

CITIZEN'S CHARTER

Frontline Service: Issuance of Community Tax Certificate/Cedula

Office: City Treasurer's Office
Ground floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday, 8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Residents of Angeles City who are of legal age (18 yrs. & above) whether employed or unemployed
- Business establishments and/or organizations operating within Angeles City whether profit or non-profit

What are the Requirements?

- For Individual – Filled up data slip available at the Taxpayer's Lounge or Public Assistance & Complaints Desk (PACD)
- For Business Establishment – Filled up data slip and approved gross receipt

Fees/Charges: Please see below

Duration (under normal circumstances): Unemployed – 8 minutes
Employed – 10 minutes

How to Avail of the Service:

| Step | Applicant/ Client | Service Provider | Duration of Activity (Under normal circumstances) | Person in Charge | Fees/ Charges | Forms |
|------|---|--|--|--|--|-----------|
| 1 | Secure and fill up data slip at the Taxpayer's Lounge or PACD | | 3 minutes | | For Individual: P5.00 basic fee not to exceed P5,000.00 and additional P1.00 for every P1,000.00 thereof For Corporation: P500.00 basic fee not to exceed P10,000.00 and additional P1.00 for every P1,000.00 thereof | Data Slip |
| 2 | Submit the data slip to any of City Treasurer's Office Windows 6 to 9 | Receive the data slip and transfer the data to the Community Tax Certificate and compute for the tax due | Unemployed: 3 minutes Employed: 5 minutes | Local Revenue Collection Officers (LRCO)/ Designated Collection Officers | | None |
| 3 | Sign the CTC, pay the tax due and receive the CTC | Receive the payment and issue the CTC | 2 minutes | | | None |

END OF TRANSACTION

