



Republic of the Philippines  
**OFFICE OF THE CITY TREASURER**  
**LAND TAX DIVISION**  
 Bacolod City

**1. Real Property Tax Payment**

<b>Office or Division:</b>		City Treasurer's Office – Land Tax Division		
<b>Classification:</b>		<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical		
<b>Type of Transaction:</b>		<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		
<b>Who may avail:</b>		All Eligible Tax Payers		
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Photocopy of Title or Titles</li> <li>• Previous Tax Receipt</li> <li>• Latest Tax Declaration</li> <li>• Property Index Number of Property</li> </ul>			<ul style="list-style-type: none"> <li>• Registry of Deeds</li> <li>• Owner's Copy</li> <li>• City Assessor's Office</li> <li>• City Assessor's Office</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Statement of Account (SOA)	1. CTO – Land Tax Accounting Section computes Real Property computation	None	2 – 3 minutes	<b>Lani Toriano</b> Clerk II  <b>Gilda Plomantes</b> LTOO II  <b>Kira Ayn Goldstein</b> LTOA  <b>Sheila Baliguat</b> Clerk II  <b>Edwin Alegada</b> LTOA

2. Secure queuing number from front desk	2. CTO – Land Tax Information Section issues priority number to tax payer/s after evaluation of documents needed for payment.	None	2 – 3 minutes	<b>Rodelyn Valente</b> <b>Chamber Daguno</b> Job Order
3. Go to payment under designated cashiers	3. CTO – Land Tax Collection Section receives and collects Realty Taxes including penalties and interests accruing to the City. Issue Official Receipt appertaining to collection	Depends on Real Property Assessment	3 – 5 minutes	<b>Loreto Cordova</b> LTOA  <b>Sheila Garingo</b> LTOA  <b>Sylvia De Oca</b> LTOA  <b>Lara Pardilla</b> LTOA  <b>Thriza Karina Dingcong</b> LTOA  <b>Jose Leo Pomperada</b> LTOA
<b>TOTAL</b>		Depends on Real Property Assessment	11 minutes	

## 2. Issuance of Tax Clearance or Certification on Non-Delinquency

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<b>Who may avail:</b>	All Eligible Tax Payers
<b>CHECKLIST REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

<ul style="list-style-type: none"> <li>• Photocopy of Title or Titles</li> <li>• Previous Tax Receipt</li> <li>• Latest Tax Declaration</li> <li>• Property Index Number of Property</li> </ul>		<ul style="list-style-type: none"> <li>• Registry of Deeds</li> <li>• Owner's Copy</li> <li>• City Assessor's Office</li> <li>• City Assessor's Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Certification fee or Tax Clearance fee	1. CTO – License Division issues miscellaneous fee/s particularly Certification fee or Tax Clearance fee needed for Clearance of Land Tax	Php 50.00 per Lot/Title	2 – 3 minutes	CTO License Personnel/s
2. Proceed to Clearance Section	CTO – Land Tax Division Accounting/Clearance Section prepares and verifies owner's payment for approval and issues Certification Clearance	None	5 – 10 minutes	<b>Krislyn Privo</b> LTOA  <b>Paul Cubos</b>  <b>Cedie Fuentebella</b>
<b>TOTAL</b>		Php 50.00 per Lot/Title	13 minutes	