

# OFFICE OF THE MUNICIPAL TREASURER

## FUNCTIONAL CHART



### Municipal Treasurer

Provides fiscal administration such as collection of revenues accruing to the municipal, provincial and national government as authorized by law or ordinance; disburse all municipal funds entrusted to him by law or competent authorities in accordance with prescribed rules and regulations; custodians of all government properties, equipment and election matters and performs other varied duties and functions.

### Assistant Municipal Treasurer

Assists the Municipal Treasurer of his/her duties and functions.

### Local Treasury Operations Officer II

Plans, organizes, directs and supervises various activities involved in Local Treasury Operations; prepare reports and acts as the controlling unit of financial claims in the Treasury Office.

### Administrative Section

Charge with the custody of records of the office or tasked with records management as creation, file, mail and disposition.

Takes charge of property and supplies procurement and management; custodial services for equipments, supplies and accountable forms in the office.

### Revenue Operations/Collection Section

Provides collection services of all taxes, fees and charges from taxpayers such as Real Property Taxes (Basic & S.E.F.), business taxes, permit fees, other fees and charges, penalties and other dues pursuant to the provisions of the Municipal Revenue Code; post payments in the updated assessments in the real estate register; prepare notices of taxes delinquencies to be delivered to the taxpayers concerned.

Prepare correspondence in answer to complains or queries of taxpayers; conduct tax information and education campaign to improve the collection of municipal revenues; maintain and safeguard important records of division.

### Cash Section

Provides collection and disbursement services; takes charge of the custody of cash books, checks and depositories; makes withdrawals of cash for payment of obligations, remittance of collections due to National Government Agencies and other agencies; prepare cash disbursement report and checks issued and other liquidation vouchers, reports of cash disbursements and deposits after they have been entered into the cash books.

**MUNICIPAL TREASURY OFFICE (MTO)**  
**External Services**

- 1. Collection of Real Property Tax (RPT)**
- 2. Issuance of Certificate of Non – Tax Delinquency**
- 3. Registration/Issuance of Certificate of Ownership/  
Transfer of Ownership of Large Cattle/Registration of  
Private Brand**
- 4. Issuance of Community Tax Certificates (CTC)**
- 5. Collection of Other Taxes, Fees and Charges**
- 6. Releasing of Checks**
- 7. Claiming of Cash Prizes, Incentives, Medical Assistance,  
Burial Assistance and Other Financial Assistance**
- 8. Claiming of Salary/ies, Wages of Teachers, Laborers,  
Job Order or Casual employees and other Daily Wage earners**

