2. Issuance of Official Receipt and Delivery Receipts (DR's)for Tax on Sand, Gravel and Other Quarry Resources

This tax is for quarry operators, permit holders and individuals or corporation who will extract sand, gravel and other quarry resources in the Province of Davao del Norte. Delivery receipts are also given upon payment from the permit holders upon request.

Office or Division:		PROVINCIAL TREASURER'S OFFICE			
Classification:		Simple			
Type of Transaction	on:	G2G			
		G2C			
		G2B			
Who may avail:		All			
CHECKLIST OF	REQ	UIREMENTS	WHERE TO SECURE		
A. Request for Issuance of Delivery Receipts					
North Davao Permittee Quarry Association (NORDAPQUA) receipt of payment (1 original)			NORDAPQUA		
2. Order of Payment from PENRO (1 original for file)			PENRO		
B. Payment for Renewal of Sand and Gravel Permit 1. Order of Payment for Advance Deposit and Sand and Gravel miscellaneous fees from PENRO (1 original)			PENRO		
2. Monthly Report of Extraction from PENRO (for reference and file – 1 original)			PENRO		
3. Monthly Report of Extraction from the Permittee (for reference and file – 1 original)		Davao del Norte Permittees (Quarry Operators)			
CLIENT STEPS	AG	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request for Issuance of Delivery Receipts (DR's)				(Under Normal circumstances)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Permit holders	1. Receives/	P-27.50/cum.	1 minute	Local Revenue Collection Officer
present to the	reviews/examines the documents	for tax on Sand,		Provincial
PTO-Revenue Division the		Gravel and		Treasurer's Office
following	presented	other quarry resources		
documents:		resources		
documents.	1.1 Stamps the	₽ 50.00/cum for	1 minute	Local Revenue
i. Official Receipt	back of the	Payment of		Collection Officer Provincial
from North	Delivery Receipts	Ecosystem		Treasurer's Office
Davao Permittee	(DR's) with their	Services (PES)		Trododror o omico
Quarry	respective quarry			
Association	location to be	P 110/stub of	1 minute	Local Revenue
(NORDAPQUA)	extracted (1	delivery receipt		Collection Officer
(1 original)	minute per stub			Provincial Treasurer's Office
	of DR's)			Treasurer's Office
	1.2 Advises clients	050/ averala avera	4	Local Revenue
ii Ordor of	to pay	25% surcharge	1 minute	Collection Officer
ii. Order of Payment from		based on tax due for failure		Provincial
PENRO (1		to pay the tax		Treasurer's Office
original for file)		imposed		
original for mo)		pooda		
		2% interest per	1 minute	Local Revenue
		month added to		Collection Officer
		the amount		Provincial
		unpaid until the		Treasurer's Office
		tax is fully paid		
		but not to		
0.0	0.0	exceed 72%.	4	1 1 D
2.Pays to the	2. Receives	P38,750.00/500	1 minute	Local Revenue Collection Officer
Local Revenue Collector	payment, checks	cum of DRs		Provincial
Collector	the Official Receipt (OR)issued	(depends on the volume to		Treasurer's Office
	(OIX)issueu	be extracted)		
		DO OXII doled)		Local Revenue
	2.1 Prepares		1 minute	Collection Officer
	Invoice of Delivery			Provincial Treasurer's Office
	Receipts stubs			Treasurer's Office
3.Receives	3. Releases		1 minute	Local Revenue
original copy of	original copy of			Collection Officer
Official Receipt	OR, stamped DRs			Provincial
and documents	and file copy of			Treasurer's Office
presented	Invoice of DRs			
	TOTAL:		8 minutes	

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B. Payment for Renewal of Sand and Gravel Permit			(Under Normal circumstances)	
1. Permit holders or their duly representative present the following documents:	Receives or reviews or examines the			
i. Order of Payment for Advance Deposit and Sand and	documents presented		1 minute	
Gravel miscellaneous fees from PENRO (1 original)				Local Revenue Collection Officer Provincial Treasurer's Office
ii. Monthly Report of Extraction from PENRO (for reference and file – 1 original copy per month whole duration of			1 minute	Local Revenue Collection Officer Provincial Treasurer's Office
approved permit) iii. Monthly Report of Extraction from the Permittee (for reference and			2 minutes	Local Revenue Collection Officer Provincial Treasurer's Office
file – 1 original copy per month whole duration of approved permit)				

2.Pays to the Local Revenue Collector	2.1 Receives payment, checks the Official Receipt (OR)issued 2.2 Prepares Invoice of Delivery Receipts stubs	P 30,500 (advance extraction fee and sand and gravel miscellaneous fee)	1 minute	Local Revenue Collection Officer Provincial Treasurer's Office
3.Receives original copy of Official Receipt and file of documents presented	Releases original copy of OR and file copy of documents presented		1 minute	Local Revenue Collection Officer Provincial Treasurer's Office
	TOTAL:		6 minutes	