

CITY TREASURER'S OFFICE

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

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

Frontline Service : ISSUANCE OF OFFICIAL RECEIPTS

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 : Clients who need to pay business taxes & fees, Citation Tickets and other fees as requirement for the processing of documents and other transactions from different offices in the City Government of Iligan

What are the Requirements : Electronically Approved Assessment Record/Bills/Payment Order/ Citation Ticket

Duration : 4 minutes



How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Present Assessment Record, Billing Record, Order of Payment, & the like	Receive and validate the Assessment Record, Billing Record, Order of Payment, & the like	1 minute	Teller		
2	Pay in Cash or in Check	Check the accuracy of the payment made and Tender the payment in check or in cash in the system	2 minutes	Teller	Variable	
3	Receive Official Receipt/s	Print and Release the Official Receipt/s	1 minute	Teller		Official Receipt/s

END OF TRANSACTION

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