



**MUNICIPALITY OF TUBIGON**

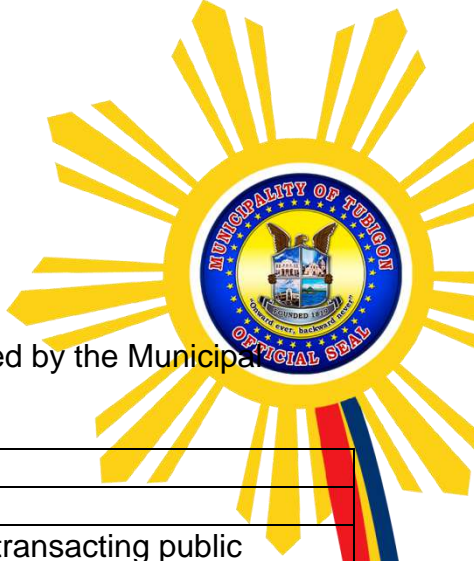
**CITIZEN'S  
CHARTER**





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





**13. PAYMENT OF ASSESSOR’S FEES**

Receive payment from every person who avails the services rendered by the Municipal Assessor’s Office

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. Assessor Assessment Slip		MUNICIPAL ASSESSOR’S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Assessor Assessment Slip to the Cashier	Receive the Assessor Assessment Slip	Depending on approved assessment provided by the Municipal Assessor’s Office	5 mins.	Cashier/Collector
2. Pay the fees 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	