

BUSINESS TAX BILLING AND PAYMENT

Office Address	:	The City Hall, 1 st floor, City Hall Annex Building City Treasurer's Office, Capistrano-Burgos Sts. Cagayan de Oro City	
Contact No.	:	088 857 5044, 088 857 5043	
E-mail Address	:	citytreasurer.cagayandeoro@gmail.com	
Frontline Personnel	:	<u>Billing Clerks</u>	<u>Revenue Collectors</u>
		Ms. Lolita Legaspi	Ms. Juliet Abaday
		Mr. Erwin Baculio	Mr. Victor Ajan
		Ms. Monalisa Lim	Ms. Mercy Amora
		Ms. Maricar Paulmitan	Ms. Filipinas Aquino
			Ms. Pamela Jane Arda
			Mr. Erwin Baculio
			Mr. Jojo Cababaras
			Ms. Elsie Cabaraban
			Ms. Ditas Durano
			Mr. Carlo Estanilla
			Mr. Gerome Galanida
			Ms. Jean Gamalo
			Ms. Lourdes Gochuco
			Ms. Emma Monis
			Ms. Corazon Murillo
			Ms. Elvira Paasa
			Ms. Gypsy Mae Paasa
			Ms. Veronica Rodriguez
			Ms. Larri Joy Zagado
Frontline Supervisor	:	Ms. Victoria Eufrocina E. Dalugdog	
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.	
Client/s:		Citizens, enterprise/business owners in Cagayan de Oro City	
Requirement/s	:	None	
Schedule	:	Monday to Friday, 8:00 AM – 5:00 PM Saturday, 9:00 AM to 3:00 PM	
Fee/s	:	Depending on assessment. (Important: Only Cash/Manager's Check, Cashier's Check/Certified Checks are accepted for payment)	
Duration	:	3 to 5 minutes	

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Go to the Kiosk and select Business Billing . Key in Permit Number and Barangay then press Search. When found, press Business Payment icon.	Machine print-out of bill and priority number.	Kiosk Assistants	City Treasurer's Office 1st Floor City Hall Annex Building, Cagayan de Oro City	2 to 3 minutes
2	Proceed to the corresponding counter when your number is called to pay the bill. (Please take extra care to observe color coding of transaction in the display monitor).	Issue official receipt	Revenue Collectors, Business Tax Division		1 to 2 minutes