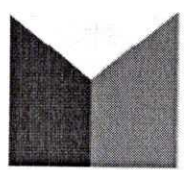


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Republika ng Pilipinas  
PAMAHALAANG LUNGSOD NG TACLOBAN  
City Government of Tacloban  
TANGGAPAN NG INGATYAMAN  
Office of the Treasurer



September 17, 2019



HON. ALFRED S. ROMUALDEZ  
City Mayor  
Tacloban City

THRU: MS. CELICA E. QUEBEC  
Executive Secretary

Sir:

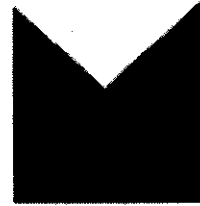
Respectfully transmitting herewith the submission of WEEKLY ACCOMPLISHMENT REPORT of the City Treasurer's Office, from the period September 9-13, 2019, in compliance to Memorandum No. 19-08-575.

Thank you.

  
ZOSIMA A. CORDAÑO  
City Treasurer



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*Office of the Treasurer*



## ACCOMPLISHMENT REPORT

September 9 – 13, 2019

1. Monitored Task Force assigned in the Annual Delivery Truck.
2. Reviewed Vouchers and Payrolls and supporting documents daily.
3. Conducted Check and Balance of Daily Report of Abstract of Collections.

\* Statement: from August 27 – September 2, 2019

\* Marriage – 15 receipts

\* Brgy. Share (30%) – 5

\* CEDULA – 551 receipts

\* Local Fund – 1,520 receipts


\* Market – 1,494 receipts

\* Terminal – 94 receipts

\* Trust – 236 receipts

\* EWP - 1

4. Annual Delivery Trucks - 162  
(Total Amount Apprehended - 45,750.00)
5. No of Gasoline Stations - 4
6. (No. of dispensing pumps 44 – 6,740.00)
7. Conducted field verifications on Sari – sari Stores and small enterprises issued with notices to Secure Business Permits and Subject for Spot Collections.
8. Sustained the monitoring operations at the Bus Terminal, Market and Slaughterhouse.

  
CORINA C. INNIS  
LTOO - IV



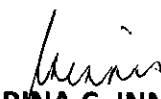
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*Office of the Treasurer*

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## ACCOMPLISHMENT REPORT

August 27 – September 6, 2019

1. Monitored Task Force assigned in the Annual Delivery Truck.
2. Reviewed Vouchers and Payrolls and supporting documents daily.
3. Conducted Check and Balance of Daily Report of Abstract of Collections.
  - \* Statement: from August 27 – September 6, 2019
  - \* Marriage – 26 receipts
  - \* Brgy. Share (30%) – 8 from August 27 – September 6, 2019
  - \* CEDULA – 1,492 receipts
  - \* Local Fund – 3,102 receipts
  - \* Market – 1,573 receipts
  - \* Terminal – 88 receipts
  - \* Trust – 349 receipts
4. Annual Delivery Trucks - 190  
(Total Amount Apprehended - 152, 950.00)
5. No of Gasoline Stations - 10  
(No. of dispensing pumps 100 – 15,640.00)
6. Conducted field verifications on Sari – sari Stores and small enterprises issued with notices to Secure Business Permits and Subject for Spot Collections.

  
**CORINA C. INNIS**  
LTOO - IV

Recd:  
gpc.  
13:14 pm  
9-13-19



## ACCOMPLISHMENT REPORT CASH RECEIPTS DIVISION For the Period Sep. 9-13, 2019

1. Local Revenue Collectors and Designates were able to issue the following number of official receipts:

AF#51	4,574
BIR#0016 & 907	1,045
AF#56	150

2. The amount of collections for the issued official receipts totaled:

General Fund –	P 2,785,489.24
Economic Enterprise Fund –	813,313.33
Special Educational Fund	261,743.69
Trust Fund	3,237,263.45

**TOTAL COLLECTION P 7,097,809.71**

3. All remitted cash/checks collections is deposited intact to authorized government depository banks, that is, LandBank of the Philippines (thru pick-up teller) and Overseas Workers Bank (over the counter).

  
**EDWINA P. NAPUTO**  
LRCO IV



Republic of the Philippines  
City Government of Tacloban  
o0o  
**OFFICE OF THE CITY TREASURER**

**DATE :** September 16, 2019

**FOR :** **ZOSIMA A. CORDAÑO**  
City Treasurer  
This City

**FROM:** **EDNA B. DELA CRUZ**  
Local Treasury Operations Officer IV  
Business Fees and Taxes Division

**RE : WEEKLY ACCOMPLISHMENT REPORT**

Dear Madam,

In compliance with Memorandum Order No. 219-08-57, I am respectfully submitting herewith the **Business Fees and Taxes Division Weekly Accomplishment Report** covering the period September 9, 2019 to September 13, 2019.

For your information and perusal.

Very truly yours,



**EDNA B. DE LA CRUZ**  
LTOO IV



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City Government of Tacloban  
o0o  
**OFFICE OF THE CITY TREASURER**

**BUSINESS TAXES AND FEES DIVISION**

*Weekly Accomplishment Report*

*For the period September 9, 2019 to September 13, 2019*

*The Business Fees and Taxes Division an important arm in the implementation and collection of Local Taxes, Fees, and other charges, presents its accomplishments as follows:*

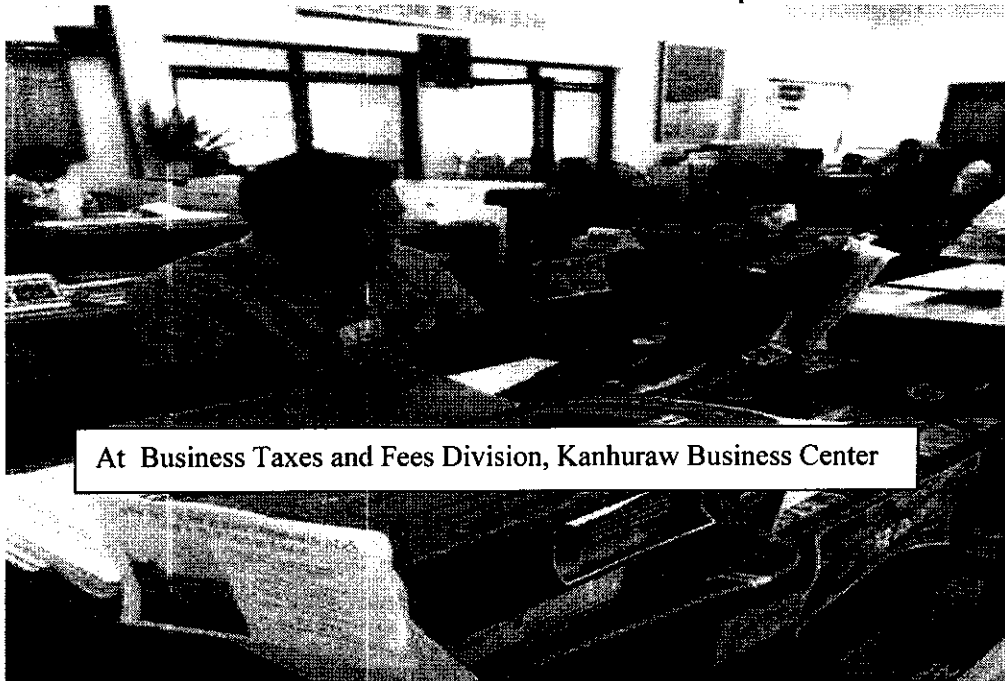
- I. Assessed and printed business taxes, fees and other charges due to the city for payment.**
- *Business Permits ( New and Renewed), transport vehicles ( MCH & PUJ), annual fixed tax for delivery vehicles, special permit ( amusement, carnival and trade fairs, parade, procession, concert, rally, promotion, tarpaulin, recorida, & motorcade), change of location/ business ownership, etc.*

**Total number of Assessment issued – 245**

- II. Verified New Business Applicants thru inspection using BPLSV41 and other records.**
- *Verified as New Applicant without arrears, fines and penalties due to the city.*

**Total number of applicants verified - 48**

**BUSINESS TAX ASSESSMENT & VERIFICATION photo 1**



**At Business Taxes and Fees Division, Kanhuraw Business Center**

- III. Issuance of Business Retirement Certificate**
- *Issued Assessment for Retirement of business and monitored payments.*
  - *Prepared and released Business Retirement Certificates.*

**Total Number of Retirement Certificates released**

**- 8**

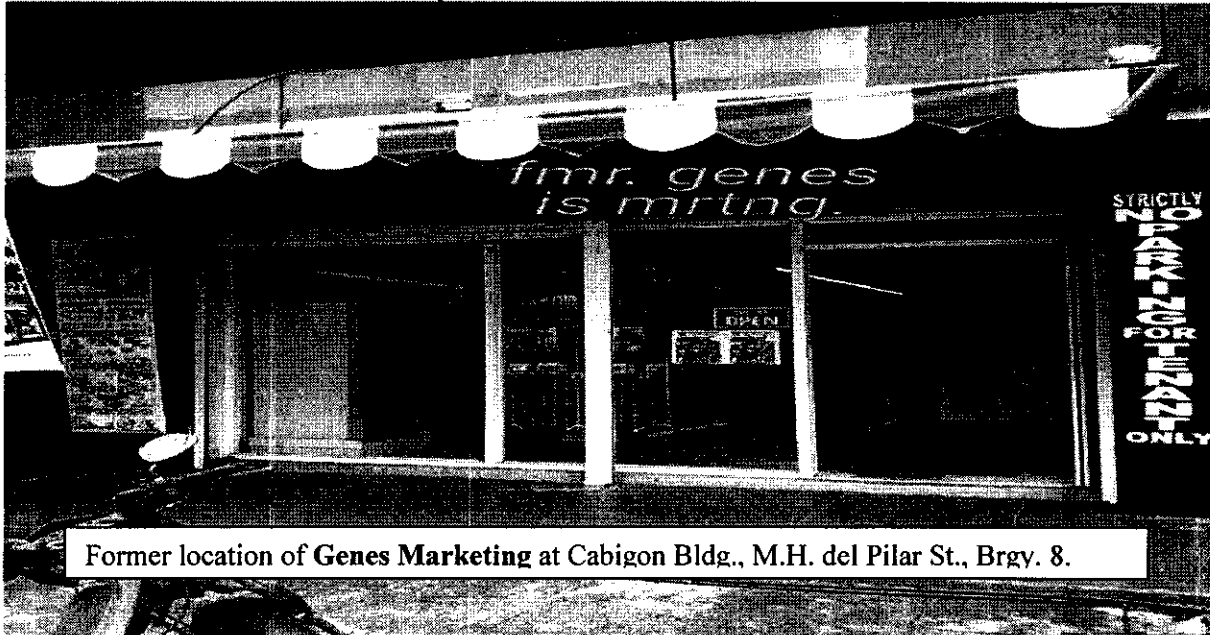
**Total amount collected**

**-P 8,873.32**



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Inspection of Business Closure Photo 1

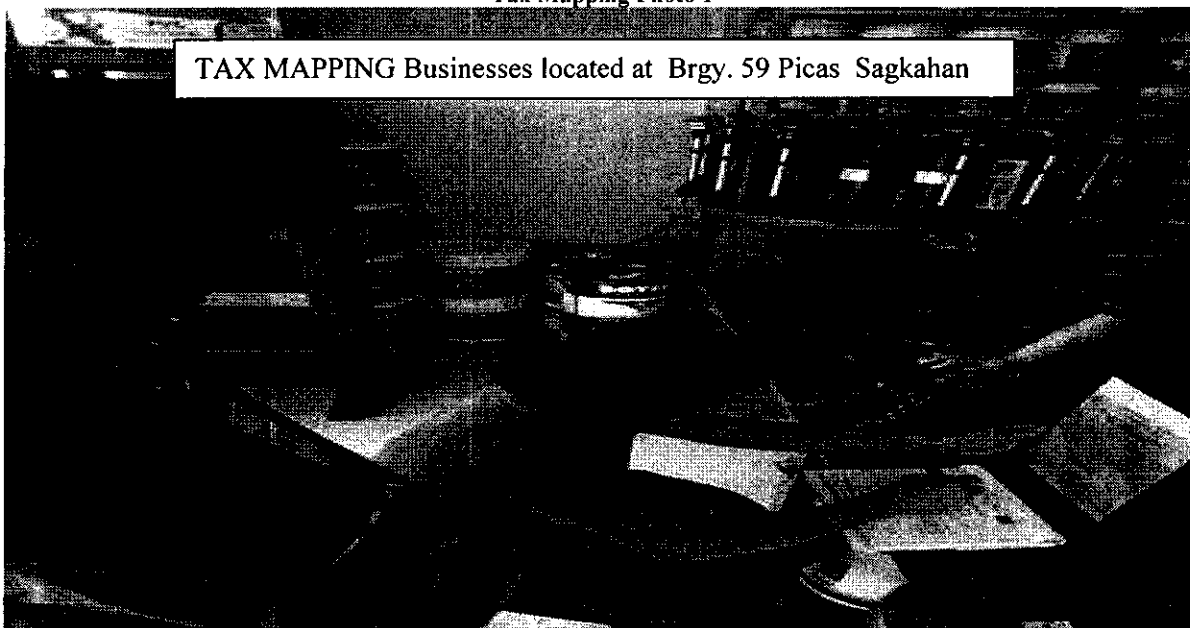


**IV. Tax Mapping**

- *Visited barangays within the city, a door to door inspection of business establishment as to payments of Business taxes, fees and other charges (Sec. 4 of C.O. 99-58) Occupation and calling and engagement of any business.*
- *Issued Assessments / Notices and monitored payments.*

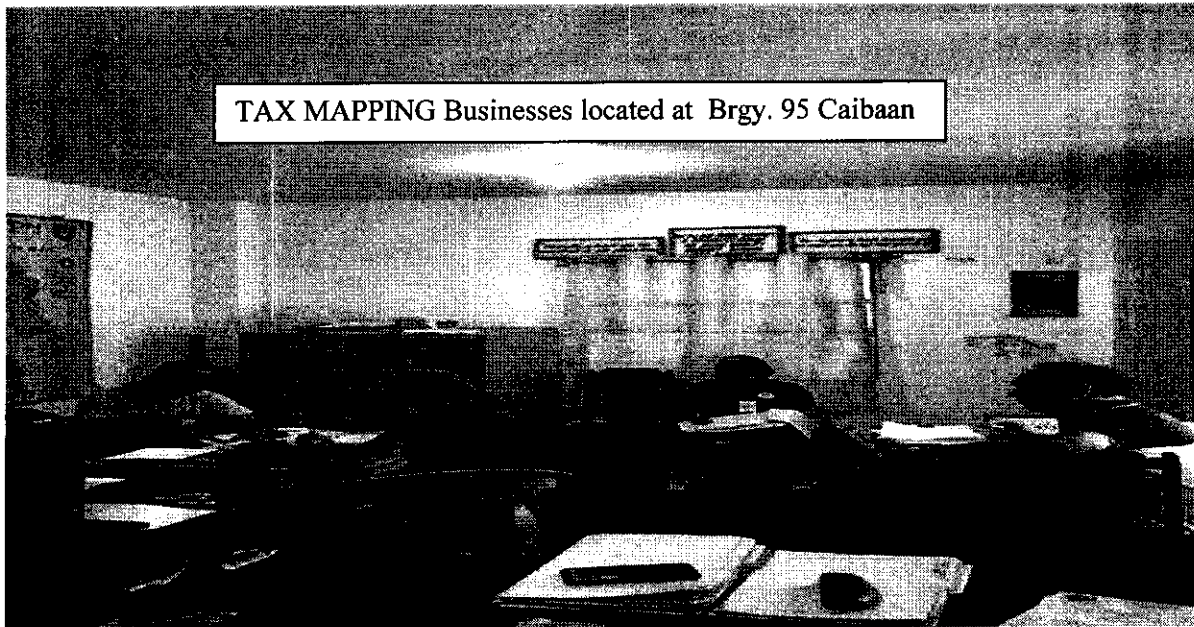
<i>Total Number of Baranggays Tax Mapped</i>	<i>- 11</i>
<i>Total No. of Establishments surveyed/ inspected</i>	<i>- 228</i>
<i>Total Number of 1<sup>ST</sup> Notice delivered</i>	<i>- 65</i>
<i>Total Number of 2<sup>nd</sup> Notice delivered</i>	<i>- 9</i>
<i>Total amount of deficiency collected</i>	<i>- P <u>37,436.00</u></i>

Tax Mapping Photo 1





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**V. Examination of Books of Accounts**

- Examines books, accounts and other pertinent records of any person, partnership, corporation or association subject to local taxes, fees, and charges in order to ascertain, assess, and collect the correct amount of tax, fee, or charge.
- Delivered Assessments and monitored payments.

**Total No. of business establishment examined - 25**

**Total Amount of Deficiency collected - ₱ 235,668.31**

Examination of Books of Accounts Photo 1



Examination of Books of Accounts at A G LIM GENERAL MERCHANDISE Sent 12 2019





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VI. *Orderly managed the Business Tax Cards and maintained the daily posting of Business Tax Payments to their in*

*Total number of official receipts posted – 13*

VII. *Monitored Delinquent Business Establishments and delivered Notices.*

*Total Number of First Notice delivered - 8*  
*Total Number of 2<sup>nd</sup> & Final Notice delivered - 9*  
*Total Amount collected - ₱ 19,289.15*

VIII. *Social Welfare and Development Office (SEAP) Notice delivered.*

*Final Demand Served - none*  
*Total Amount collected - ₱ 1,750.00*

IX. *Attended the meeting in relation to the upcoming Renewal of Business Permit and other issues relative to Business Fees and Charges*

- *September 9, 2019, 9:00 AM, DTI Board Room*
- *September 10, 2019, 10:00AM, CMO Board Room (JIT)*
- *September 11, 2019, 10:00AM, Admin. Office*





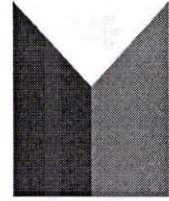
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- X. *Close coordination with the Business License and Permits Division (BLPD) relative to business taxes, fees and charges.***
- XI. *Prepared letter replies to taxpayer's and other departments, related to Business Tax concerns.***
- XII. *Close monitoring of Business Taxes and Fees staff on individual accomplishment and conducted a special meeting for issues and concerns relative to our work and other administrative matters.***

**Edna B. De la Cruz  
LTOO-IV**



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PAMAHALAANG LUNGSOD NG TACLOBAN  
City Government of Tacloban  
TANGGAPAN NG INGAT YAMAN  
Office of the City Treasurer  
**REAL PROPERTY TAX DIVISION**



TO : **ZOSIMA A. CORDAÑO**  
City Treasurer  
Tacloban City

FROM : REAL PROPERTY TAX DIVISION  
City Treasurer's Office

DATE : September 16, 2019

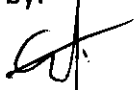
SUBJECT : ACCOMPLISHMENT REPORT FOR THE PERIOD COVERED  
SEPTEMBER 9-13, 2019



Kind of Transactions	Quantity	Amount Collected
RPT Assessment	250	
RPT Collections		
Basic	<i>Delinquent</i>	372,777.83
	<i>Current</i>	100,578.83
SEF	<i>Delinquent</i>	279,193.76
	<i>Current</i>	67,176.91
Garbage Fee		41,300.00
Transfer Tax	51	285,470.50
	<i>Surcharge</i>	12,772.03
	<i>Interest</i>	20,754.56
	<i>CTC Deficiency</i>	19,616.18
Tax Clearance	118	5,900.00
Documentary Stamp	118	3,540.00
RPT Clearance	37	1,850.00
Notices Served		
1 <sup>st</sup> Notice	52	(12,325.60)
2 <sup>nd</sup> Notice	43	(33,133.13)

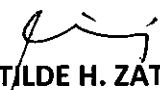
Final Notice	4	
Warrant of Levy	2	(14,748.78)
	<b>TOTAL</b>	<b>1,150,723.09</b>

Prepared by:



**TERENCE LOUISE M. ANSIT**  
OIC, Asst. Head, RPT Division

Reviewed and Corrected by:



**CLOTILDE H. ZATA**  
OIC, Head RPT Division

Actual footage

