



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 REPONSE 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 REPONSE 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 REPONSE TIME | | | 2 minutes | |