

CITY TREASURER'S OFFICE

ACCOMPLISHMENT REPORT

CY 2022

Pursuant to Section 470 (d) of the Local Government Code the mandated functions/duties of the City Treasurer are as follows:

“(d) The treasurer shall take charge of the treasury office, perform the duties provided for under Book II of this Code, and shall:

- (1) Advise the governor or mayor, as the case may be, the sanggunian, and other local government and national officials concerned regarding disposition of local government funds, and on such other matters relative to public finance;
- (2) Take custody of and exercise proper management of the funds of the local government unit concerned;
- (3) Take charge of the disbursement of all local government funds and such other funds the custody of which may be entrusted to him by law or other competent authority;
- (4) Inspect private commercial and industrial establishments within the jurisdiction of the local government unit concerned in relation to the implementation of tax ordinances, pursuant to the provisions under Book II of this Code;
- (5) Maintain and update the tax information system of the local government unit; “

**Accomplishment of the Office of the City Treasurer are as follows:**

1. Generated income/revenue through collection of taxes, fees and service charges;

<b>Income Generated from Receipts</b>	
<b>January - December 2022</b>	
<b>Locally Source Revenue</b>	
A. Tax Revenue	
Real Property Tax	233,595,211.51
Business Tax	455,108,436.27
Other Taxes	49,135,968.92
<b>Total Tax Revenue</b>	<b><u>737,839,616.70</u></b>
B. Non-Tax Revenue	
Regulatory Fees	44,974,281.81
Service Fees	23,458,285.01
Receipts from Economic Enterprise	47,249,521.93
Other Receipts	8,716,612.00
<b>Total Non-Tax Revenue</b>	<b><u>124,398,700.75</u></b>
<b>Total Locally Sourced Revenue</b>	<b><u>862,238,317.45</u></b>
<b>LGU INCOME</b>	
Locally Sourced Income	862,238,317.45
National Tax Allotment (NTA)	1,717,300,741.00
Other Shares from National	84,557,148.49
Extraordinary Receipts/Aids/Grants/Donations	9,500,000.00
Inter Local Fund Transfer	-
<b>TOTAL LGU INCOME</b>	<b><u>2,673,596,206.94</u></b>

2. Implemented strict tax administration measures to improve business tax compliance

a) Performed city-wide business inspection and identified all businesses operating within the city as per time schedule;

- Updated and completed list of business establishment ;
- Identified new business establishments which are not yet registered in the BPLTAS. Likewise, demand them to register their respective businesses and pay appropriate taxes;
- Insisted/demand for the renewal of businesses with business operations and pay corresponding taxes and penalties due to the city.

b) Strictly issued demand letters to delinquent business establishment

- Issued/sent demand letters for delinquent business taxpayers/owners and required them to settle their business tax obligations;
- Recommended closure of business establishments who did not react/complied on demand letters.

c) Conducted random examination of books of accounts of business establishment with doubtful declaration of gross sales/receipts

Programs/Projects/ Activity	Outcome/Results Qualitative
<b>1. Revenue and Resource Mobilization Program</b> a) Inspection of all unrenewed businesses with no Mayor's Permit;	100% Accurate
b) Examination of Books of Account of Business Establishment with Doubtful Gross Receipts;	100% Accurate



Programs/Projects/ Activity	Outcome/Results
	Qualitative
<b>2. Administrative Services</b> c) Issuance of payment Order Form to all taxpayers/payors of taxes, fees and charges;  d) Assessment and computation of Real Property Tax to all taxpayers ;  e) Assessment and manual computation of additional activity for Business Tax to all taxpayers ;  f) Issuance of Certifications for Retirement of Business, No Business, Payments and Tax Clearances;	100% Accurate  100% Accurate  100% Accurate  100% Accurate
<b>3. Maintenance of RPT and Business Tax Payments/Records of all taxpayers</b> g) Receives, sorts and record triplicate Official Receipts and all pertinent records of payments of contractors/taxpayers	100 % Recorded

### 3. Intensified tax campaign through advertisements, sending out Notices of Delinquencies and collection of Real Property Tax

#### a) Sent Notice of Real Property Tax Delinquencies and Warrant of Levy

- 1st Notice of Delinquency (Statement of Account)
- 2<sup>nd</sup> or Final Notice of Delinquency
- Warrant of Levy

b) Posted streamers on the schedule of payments of RPT on three (3) conspicuous places such as city hall, barangay halls and malls to avoid interest, penalties and service charges; advertised schedule of payment of RPT and business on movie houses;

c) Enforced legal remedies to collect delinquent RPT taxpayers/ owners/ administrators and business taxpayers

4. Disbursements of authorized funds to various claimants such as financial/ medical/death/burial assistance; salaries and wages of employees; honoraria; contractors and suppliers, scholars and other benefits;

Programs/Projects/ Activity	Outcome/Results Qualitative
<b>1. Cash Disbursements</b>	
a) Salaries for Permanent ,Professional Service Employees and Job Order Employees	100% released
b) Salaries for Casual Employees of Sangguniang Panlungsod and City Vice Mayor	100% released
c) Salaries for MO Casual Employees	100% released
d) Mid-Year/Year-End Bonus, Cash Gift and Clothing Allowance, SRI, PBB,CNA of Permanent and Casual Employees	100% released
e) Salaries for Special Program for Employment of Students (SPES)	100% released
f) Financial assistance for City Scholars, medical and burial assistance and death aid	100% released
g) Allowance and incentives for ALIVE teachers, City District Meet and Teacher's Allowance	100% released

<b>Programs/Projects/ Activity</b>	<b>Outcome/Results Qualitative</b>
h) Year End Benefits for Senior Citizens	100% released
i) Subsidies for Barangay Health Workers (BHW) Level I, Level II and Level III	100% released
j) Subsidies for Barangay Day Care Workers	100% released
k) Honoraria/Allowances of BAC	100% released
l) Quarterly Social Pension to Indigent Senior Citizens of Tarlac City	100% released
<b>2. Check Disbursements</b>	
a) Death Aid	
b) Burial Benefit	
c) Medical Assistance	
d) Personnel Benefits	
e) Contractors/Suppliers	
f) Reimbursements	100% released

5. Prompt remittances of Trust, General, and SEF collections and other statutory obligations;

6. Prepared and submitted certified list of RPT Tax Delinquencies to Sangguniang Panlungsod, City Accounting Office and Commission on Audit and;

7. Various reports/financial statements were submitted on time and other reports were properly recorded/posted and transmitted to other offices, bureau, and other agencies.

- Cashbooks
- Record of RPT, Business and other Collections (Abstract)
- Index Card (Business Establishment)

- RPTAR
- Report of Collections and Deposits
- Monthly Report of Accountability
- Report of Checks Issued
- Report of Disbursement/Liquidation
- Debit/Credit Advice
- Daily Cash Position
- Cash Flow Statement
- Monthly Report of Receipts and Expenditures
- eStatement of Receipts and Expenditure

## 8. Awards/Recognition

Awarded a Plaque of Achievement award by the Department of Finance - Bureau of Local Government Finance (DOF-BLGF) Region III during the REGATA Conference held on June 22, 2022 at Subic Grand Harbour Hotel, Subic Zambales, for being **TOP 1 in 2019** and **TOP 2 in 2020** among all cities in Central Luzon for obtaining a 108% increase in 2019 and 24% increase in 2020 for our Locally Sourced Revenues.

To attain economic development, the financial stability of any local government unit is a must to achieve and implement various priority projects and programs set by the executive and legislative body of the agency. Thus, the augmentation of financial revenue sources should be addressed with strategy and rationalization for the improvement and betterment of the public, likewise, increase the local government unit capabilities to better manage their finances effectively and efficiently.

The treasury department plays a vital role in the revenue operation for the socio-economic growth and development of our city. To strengthen our financial stability the department was able to accomplished the following:

- a) policies for tax administration were strictly monitored and implemented;
- b) revenue assumptions and measures were taken up to attain fiscal targets and lastly,
- c) accurate financial statements/reports were submitted on time.

**AGNES S. TORRES**  
**City Treasurer**

PICTURES OF  
RELATED  
ACTIVITIES



Collection of taxes, fees and charges at the One-Stop-Shop located at the Bulwagan







**Assessment of Real Property Tax at the Local Treasury Operations Division**







**Disbursement of financial assistance for City Scholars at the Kaisa Convention Hall with Mayor Cristy Angeles and Councilor Katrina Theresa Angeles-Go**



**With SPIDC Area Manager Mam Ester Garrero**





**Calibration of weighting scales at the Downtown and Uptown Public Market  
in coordination with CEEMO**







**Calibration of weighting scales at the Downtown and Uptown Public Market  
in coordination with CEEMO**





Calibration of weight and measures at various gas station







**Joint inventory of serviceable ballot boxes and scheduled pick-up of F2 Logistics to be used on May 9, 2022 Local and National Elections**





**Delivery of election supplies/paraphernalia by F2 Logistics**



**Coordinated with Ms. Jenalyn G. Tabifranca, City Comelec Officer  
relative to election supplies and paraphernalia**





**Arrival of Official Ballots to be used on May 9, 2022 Local and National Elections**







**Arrival of Official Ballots to be used on May 9, 2022 Local and National Elections**







**With Atty. Numer Lobo, City Administrator, Ms. Jenalyn G. Tabifranca, City Comelec Officer and Sir Robert Diola, DILG Officer inspected the official ballots to be used on election day**







**Scheduled verification of official ballots per clustered precincts at the City Treasury Office**







**Sorting, arranging, preparation of election supplies and paraphernalia**







**Sorting, arranging and preparation of election supplies and paraphernalia**







**Scheduled distribution of Official Ballots and election supplies/paraphernalia to authorized Board of Election Inspectors (BEI), with the supervision of Mam Agnes Torres, City Treasurer and Ms. Jenalyn Tabifranca, City Comelec Officer**







**Scheduled distribution of Official Ballots and election supplies/paraphernalia to authorized Board of Election Inspectors (BEI) at the Kaisa Convention Hall**







**BEIs counter-checking the official ballots and election supplies/paraphernalia at the Kaisa Convention Hall**







Scheduled retrieval operation of ballot boxes from authorized BEIs at the Kaisa Convention Hall







Scheduled retrieval operation of ballot boxes from authorized BEIs at the Kaisa Convention Hall







**Scheduled retrieval operation of ballot boxes from authorized BEIs at the Kaisa Convention Hall**





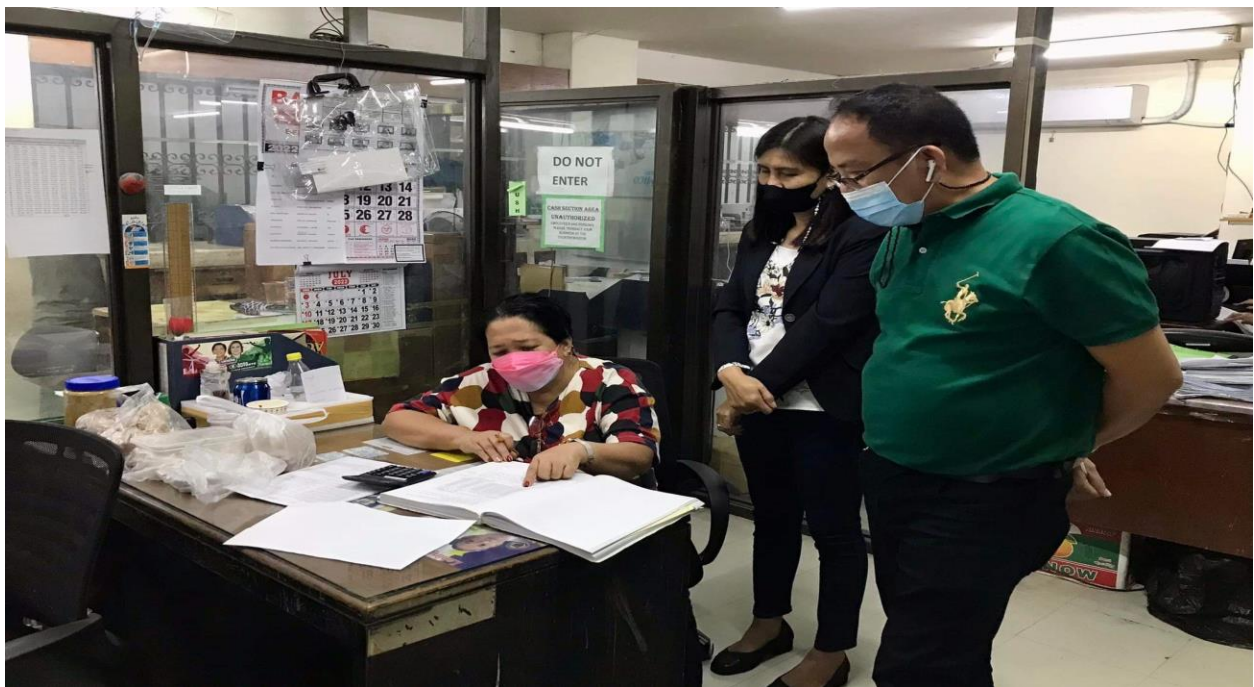


**Two (2) days Seminar on eBudget System for LGUs at the CPDO Conference Room**





**Local Treasury Operations Evaluation (LTOE) of the City Treasurer's Office  
conducted by the DOF-BLGF Region III**







**Participated in the scheduled prayer vigil on the pilgrim image of our Lady of Manaoag**



**Participated in the Refresher Training on the Preparation, Review and Analysis of the Statement of Receipts and Expenditures (SRE) conducted by the DOF-BLGF Region III at Royce Hotel**





**Treasury Team Building Activity in Baguio City**







Participated in the TCG EAGLES Mayor's Cup 2022







**Participated in the video shoot (National Anthem) at the City Plazuela**







**Participated in the video shoot (Christmas ID) at the City Plazuela**







**Disbursement of CNA and PBB of City Employees at the Kaisa Convention Hall**







Participated in the Year End Assembly of the City Government of Tarlac

