



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





**MUNICIPAL  
ECOLOGICAL SOLID  
WASTE MANAGEMENT  
OFFICE (ESWMO)  
ADMINISTRATIVE SERVICES**



2. GARBAGE COLLECTION FEE FOR HOUSEHOLDS/BUSINESS ESTABLISHMENTS (PAYING CLIENT)

Any person can apply for garbage collection to be personally collected in their respective households for their biodegradable wastes.



Office or Division:	ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2B – Government to Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official receipt for the payment Garbage Collection Fee.		Municipal Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up request form	Interview the Applicant on the situation of their solid wastes on their household.	None	5 minutes	Ruth Pagas
	Applicant will be contacted for the inspection date	None	5 minutes	Ruth Pagas
	LIT will recommend the approval of the application and the Applicant will be instructed to pay the Garbage Collection Fee at the Office of the Municipal Treasurer. If the application does not comply the requirements, the application will be disapproved.	Php. 100.00 per month	15 minutes	Local Implementing Team
Fill-out the Client Satisfaction Rating Form				
END OF TRANSACTION				

**NOTE:** The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.