



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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



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	