

CITY TREASURER'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City

Tel.: (063) 221-6316; 221-4343; 221-6515; email: ctoiligan@gmail.com

Frontline Service : ASSESSMENT OF BUSINESS TAX & FEES

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Anybody who is at least 18 years of age

What are the Requirements : `Unified Forms from Permits and Licenses Division of the City Mayor's Office

Duration : 8 minutes

How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Submit duly accomplished unified form from Permits & License Division, CMO	Receive the unified form, assesses taxes & fees, print assessment record	5 minutes	RCC I/LTOO I/LTOO II		Assessment Record
		Check Assessment Record and electronically approved for payment	2 minutes	Head-Business Tax & Fees Division	Variable (see assessment record)	Approved Assessment Record
2	Receive Approved Assessment record for payment	Release approved assessment record and instruct client to proceed for payment at the Cash Receipts Division	1 minute	Head-Business Tax & Fees Division or the duly authorized representative		Approved Assessment Record
END OF TRANSACTION						

**Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.*