

REALTY TAX BILLING AND PAYMENT

There shall be levied an annual ad valorem tax of the assessed value of real property, such as lands, buildings, machinery and other improvement affixed or attached to real property located in the City. It shall be due and payable on the first day of January.

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	:	Realty Tax Division	
		<u>Billing Clerks:</u>	<u>Collectors:</u>
		Sarah Biol	Elaine Akut
		Zaldy Cabrezos	Evelyn Baal
		Sandra Cecilia Felias	Gamaliela Bayron
		Gomer Galanida	Nenita Licayan
		Pablita Maglangit	Gemma Madrona
			Cesar Mendoza
			Leo Vasallo
Frontline Supervisor	:	Ms. Evelyn E. Labis	
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.	
Client/s	:	Citizens and Property owners in Cagayan de Oro	
Requirement/s	:	Official Receipt from last payment/ Tax Declaration	
Schedule	:	Monday to Friday, 8:00 AM – 5:00 PM Saturday, 9:00 AM to 3:00 PM	
Fee/s	:	For residential, agricultural and/ or other classes of properties – at the rate of two (2%) of assessed value	
		For commercial and/or industrial – at the rate of three percent (3%) of assessed value	
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 press icon Realty Tax Billing. Key in the tax declaration number and barangay, then press Search. When ready to pay, press Realty Payment icon.	Machine will print bill and priority number.	Kiosk Assistants	1 st floor, City Hall, Annex Bldg. (City Treasurer's Office)	2 to 3 minutes
2	Pay the required at corresponding counter when number is called. (Please take extra care to observe color coding of transaction in the display monitor).	Issue Official Receipt	Revenue Collectors, Realty Tax Division		1-2 minutes