

**CITY TREASURER'S OFFICE  
LAND TAX DIVISION  
Bacolod City**

The Office of the City Treasurer consists of the Administrative, Real Property Tax, License and Cash Divisions.

<b>Location:</b> Ground floor, South Wing Bacolod City Government Center, Barangay Villamonte, Bacolod City
<b>Phone number:</b> (034) 476-3456 / 434-7950

**I. REAL PROPERTY TAX PAYMENT**

**ABOUT THE SERVICE:** 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 CTO.

**REQUIREMENT:** (Any of the following)

- Photocopy of Title or Titles
- Previous Land Tax Receipt
- Latest Tax Declaration

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Secure Statement of Account (SOA)	3 minutes per title	<b>Letters - A, B, D &amp; Q</b> <b>Lani J. Toriano</b> <i>Ma. Rhea Joseliva</i> <i>Lina Jane Lamela</i> <i>Jorelyn Diljadi</i>
2. Secure Queuing Number from front desk.	2-3 minutes per title	<b>Letters - H, J, K, N, O, S &amp; T</b> <i>Gilda C. Plomantes</i> <i>Leahny Rebadomia</i> <i>Edgar Lanaria</i> <i>Irma Pabalinas</i>  <b>Letters - C, E, P &amp; V</b> <i>Kira Ayn C. Parcon</i> <i>Mylin Paredes</i> <i>Roselyn Catolico</i> <i>Krislyn Privo</i>

		<p><b>Letters - G, F, M, W, X &amp; Z</b>  Sheila Baligat  Rosemarie Reyes  April Bio  Jean Monge</p> <p><b>Letters - I, L, R, U &amp; Y</b>  Edwin Alegada  Gigi Chew  Leah Candolesas  Jenabeth Bernales</p>
3. Go to payment under designated cashiers	3 minutes per title	<p><b>Window 1</b>  Loreto Cordova</p> <p><b>Window 2</b>  Christina Amago</p> <p><b>Window 3</b>  Sylvia de Oca</p> <p><b>Window 4</b>  Lara Hernando</p> <p><b>Window 5</b>  Thriza Karina Dingcong</p> <p><b>Window 6</b>  Julie Matti</p>

**II. ISSUANCE OF TAX CLEARANCE OR TAX CERTIFICATION ON NON-DELINQUENCY**

**ABOUT THE SERVICE:** Any individual or corporation/s who is applying for TRANSFER OF TITLE, BANK/FINANCIAL LOAN, TRAVEL ABROAD, BUILDING PERMIT, ANNOTATION or for their own Record Purposes with the use of their property title/s.

**REQUIREMENT:**

- Photocopy of Title of Titles
- Receipt of updated payment (current year or quarter)
- Tax Declaration

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Pay P50.00 certification fee per lot.	3 minutes per title	<p><b>Designated License Division Cashiers</b>  <b>Windows 1 to 9</b></p>

2. Proceed to Front Desk.	25 minutes per title	<b><i>Jennifer F. Degojas</i></b> <b><i>Ian Ceazar M. Garcia</i></b>
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