



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





8. PAYMENT OF PROFESSIONAL TAXES

Receive payment of Professional Taxes from Professionals who have passed the bar examinations or any board or other examinations conducted by the Professional Regulation Commission (PRC)

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Current Annual Registration Cards issued by the Professional Regulation Commission (PRC)		Professional Regulation Commission (PRC)		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for requirement	shall in no case exceed Three hundred pesos (P300.00)	5 minutes	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 minutes	Cashier/Collector
3. Receive official receipt	Release official receipt		5 minutes	Cashier/Collector
TOTAL:		None	15 minutes	