

**CITY TREASURER'S OFFICE**

<b>OFFICE DIVISION:</b>	CITY TREASURER'S OFFICE	
<b>SERVICE DESCRIPTION</b>		
<b>Service Provided:</b>	<b>ISSUANCE OF CERTIFIED TRUE COPY OF THE TRIPLICATE COPY OF RECEIPTS/CERTIFICATION</b>	
<b>Simple, Complex, or Highly Technical</b>	Simple	
<b>Internal or External</b>	External	
<b>Who may avail of Service</b>	All City of Taguig taxpayers	
<b>CITIZEN'S CHARTER</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Request form from the Taxpayer indicating Official Receipt Number and Date of Issuance		City Treasurer's Office Records Section

<b>Client Steps (List of Transactions to Get Service)</b>	<b>Fees To Be Paid</b>	<b>Maximum Processing Time</b>	<b>Person Responsible</b>
1. Fill up the request form and submit to the CTO Staff.	None	30 minutes	CTO Records Section Staff
2. Receive Tax Order of Payment	None	2 minutes	CTO Records Section Staff
3. Proceed to the Collector's counter for payment.	PHP50.00 per Certification copy	2 minutes	Revenue Collector Clerk
4. Return to the assigned CTO Staff and present OR and wait for the issuance of the Certified True Copy of the Triplicate Copy of Receipts/Certification.	None	5 minutes	1. CTO Records Section Staff; and 2. Authorized signatory

5. Receive the Certified True Copy of the Triplicate Copy of Receipt/Certification.	None	5 minutes	CTO Records Section Staff
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