt to be certified	None		Local Revenue Collection Off. III Office of the City Treasurer Administrative Assistant III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Local Revenue Collection Officer II Office of the City Treasurer
	2.3 Counter Sign the requested document			Local Revenue Coll. Officer III Office of the City Treasurer Administrative Assistant III Office of the City Treasurer
	2.4 Review and certify the requested documents			Acting City Treasurer Office of the City Treasurer Or Authorized Signatory Office of the City Treasurer
3. Receive Document **For Miscellaneous & Business Receipts *-Assessment Window*** (Licenses, Fees & Taxes Division) Ground Floor, CBPLO	3. Release Certified True Copy of Receipt. The transaction must be documented in the logbook.	None	5 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer

For RPT Receipts - *Window 3* (Land Tax Division)				Local Revenue Collection Off. II Office of the City Treasurer
	TOTAL:	**Certification Fee: Php50.00 per certified copy**	**27 minutes**	

8. TAX CLEARANCE ISSUANCE

A Tax Clearance is issued by the Office of the City Treasurer to certify that the Real Property Taxes due on a property have been paid and that the property has no outstanding real property tax delinquency as of the date of issuance.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Real property owners or their duly authorized representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Real Property Tax Receipt (Original or photocopy)	Ground Floor, Office of the City Treasurer, New Meycauayan City Hall or to be provided by the client If unavailable, request certified copy or computer-generated copy from the Office of the City Treasurer (Land Tax Division)
Certified True Copy of Tax Declaration (Original)	Ground Floor, Office of the City Assessor, New Meycauayan City Hall
Community Tax Certificate (CTC / Cedula) (Original or photocopy)	Ground Floor, Office of the City Treasurer, New Meycauayan City Hall
If the transaction is made through a representative, submit the following: ● Authorization Letter (for individual) **Original** ● Duly notarized Special Power of Attorney (SPA) for Sole Proprietorship and Board Resolution or Secretary's Certificate	Person / Company being represented

authorizing the representative for Corporation - **Original** • One (1) photocopy of a valid government-issued Identification Card (ID) of both the person/company being represented and the representative, bearing three (3) original specimen signatures			SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Get a queuing number. Proceed to the assigned window and submit the complete documentary requirements once your number is called. ***Windows 2 - 3*** (Land Tax Division)	1.1 Accept the presented documents 1.2 Verify the presented documents 1.3 Return the documents if the requirements are incomplete 1.4 Receive the documents if the requirements are complete	None None None None	15 minutes	Local Revenue Collection Off. II Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant II Office of the City Treasurer
2. Pay the required fees ***Priority Lane Window, Windows 1 -3*** (Land Tax Division)	2.1 Accept payment 2.2 Issue Official Receipt	PHP 50.00 None	38 minutes	Local Revenue Collection Off. II Office of the City Treasurer Senior Administrative Asst. I Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant III Office of the City Treasurer

	2.3 Prepare Tax Clearance 2.4 Review Tax Clearance 2.5 Approve Tax Clearance	None None None		Local Revenue Collection Off. II Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant II Office of the City Treasurer Assistant City Accountant Office of the City Treasurer or Acting City Treasurer Office of the City Treasurer or Authorized Representative Office of the City Treasurer Acting City Treasurer Office of the City Treasurer or Assistant City Accountant Office of the City Treasurer or Authorized Representative Office of the City Treasurer
3. Receive Tax Clearance	3. Release Tax Clearance	None	2 minutes	Local Revenue Collection Off. II Office of the City Treasurer Administrative Asst. V Office of the City Treasurer Administrative Assistant II Office of the City Treasurer
	TOTAL:	**P50.00** per Tax Clearance	**55 minutes**	

9. BUSINESS TAX AND REGULATORY FEES ASSESSMENT

a. For NEW Applicant

This transaction covers the assessment of Business Tax and Regulatory Fees for new business applications. The Office of the City Treasurer evaluates the submitted documents, computes the taxes and fees due, and issues the corresponding Assessment Form.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Business owners, sole proprietors, partnerships, corporations, cooperatives, and other juridical entities applying for a new business permit within the City of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Business Permit Application Form (to be presented for verification) and endorsed by the concerned offices.	To be verified by the Office of the City Business Permit and Licensing Officer Checked by the Endorsing Offices ● Office of the City Veterinarian ● Office of the City Environment & Natural Resources Officer ● Office of the City Planning & Development Coordinator ● Office of the City Engineer
Paid-up capital of the business as shown in the Articles of Incorporation and By-laws (for Corporation or Partnership) or a Sworn Statement of Capital Investment (for Sole Proprietorship) (**Original**) duly submitted by the applicant	To be provided by the client
Certificate of Tax Exemption, if the business is tax-exempt (Present original for verification and submit one (1) photocopy)	Registered Economic Zone as per RA 7916 (Special Economic Zone Act of 1995 as amended by RA 8798) Business Enterprises certified by Board of Investment (BOI) Non-stock and Non-profit stated in the SEC Articles of Incorporation and By-laws Cooperatives duly registered under Republic Act No. 9520
Other legal or regulatory requirements required or specific to the business, as required by law, City Ordinances, or other authorities (Present original for verification and submit one (1) photocopy)	To be provided by the client

If the transaction is made through a representative, present the following: ● Duly notarized Special Power of Attorney (SPA) – for Sole Proprietorship (**Original)** ● Board Resolution /Secretary's Certificate -for Corporation/Partnership (**Original**) ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the person/ company being represented and the representative, bearing three (3) original specimen signatures			Person / Company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Application Form with complete requirements to the ***Assessment Window*** – Ground Floor, City Business Permit and Licensing Officer (CBPLO)	1.1 Accept documents 1.2 Verify submitted documents 1.3 Return the documents if requirements are incomplete 1.4 Encode details based on complete requirements 1.5 Check system computation 1.6 Sign the Assessment Form 1.7 Issue system-generated Assessment Form	None None Please refer to City of Meycauayan Revenue Code and other applicable ordinances	50 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer

2 Receive the Assessment Form in two (2) Copies	2.1 Release the Assessment Form	None	5 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer
	TOTAL:	***Please refer to the City of Meycauay an Revenue Code***	**55 minutes**	

b. For Business RENEWAL

This transaction covers the assessment of Business Tax and Regulatory Fees for the renewal of business permits. The Office of the City Treasurer verifies the submitted documents, computes the taxes and fees due based on applicable laws and ordinances, and issues the corresponding Assessment Form.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Business owners, sole proprietors, partnerships, corporations, cooperatives, and other juridical entities renewing their business permits within the City of Meycauayan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Business Permit Application Form (to be presented for verification) and endorsed by the concerned offices.	To be verified by the Office of the City Business Permit and Licensing Officer Checked by the Endorsing Offices ● Office of the City Veterinarian ● Office of the City Environment & Natural Resources Officer ● Office of the City Planning & Development Coordinator ● Office of the City Engineer
BIR Returns for the preceding taxable year (BIR Forms Nos. 2550Q, 2551Q, 1701Q, 1702Q, as applicable) for four (4) quarters including proof of filing or payment, together with the Financial	To be provided by the client issued by BIR or Accounting Firm

Statements (FS) or a duly notarized Certificate of Gross Sales/Receipts, if applicable.	
If the business had no operation or sales during the preceding year, submit a duly notarized Affidavit of No Operation/No Sales together with the corresponding BIR Returns including proof of filing or payment (**Original)**	To be provided by the client
Duly notarized Breakdown of Sales for businesses with branches or sales offices, together with the corresponding BIR Returns including proof of filing or payment (**Original)**	To be provided by the client
Certificate of Tax Exemption, If the business is tax-exempt (Present original for verification and submit one (1) photocopy	Registered Economic Zone as per RA 7916 (Special Economic Zone Act of 1995 as amended by RA 8798) Business Enterprises certified by Board of Investment (BOI) Non-stock and Non-profit stated in the SEC Articles of Incorporation and By-laws Cooperatives duly registered under Republic Act No. 9520
Other legal or regulatory requirements required or specific to the business, as required by law, City Ordinances, or other authorities (Present original for verification and one (1) photocopy)	To be provided by the client
If the transaction is made through a representative, present the following: ● Duly notarized Special Power of Attorney (SPA) – for Sole Proprietorship (**Original)** ● Board Resolution /Secretary's Certificate -for Corporation/Partnership (**Original**) ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the person/ company being represented and the representative, bearing three (3) original specimen signatures	Person / Company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly	1.1 Accept documents	None	50 minutes	Local Revenue Collection Off. III Office of the City Treasurer

accomplished Application Form (for presentation only) with the complete requirements to the ***Assessment Window***	1.2 Verify submitted documents 1.3 Return the documents if the requirements are incomplete 1.4 Receive the documents if the requirements are complete 1.5 Check the system computation 1.6 Sign the Assessment Form 1.7 Issue the system-generated Assessment Form	None None None None None Please refer to the City *of Meycauaya n* Revenue Code		Administrative Aide I Office of the City Treasurer
2. Receive Assessment Form in two (2) Copies	2.1 Release Assessment Form	None	5 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer
	TOTAL	*Please refer to the City of Meycauaya n Revenue Code*	**55 minutes**	

Additional Information (per City of Meycauayan Revenue Code)

- Manufacturer – in excess of Php 6.5M x 56.25% of 1% + 36,562.50
- Wholesaler, Importer, Distributor, Dealer – in excess of Php 2M x 75% of 1% + 15,000
- Contractor – in excess of Php 2M x 75% of 1% + 17,250
- Retailer – Php 400,000 or less x 3%; more than Php 400,000 x 1.5%
- Financial Institutions – Gross Sales x 75% of 1%
  (Please refer to the City Revenue Code for other bracket reference)

10. BUSINESS CERTIFICATION ISSUANCE

This certification is issued by the **Office of the City Treasurer** upon request of an individual, corporation, partnership, One Person Corporation (OPC), or government agency for various business related certifications.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certification of Ceased to Operate ● **Initial Issuance:** Issued upon completion of the business closure/cessation process, subject to verification ● **Subsequent Issuance/Re-issuance**: Request Letter	To be provided by the client
Certification of No Business: ● Request Letter/Other applicable requirements ● Form issued by the hospital, government agency, or other requesting entity (if applicable) Present the original for verification and submit one (1) photocopy ● Other documents as may be necessary for verification, if applicable	To be provided by the client
Certification of Transfer / Change of Business Information ● Affidavit of Transfer/Change - for Sole Proprietorship ● Secretary's Certificate / Board Resolution of Transfer/Change - for Corporation, Partnership, or OPC ● Zoning Clearance - as applicable	To be provided by the client

• SEC Articles of Incorporation and By-Laws - for Corporation, OPC - as applicable • SEC Articles of Partnership - for Partnership - as applicable • Other documents as may be necessary for verification, if applicable	
Certification of Last Paid/Capital Investment/Gross Sales: • Request Letter indicating the specific certification being requested • Verification against official records of the office • Other documents as may be necessary for verification, if applicable	To be provided by the client
Note: Any request for a certification that is outside the approved scope of services shall be referred to the City Legal Office for appropriate legal opinion or guidance prior to issuance/ implementation.	
If the transaction is made through a representative, submit the following: • Duly notarized Special Power of Attorney (SPA) – for Sole Proprietorship / Individual **Original** • Board Resolution /Secretary Certificate-for Corporation/Partnership/OPC **Original** • One (1) photocopy of a valid government-issued Identification Card (ID) of both the principal and the authorized representative, each bearing three (3) original specimen signatures	Person/ company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter Request at ***Assessment Window*.** (Ground Floor, City Business Permit and Licensing Office-CBPLO)	1.1 Accept documents 1.2 Verify the documentary requirements 1.3 Return the documents if	None None None	15 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer

	requirements are incomplete 1.4 Receive the complete documentary requirements 1.5 Issue Order of Payment	None PHP 50.00		
2. Pay the required fees at the ***Cashier Window.*** (Ground Floor, CBPLO)	2. Receive payment and Issue the Official Receipt	None	4 minutes	Administrative Assistant III Office of the City Treasurer Revenue Collection Clerk I Office of the City Treasurer
3. Present the Official Receipt at ***Assessment Window.*** (Ground Floor, CBPLO)	3.2 Prepare the requested Certification 3.2 Review the Certification 3.3 Sign the Certification	None None None	20 minutes 6 minutes 5 minutes	Local Revenue Collection Off. III Office of the City Treasurer Administrative Aide I Office of the City Treasurer Local Revenue Collection Off. III Office of the City Treasurer Acting City Treasurer Office of the City Treasurer or Assistant City Accountant Office of the City Treasurer
4. Receive the Certification	4.1 Release the Certification	None	5 minutes	Administrative Aide I Office of the City Treasurer
	TOTAL	**Php 50.00** per certification	**55 minutes**	

11. CHECKS, PAYROLL, AND ALLOWANCE RELEASING

This service covers the release of checks to suppliers, contractors, and other creditors, as well as the release of payroll salaries to City Government personnel and honoraria or allowances to barangay officials, workers and volunteers.

Office or Division:	Office of the City Treasurer
Classification:	Simple to Complex (depending on the completeness of documentary attachments)
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business / Government to Government
Who may avail:	Payees, Suppliers, Contractors, Authorized Representatives, and Other Creditors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Check Releasing: ● Present one (1) valid government issued ID	SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO
● Submit the original Service Invoice (Official Receipt) / Sales Invoice and Collection Receipt	To be provided by the individual, business or company selling goods or providing services/issued by the individual, business or company acknowledging receipt of payment Originating Offices: Third Floor, Office of the City Budget Third Floor, Office of the City Accountant Fourth Floor, BAC Office Fourth Floor, Office of the City Administrator Second Floor, Office of the City Vice Mayor Fourth Floor, Office of the City Mayor Fifth Floor, Office of the City Human Resources Officer (Payroll Documents) New Meycauayan City Hall
If the transaction is made through a representative, submit the following: ● Authorization Letter signed by individual payee or authorized company representative **(Original)** ● Duly notarized Special Power of Attorney (SPA), if the payee is abroad (**Original**) ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the principal/ and the authorized representative, each bearing three (3) original specimen signatures	Person/company being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. **For check releasing**: Present a valid ID and the notice of check availability at the ***Check Releasing Window*** (Miscellaneous Division). If through representative, present the complete requirements	1.1 Verify the documents presented and locate the corresponding Disbursement Voucher (DV) and Check 1.2Hand over the Disbursement Voucher (DV) to the payee or authorized representative for verification and signature	None None	5 minutes 1 minute	Administrative Officer V Office of the City Treasurer
1.1 For Payroll and Allowance Releasing: Present Id at the ***Payroll Releasing Window*** (Cash Division). If through representative present the complete requirements	1.1.1 Verify the documents presented and locate the payee's name on the Payroll Sheet 1.1.2 Hand over the Payroll Sheet to the payee for verification and signature	None None	1 minute 1 minute	Senior Administrative Asst. II Office of the City Treasurer
2. **For Check Releasing:** Acknowledge receipt of the check by signing the DV - ***Check Releasing Window*** **(**Miscellaneous Division)	2.1 Witness the signing and ensure that all required fields have been properly accomplished	None	1 minute	Administrative Officer V Office of the City Treasurer

2.1 **For Payroll and Allowance Releasing:** Acknowledge receipt of the cash by signing the Payroll Sheet - ***Payroll Releasing Window*** Cash (Window)		None	1 minute	Senior Administrative Asst. II Office of the City Treasurer
3. For Check Releasing: Receive the signed check/s - ***Check Releasing Window*** **(Miscellaneous Division)** **1.1 For Payroll and AllowanceReleasing:** Receive the cash and count it before leaving the releasing window	3.1 Release the check to the payee or authorized representative 3.1.1Release the cash to the payee or authorized representative	None None	1 minute 1 minute	Administrative Officer V Office of the City Treasurer Senior Administrative Asst. II Office of the City Treasurer
	TOTAL	**None**	**8 minutes (Check Releasing) / 4 minutes (Payroll and Allowance Releasing)**	

12. ACCOUNTABLE FORMS ISSUANCE

This service covers the issuance of accountable forms (Official Receipts, Cash Tickets, Community Tax Certificate, and other accountable forms) to duly authorized accountable officers and collecting officers of the City Government of Meycauayan.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	City Government Collecting Officers, Accountable Officers and Authorized Personnel with approved request

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit approved Requisition and Issuance Slip (RIS) or duly approved request (**Original**)	Requesting Offices / Barangays
Submit one (1) photocopy of the Authority/Designation as Collecting or Accountable Officer for first issuance by requesting offices	To be provided by the ● Office of the City Veterinarian ● CadO – Economic Enterprise Management Division (MCTT, Market) ● Polytechnique College City of Meycauayan ● CMO - Meycauayan Transportation and Traffic Management ● Office of the City Cooperatives Development Officer ● Office of the City Civil Registrar
For newly appointed Barangay Treasurers, submit one (1) photocopy each of the following: ● Appointment as Barangay Treasurer ● Oath of Office ● Authority/Designation as Barangay Treasurer and Collecting Officer ● Fidelity Bond ● Authority to Accept Payments issued by Land Bank of the Philippines (if applicable)	26 Barangays
Invoice Receipt of Accountable Forms	Requesting Offices / Barangays
If the transaction is made through a representative, submit the following: ● Authorization Letter (**Original)** ● One (1) photocopy of a valid government-issued Identification Card (ID) of both the principal and the authorized representative, each bearing three (3) wet signatures	Person being represented SSS, GSIS, PSA, DFA, LTO, PRC, COMELEC, Post Office, OSCA, PDAO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved request (RIS) together with the requirements	1.1 Receive the request and verify the type and quantity of accountable forms requested, as well as the completeness of the documentary requirements. 1.2 Review and approved the request	None	5 minutes	Ticket Checker or Revenue Collection Clerk I (Accountable Forms Custodian) Office of the City Treasurer Acting City Treasurer or Authorized Approving Officer Office of the City Treasurer
2. Wait while the request and supporting documents are evaluated	2.1 Check the accountability records and available inventory of accountable forms	None	5 minutes	Ticket Checker or Revenue Collection Clerk I (Accountable Forms Custodian) Office of the City Treasurer
3. Review the details of the accountable forms to be issued and sign the issuance logbook to acknowledge receipt	3.1 Prepare the accountable forms, record their serial numbers of accountable forms issued and update the inventory and accountability records.	None	10 minutes	Ticket Checker or Revenue Collection Clerk I (Accountable Forms Custodian) Office of the City Treasurer
4. Receive the accountable forms	4.1 Release the accountable forms.	None	5 minutes	Ticket Checker or Revenue Collection Clerk I (Accountable Forms Custodian) Office of the City Treasurer
TOTAL:			**25 minutes**	