

**Issuance of Community Tax Certificate (CTC)**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Any individual 18 years old and above

*What are the requirements:*

- Personal Information of the client securing CTC
  - Name
  - Address
  - Place and Date of Birth
  - Monthly Income

*Total Processing Time:*

- Three (3) minutes

*How to avail the service:*

<b>Step</b>	<b>Client/Applicant</b>	<b>Service Provider</b>	<b>Transaction Time</b>	<b>Fees</b>	<b>Person/s Responsible</b>
1	Write on a piece of paper the name, address, place and date of birth and monthly income and submit the same to the Collection Clerk assigned	Receive the paper containing the information of the client  Prepare the CTC	2 minutes		Romeo Reyes  Roldan Potencia  Eric Nicolas Sollano
2	Pay the corresponding amount	Issue CTC	1 minute		