

# **CITY TREASURY OFFICE MANAGEMENT INFORMATION SYSTEM**

*(CTOMIS Version 2.0)*

Presented by:

**HAT** SOFTWARE DEVELOPMENT SERVICES

Who we are!

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**We are the **HAT** Software  
Development Services is a  
systems developer / integrator,  
that is locally based in Bacolod  
City.**



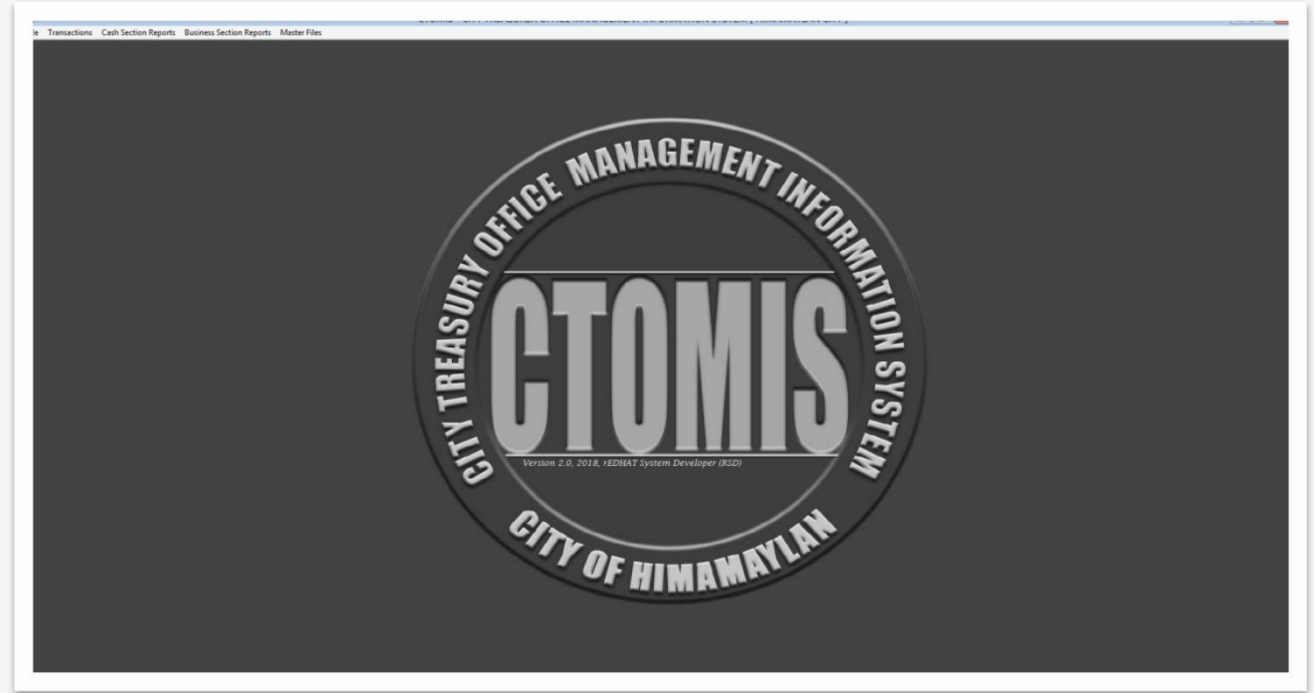
With more than 25 years of diverse System Development experience, has molded us in this industry to satisfy our client's needs.



# What we offer

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**We are glad to offer our development and integration services.**



**Our CTOMIS system aims to assist the City's BPLO office, in streamlining the permits and licensing process. Ease and improvement the collection operations in terms of revenue collections is also envision.**

# CTOMIS FEATURES

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- ✔ Processing of applications for the renewal of permits to operate businesses
- ✔ Processing of applications for the new of permits to operate businesses
- ✔ Processing of market block rental
- ✔ Processing of daily revenue collections
- ✔ Processing of receiving and issuance of accountable forms
- ✔ Printing of Permits
- ✔ Generate reports, registers and notice letter such as:
  - List of new businesses, Market block master list
  - Classification of business, Updated taxpayer master list
  - Notice of delinquent taxpayer, Notice of violation letter and with closure of business
  - Other related reports and registers of business section
- ✔ Generate reports and registers such as;
  - Record of collection and deposit (RCD), Abstract of general collections (e.g.. Month, Daily, Consolidated)
  - Report of accountability for accountable forms (RAAF), Consolidated report of accountable forms (CRAF)
  - Collection and remittance registers, Issuance of accountable forms and cash ticket registers
  - Other related reports and registers of cash receipt section

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## ✔ **Processing of market block rental**

## ✔ **Processing of daily revenue collections**



- ✔ **Processing of receiving and issuance of accountable forms**

## ✔ Printing of Permits

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# CHALLENGES DURING MANUAL

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- ❗ It takes 3-4 months to generate report needed by accounting department
- ❗ Delay in the submission of the collection report from the collector/cashier to the Assistant treasurer's office
- ❗ It takes time in processing of business assessment
- ❗ Long queue of processing/payments of residence certificate
- ❗ Submission of delinquent market block taxpayer report is delayed for several months
- ❗ It takes time to generate new/renewal/expired business taxpayer
- ❗ It takes weeks/months to process an inventory of accountable form
- ❗ It takes time (days/week/months) just to generate a collector report's of accountable form.

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**(!) Delay in the submission of the collection report from the collector/cashier to the Assistant treasurer's office**

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of accountable form.**

# USING OF CTOMIS

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- ✓ All necessary reports needed by the accounting office are being submitted at the end of the day (EOD)
- ✓ Fast and accurate tracking of erroneous posting of transaction(s)
- ✓ Streamline processing of payments of police clearance, burial / building / electrical permit, residence certificate and other revenue collection(s) of the city
- ✓ Daily collections can be determine at EOD
- ✓ The city treasurer can monitor the issuance of accountable form by the field collector
- ✓ BPLO can track expired business permits without a sweat
- ✓ Reports needed by the DTI for a business analysis, can be generated by CTOMIS
- ✓ Block rental penalties can be generated automatically
- ✓ The city treasurer can monitor the issuance of accountable form by the field collector
- ✓ Business/Mayor's permit can be generated/printed automatically after the taxpayer's payments is processed
- ✓ Collector's report of accountable form can be printed/generated in an instant

# USING OF CTOMIS

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- ✓ Red tapes in Report of Collection is eliminated since CTOMIS generates/prints the actual amount to be collected as well as the actual collection as per cut-off time
- ✓ CTOMIS can generate the Abstract of Collection (detailed and consolidated) anytime of the day
- ✓ Fast and accurate computation of Business taxes and other Cash transaction resulting to an increase of City's collection
- ✓ Payments of business/community taxes and other daily transactions are streamlined
- ✓ Inventory of the accountable forms can be generated/printed anytime
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- ✓ Automatic generation of all reports that leads to timely submission of daily reports which **SAVES TIME AND ENERGY!**

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- ✔ **Streamline processing of payments of police clearance, burial / building / electrical permit, residence certificate and other revenue collection(s) of the city**

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## USING OF CTOMIS

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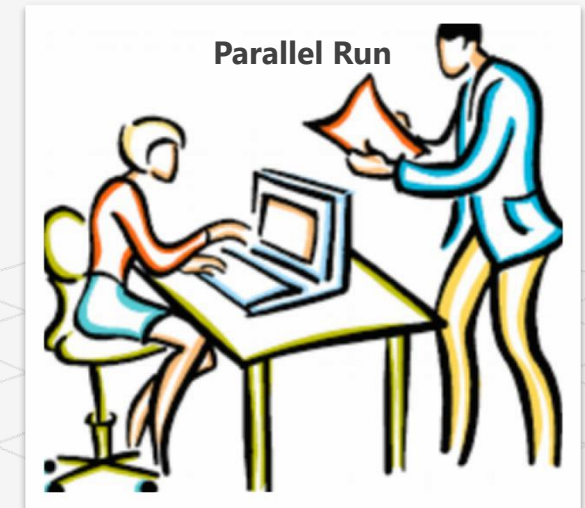
# SECURITY ACCESS

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- ✔ **Multi-level of security access**
- ✔ **Let you grant access to everyone you choose, and no one you don't**
- ✔ **Secure password protection provides you with worry-free access**



**Our project implementation timeframe is 1 to 2 months of system installation, user-training, customization for your particular needs and parallel run.**



# AFTER-SALES SUPPORT

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**We also pride ourselves on our after-sales client-care including our guarantees, staff-training, provides second-line investigation and diagnosis, troubleshoots and resolves system incidents and onsite and offsite support.**



1

Onsite support



2

Offsite support

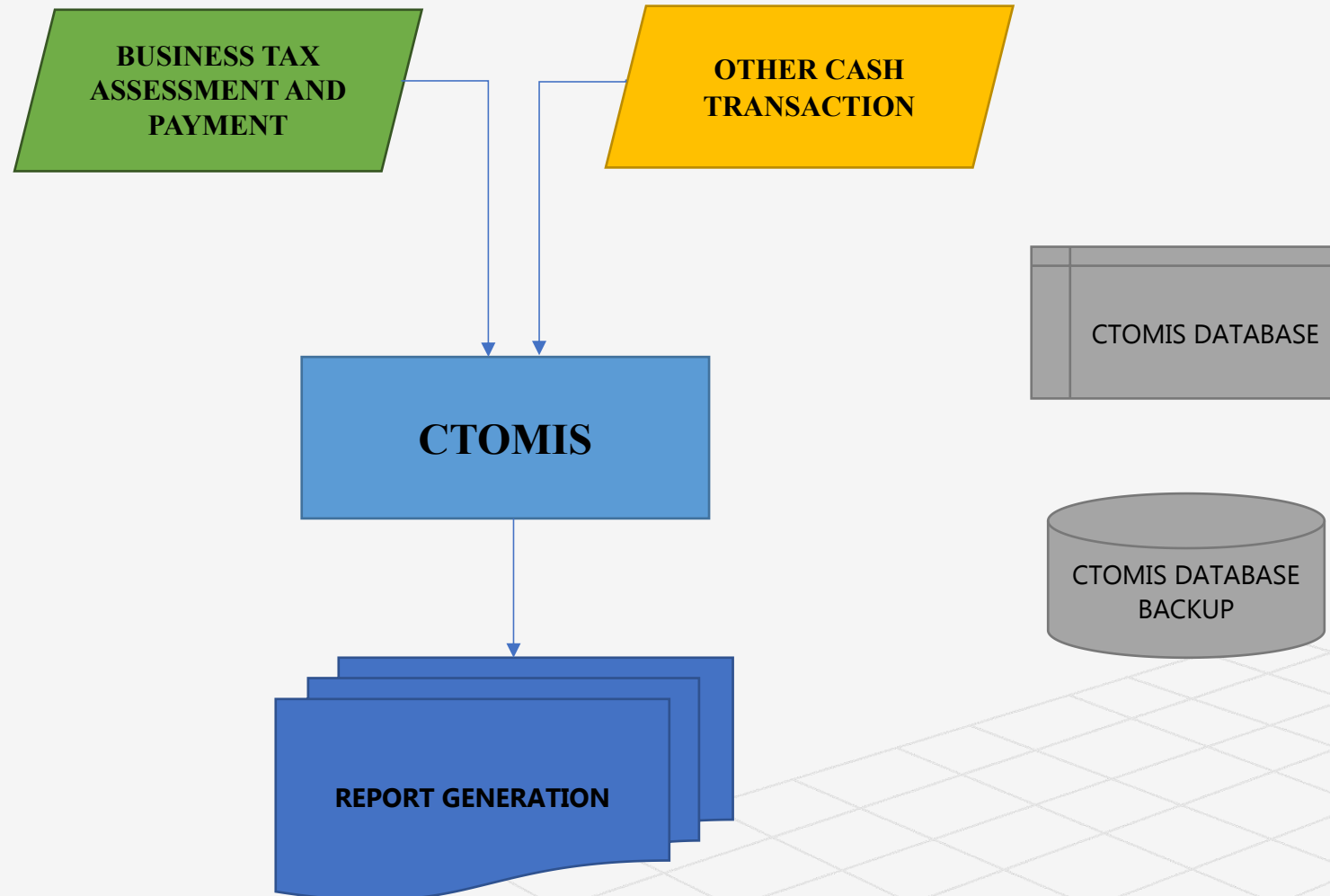


3

Respond time

# CTOMIS DATAFLOW DIAGRAM

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# BUSINESS APPLICATION FLOW

## TAX ASSESSMENT

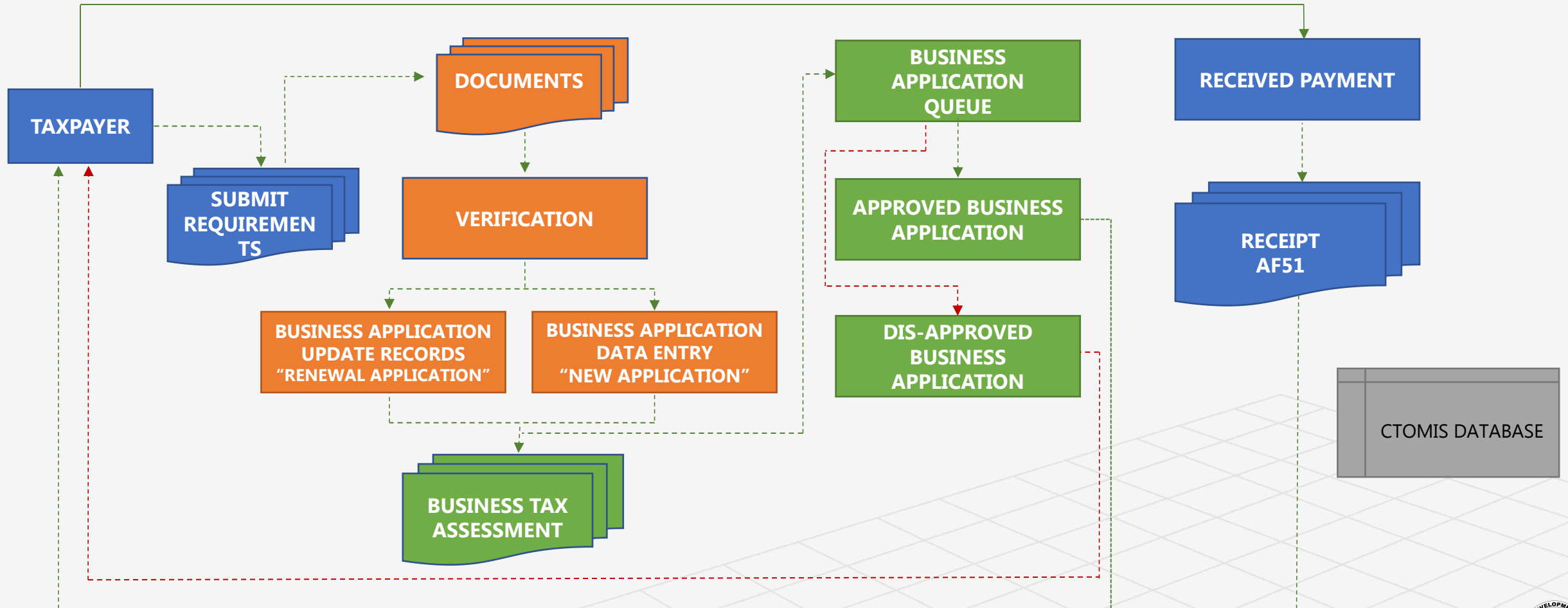
\* STEP 1

## TRANS-QUEUE

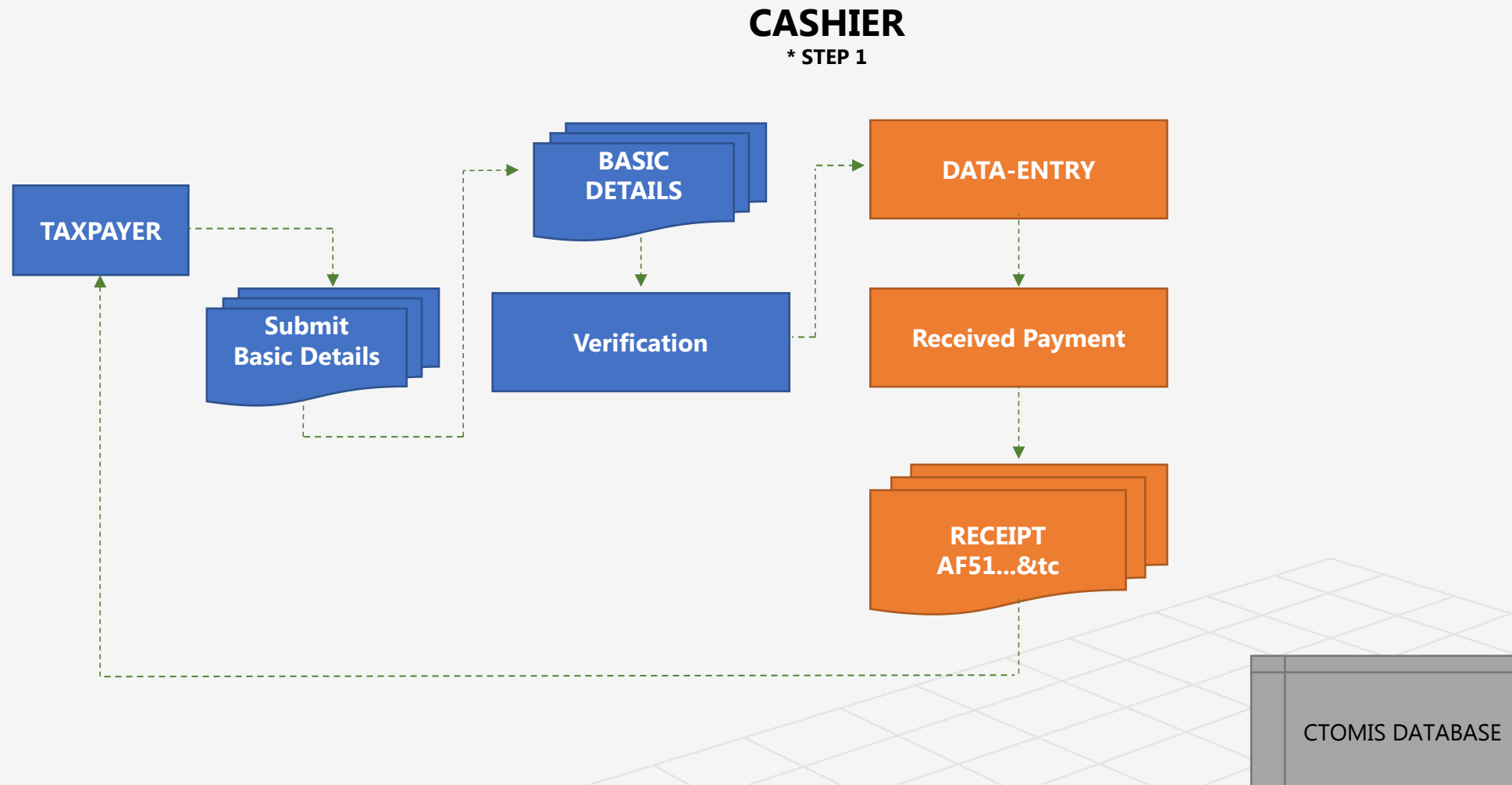
\* STEP 2

## CASHIER

\* STEP 3



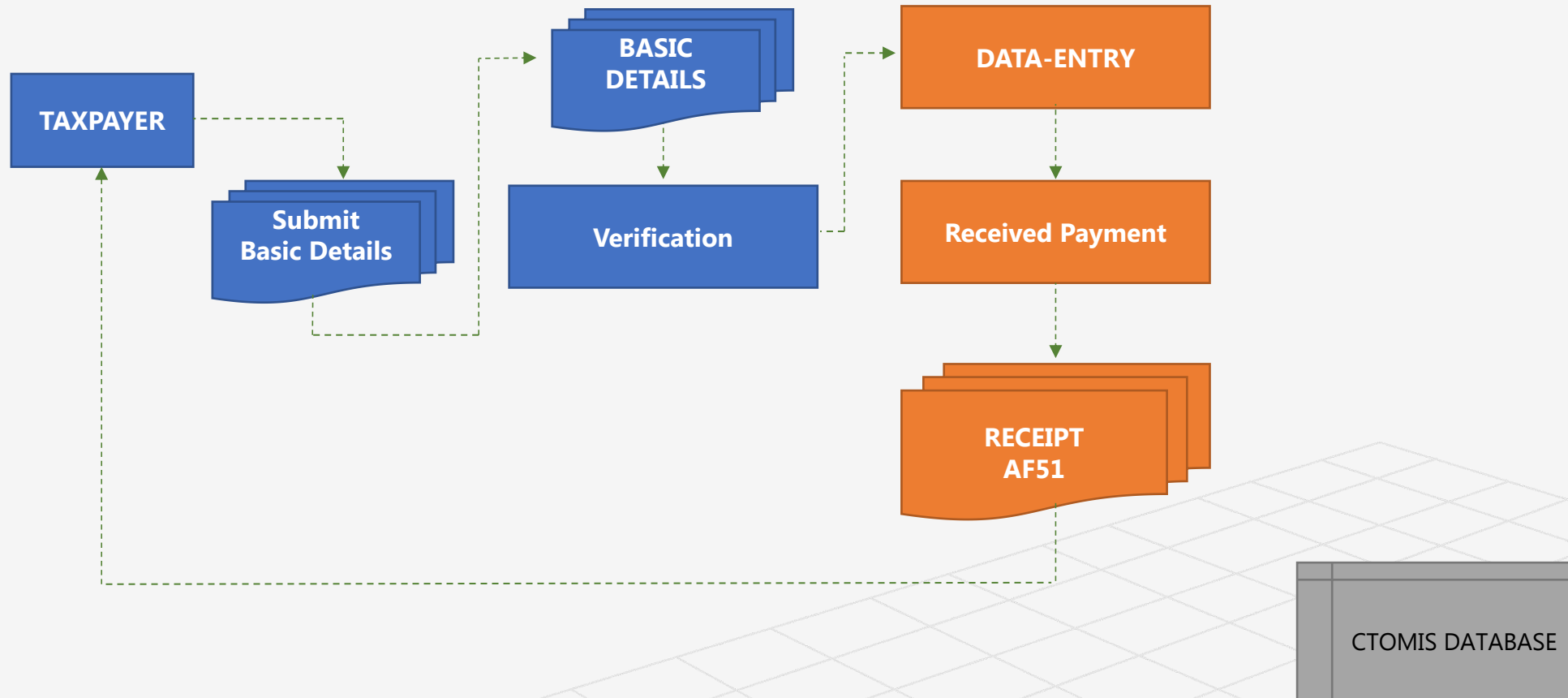
# OTHER CASH COLLECTION FLOW



# MARKET BLOCK RENTAL PAYMENT FLOW

## CASHIER

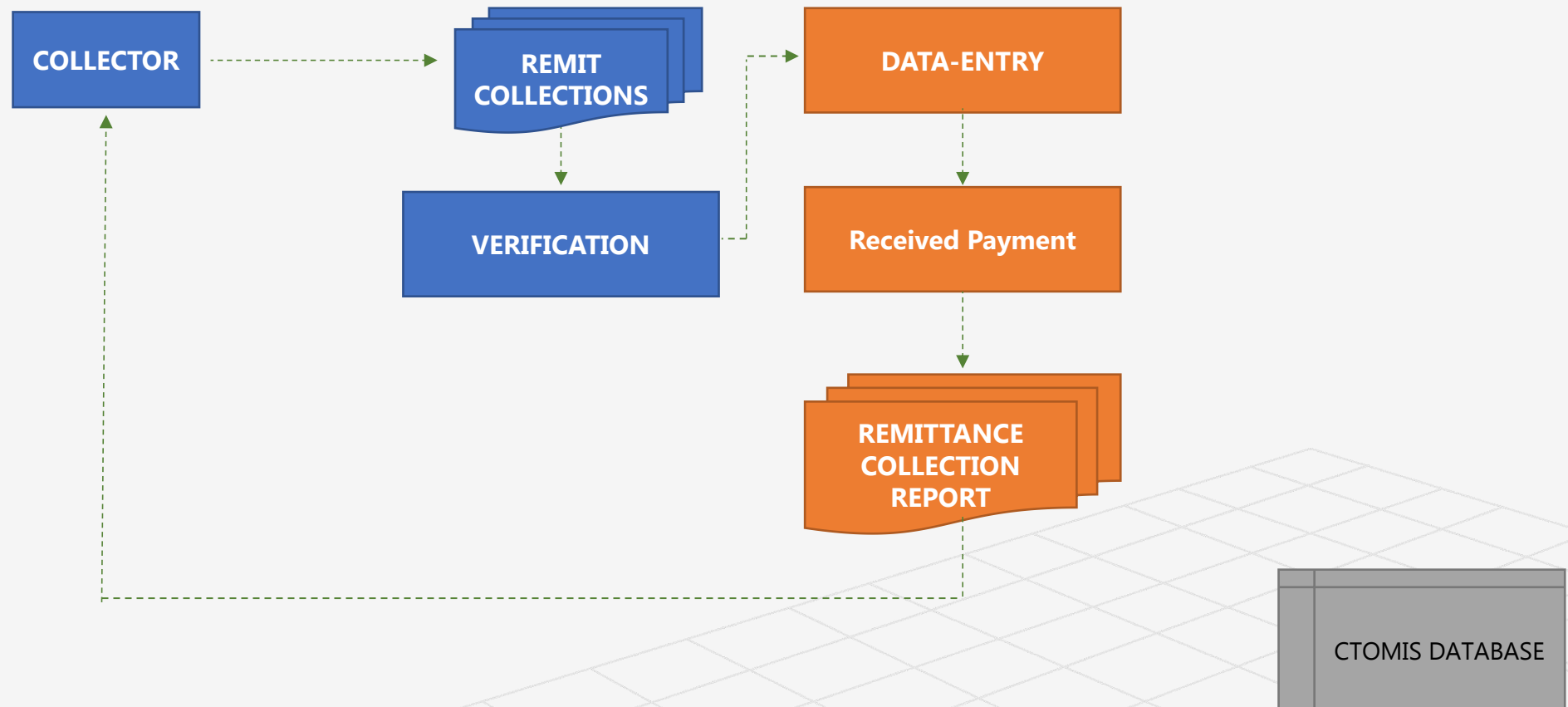
\* STEP 1



# REMITTANCE OF COLLECTION FLOW


## LIQUIDATING OFFICER

\* STEP 1



# SAMPLE BUSINESS TAX ASSESSMENT



Application Form for Business Permit TAX YEAR 2019 CITY OF HIMAMAYLAN			
<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Additional	<input type="checkbox"/> Amendment: <input checked="" type="checkbox"/> From Single to Partnership <input type="checkbox"/> From Single to Corporation <input type="checkbox"/> From Partnership to Single <input type="checkbox"/> From Partnership to Corporation <input type="checkbox"/> From Corporation to Single <input type="checkbox"/> From Corporation to Partnership	<input type="checkbox"/> Mode of Payment: <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Quarterly	
Application No. : 0000000009		DTI/SEC/CDA Registration No. : 3061608	
Date of Application : 01/05/2019		DTI/SEC/CDA Registration Date : 01/14/2014	
Type of Organization: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative TDN 436-469-737-000			
Are you enjoying tax incentive from any Government Entity? yes No			
Name of Taxpayer : PAINGGANAN, EVANGELINE T.			
Reference No. : 201801033			
Business Name : Vangie Store			
Trade Name/Franchise :			
Name of President/Treasurer of Corporation:			
Business Address : BRGY. CARADIO-AN, HIMAMAYLAN CITY		Owner's Address : BRGY. CARADIO-AN, HIMAMAYLAN CITY, NEGOS	
Email Address :		Email Address :	
Business Area (in sq. m.) 0.00	Total No. Of Employees in Establishment 2	# of Employees Residing in LGU	
If place of Business is Rented, please identify the following: Lessor's Name			
Lessor's Name Monthly Rental 0.00		Lessor's Address	
In case of Emergency Contact Person Contact No. Email Address			
Business Activity		# of Units	Capitalization (For new)
Sari-Sari Store		0.00	500,000.00
			Essential Non Essential
			500,000.00 0.00
<b>Oath of undertaking</b> I understand to comply with the regulatory requirement and other deficiencies within 30 days from the release of the business permit			
PAINGGANAN, EVANGELINE T.			
Signature of Applicant Over Printed Name		Position Title	
City Treasurer Management Information System (CTOMIS) generated...			

\* Front

ANNEX 1 (Page 2 of 2) Application Form for Business Permit			
1. LGU SECTION (Do not Fill Up This Section)			
1. VERIFICATION OF DOCUMENTS			
Descriptions	Office / Agency	Yes	No
Occupancy Permit (For New)	Office of the Building Official		
Barangay Clearance (For Renewal)	Barangay		
Sanitary Permit / Health Clearance	City Health Office		
City Environmental Certificate	City Environmental and Natural Resources C		
Market Clearance (For Stall Holder)	Office of the Market Administrator		
Fire Safety Inspection Certificate	Bureau of Fire Protection		
Verified by: RAMON VARGAS EPLO			
2. ASSESSMENT OF APPLICABLE FEES			
Taxes and Fees	Amount Due		
GROSS SALES TAX	13,500.00		
Mayor's Permit Fee	500.00		
Fire Clearance	50.00		
Health Sanitary fees	50.00		
Mayor's Clearance	20.00		
Business Application Form	10.00		
Police Clearance (local)	50.00		
Garbage Fee	300.00		
Fines and Penalties on Business	0.00		
Others	0.00		
Building Inspection Fee	200.00		
Electrical Inspection Fee	200.00		
TOTAL FEES for LGU		14,850.00	
FIRE SAFETY INSPECTION FEE (10%)		0.00	
Assessed by: CTO			
FEF Assessment Approved by: EFF			
CAROLINE Y. CASTRO City Treasurer			
II. CITY / MUNICIPALITY FIRE STATION SECTION			
APPLICATION NO. : 0000000009		DATE : 01/05/2019	
(TO BE FILLED UP BY APPLICANT / OWNER)			
Name of Applicant / Owner: PAINGGANAN, EVANGELINE T.			
Name of Business: Vangie Store			
Total Floor Area		Contact No.	
Address of Establishment: BRGY. CARADIO-AN, HIMAMAYLAN CITY			
PAINGGANAN, EVANGELINE T.			
Signature of Applicant / Owner			
<input type="checkbox"/> Certified by: Customer Relations Office			
Time and Date Received		FIRE SAFETY INSPECTION FEE ASSESSMENT	
		0.00	
Important Notice: As per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2009, certain establishment (e.g. Small business, fire, combustible, and explosion hazard insurance companies, and vendors of fire fighting equipment, appliances and devices) may be required to pay additional charges and fees other than the Fire Safety Inspection Fee. These shall be collected during inspections or in as process to be communicated by representatives of the Bureau of Fire Protection (BFP).			

\* Back



# SAMPLE REPORT

## \* Report of Accountability for Accountable Forms



Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
City of Himamaylan  
OFFICE OF THE CITY TREASURER

### REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS MONTH OF May 2019

ACCOUNTABLE OFFICER OFFICER : ANDALES, JOEFEL

DESIGNATION

PROVINCE: HIMAMAYLAN CITY  
NEGROS

NAME OF ACCOUNTABLE FORM AND NUMBER	BEGINNING BALANCE		RECEIPT		ISSUED		Ending Balance	
	Qty (pcs)	Inclusive Serial Nos.	Qty (pcs)	Inclusive Serial Nos.	Qty (pcs)	Inclusive Serial Nos.	Qty (pcs)	Inclusive Serial Nos.
Acct. Form # AF56	50	0067201 0067250	0		0	0067201 0067201	49	7202 7250

## \* Inventory of Accountable Forms



Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
City of Himamaylan  
OFFICE OF THE CITY TREASURER  
INVENTORY OF ACCOUNTABLE FORMS  
MONTH OF July 2019

NAME OF ACCOUNTABLE FORM	SERIAL NUMBERS		NO. OF STUBS	NO. OF PCS.	UNIT PRICE	AMOUNT
	From	To				
Text Object						
Form # AF51	0444901	0479398	2	100	275.00	550.00
Form # AF53	1111051	1111800	15	750	245.00	3,675.00
Form # AF54	0109101	0111400	46	2,300	176.00	8,096.00
Form # AF56	0064251	0075000	206	10,300	190.00	39,140.00
Form # TCT01	0001601	0002500	18	900	0.00	0.00
MUNICIPAL / CITY FORMS:						
Form # AF52	0010201	0012400	44	2,200	240.00	10,560.00
Form # AF58	0062501	0064350	35	1,750	110.00	3,850.00
Form # BI093	00002851	0003250	9	450	80.00	720.00
Form # BI16	05820601	5845000	477	23,850	64.75	30,885.75
Form # CT01	0000518	0001000	456	45,600	120.00	54,720.00

Total Amount . . . . . P 152,196.75

Prepared by:

MA. CECILIA G. NOBLEZADA  
AO-1

Certified Correct:

CAROLINE T. CASTRO  
City Treasurer



# SAMPLE REPORT



## \* Report of Collection and Deposit

Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
City of Himamaylan  
OFFICE OF THE CITY TREASURER

FUND: General Fund-101 Date : 05/31/2019  
Name of Accountable Officer: MOLENO, LOURDES Report No.

**A. COLLECTIONS**

**1. For Collections**

Type (Form/No)	Official Receipt/Serial No.		Amount
	From	To	
AF51	0479047	0479050	280.00
AF51	0479051	0479100	7,310.40
AF51	0479801	0479828	1,936.00
AF54	0109016	0109016	50.00
AF58	0062417	0062418	50.00
<b>TOTAL</b>			<b>9,606.40</b>

Name of Accountable Officers Report No. Amount

**B. REMITTANCES / DEPOSITS**

Accountable Officer / Bank Reference Amount

ANGELES A. CABARUBIAS 9,606.40

**C. ACCOUNTABILITY FOR ACCOUNTABLE FORMS**

Name of Form & No.	Beginning Balance		Receipt		Issued		Ending Balance	
	Qty	Inclusive Serial Nos.	Qty	Inclusive Serial Nos.	Qty	Inclusive Serial Nos.	Qty	Inclusive Serial Nos.
Acct. Form # AF51	4	0479047 580	0		4	0479047 580	0	
Acct. Form # AF51	80	0479801 700	0		80	0479801 700	0	
Acct. Form # AF51	0		80	0479801 830	28	0479801 818	22	479830 830
Acct. Form # AF54	25	0109016 580	0		1	0109016 516	24	0109017 580
Acct. Form # AF58	24	0062417 430	0		2	0062417 418	32	0062419 430

Serial # Form No. Amount

0479047 AF51 280.00

0479051 AF51 7,310.40

TOTAL 79.00

Serial # Form No. Amount

0479801 AF51 1,936.00

TOTAL 1,936.00

Beginning Balance Add: Collections Cash Check 9,606.40 0.00 Less: Remittance/Deposit to Cashier Balance 9,606.40

NOTE: Use additional Sheet if Necessary

**CERTIFICATION**

I hereby certify the foregoing report of collections and deposits and accountability for accountable forms is true.

MOLENO, LOURDES 31-May-19 ANGELES A. CABARUBIAS 31-May-19  
Name & Signature Date Liquidating Officer Date

## \* Abstract of General Collection - Consolidated

Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
City of Himamaylan  
OFFICE OF THE CITY TREASURER

**ABSTRACT OF GENERAL COLLECTION - CONSOLIDATED**

PERIOD COVERED : 05/31/2019 - 05/31/2019

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
<b>** GENERAL FUND</b>		
COMMUNIT TAX	40101050	4,441.45
REAL PROPERTY TRANSFER TAX	40102080	1,275.00
BUSINESS TAXES	40103030	6,140.10
TAX REVENUE-FINES & PENALTIES - PROPERTY TAX	40105020	637.50
PERMIT FEES	40201010	3,473.12
REGISTRATION FEES	40201020	1,300.00
CLEARANCE AND CERTIFICATION FEES	40201040	3,990.00
VERIFICATION AND AUTHENTICATION FEES	40201110	540.00
RECEIPT FROM MARKET OPERATIONS	40202140	4,000.00
MEDICAL FEES	40202200	1,235.00
FINES AND PENALTIES-BUSINESS INCOME	40202980	247.50
MISCELLANEOUS INCOME	40601010	275.00
<b>TOTAL OF GENERAL FUND</b>		<b>27,554.67</b>
<b>** DOCUMENTARY STAMPS</b>		
DOCUMENTARY STAMPS-DCB	30100000	1,380.00
<b>TOTAL OF DOCUMENTARY STAMPS</b>		<b>1,380.00</b>
<b>** DCB 401 (TRUST FUND)</b>		
DCB - 401 (TRUST FUND)	40100000	100,000.00
<b>TOTAL OF DCB 401 (TRUST FUND)</b>		<b>100,000.00</b>
<b>** COMM. TAX - 50% BARANGAY SHARE</b>		
BRGY CARADIO-AN-50% SHARE COMM.TAX	2020107010	525.25
BRGY MAHALANG-50% SHARE COMM.TAX	2020107012	379.50
BRGY NABALI-AN-50% SHARE COMM.TAX	2020107014	242.20
<b>TOTAL OF COMM. TAX - 50% BARANGAY SHARE</b>		<b>1,146.95</b>
<b>** DUE TO OTHER NGAS</b>		
BUILDING PERMIT 20%	2020105001	312.38
ELECTRICAL FEES - 20%	2020105003	543.40
<b>TOTAL OF DUE TO OTHER NGAS</b>		<b>855.78</b>

PREPARED BY: GINA ANDALEZ (Chief)

CERTIFIED CORRECT: CAROLINE I. CASTRO (City Treasurer)

## \* Abstract of General Collection - Detailed

Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
City of Himamaylan  
OFFICE OF THE CITY TREASURER

**ABSTRACT OF GENERAL COLLECTION - DETAILED**

PERIOD COVERED : 05/31/2019 - 05/31/2019

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
TAX CLEARANCE	4020104031	450.00
<b>TOTAL OF GENERAL FUND</b>		<b>27,554.67</b>
<b>** DOCUMENTARY STAMPS</b>		
DOCUMENTARY STAMPS - DCB	3010000000	1,380.00
<b>TOTAL OF DOCUMENTARY STAMPS</b>		<b>1,380.00</b>
<b>** DCB 401 (TRUST FUND)</b>		
HIMAYA-AN FESTIVAL	4010000008	100,000.00
<b>TOTAL OF DCB 401 (TRUST FUND)</b>		<b>100,000.00</b>
<b>** COMM. TAX - 50% BARANGAY SHARE</b>		
BRGY CARADIO-AN-50% SHARE COMM.TAX	2020107010	525.25
BRGY MAHALANG-50% SHARE COMM.TAX	2020107012	379.50
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ELECTRICAL FEES - 20%	2020105003	543.40
BUILDING PERMIT 20%	2020105001	312.38
<b>TOTAL OF DUE TO OTHER NGAS</b>		<b>855.78</b>
<b>** NYLON 28.57% - BARANGAY SHARE</b>		
TAX FOR NYLON SHELL- BRGY. TALABAN- 28.57%	2020107304	2,059.90
<b>TOTAL OF NYLON 28.57% - BARANGAY SHARE</b>		<b>2,059.90</b>
<b>GRAND TOTAL</b>		<b>132,997.30</b>

PRIVATE. SECURE. HASSLE-FREE

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**The information you want, when you want it.**

CTOMIS is available from **HAT** Software Development Services

Just give us a call at (+63) 0921 667 1016

Visit us at our Website <https://hatsoftware.github.io/#>

or Facebook page [www.facebook.com/HatSDSTeam](https://www.facebook.com/HatSDSTeam)

or email us at [redhatsysdeveloper@gmail.com](mailto:redhatsysdeveloper@gmail.com)





**THANK YOU!**