



## 22. Issuance of Official Receipts for Accountable Form No. 51, Community Tax Certificate and Cash Tickets issued to Barangay Treasurers

Issuance of Accountable Form No. 51 and Community Tax Certificate to the Barangay Treasurers for their issuance of Barangay Clearance, Community Tax Certificates and other certifications to their respective areas of jurisdiction.

Cash Tickets are issued to the Barangay Treasurer of Central Katingawan, this municipality for payment of toll fees.

<b>Office or Division:</b>	Office of the Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Requisition and Issue Slip (RIS) (1 original copy)		Office of the Municipal Treasurer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present the Requisition and Issue Slip (RIS) and pay the required fee at the Office of the Municipal Treasurer – Business Tax Section (Windows 1-6)	1. Accept and verify the Requisition and Issue Slip. 1.1 Receive payment and issue official receipt.	None	2 Minutes	<i>Local Treasury Operation Officer I</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Sign the logbook 2.1. Receive the Accountable Form No. 51, Community Tax Certificate and Cash Tickets.	2. Record the transaction in a logbook. 2.2 Release the Accountable Form No.51, Community Tax Certificate and Cash Tickets.	Accountable Form No. 51 P297.00/pad Community Tax Certificate P111.15/pad Cash Ticket @P 2.00- P 172.50 / pad	3 Minutes	<i>Credit Officer II</i> Office of the Municipal Treasurer
	<b>TOTAL</b>	<b>P297.00/pad P111.15/pad P172.50/pad</b>	<b>5 Minutes</b>	