



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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





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 Fishery Tax & other fees	None	10 minutes	Assessment Officer
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	