



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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



28. OTHER COLLECTION OF FEES

Any individual who will pay fees not included in the above services



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		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Cashier and present the billing statement/slip	Ask for the billing statement/slip	Depending on the billing statement/slip from concerned office	5 mins.	Cashier/Collector
Pay the Cashier	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	