

CITY TREASURER'S OFFICE

OFFICE DIVISION:	CITY TREASURER'S OFFICE /REAL PROPERTY TAX SECTION	
SERVICE DESCRIPTION		
Service Provided:	PAYMENT OF REAL PROPERTY TAX	
Simple, Complex, or Highly Technical	Simple	
Internal or External	External	
Who may avail of Service	All Real Property Owners in Taguig	
CITIZEN'S CHARTER		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Latest Copy of the Official Receipt		Owner's Copy
Latest Tax Declaration		City Assessor's Office

Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Go to the City Treasurer's Office RPT Section billing counter and present the latest copy of OR and copy of the latest Tax Declaration of the property	None	10 minutes	RPT Staff
2. Pay the amount reflected in the SOA	<p>Basic Tax</p> <p><u>Residential /Agricultural</u> Assessed value x.01 +Interest -Discount =Total Basic</p> <p><u>Commercial /Industrial</u> Assessed value x.015 +Interest -Discount =Basic Tax</p> <p>SEF x .01 +Interest -Discount =Total SEF</p>	15 minutes	Revenue Collector Clerk

NOTE:

- Processing time for RPT assessment and payment may take longer during the months of December to January.