



CITY TREASURER'S OFFICE

1F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City

(078) 304-2468

tuguegaracity_treasury@yahoo.com

ABOUT THE OFFICE

The function of the department is to act as the tax generating department and the custodian of all funds of the City

FRONTLINE SERVICE: » 1. Payment of Real Property Tax (RPT) /Vienes/ Amilyar

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. Applicant requests for computation of Real Property Tax (RPT) at Window A2 or A3. 2. Applicant receives assessment, pays the Real Property Tax due and receives official receipt of Real Property Tax.	Mr. Astore P. Cabaruan (Window A2) Mr. Miguel M. Malana (Window A3)	<ul style="list-style-type: none"> • Latest Official Receipt of Real Property Tax (if available) • Current Year Real Property Tax Order of Payment (if available). 	15 minutes	<p>RATE OF TAX – Please refer to Section 2A, Chapter 2, Article A of City Ordinance No. 072011 otherwise known as the Revenue Code of Tuguegarao City</p> <p>RATE OF DISCOUNT—15% if paid in full on or before March 31 and 10% if paid quarterly or semi-annually</p> <p>RATE OF PENALTY – In addition to the 25% surcharge for the late payment of the original amount of tax, fees and charges, an interest of 2% per month or fraction thereof from the due date until the tax, fee or charges is fully paid in no case shall the total interest on the unpaid amount or a portion thereof exceeds 36 months or 72%.</p>

“NAPAFUTU NGA SERBISYU, PARA TA PAMMAKAPIANAN NA MAGARU.”

FRONTLINE SERVICE:

» 2. Payment of Professional Tax on each person engaged in the exercise or practice of his profession

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Request Professional Tax application form (CTO Form No. 4) from Window C1, C2 or C3.</p> <p>2. Submit duly accomplished application form at Window C1, C2 or C3, pays corresponding tax and receives Community Tax Certificate.</p>	<p>Ms. Evelyn Canapi (Window C1) Ms. Ma. Theresa V. Morales (Window C2) Mr. Jayson B. Laddaran</p>	<ul style="list-style-type: none"> Duly accomplished Application Form Community Tax Certificate (CTC/ CEDULA) 	3 minutes	<p>RATE OF TAX – Pursuant to Section 2H.01 of Article H, Chapter 2, of City Ordinance No. 07-2011 otherwise known as the Revenue Code of Tuguegarao City, Professional Tax is P300.00 per annum</p> <p>RATE OF PENALTY – In addition to the 25% surcharge for the late payment of the original amount of tax, fees and charges, an interest of 2% per month or fraction thereof from the due date until the tax, fee or charges is fully paid in no case shall the total interest on the unpaid amount or a portion thereof exceeds 36 months or 72%.</p>

FRONTLINE SERVICE:

» 3. Payment of Community Tax Certificate (CTC or CEDULA) on individuals residing in the City and corporations doing business in the City.

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Request CTC application form (CTO Form No. 5) from Window B1, B2 or B3.</p> <p>2. Submit duly accomplished application form at Window B1, B2 or B3, pays corresponding tax and receives Community Tax Certificate.</p>	<p>Ms. Bonifacia C. Abarca (Window B1) Ms. Cristina N. Tunque (Window B2) Ms. Sofia M. Buncad (Window B3) Ms. Evelyn B. De Austria (for corporation @ Window D2)</p>	<ul style="list-style-type: none"> Duly accomplished Application Form Community Tax Certificate (CTC/ CEDULA) 	3 minutes	<p>RATE OF TAX – Pursuant to Section 2K, Chapter 2, Article K of City Ordinance No. 07-2011 otherwise known as the Revenue Code of Tuguegarao City, Individual Cedula - One (P1.00) for every thousand plus P5.00 basic tax but not to exceed P5,000.00. Corporation Cedula - P2.00 per every P5,000.00 plus P500.00 basic tax but not to exceed P10,000.00</p> <p>RATE OF PENALTY – In addition to the 25% surcharge for the late payment of the original amount of tax, fees and charges, an interest of 2% per month or fraction thereof from the due date until the tax, fee or charges is fully paid in no case shall the total interest on the unpaid amount or a portion thereof exceeds 36 months or 72%.</p>

IF YOUR REQUEST WAS NOT GRANTED, PLEASE FEEL FREE TO CALL (078) 304-2468 OR FILL UP THE FEEDBACK FORM AND DROP IT AT THE SUGGESTION BOX LOCATED AT THE INFORMATION DESK.

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