



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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





18. PAYMENT AND PURCHASE OF ACCOUNTABLE FORMS

Receive payment for the purchase of accountable forms from all deputized Barangay Treasurer of this municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duplicate and Triplicate Copies of the Previous Accountable Forms 2. Validated Deposit Slip of the Total Collection Remitted				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Accountable Form Officer	Ask for Barangay Duplicate and Triplicate Copies of the Previous Accountable Forms -Validated Deposit Slip of the Total Collection Remitted	Official Receipt Accountable Form 51 – 154.00  Community Tax Certificate – None	3 mins.	Accountable Form Officer
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Accountable Form Officer
3. Receive official receipt	Release official receipt		2 mins.	Accountable Form Officer
4. Present the Official Receipt to the AFO for the release of accountable form	Release Accountable Forms purchased		5 mins.	Accountable Form Officer
TOTAL:		None	15 minutes	