



4. Issuance of BIR Form 2306/2307/2316

Certification of income taxes withheld as mandated by the Bureau of Internal Revenue

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2B – Government to Business; G2C – Government to Citizen			
Who may avail:	LGU Employees, Suppliers/Creditors, Other Claimants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement voucher		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out necessary information in the logbook and present the Disbursement Voucher.	Find the corresponding BIR Certificate.	None	5 minutes	Ciriaca M. Mendoza <i>Administrative Aide I</i>
2. Sign and receive the copy of the BIR Certificate.	Release the copy of the certificate and secure acknowledgement receipt of the requesting person in the logbook.	None	5 minutes	Ciriaca M. Mendoza <i>Administrative Aide I</i>
TOTAL		None	10 minutes	