



with the amount to be paid and instruction on how to pay online	amount due and the Quezon City Landbank account details	annual tax Plus 75 (surcharge fee) and plus 2% penalty each month after January 31	Or more depending on the number of emails received per day	Email sender
3. Transfer/ Deposit payment to Landbank of the Phils. Account: Account name: QCG Settlement Mother Account Account No. 1722102300 Bank Address: LBP Quezon City Hall Account Type: Corporate		As stated in the online order of payment	10 minutes	Taxpayer
4. Email the photo of confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph			3 minutes	Taxpayer
5. Receive the photo of Official Receipt (OR) thru email	Verify the payment Issue Official Receipt Upload photo of Official Receipt		2 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Uploader
6. Pick-up the original Official Receipt (OR) at the City Treasurer's Office, 3 rd Floor, Online Payment Group (present the valid ID and photo / digital copy of OR as reference. If pick-up by representative, present valid ID and authorization letter or email the name of representative)	Release the original Official Receipt		5 minutes	OR Releaser
Total			2 days and 33 minutes	

ONLINE PAYMENT PROCESSING OF HEALTH CERTIFICATE

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All persons involved in the operation and management of an establishment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HIV Seminar, sputum and stool exam result		Quezon City Health Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to qceservices.quezoncity.gov.ph . Create an account using Gmail, Facebook ID			5 minutes	Taxpayer



or email address				
2. Login to your QCeServices account 2.1 Click Health Certificate & Sanitary Permit 2.2 Click Health Certificate 2.3 Fill-up the application details 2.4 Click apply for Health Certificate 2.5 Complete the application details until you receive an Order of payment			15 minutes	Taxpayer
3. Transfer/ Deposit payment to Landbank of the Phils. Account: Account name: QCG Settlement Mother Account Account No. 1722102300 Bank Address: LBP Quezon CityHall Account Type: Corporate		As stated in the online order of payment	10 minutes	Taxpayer
4. Email the photo of order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph			5 minutes	Taxpayer
5. Receive the photo of Official Receipt (OR) thru email	Verify the payment Issue Official Receipt Upload photo of Official Receipt		2 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Uploader
6. Pick-up the original Official Receipt (OR) at the City Treasurer's Office, 3 rd Floor, Online Payment Group (present the valid ID and photo / digital copy of OR as reference. If pick-up by representative, present valid ID and authorization letter or email the name of representative)	Release the original Official Receipt		5 minutes	OR Releaser
Total			2 days and 40 minutes	

ONLINE PAYMENT PROCESSING OF SANITARY PERMIT

Office or Division:	Online Payment Group (FMU)
Classification:	Simple
Type of Transaction:	G2B-Government to Business
Who may avail:	All new establishments doing business within Quezon City