



**MUNICIPALITY OF TUBIGON**

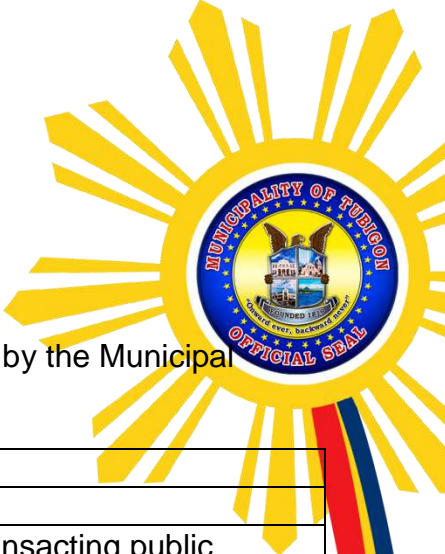
**CITIZEN'S  
CHARTER**





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





12. PAYMENT OF LCR CERTIFICATION FEES

Receive payment from every person who avails the services rendered by the Municipal Civil Registrar

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. LCR Assessment Slip		LOCAL CIVIL REGISTRAR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the LCR Assessment Slip to the Cashier	Receive the LCR Assessment Slip	Depending on approved assessment provided by the Municipal Civil Registrar	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	