

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 CULECTION OF PARKING FEES (webnicles 4 whoelers up): CLIENTS AGENCY ACTION BE PAID CURSING COllect parking fees in the form of cash tickets of any vehicle park in the designated parking area Cargo, Buses, Forwarder (a wheeler) Passenger bus/mini bus, Cargo frucks, van & jeepneys) (4 whoeler) Put & PUJ / Tomo Sysyem Excess hours after 3 hours of parking Excess hours after 3 hours of parking TOTAL REPONSE TIME COLLECTION OF PARKING FEES (motorized tricycle for hite): CLIENTS AGENCY ACTION FEES TO PROCESSING PERSON RESPONSIBLE Passenger bus/mini bus, Cargo frucks, van & jeepneys) (4 whoeler) FORMING FEES (motorized tricycle for hite): 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 REP	2 minutes					
COLLECTION OF CONFORT ROOM FEES:							
CONTOKT ROOMTELS.							
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	2 minutes	Sarah Ricafort CR Collectors			
	TOTAL REP	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 REP	2 minutes					