



MUNICIPALITY OF TUBIGON

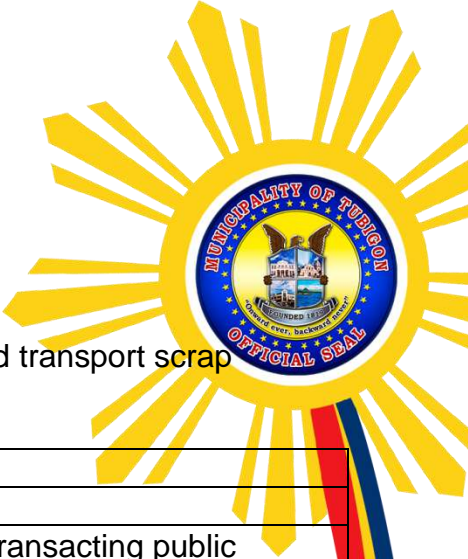
**CITIZEN'S
CHARTER**





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





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	