



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL LOCAL
GOVERNMENT
OPERATIONS OFFICE
(MLGOO)
ADMINISTRATIVE SERVICES**





3.PROCESSING OF AUTHORITY TO PURCHASE VEHICLE

Local Government Unit

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of LCE 2) Certificate of Availability of Funds 3) Appropriation Ordinances 4) Inventory of Vehicles		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request of authority to purchase vehicle	Received and record the request document	None	5 minutes	MLGOO Staff
	Evaluates and process the request		30 minutes	MLGOO
Wait for the instruction/notice from MLGOO	Endorsed at OPD for PD endorsement			
TOTAL:		None	35 minutes	