

4. Issuance of Official Receipt for Professional Tax

This is an annual tax for each person residing in Davao del Norte engaged in the private exercise or practice of profession requiring government licensure examination. Government employees authorized to engage in private practice of their professions are not exempted to pay the professional tax.

Office or Division:	PROVINCIAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Professional Regulation Commission (PRC) ID		Owner's ID PTO Revenue Division		
2. Tax Notice for business entity from PTO (1 copy for reference)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents to the PTO – Revenue Division the PRC ID or Tax Notice for business entity	1.1 Receives/reviews/examines the documents presented. 1.2 Advises client to pay	P300/ profession	1 minutes	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
2. Pays to the Local Revenue Collector	Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
3. Receives original copy of Official Receipt and document presented	Releases the original copy of Official Receipt and documents presented		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
TOTAL:		P300.00	4 minutes	