



18. Collection of Service Fee for Garbage Collection

There shall be collected from operation of every business establishments in this municipality an annual garbage fee.

Office or Division:	Office of the Municipal Treasurer
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	All business owners in the municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Order of Payment at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	Based on the computation of the Business Permit and Licensing Division	2 Minutes	<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the Business Tax Due at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	2. Receive payment and Issue Official Receipt to the client.	Based on the computation of the Business Permit and Licensing Division	3 Minutes	<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	Based on the computation of the Business Permit and Licensing Division	5 Minutes	



Order of Payment (1 Original Copy)	Business Permit and Licensing Division
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Imposition fee. There shall be collected from operations of every business establishments in this Municipality an annual garbage fee prescribed hereunder:

- a. On establishment rendering volume services like Hospitals, Universities & Colleges, Gasoline Stations, Hardwares, Manufacturers and other similar business establishment with volume operations and services ----- P 3,600.00
- b. On establishment like medical laboratories, pre-school, franchise pharmacies, private elementary schools and similar establishments----- P 2,400.00
- c. All business establishment not mentioned above who Operates/engages business in this municipality ----- P 1, 200.00

Newly-Started Business Establishment

If the business starts to operate within the:

Initial Garbage Fee:

1 st quarter of the year	P 3,600.00 - P 2,400.00 - P1,200.00
2 nd quarter of the year	2,700.00 - 1,800.00 - 900.00
3 rd quarter of the year	1,800.00 - 1,200.00 - 600.00
4 th quarter of the year	900.00 - 600.00 - 300.00

For newly-started business or activity that starts to operate after January 20, the fee shall be paid before any business or activity can be lawfully begun or pursued, and the fee shall be reckoned from the beginning of the calendar quarter.

Time of Payment. The fee imposed shall be paid to the Municipal Treasurer either quarterly or annually. If the option selected is quarterly, it shall paid on or before the twentieth (20th) day of every first month of a quarter. If annually, it shall be paid in advance within the first twenty (20) days of January of every year.