

## 1. Issuance of Business Tax Bill or Statement

The Municipal Treasurer's Office is the right agency to issue billing or statement on various taxes

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All Transacting Public of Tagoloan Mis. Or.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None (Personal Appearance)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach frontline personnel	1.1 Print Business Tax Bill or Statement	None	5 Minutes	<i>Revenue Collectors</i>
2. Receive Business Tax Bill or statement	1 Issue Business Tax Bill or statement	None	5 Minutes	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
		<b>TOTAL:</b>	10 Minutes	