

5. Issuance of Community Tax Certificate (CTC) or Cedula (For Individual)

Community Tax Certificate (CTC) is issued to all requesting individuals that have reached the age of 18 years old.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C-Government To Client			
Who may avail:	All Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data Capture form		Municipal Treasurer's Office REVENUE DIVISION Ground Floor, Municipal Building Poblacion, Tagoloan, Misamis Oriental		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client secures Data Capture Form and fill-out completely	1.Give the Data Capture Form to the client	None	5 Minutes	<i>Revenue Collectors</i>
2.Submit completely filled-out Data Capture Form	1. Receive the DataCapture Form and check ofcompleteness	None	5 Minutes	<i>Revenue Collectors</i>
	2 Start processing the CTC/Cedula	None	5 Minutes	
3. Pay required fees	Accepts payment and issue Official Receipts	One peso for every one thousands of annual gross sales	5 Minutes	<i>Revenue Collectors</i>
4. Receive CTC	Issue CTC/Cedula	None	5 Minutes	<i>Revenue Collectors</i>

Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
TOTAL:			25 minutes	