

## COMMUNITY TAX CERTIFICATE

Formerly known as the Residence Tax Certificate or Cedula, the Community Tax Certificate is a manifestation that residents have the commitment to specifically contribute to the development of their communities and that they pay the necessary dues arising from the income derived from business, exercise of profession and/or ownership of real properties in the area. Profit and non-profit organizations and other entities operating in the city are likewise required to secure a CTC.

Office Address	:	The City Hall, 1 <sup>st</sup> Floor, City Hall Annex Building City Treasurer's Office, Capistrano-Burgos Streets Cagayan de Oro City																				
Contact No.	:	088 857 5044, 088 857 5043																				
Email Address	:	citytreasurer.cagayandeoro@gmail.com																				
Frontline Personnel	:	<u>Revenue Collectors</u> <table> <tr> <td>Ms. Juliet Abaday</td> <td>Mr. Gerome Galanida</td> </tr> <tr> <td>Mr. Victor Ajan</td> <td>Ms. Jean Gamalo</td> </tr> <tr> <td>Ms. Mercy Amora</td> <td>Ms. Lourdes Gochuco</td> </tr> <tr> <td>Ms. Filipinas Aquino</td> <td>Ms. Emma Monis</td> </tr> <tr> <td>Ms. Pamela Jane Arda</td> <td>Ms. Corazon Murillo</td> </tr> <tr> <td>Mr. Erwin Baculio</td> <td>Ms. Elvira Paasa</td> </tr> <tr> <td>Mr. Jojo Cababaras</td> <td>Ms. Gypsy Mae Paasa</td> </tr> <tr> <td>Ms. Elsie Cabaraban</td> <td>Ms. Veronica Rodriguez</td> </tr> <tr> <td>Ms. Ditas Durano</td> <td>Ms. Larri Joy Zagado</td> </tr> <tr> <td>Mr. Carlo Estanilla</td> <td></td> </tr> </table>	Ms. Juliet Abaday	Mr. Gerome Galanida	Mr. Victor Ajan	Ms. Jean Gamalo	Ms. Mercy Amora	Ms. Lourdes Gochuco	Ms. Filipinas Aquino	Ms. Emma Monis	Ms. Pamela Jane Arda	Ms. Corazon Murillo	Mr. Erwin Baculio	Ms. Elvira Paasa	Mr. Jojo Cababaras	Ms. Gypsy Mae Paasa	Ms. Elsie Cabaraban	Ms. Veronica Rodriguez	Ms. Ditas Durano	Ms. Larri Joy Zagado	Mr. Carlo Estanilla	
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Frontline Supervisor	:	Ms. Victoria Eufrocina E. Dalugdog																				
Department Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.																				
Client/s	:	Citizens, enterprise/business owners in Cagayan de Oro City																				
Requirement/s	:	Accomplished Request Form  <i>For individuals:</i> <ul style="list-style-type: none"> <li>Gross earnings from previous year</li> <li>Income from real property</li> </ul> <i>For corporations:</i> <ul style="list-style-type: none"> <li>Gross receipts from previous year</li> <li>Amount of sale of real property</li> </ul>																				
Schedule	:	Monday to Friday, 8:00 AM - 5:00 AM Saturday, 9:00 AM to 3:00 PM																				
Fee/s	:	<i>For individuals:</i> Basic Tax: P5.00 Additional Tax (not to exceed P5, 000.00): <ol style="list-style-type: none"> <li>Gross earnings derived from business or profession during the preceding year (P1.00 for every P1, 000.00)</li> </ol>																				

2. Income from real property

*For corporations:* Basic Tax: 500.00

Additional Tax (not to exceed P10, 000.00)

1. Assessed value of real property owned in the Philippines (P2.00 for every P5,000.00)
2. Gross earnings, including dividends derived from business in the Philippines during the preceding year (P2.00 for every P5,000.00)

Duration : 7-8 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	Provide personal information by <b>FILLING-UP COMMUNITY TAX/CEDULA</b> module at Kiosk. Select <b>SUBMIT</b> and press <b>BUSINESS PAYMENT</b> to secure queuing number	Machine will print priority number and numbered CTC personal information form with assessment	Kiosk Assistants	1 <sup>st</sup> Floor, City Hall Annex Building, City Treasurer's Office	5minutes
2	Present priority and numbered CTC personal information form at corresponding counter when queuing number is called. (Please take extra care to observe color coding of transaction in the display monitor).	Issue Community Tax Certificate	Revenue Collector, Business Tax Division,		2-3 minutes