



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**



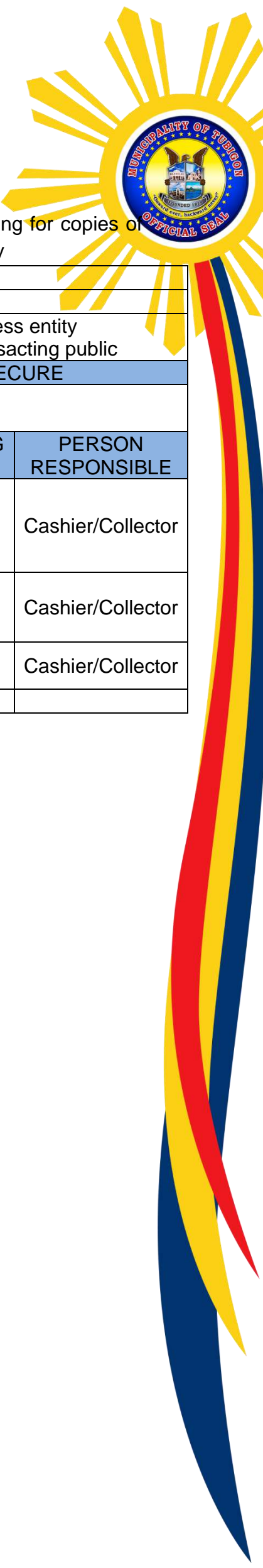


**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES



10. PAYMENT OF SECRETARY’S FEE

Receive payment of Secretary’s Fee from every person requesting for copies of official records and documents from the offices of this Municipality



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. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for secretary’s fee payment	Ask for the assessment provided by the concerned office	Based on the assessment provided by the Concerned Offices	5 mins.	Cashier/Collector
2. Pay and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	