

Carrascal, Ata ini!



Citizen's Charter

Office of the Municipal Treasurer

**Quick Quality Services
to all Carrascalanons!**

Municipal Hall, Embarcadero
8318 Carrascal, Surigao del Sur

For more information
Please Contact:
LILIAN D. FRIAS
MUNICIPAL TREASURER
09284021611



www.carrascal.gov.ph

APPLYING/RENEWING A BUSINESS

SERVICE DESCRIPTION:

ALL ENTERPRISES are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of commercial operations.

The license must be renewed from January 1 to 20, every year. Penalties are imposed after this period.

Business taxes for new enterprises are based on capitalization. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

It takes a maximum of 2 days to process new applications. This already includes the requisite inspections and clearances from various offices and government agencies.

Renewal of licenses may take 30 minutes or 2 hours depending on the results of verification made by a Local Revenue Collection Officer. Verification determines whether an applicant still has to secure clearances from various offices (building, zoning, fire and/or sanitary). Processing of licenses for these applicants will take approximately 2 hours. Otherwise, only 30 minutes are required to secure a license.

REQUIREMENTS:

1. Business License Application/Assessment form
2. Community Tax certificate – based on gross receipts
3. Barangay Clearance – depends on barangay ordinance
4. Police Clearance - P60.00
5. Medical Fee - P60.00
6. Fecalysis - P20.00
7. Sputum - P25.00
8. Sanitary Permit Fee - P40.00
9. Mayor's Permit Fee - based on asset size or gross receipts
10. Garbage Fee - Retailers - P200.00
- Hotels, Apartments, Motels & Lodges - P300.00
11. Business Tax – based on gross receipts per approved ordinance
12. Fire Safety – 10% of the total amount collected
13. Mayor's Permit Fee – 3,000.00 (for cockpit operators only)
14. Application Filing Fee – 1,000.00 (for cockpit operators only)

FEES:

P 2,950.00

For Cockpit Personnel

- | | |
|--------------------------|------------------------------|
| 1. Promoter - P500.00 | 2. Pit Manager - P500.00 |
| 3. Referee - P500.00 | 4. Bet Taker - P500.00 |
| 5. Bet Manager - P500.00 | 6. Gaffer - P500.00 |
| 7. Cashier - P500.00 | 8. Derby (matcher) - P500.00 |

•All cockpit personnel shall secure police clearance, medical fee, fecalysis and sputum.

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure and fill-up assessment form/application form - Fill up and submit Application/ Assessment Form, along with all requirements.	5 minutes	Emeberto F. Estrada <i>LRCO – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i>
2. Assessment and verification - Local Revenue Collection Officer/Clerk (LRCCO/C) computes taxes, fees and other charges and crosschecks if the requirements are complied.	10 minutes	Marlyn C. Maratas <i>RCC - II</i> Emeberto F. Estrada <i>LRCO – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Marlyn C. Maratas <i>RCC -II</i>
3. Approval of assessment - Municipal Treasurer reviews and approves assessment; and affixes his signature on the printout.	2 minutes	Lilian D. F rias <i>Municipal Treasurer</i> Rebecca A. Rosit <i>Asst. Municipal Treasurer</i>

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>4. Secure clearances (new applicants or old applicants that did not pass inspection during the previous year)</p> <p>New firms and applicants for renewal that did not pass zoning, building, sanitary and/or fire inspection conducted during the previous year have to secure clearances from the:</p> <ul style="list-style-type: none"> • Mun. Planning and Development Office • Mun. Engineer • Mun. Health Officer • Bureau of Fire Protection <p>Old applicants only have to secure clearance from the office(s) whose inspection the firm did not pass.</p>	2 minutes	<p>Lilian D. Frias <i>Municipal Treasurer</i></p> <p>Rebecca A. Rosit <i>Asst. Municipal Treasurer</i></p> <p>Crislynn Mae S. Huerta, MPA <i>Municipal Planning and Development Coordinator - for zoning clearance</i></p> <p>Dorothy I. Ferrera <i>Municipal Engineer – for building clearance</i></p> <p>Joseph B. Ague, MD, MCHM <i>Municipal Health Officer – for sanitary inspection clearance</i></p>
<p>5. Secure computer print-out/billing</p>	2 minutes	<p>Lanne Daano <i>Fire Marshall – for fire clearance</i></p>
<p>6. Payment of business taxes, fees and other charges</p>	5 minutes	<p>Emeberto F. Estrada <i>LRCO – I</i></p> <p>Chad G. Tan <i>Admin. Asst. – I</i></p> <p>Emeberto F. Estrada <i>LRCO – I</i></p>
<p>7. Secure permits and registration plate</p> <p>You will be given the following:</p> <ul style="list-style-type: none"> •Mayor's Permit •Sanitary Permit •Health Cards (one for each worker) •Business Plate 	5 minutes	<p>Daisy M. Orag <i>RCC – II</i></p> <p>Rosalinda C. Diaz <i>RCC – II</i></p> <p>Nenita P. Trugillo <i>RCC – II</i></p> <p>Edralyn A. Calejesan <i>RCC – II</i></p> <p>Marlyn C. Maratas <i>RCC -II</i></p> <p>Emeberto F. Estrada <i>LRCO – I</i></p> <p>Daisy M. Orag <i>RCC – II</i></p> <p>Rosalinda C. Diaz <i>RCC – II</i></p> <p>Nenita P. Trugillo <i>RCC – II</i></p> <p>Edralyn A. Calejesan <i>RCC – II</i></p> <p>Marlyn C. Maratas <i>RCC -II</i></p>

RETIRING OF BUSINESS LICENSE

SERVICE DESCRIPTION:

ENTERPRISES that have closed or ceased to exist, or whose ownership has changed, must file with the MTO an application for Retirement of Business.

This should be done to update the municipal government's records and to avoid accumulation of tax payments and penalties.

REQUIREMENTS: Business Permit

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>1. The client, upon termination of the business, submit a sworn of statement of the gross sales or receipts for the calendar year within 30 days following the closure. A tax due shall first be paid before any business or under taking is fully terminated.</p>	2 minutes	<p>Lilian D. Frias <i>Municipal Treasurer</i></p> <p>Rebecca A. Rosit <i>Asst. Mun. Treasurer</i></p> <p>Emeberto F. Estrada <i>LRCO – I</i></p>

PAYING REAL PROPERTY TAXES

SERVICE DESCRIPTION:

OWNERS OF land and buildings have to pay real property taxes annually. Taxes are a percentage of the property's taxable value.

Taxable value is computed by multiplying a land or building's Fair Market Value (FMV) to its Assessment Level. Both the FMV and the Assessment Level are based on an ordinance passed by the Sanggunian/Bayan Council. The Mun. Assessor's Office submits to the Sanggunian a new Schedule of Fair Market Values every 3 years.

Real property tax payments are made at the Land Tax Division of the MTO. Taxpayers may choose to pay on an annual or quarterly basis. Discounts are given to those who pay in advance and on time.

REQUIREMENTS: Previous receipts if available and tax declaration of the declared owner

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The applicants/clients ask for computation/billing	5 minutes	Emeberto F. Estrada <i>LRCO – I</i> Chad G. Tan <i>Admin. Asst. – I</i>
2. Payment of RPT Tax	5 minutes	Emeberto F. Estrada <i>LRCO – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Marlyn C. Maratas <i>RCC - II</i>

SECURING CERTIFICATE OF REAL PROPERTY TAX PAYMENTS

SERVICE DESCRIPTION:

A CERTIFICATE of Real Property Tax Payments is required in certain transactions (e.g. securing a Building Permit) to prove that taxes on real property have been paid and updated. This may be secured from the Land Tax Division of the MTO.

REQUIREMENTS: Real Property Tax Clearance

FEES: P 100.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Ask for certificate of RPT Tax payments/clearance	5 minutes	Emeberto F. Estrada <i>LRCO – I</i> Chad G. Tan <i>Admin. Asst. – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Lilian D. Frias <i>Municipal Treasurer</i> Rebecca A. Rosit <i>Asst. Mun. Treasurer</i>

SECURING REGISTRATION/TRANSFER OF LARGE CATTLE

SERVICE DESCRIPTION:

A certificate of Registration are required in a certain transaction to prove that the holder of the said animal is the real owner.

REQUIREMENTS:	1.	Registration of Large Cattle	-	100.00
	2.	Livestock Development Fund	-	2.00
	3.	Certificate of Transfer	-	150.00
	4.	Certificate & Record of transfer of Large Cattle	-	10.00
	5.	Record of Ownership of Large Cattle	-	5.00
	6.	Certificate of Ownership	-	50.00

FEES: P 317.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The clients register/transfer his/her large cattle	2 – 5 hours depending on the distance of the said barangay where the large cattle is to be registered	Emeberto F. Estrada <i>LRCO – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i>
2. Payment registration/transfer fees	1 minute	Emeberto F. Estrada <i>LRCO – I</i> Daisy M. Orag <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i>

SECURING REGISTRATION OF PUMPBOAT, MOTORIZED/ NON- MOTORIZED/ PEDICAB OR "TRISIKAD", BICYCLES, AND DOGS

SERVICE DESCRIPTION:

Registration is required to show or prove ownership.

REQUIREMENTS:	FEES:
1. Bicycle Registration Fee	- P 55.00
2. Dog Registration Fee	- P 50.00
3. Pumpboat Registration	
•Mayor's Permit Fee	- P 200.00
•Horse Power 1-10Hp	- P 50.00
11 Hp above	- P 75.00
•Pumpboat Plate	- P 55.00
•Hook and Line	- P 20.00
•Fish net or "Pokot" 30 – 50 meters	- P 50.00
4. Motorized Trisikad	
•Mayor's Permit Fee	- P 250.00
•Sanitary Permit Fee	- P 40.00
•Sputum	- P 25.00
•Fecalalysis	- P 20.00
•Medical Certificate	- P 60.00
•Police Clearance	- P 60.00
•Driver's Registration Fee	- P 60.00
•Plate Number	- P 55.00
•Barangay Clearance (depends on Barangay Ordinance)	
5. Non-Motorized Trisikad	
•Barangay Clearance (depends on Barangay Ordinance)	
•Police Clearance	- P 60.00
•Sanitary Permit Fee	- P 40.00
•Sputum	- P 25.00
•Fecalalysis	- P 20.00
•Medical Certificate	- P 60.00
•Driver's Certificate	- P 60.00
•Plate Number	- P 55.00
•Mayor's Permit Fee	- P 110.00
6. Non Passenger Trisikad	
•Mayor's Permit Fee	- P 110.00
•Driver's Permit Fee	- P 60.00
•Plate Number	- P 55.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The clients proceed to the responsible person in-charge and fill-up the application form	5 minutes	Marlyn C. Maratas <i>RCC – II</i>
2. Ask for toral due/billing	2 minutes	Marlyn C. Maratas <i>RCC – II</i>
3. Pay mayor's permit and other regulatory fees	2 minutes	Marlyn C. Maratas <i>RCC – II</i>

SECURING BURIAL PERMIT AND MARRIAGE LICENSE FEE

SERVICE DESCRIPTION:

Burial permit fee receipt is required to persons applying burial permit before disposition of the cadaver. All marriage license applicants are required to secure marriage license fee receipt from the Office of the Municipal Treasurer after all the requirements are complied.

REQUIREMENTS:

1. Burial Permit and Fee Receipts
 2. Marriages Fees
 - Application fee for Marriage License
 - Marriage Certification Fee
 - Marriage Counseling Fee
 - Marriage License Fee
 - Marriage Solemnization Fee
- If solemnized by the Municipal Mayor/Municipal Judge - P 300.00

FEES:

- P 20.00
- P 200.00
- P 50.00
- P 200.00
- P 2.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Burial Permit - The client will pay burial permit and fee receipt before disposition of the cadaver - For Saturday - For Sunday	1 minute	Nenita P. Trugillo <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i> Rebecca A. Rosit Asst. Mun. Treasurer
2. Marriage License - Payment of marriage license fees and other fees	1 minute	Nenita P. Trugillo <i>RCC – II</i> Rosalinda C. Diaz <i>RCC – II</i>

SECURING SLAUGHTER PERMIT FEE

SERVICE DESCRIPTION:

The slaughter permit and fees and other requirements must be complied first to ensure the meat to be safe/fit for human consumption.

REQUIREMENTS:

1. Permit Fee to Slaughter
2. Slaughterhouse Fee
3. Public Consumption
4. Ante-mortem Fee
5. Post Mortem Fee
6. Sanitary Fee

FEES:

- P 50.00/head
- P 75.00
- P 50.00
- P 5.00
- P 25.00
- P 40.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure permit fee for the animal or large cattle before slaughtering for public/home consumption.	3 minutes	Emeberto F. Estrada <i>LRCO – I</i> Rosalinda C. Diaz <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Daisy M. Orag <i>RCC – II</i>

PAYING MARKET FEES, GOODWILL FEES, MONTHLY RENTAL FOR STALLS, LODGING HOUSE RENTAL, PARKING OR TERMINAL FEE

SERVICE DESCRIPTION:

Any applicant to occupy market stall under lease is required to pay goodwill occupancy fee in the amount of (P5,000.00) pesos which is receivable after the lapse of five years.

REQUIREMENTS:

1. Goodwill
2. Stall Rentals
3. Lodging House
(non-aircon) for 24hrs
for 24hrs Good for (2) persons
In excess for 24hrs shall pay the full rental
(for air-conditioned room)
4. Transient Vendors (Tabo) – Cash Tickets
5. Parking/Terminal Fees – Cash Tickets
 - Single Motor
 - Motorized Trisikad
 - Bus
 - Passenger Jeepney
 - Cargo Truck/delivery Vans

FEES:

- P5,000.00
- P 700.00/500.00 per month
- P 100.00 per head
- P 500.00
- P 500.00
- P 1.00 per kilo
- P 5.00
- P 5.00
- P 20.00
- P 10.00
- P 10.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. See or contact the collection officer incharge	3 minutes	Edilberta S. Yparraguirre <i>Market Inspector</i>

SECURING PERMIT FEES AND CHARGES TO COCKPIT

SERVICE DESCRIPTION:

All cockpit operators are required to secure a business license and permit fees. Business taxes shall be pay before the operations started. Permit Fees must be paid annually and also during hack fights and derbys.

Mayor's Permit fees must be secured at the Office of the Municipal Mayor.

REQUIREMENTS:

1. Sultada per fight(ordinary)
2. Permit Fee for Derby
 - Two Cock Derby
 - Three Cock Derby
 - Four Cock Derby
 - Plasada per fight (derby)
(1% of 10% of the total bet/cockfight)
3. Amusement Tax
(per provincial imposition)

FEES:

- P 25.00
- P 700.00
- P 1,800.00
- P 2,500.00
- P 40.00
- 30% of the total admission

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure mayor's permit fee for hackfight and derby at the office of the mayor	2 minutes	Emeberto F. Estrada <i>LRCO – I</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i>

PAYING RENTALS FOR FACILITIES INSIDE THE CARRASCAL SPORTS AND CULTURAL CENTER

SERVICE DESCRIPTION:

Rental Fees are collected before utilization of said government facilities.
Approved schedule from the office of the Municipal Mayor.

REQUIREMENTS: Approved Schedule from the Office of the Municipal Mayor.

FEES:

A. Religious/Educational Purpose:

Day Time:

- 1. Mayor's Permit - P 100.00
- 2. Sound System including rental fee tables and chairs - P1,000.00
- 3. Sound System excluding of tables and chairs - P 500.00

Night Time:

- 1. Mayor's Permit - P 100.00
- 2. Sound System including rental fee tables and chairs - P1,500.00
- 3. Sound System excluding of tables and chairs - P1,000.00

Note: Except of Gym Rental Fee

B. Non-Religious/Educational Purpose:

Day Time:

- 1. Mayor's Permit - P 100.00
- 2. Sound System including rental fee tables and chairs - P1,500.00
- 3. Sound System excluding of tables and chairs - P1,000.00
- 4. Gym Rental Fee - P 500.00

Night Time:

- 1. Mayor's Permit - P 100.00
- 2. Sound System including rental fee tables and chairs - P2,000.00
- 3. Sound System excluding of tables and chairs - P1,500.00
- 4. Gym Rental Fee - P 500.00

C. Tables and Chairs:

- 1. Table - P10.00 each
- 2. Chair - P 5.00 each

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Pay chairs and tables/Gym for rent	1 to 2 minutes	Emeberto F. Estrada <i>LRCO – I</i> Rosalinda C. Diaz <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Daisy M. Orag <i>RCC – II</i>

PAYING HOSPITAL SERVICE

SERVICE DESCRIPTION:

Patients are required to pay hospital service fee as required by Local Tax Ordinance.

REQUIREMENTS:

FEES:

1. Medical Fee

a. In Patient:

- Ward Room - P 30.00
- Delivery Room - P 200.00
- Normal Delivery (excluding medicine)

b. Out Patient Services:

- P. E. consultation and prescription (excluding Laboratory and other specific examination) - P 10.00
- Hypodermin, IM injection (excluding medicine) - P 5.00
- General Surgical Dressing
 - a. Small - P 5.00
 - b. Medium - P 10.00
 - c. Large - P 15.00
- Sulturing of Wound
 - a. Small wound w/ 3 stitches - P 50.00
 - b. Large wound - P 100.00
 - c. Circumcision - P 150.00

Ambulance Fees: within Cantilan, Madrid Hospital –Fuel only

- a. Tandag - P 400.00
- b. Surigao City - P 600.00
- c. Butuan City - P 1,000.00
- d. Cagayan de Oro City - P 2,000.00
- e. Davao City - P 2,000.00
- f. Oxygen Tank - P 700.00
(excluding fuel, oil and per diems of the driver)

2. Dental Services:

- a. Extraction per tooth (including anesthesia) - P 40.00
- b. Temporary filling per tooth - P 60.00
- c. Permanent filling per tooth - P 100.00
- d. Prophylaxis - P 150.00

3. Laboratory Examination Fees:

- a. Urinalysis - P 30.00
- b. Platelet - P 50.00
- c. Differential stain BSMP - P 25.00
- d. Fasting blood sugar - P 100.00
- e. Cholesterol - P 150.00
- f. Uric Acid - P 150.00
- g. Complete blood count - P 50.00
- h. Hemoglobin/Hemolocrit determination - P 25.00
- i. Bleeding/Clotting time - P 20.00
- j. Routine stool examination - P 20.00
- k. Sputum - P 25.00
- l. Blood typing - P 25.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Pay the municipal hospital service fees imposed by the LGU	2 minutes	Emeberto F. Estrada <i>LRCO – I</i> Rosalinda C. Diaz <i>RCC – II</i> Edralyn A. Calejesan <i>RCC – II</i> Nenita P. Trugillo <i>RCC – II</i> Daisy M. Orag <i>RCC – II</i> Marlyn C. Maratas <i>RCC – II</i>

PAYING WATER CONSUMPTION BILLS

SERVICE DESCRIPTION:

Residences with water service connection are required to pay water bills based on cubic meter reading consumed by the subscribers/users.

REQUIREMENTS: Water Bill

FEES:

1. Residential – ½ ha. dia. service connections
 - First 10 c.m. (minimum) - P 50.00
 - 11 – 20 c.m. (next 10 c.m.) - P 5.00 per c.m.
 - 21 – 30 c.m. (next 10 c.m.) - P 9.00 per c.m.
 - 31 – 40 c.m. (next 10 c.m.) - P 10.00 per c.m.
 - 41 c.m. up (excess) - P 12.00 per c.m.

2. Commercial Connective (1" dia. service connections)
 - First 10 c.m. (minimum) - P150.00 per c.m.
 - 11 – 20 c.m. (next 10 c.m.) - P 10.00 per c.m.
 - 21 – 30 c.m. (next 10 c.m.) - P 14.00 per c.m.
 - 31 – 40 c.m. (next 10 c.m.) - P 16.00 per c.m.
 - 41 c.m. up (excess) - P 20.00 per c.m.

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Pay water bills	2 minutes	Daisy M. Orag <i>RCC – II</i>

SKETCH MAP

Office of the Municipal Treasurer

GROUND FLOOR

