



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:	TOLL ROADS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Requirements: Depends on the particular service availed				
COLLECTION OF PARKING FEES (vehicles 4 wheelers up):				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Owner of vehicle will park at the designated parking area	Collect parking fees in the form of cash tickets of any vehicle park in the designated area based on # of wheels. Heavy trucks (10 wheeler) Cargo, Buses, Forwarder (6 wheeler) Passenger bus/mini bus, Cargo trucks, van & jeepneys) (4 wheeler) PUV & PUJ / Torno Sysyem Excess hours after 3 hours of parking	*	5 minutes	Designated Collectors
		* 60.00/3hr or less		
		50.00/3hr or less		
		25.00/3hr or less		
		30.00/ torno		
		10.00/hr		
TOTAL REPOSE TIME			5 minutes	
COLLECTION OF PARKING FEES (motorized tricycle for hire):				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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	Designated Collectors
TOTAL REPOSE TIME			2 minutes	
COLLECTION OF 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	2.00 3.00	2 minutes	Sarah Ricafort CR Collectors
TOTAL REPOSE TIME			2 minutes	
COLLECTION OF STALL RENTAL:				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to the person in-charge 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 REPOSE TIME			2 minutes	