

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





TOLL ROADS OFFICE

ADMINISTRATIVE SERVICES





COLLECTION OF FEES & STALL RENTAL

Any person who will engage in various services below, to wit;

- PARKING FEES (vehicles 4 wheelers up)
- PARKING FEES (motorized tricycle for hire)
- COMFORT ROOM FEES
- RENTAL FEE ON GOVERNMENT OWNED BUILDING/LOT

Office or Division: Classification: SIMPLE Type of Transaction: G2C Requirements: Depends on the particular service availed COLLECTION OF PARKING FEES (webnicles 4 whoelers up): CLIENTS AGENCY ACTION BE PAID COllect parking fees in the form of cash tickets of any vehicle park in the designated parking area Bessenger bus/mini bus, Cargo Buses, Forwarder (a wheeler) Passenger bus/mini bus, Cargo funcks, van & jeepneys) (4 whoeler) Puv & PUJ / Tomo Sysyem Excess hours after 3 hours of parking **O0.00/shr or less** 25.00/3hr or less** 25.00/3hr or less** 25.00/3hr or less** 25.00/3hr or less** 25.00/shr or less** 26.00/chr TOTAL REPONSE TIME COLLECTION OF PARKING FEES (motorized tricycle for hite): CLIENTS AGENCY ACTION FEES TO PROCESSING PERSON RESPONSIBLE **OU.00/br TOTAL REPONSE TIME S minutes CLIENTS AGENCY ACTION FEES TO PROCESSING PERSON RESPONSIBLE	- KLINIAL FE	E ON GOVERNIVIENT OWNE	בט טטונטוועט/	/LO1					
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Owner of motorized tricycle will park at the designated parking area	Collect parking fees in the form of cash tickets	5.00/day	2 minutes	signated Collectors			
TOTAL REPONSE TIME COLLECTION OF			2 minutes				
CONFORT ROOM FEES:							
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Go to the person in- charge and tell him/her that you will use the LGU Comfort room	Collect comfort room Fee before or after using	3.00	2 minutes	Sarah Ricafort CR Collectors			
TOTAL REPONSE TIME			2 minutes				
COLLECTION OF STALL RENTAL:							
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Go to the person incharge and ask for the amount of monthly rental due/s. Wait for the Official Receipt.	Review, compute and inform the client of the total amount due for payment. Issue official receipt (OR), post the payment for monitoring. Give the OR to the client.	P 450.00 per month 2% surcharge	2 minutes	Virginia Tagsip			

TOTAL REPONSE TIME

2 minutes