



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
TREASURER'S OFFICE
(MTO)
ADMINISTRATIVE SERVICES**





1. ASSESSMENT OF BUSINESS TAX AND OTHER FEES

To determine the nature and condition of a business as reference for the license and permit fees and proportionate value that is subject to tax

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) Transmittal Letter 2. Approved Verification of Documents Form from BPLO		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the accomplished Mayor's Permit Application Form to the Assessment Clerk	Compute the Business Tax & other fees	None	10 minutes	Assessment Officer
2. Client waits while the Mayor's Permit Form is evaluated	Assessment Clerk must evaluate if all documents and signatories are complied Assessment Clerk Present the Assessment Form to the Municipal Treasurer for Approval	None	10 minutes	Assessment Officer Municipal Treasurer
3. Receives the Approved Assessment Form	Instruct the client to pay the Business Tax	None	5 minutes	Assessment Officer
TOTAL:		None	25 minutes	



2. PAYMENT OF BUSINESS TAX AND OTHER FEES (NEW BUSINESS)

Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO 3. Approved Assessment Form		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment value	5 mins.	Cashier/Collectors
2. Wait	Issue Official Receipt		5 mins.	Cashier/Collectors
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collectors
TOTAL:		None	15 minutes	



3. PAYMENT OF BUSINESS TAX AND OTHER FEES (EXISTING BUSINESS)

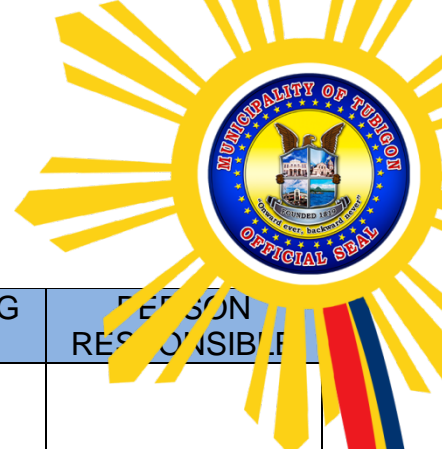
Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Receipt of Previous Payment (if available)		FROM CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Previous OR (if available) if none, inform the Cashier the Registered Business Name	Receive the OR (if available) if none, retrieved from Computer's Database and Business Ledger	Depending on the Tax Dues	5 minutes	Cashier/Collectors
2. Wait	Present to the client his/her tax dues and issue OR		5 minutes	Cashier/Collectors
3. Receive Official Receipt	Release the Official Receipt and Record the Payment in the Business Ledger		5 minutes	Cashier/Collectors
TOTAL:		None	15 minutes	

4. PAYMENT OF REAL PROPERTY TAX

Receive payment of Real Property Tax from persons who own real properties the Municipality of Tubigon

Office or Division:	TREASURERS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Tax Declaration (if available) 2. Previous Tax Receipt (if available) 3. Notice of Assessment from the Municipal Assessor - for newly assessed property		FROM CLIENT AND FROM ASSESSOR'S OFFICE	

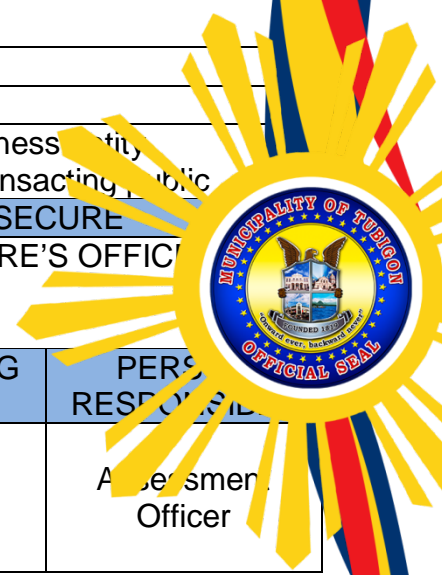


CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Previous Official Receipt if available	Ask for the previous official receipt, if it is not available ask the name of the declared owner and tax declaration number, if the client doesn't know his/her tax declaration number, instruct the client to proceed to the assessor's office for Tax Declaration Number	Depending on the Tax Dues	3-15 minutes	RPT Cashier/Collectors
2. Client waits while the Cashier determines his/her tax due based on ETRACS	Cashier informs the client his/her tax due based on ETRACS		5 minutes	RPT Cashier/Collectors
3. Client pays tax due and receive official receipt	Accept payment and issue official receipt		5 minutes	RPT Cashier/Collectors
TOTAL:		None	25 minutes	

5. ASSESSMENT ON TAX ON FISHERIES

To determine the nature and condition of a business/persons who owns/operates motorized bancas/boats for commercial fishing as reference for the license and permit fees and proportionate value that is subject to tax

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO		MUNICIPAL AGRICULTURE'S OFFICE BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to the Assessment Clerk	Verify the completeness of the requirements and compute the	None	10 minutes	Assessment Officer

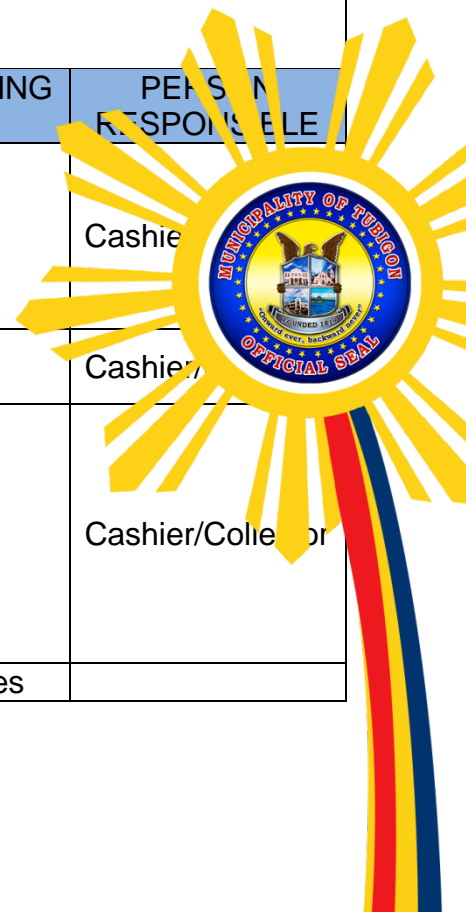


	Fishery Tax & other fees			
2. Wait	Assessment Clerk must evaluate if all documents and signatories are complied Assessment Clerk present the Assessment Form to the Municipal Treasurer for Approval	None	10 minutes	Assessment Officer
3. Receives the Approved Assessment Form	Instruct the client to pay the Fishery Tax Due	None	5 minutes	Assessment Officer
TOTAL:		None	25 minutes	

6. PAYMENT OF TAX ON FISHERIES

Receive payment of Tax on Fisheries

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO		MUNICIPAL AGRICULTURE'S OFFICE BPLO		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment	5 mins.	Cashier
2. Wait	Issue Official Receipt		5 mins.	Cashier
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



7. PAYMENT OF COMMUNITY TAXES

Receive payment of Community Taxes from

- a) Every inhabitants of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30 consecutive working days during any calendar year
- b) An individual who is engaged in business or occupation
- c) An in who owns a real property with an aggregate assessed value of One Thousand Pesos (1,000.00) or more
- d) An individual who is required by law to file an Income Tax return
- e) Every Corporation, no matter how created or organized, wither domestic or resident foreign engaged in or doing business in the municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for community tax computation	Ask for Gross Compensation/Gross Sales of the preceding year and inform the client his/her calculated tax due	a. Five Pesos (5.00) plus an annual additional of One Peso (1.00) for every One Thousand Pesos (1,000.00) of income on which in case no case shall exceed Five Thousand Pesos	5 minutes	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue Community Tax Certificate	(1.00) for every One Thousand Pesos (1,000.00) of income on which in case no case shall exceed Five Thousand Pesos	5 minutes	Cashier/Collector
3. Receive Community Tax Certificate	Release Community Tax Certificate	b. In case of husband and wife each of them shall be liable to pay the basic	5 minutes	Cashier/Collector



		<p>annual tax of Five Pesos (5.00) but additional tax shall be One Pesos (1.00) for every One Thousand Pesos (1,000.00) of income from property owned by them or total gross receipt earning by them</p> <p>c. Every Corporation shall pay an annual community tax of Five Hundred Pesos (500.00) and annual additional tax that shall not exceed Ten Thousand Pesos (10,00.00) for</p> <p>1. Every Five Thousand Pesos (5,000.00) worth of real property owned during preceding</p>		
--	--	--	--	--

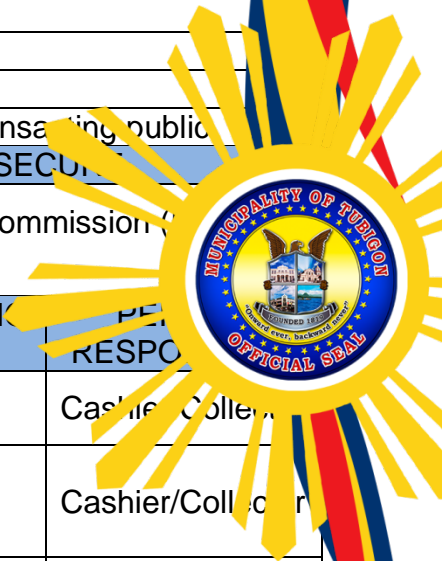


		year based on assessed value – Two Pesos (2,000)		
		2. Every Five Thousand Pesos (5,000.00) of gross receipt or earnings during preceding year - Two Pesos (2.00)		
TOTAL:		None	15 minutes	

8. PAYMENT OF PROFESSIONAL TAXES

Receive payment of Professional Taxes from Professionals who have passed the bar examinations or any board or other examinations conducted by the Professional Regulation Commission (PRC)

Office or Division:		TREASURERS OFFICE		
Classification:		SIMPLE		
Type of Transaction:		for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Current Annual Registration Cards issued by the Professional Regulation Commission (PRC)		Professional Regulation Commission		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSONNEL
1. Approach the Cashier	Ask for requirement	shall in no case exceed	5 minutes	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt	Three hundred pesos	5 minutes	Cashier/Collector
3. Receive official receipt	Release official receipt	(P300.00)	5 minutes	Cashier/Collector
TOTAL:		None	15 minutes	



9. PAYMENT OF AMUSEMENT TAXES

Receive payment of Amusement Tax from Proprietors, lessees, or operator of theaters, cinemas, concert halls, circuses, boxing stadia, and other places of amusement such as night clubs, cockpits & the like.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit		BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for amusement tax computation	Ask for Gross Receipts from the admission fees and compute the amusement tax based on the provided rate (10% of gross receipts) and inform client the tax due	not more than ten percent (10%) of the gross receipts from the admission's fees	5 mins.	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 min.	Cashier/Collector
TOTAL:		None	15 minutes	

10. PAYMENT OF SECRETARY'S FEE

Receive payment of Secretary's Fee from every person requesting for copies of official records and documents from the offices of this Municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transaction public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for secretary's fee payment	Ask for the assessment provided by the concerned office	Based on the assessment provided by the Concerned Offices	5 mins.	Cashier/Collector
2. Pay and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



11. PAYMENT OF BUILDING PERMIT FEES AND CHARGES

Receive payment of Building Permit Fee from Individuals, firms, or corporations who would like to perform construction works on a particular property. This includes those who are looking to construct, alter, renovate, or demolish a property

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved application and assessment forms from Municipal Engineering Office with required documents		Office of the Municipal Engineer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Cashier for Building Permit Fees and other charges	Verify the completeness of the documents submitted	Depending on approved assessment	5 mins.	Cashier/Collector
2. Pay the fees due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

2. PAYMENT OF LCR CERTIFICATION FEES

Receive payment from every person who avails the services rendered by the Municipal Civil Registrar

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. LCR Assessment Slip		LOCAL CIVIL REGISTRAR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the LCR Assessment Slip to the Cashier	Receive the LCR Assessment Slip	Depending on approved assessment provided by the Municipal Civil Registrar	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



13. PAYMENT OF ASSESSOR'S FEES

Receive payment from every person who avails the services rendered by the Municipal Assessor's Office

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessor Assessment Slip		MUNICIPAL ASSESSOR'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Assessor Assessment Slip to the Cashier	Receive the Assessor Assessment Slip	Depending on approved assessment provided by the Municipal Assessor's Office	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

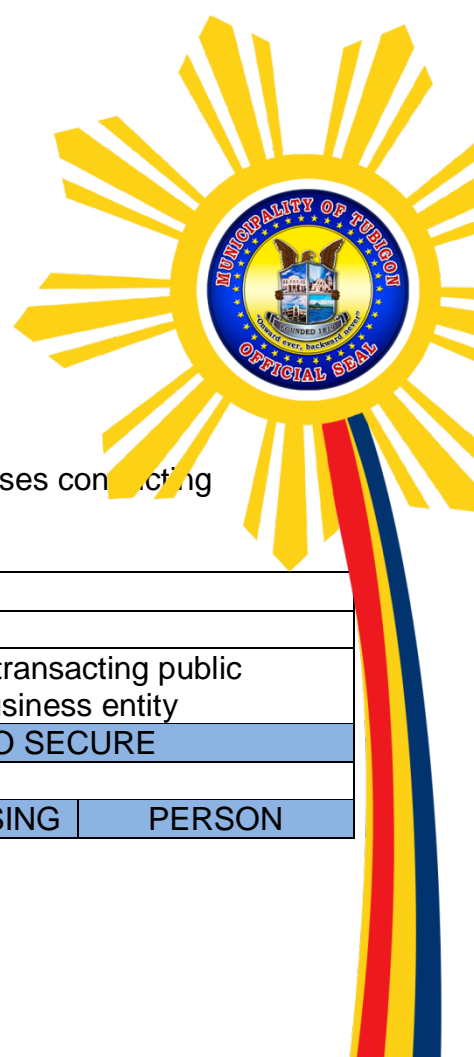
14. PAYMENT OF ZONING AND LOCATIONAL FEE

Receive payment of Zoning and Locational Fee. A Locational Clearance/ Zoning Permit is one of the prerequisite documents before a person can get a Building Permit. This is to ensure that construction of the building follows the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE
Type of Transaction:	for Government Services whose client is the transacting public



		for Government Services whose client is a business entity		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Zoning Assessment Slip		MPDC OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Zoning Assessment Slip to the Cashier	Receive the Zoning Assessment Slip	Depending on approved assessment provided by the MPDC	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct the client to proceed to the MPDC for the issuance of appropriate clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



15. PAYMENT OF MAYOR'S PERMIT

Receive payment of Mayor's Permit from Individuals, group, businesses conducting business, trade or activity within the municipality for a certain period

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent address to the mayor				
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON

		BE PAID	TIME	RESPONSIBLE
1. Approach the Cashier	Ask for the letter of intent addressed to the mayor	Depending on the activities to be conducted	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct client to present the Official Receipt to the Mayor's Office for the Issuance of Mayor's Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

16. PAYMENT OF POLICE CLEARANCE

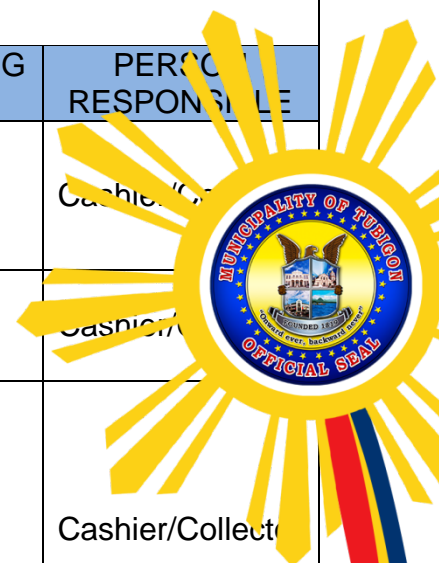
Receive payment of Police Clearance from every person who intend to secure a police clearance for different purposes

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance 2. Community Tax Certificate				
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for Barangay Clearance and Community Tax Certificate	Local Purpose – 50.00 Abroad – 250.00	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct client to present the Official Receipt to the Local Police Office for the Issuance of Police Clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

17. CLEARANCE FEE FOR SCRAP MATERIALS

Receive payment of Clearance Fee from every person who ships and transport scrap materials

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE



Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for the Delivery Truck plate number and kind of scrap materials to be shipped	Clearance Fee - 200.00 Police Certification Fee - 50.00	3 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt and clearance certificate	Accept payment and issue official receipt and prepare clearance certificate		5 mins.	Cashier/Collector
3. Receive official receipt and clearance certificate and present the Clearance Certificate to the Local Police Office for the issuance of Police Certification	Release official receipt and clearance certificate		2 mins.	Cashier/Collector
TOTAL:		None	10 minutes	



18. PAYMENT AND PURCHASE OF ACCOUNTABLE FORMS

Receive payment for the purchase of accountable forms from all deputized Barangay Treasurer of this municipality

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE

Type of Transaction:	for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duplicate and Triplicate Copies of the Previous Accountable Forms 2. Validated Deposit Slip of the Total Collection Remitted				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Accountable Form Officer	Ask for Barangay Duplicate and Triplicate Copies of the Previous Accountable Forms -Validated Deposit Slip of the Total Collection Remitted	Official Receipt Accountable Form 51 – 154.00	3 mins.	Accountable Form Officer
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt	Community Tax Certificate – None	5 mins.	Accountable Form Officer
3. Receive official receipt	Release official receipt		2 mins.	Accountable Form Officer
4. Present the Official Receipt to the AFO for the release of accountable form	Release Accountable Forms purchased		5 mins.	Accountable Form Officer
TOTAL:		None	15 minutes	

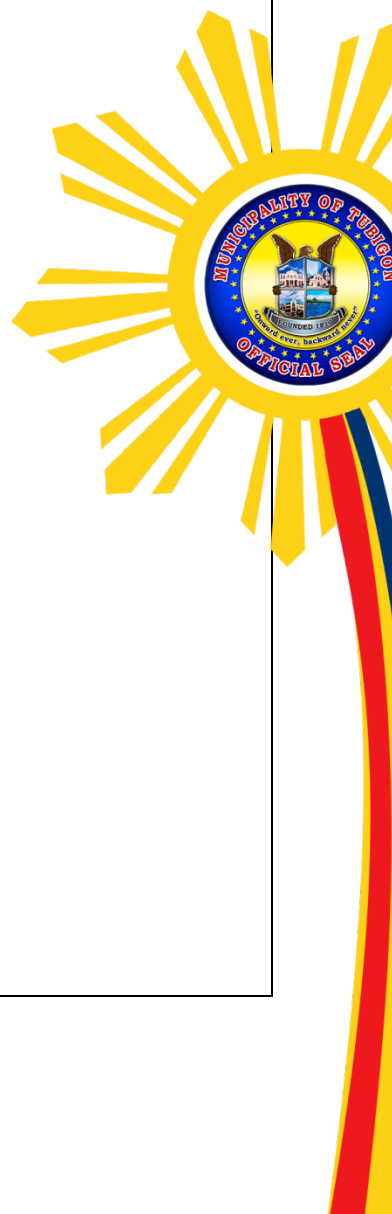


19. PAYMENT OF RENTALS FOR THE USE TUBIGON CULTURAL AND SPORTS CENTER AND ITS FACILITY

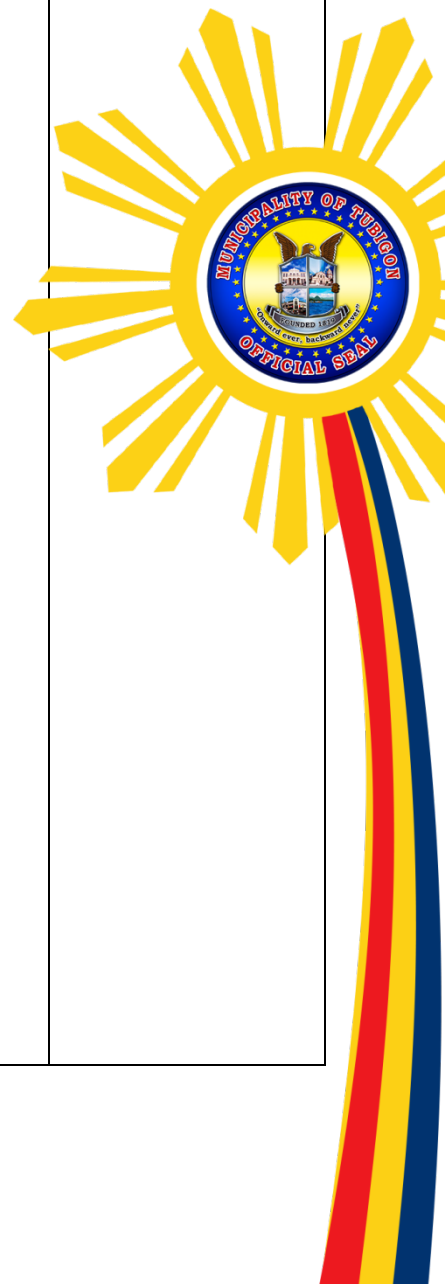
Receive Payment of Rental for the use of Tubigon Cultural and Sports Center and its facility

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Service whose client is a government employee or another government agency for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit		BPLO		
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON

		BE PAID	TIME	RESPONSIBLE
1. Approach the Cashier and present mayor's permit	Determine the corresponding rental and inform the client	a. Non-Commercial games/dance rehearsal and similar activities per occasion – 150.00	5 mins	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt	b. Commercial Basketball/ other paid games and programs/ activities – 2,500.00	5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt	c. Wedding receptions/ parties, anniversary, paid balls/dances & similar activities per occasion – 2,500.00	5 mins.	Cashier/Collector
		d. Convention/ seminars/ workshops /graduations, proms, and similar activities for the first 4 hours and fraction thereof – 500.00 For each succeeding		



		<p>g hour - 100.00</p> <p>e. Promotion sales – 6,000.00</p> <p>f. other charges: 1. Built-in sound system - 200.00</p> <p>2. Monobloc chairs, per chair Non commerca l – 2.00 Commerci al -3.00</p> <p>3. Table per table – 50.00</p> <p>4. Built-in sound system, kaleidosco pic lights/spot lights for discos, balls, dramas and similar activities per occasion - 5,000.0</p> <p>5. Electricity charges subject to the actual use from the kilowatt hour meter</p>		
--	--	---	--	--

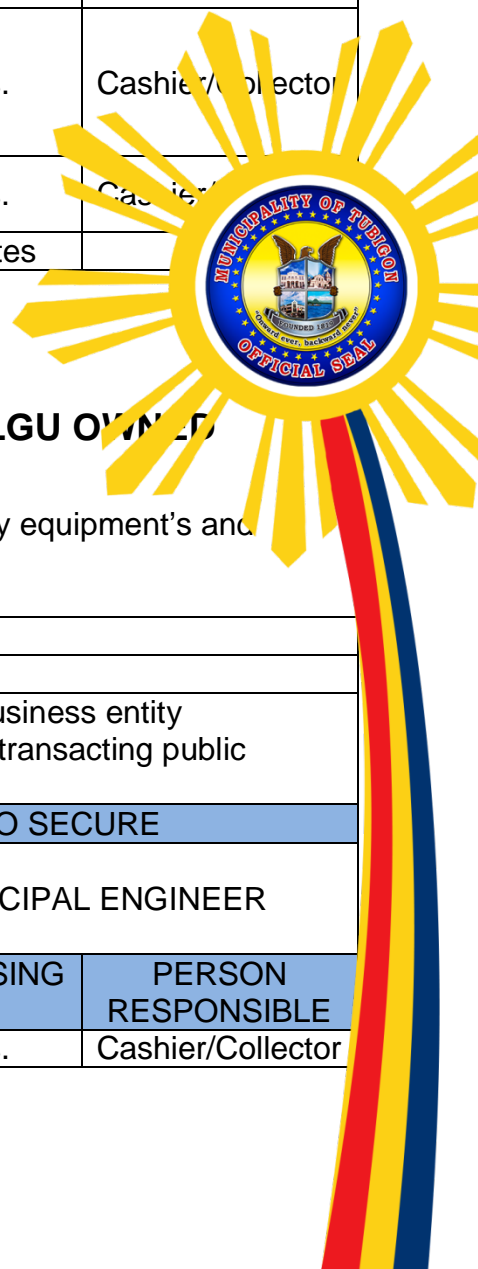


	TOTAL:	None	15 minutes	

20. PAYMENT OF RENTAL FOR MUN. LOT, BLOCK & STALLS IN THE TUBIGON COMMERCIAL COMPLEX AND MUNICIPAL LOTS

Receive payment for the rental of municipal lot, block and stalls from business/person who are legally and presently leasing/occupying the said spaces

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit		FROM BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Retrieve ledger and inform the rental charges due	Based on monthly rental of the municipal lot, block or space occupied	5 mins.	Cashier/Collector
2. Pay the rental charges & wait while Cashier issues official receipt	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

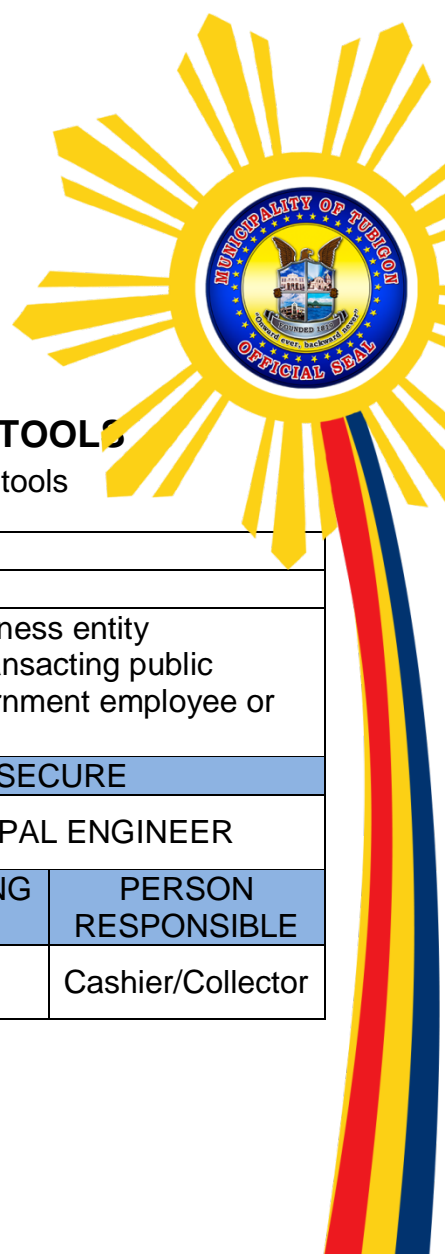


21. PAYMENT OF INITIAL DEPOSIT FOR RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

Receive payment of initial deposit for the rental of LGU owned heavy equipment's and tools

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request to the mayor through the Municipal Engineer 2. Contract between LGU and the renters		OFFICE OF THE MUNICIPAL ENGINEER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier	Determine the	Equivalent	5 mins.	Cashier/Collector

and present the requirements	completeness of the requirements and inform client to pay an initial deposit	to 8 hr. or 1 day operation except for renters from the Barangay LGU of Tubigon		
2. Pay to cashier the initial deposit and wait while cashier issue OR	Receive payment and issue OR		5 mins.	Cashier/Collector
3. Receive OR and proceed to the Municipal Engineer's Office	Instruct the client to present the OR to Municipal Engineer's Office		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



22. RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

Receive payment for the rental of LGU owned heavy equipment's and tools

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing issued from the Municipal Engineer's Office		OFFICE OF THE MUNICIPAL ENGINEER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier and present the billing	Determine the total amount billed and	1. Volvo Vibratory	5 mins.	Cashier/Collector

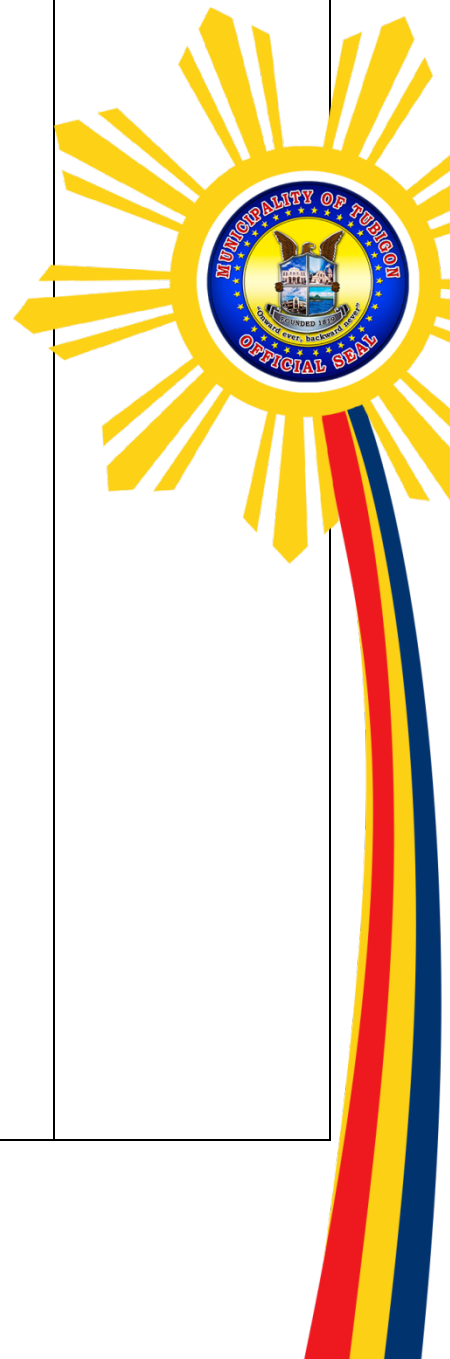
	inform the client	Soil compactor		
2. Pay to cashier the billed amount and wait for the issuance of OR	Receive payment and issue OR	a. Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost - 1,000.00/hour (upon operation)	5 mins.	Cashier/Collector
3. Receive OR and proceed to Municipal Engineer's Office	Instruct the client to present the OR to the Municipal Engineer's Office for recording purposes and confirmation of payment	b. Other LGUs -inclusive of fuel, oil, salary of operator and other recovery cost - Mobilization cost (to and from) shall be shouldered by the renters - 1,5000.00 (upon operation) c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator	5 mins.	Cashier/Collector



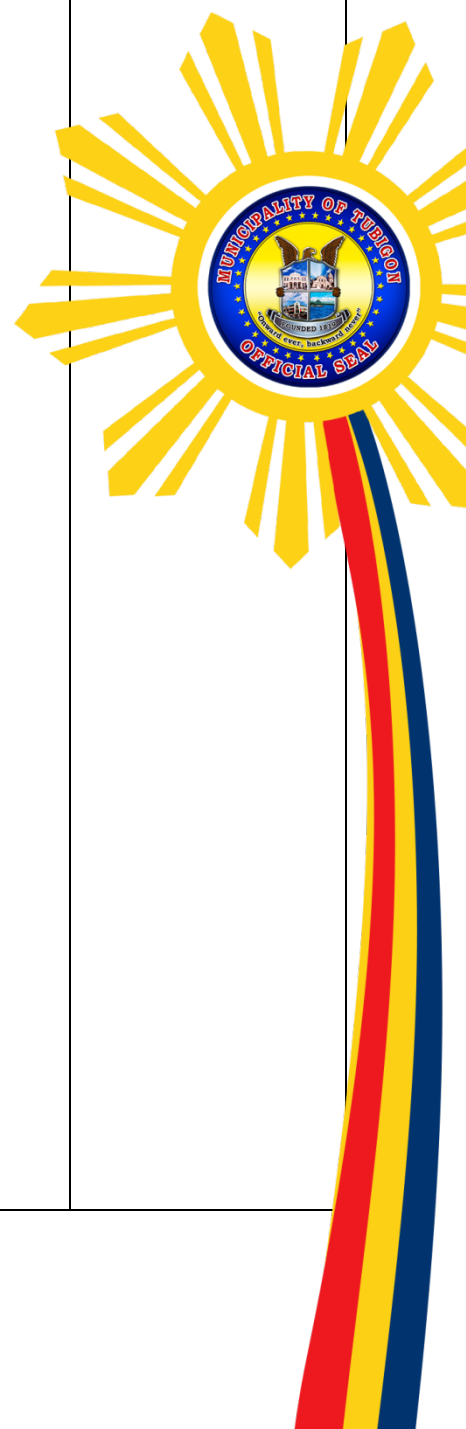
		<p>and other recovery cost) -1,200.00 (upon operation)</p> <p>d. Private Individuals , Group or Organizations outside the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator and other recovery cost) -1,500.00 (upon operation)</p> <p>2. Backhoe-Loader (New Holland)</p> <p>a. Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost -2,000.00 (per hour basis)</p> <p>3. b. Other LGUs -inclusive of fuel, oil, salary of operator</p>		
--	--	---	--	--



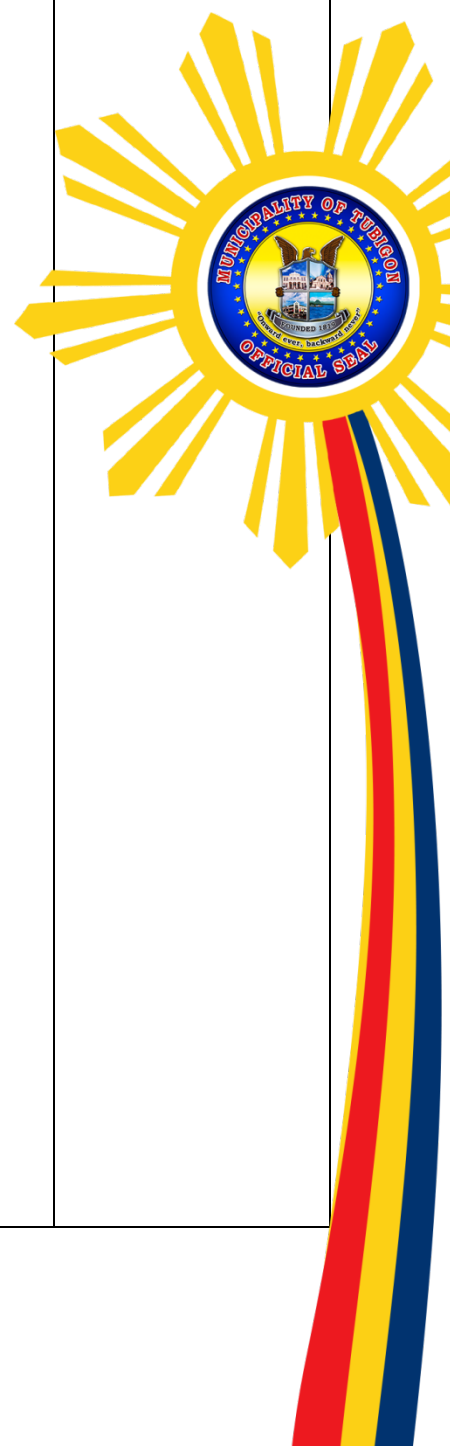
		<p>and other recovery cost</p> <p>-</p> <p>Mobilization cost (to and from) shall be shouldered by the renters</p> <p>-</p> <p>2,5000.00 /hr. (upon operation)</p> <p>c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator, mobilization cost and other recovery cost)</p> <p>-2,500.00 (upon operation)</p> <p>Standby Fee shall be charged for the renters in case of equipment will be non-operationa l due to increment weather condition or factors</p>	
--	--	---	--



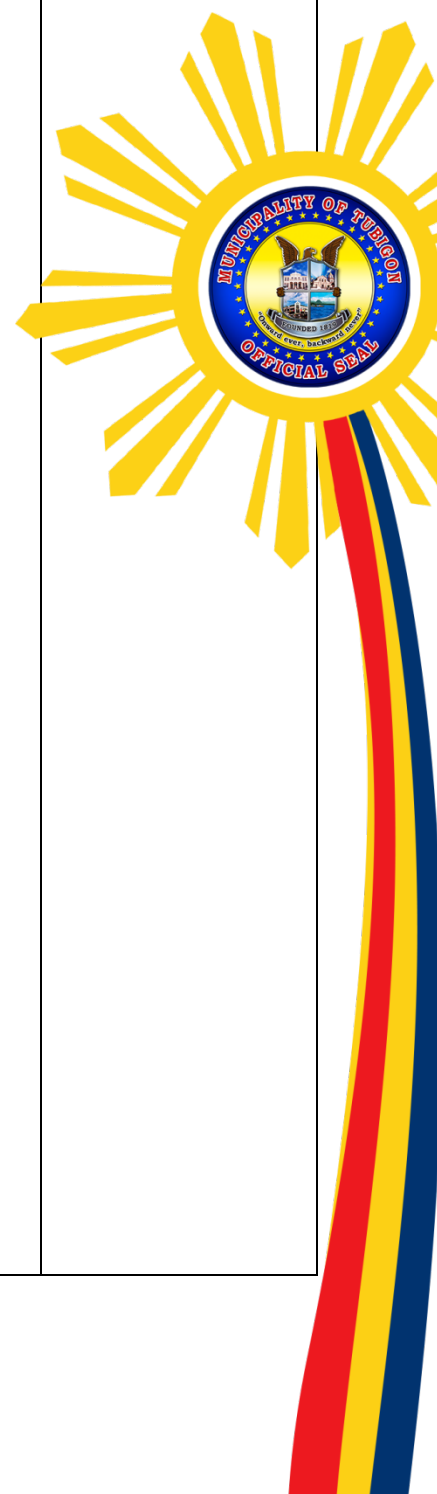
		<p>caused by mechanical and engine trouble of unit or ordered not operate by the LGU or its representative -2,000.00 (per day basis)</p> <p>2. Tools (without operator, fuel and power)</p> <p>a. Plate Compactor 43.75/hour 350.00/day</p> <p>b. Concrete Mixer (1 bagger) 62.50/hour 500.00/day</p> <p>c. Concrete Vibrator 50.00/hour 400.00/day</p> <p>d. Electric Drill 37.50/hour 300.00/day</p> <p>e. Tile Cutter 37.50/hour</p>		
--	--	---	--	--



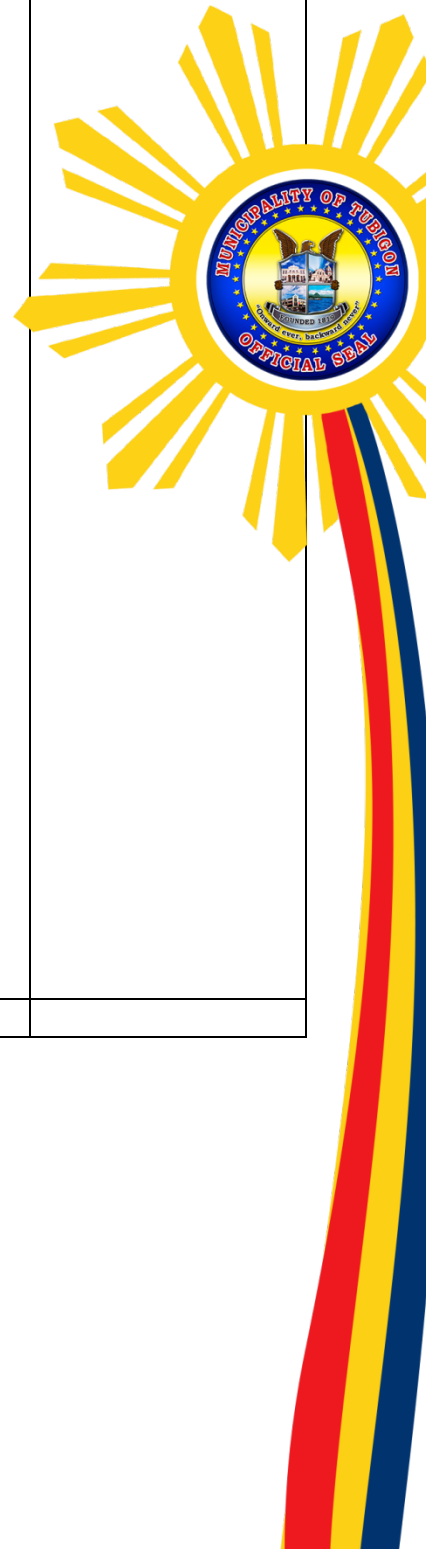
		<p>300.00/day</p> <p>f. Welding Machine 50.00/hour 400.00/day</p> <p>g. Electric Cutter/Grinder 43.75/hour 350.00/day</p> <p>h. Electric Plainer 43.75/hour 350.00/day</p> <p>3. Tools (with LGU operator, fuel and power)</p> <p>a. Plate Compactor 106.25/hour 850.00/day</p> <p>b. Concrete Mixer (1 bagger) 162.50/hour 1,300.00/day</p> <p>c. Concrete Vibrator 162.50/hour 1,300.00/day</p> <p>d. Electric Drill</p>		
--	--	--	--	--



		<p>81.25/hour 650.00/day</p> <p>e. Tile Cutter 106.25/hour 850.00/day</p> <p>f. Welding Machine 150.00/hour 1,200.00/day</p> <p>g. Electric Cutter/Grinder 81.25/hour 650.00/day</p> <p>h. Electric Plainer 81.25/hour 650.00/day</p> <p>4. Dump trucks (6 wheelers) 712.00/hour 5,696.00/days</p> <p>5. Motor Grader a. Barangay Local Government Units of Tubigon for construction, repair, rehabilitation,</p>		
--	--	---	--	--



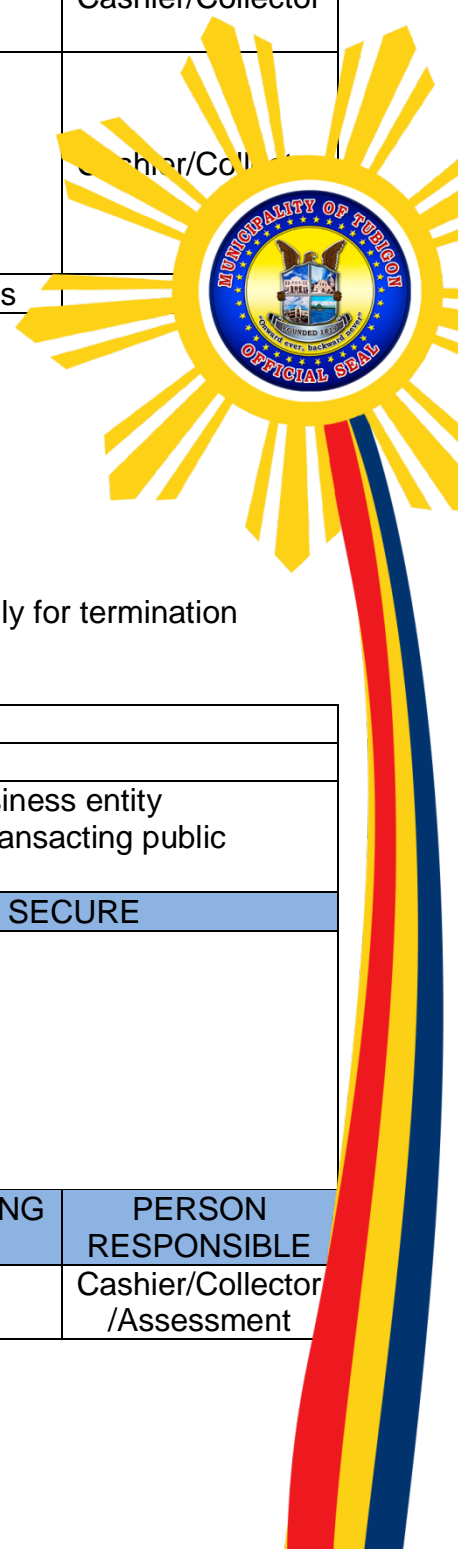
		<p>maintenan ce of barangay roads and other related infrastruct ure (inclusive of fuel, oil, salary of operator and other recovery cost - 2,000.00/h our (upon operation)</p> <p>b. Other LGUs (Municipali ties and Barangays) and private individuals , groups, or organizatio ns) - 2,500.00/h our (Inclusive of fuel, oil, salary of operator, and other recovery cost, mobilizatio n cost)</p>		
TOTAL:		None	15 minutes	



23. PAYMENT OF FINES AND PENALTIES

Receive payment of Fines and Penalties for violation of various Municipal Ordinances of this Municipality

Office or Division:		TREASURERS OFFICE		
Classification:		SIMPLE		
Type of Transaction:		for Government Services whose client is a business entity for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citation Ticket/Slip		Apprehending Officer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present the citation ticket/slip	Determine the corresponding penalties and inform the client	Depending on the violation committed	5 mins.	Cashier/Collector
2. Wait while Cashier issues official receipt	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt and present it to the apprehending officer	Release official receipt and instruct the client to present the OR to the apprehending officer		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



24. RETIREMENT OF BUSINESS

Any person natural or juridical subject to the tax on business who apply for termination or retirement of business

Office or Division:		TREASURERS OFFICE		
Classification:		SIMPLE		
Type of Transaction:		for Government Services whose client is a business entity for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit a sworn statement of the gross sales or receipts for current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated 2. Previous business permit (to be surrendered)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present the above	Receive requirements and	Secretary'	5 mins.	Cashier/Collector /Assessment

mentioned requirements	retrieve business ledger	s fee - 60.00		Officer
2. Wait while Cashier retrieve business ledger	Determine if tax dues are fully paid and inform the client to settle all tax dues	Tax Dues if there's any	5 mins.	Cashier/Collector /Assessment Officer
3. Pay tax due (If there's any) and pay secretary's fee for Certificate of Closure	Issue Original Receipt		5 mins.	Cashier/Collector /Assessment Officer
4. Received original receipt and proceed to BPLO for the issuance of certification for business closure	Instruct client to proceed to BPLO for the issuance of certification of business closure		5 mins.	Cashier/Collector /Assessment Officer
TOTAL:		None	20 minutes	



25. RELEASE OF SOCIAL PENSION AND SOCIAL BONUS FOR SENIOR CITIZENS

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen's ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the disbursing officer and present the Senior Citizen's ID	Determine if the client is in the list of eligible senior citizens provided by MSWD	None	5 mins.	Disbursing Officer/MTO Staff
Sign the payroll	If client is in the list, ask client to sign the payroll, if not instruct client to proceed to MSWD for inquiry		5 mins.	Disbursing Officer/MTO Staff

Receive social pension/bonus	Release social pension/bonus		5 mins.	Disbursing Officer/MTO Staff
TOTAL:		None	15 minutes	

26. RELEASE OF FINANCIAL ASSISTANCE

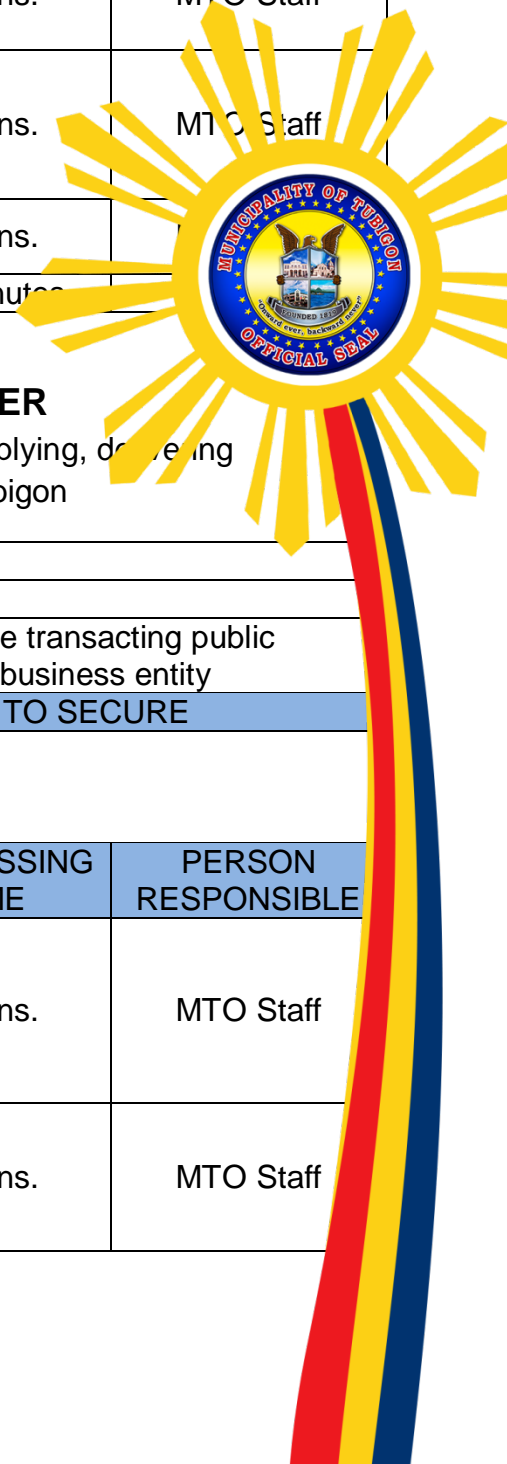
Release of financial assistance to any person eligible for financial assistance as recommended by the MSWD

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Releasing Officer and present Valid ID	Determine client's identity by the presented valid ID	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff
Receive financial assistance check	Release financial assistance check		5 mins.	
TOTAL:		None	15 minutes	

27. RELEASE OF CHECK TO GOVERNMENT SUPPLIER

All suppliers/bidders/businesses who are entitled payment for supplying, delivering products, goods and services to the Local Government Unit of Tubigon

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID/Company ID Authorization Letter from the Business Owner/suppliers if claim by representation				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Releasing Officer and present Valid ID/Authorization Letter	Determine client's identity by the presented valid ID/ Authorization Letter	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff



Receive check	Release check		5 mins.	MTO Staff
TOTAL:		None	15 minutes	

28. OTHER COLLECTION OF FEES

Any individual who will pay fees not included in the above services

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Cashier and present the billing statement/slip	Ask for the billing statement/slip	Depending on the billing statement/slip from concerned office	5 mins.	Cashier/Collector
Pay the Cashier	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	