

Service : Real Property Tax Payments

Who may avail of the service : All Real Property Owners of Ginatilan,Cebu

Schedule of Service Availability : Monday to Friday, 8:00 AM - 5:00 PM

Requirements : Tax Declaration and Previous Official Receipt

Fees : as required

HOW TO AVAIL THE SERVICE:

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Location
1	Approach the person in charge & ask verification of tax payments.	Verify tax payments.	15 minutes / tax declaration if not delinquent	Teresita C. Bendanillo Zeneth Redula Lisa D. Enjambre Edward Singco	None	Treasurer's Office Ground Floor Old Municipal Hall
2		Compute the amount of tax payments.	15 minutes / tax declaration if not delinquent	Teresita C. Bendanillo Zeneth Redula Lisa D. Enjambre Edward Singco	None	-do-
3	Pay the amount of tax payments.	Issue Official Receipt	10 minutes / receipt/ tax declaration	Teresita C. Bendanillo Zeneth Redula Lisa D. Enjambre Edward Singco	as required/ computed	-do-
End of Transaction						

Service : Payment of Business Tax, Water, Market Stall Rental & Other Fees & Charges

Who may avail of the service

All citizens with business interest in Ginatilan,Cebu

Schedule of Service Availability

: Monday to Friday, 8:00 AM - 5:00 PM

FOR NEW BUSINESS: (ONE TO TWO DAYS PROCESSING TIME)

Requirements: Brgy.Clearance,Sanitary Permit, Police Clearance,DTI or SEC Clearance, Other National Government Agencies Clearance depending on what kind of business you are applying for.

HOW TO AVAIL THE SERVICE:

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees
BUSINESS PERMITS:(FOR NEW APPLICATION)					
1	Approach the person in charge and secure forms. Fill-up the application form.	Provide forms and instruct client to fill-up properly the application forms and then submit to the person in charge for computation.	30 minutes	Zeneth Redula Henrietta Ferraren	None
2	Go to the Office of the Mun.Engr. For your bldg.permit		one to two days	Engr.Cheryl B. Andicoy	as required/ computed
3	Go to the Bu.of Fire Protection with indorsement from the Mun. Engineer		30 MINS.	BFP Personnel	as required/ computed
4	Back to Treasurer's Off. for computation of taxes & clearances.	Pay corresponding taxes. Issue O.R.	30 mins.	Zeneth Redula Henrietta Ferraren	as required/ computed
5	Go to Mayor's Office for issuance/releasing of your business permit card.	Release business permit card.	within 24 hrs. after payment of taxes and dues.	Lourdes Gornez	None
End of Transaction					
FOR RENEWAL OF BUSINESS PERMITS:(ONE DAY PROCESSING TIME)					
1	Approach the person in charge and secure forms	Provide forms and instruct client to fill up properly the application form and submit to the person in charge.	30 mins.	Zeneth Redula Henrietta Ferraren	None
2	Go to the Bureau of Fire Protection for your clearance.	Pay taxes. Issue O.R.	30 mins.	BFP Personnel	as required/ computed
3	Back to Treasurer's	Pay taxes and clearances	30 mins.	Zeneth Redula	as required/

	Office for computation of taxes & clearances.	Issue O.R.		Henrietta Ferraren	computed
4	Go to the Mayor's Off. for issuance/releasing of business permit card.	Release business permit card.	Within 24 hrs. after payment of taxes and dues.	Lourdes Gornez	None
End of Transaction					
For water payment:					
1	Present the water bill to the person in charge.	Receive the bill and issue Official Receipt.	5 minutes	Liza Enjambre Zeneth Redula Henrietta Ferraren Ryan Bohol Wella Marie Eranes	as required
For market stall rental, other fees & charges					
1	Approach the person in charge and pay the amount required.	Issue Official Receipt	5 minutes	Ryan Bohol Zeneth N. Redulla Wella Marie Eranes Teresita C. Bendanillo Henrietta Ferraren	as required
2	For market administration and other inquiries, please approach our designated market administration			Henrietta Ferraren	
End of Transaction					

Location
Treasurer's Office Ground Floor Old Municipal Bldg.
2nd flr. New Mun. Bldg.
BFP Office Ground Flr. Old Mun.Bldg.
Treasurer's Office Old Mun.Bldg.
2nd flr. New Mun. Bldg.
Treasurer's Office Old Mun.Bldg.
BFP Office Old Mun.Bldg.
Treasurer's Off.

Old Mun.Bldg.

Mayor's Office New Mun.Bldg.

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