



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





16. PAYMENT OF POLICE CLEARANCE

Receive payment of Police Clearance from every person who intend to secure a police clearance for different purposes

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. Barangay Clearance 2. Community Tax Certificate				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for Barangay Clearance and Community Tax Certificate	Local Purpose – 50.00 Abroad – 250.00	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 and instruct client to present the Official Receipt to the Local Police Office for the Issuance of Police Clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	