



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**



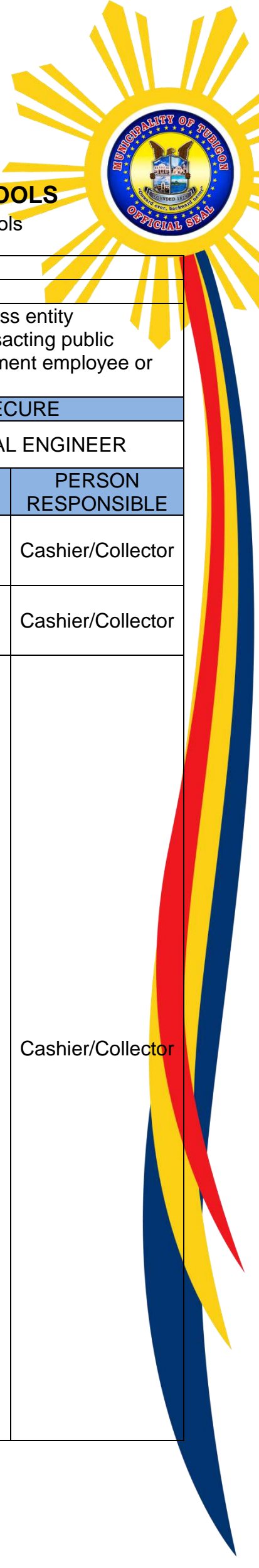


**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES

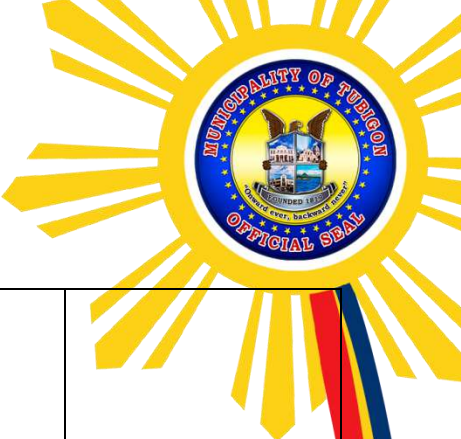


22. RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

Receive payment for the rental of LGU owned heavy equipment's and tools

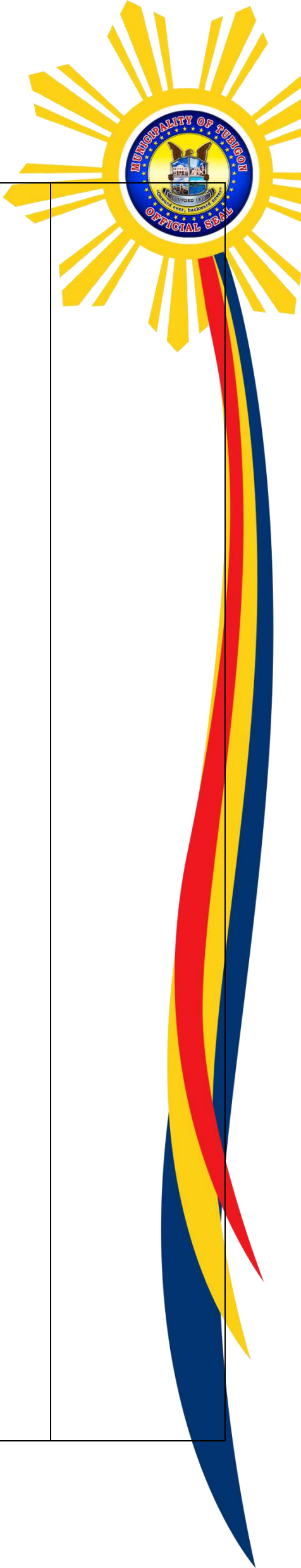


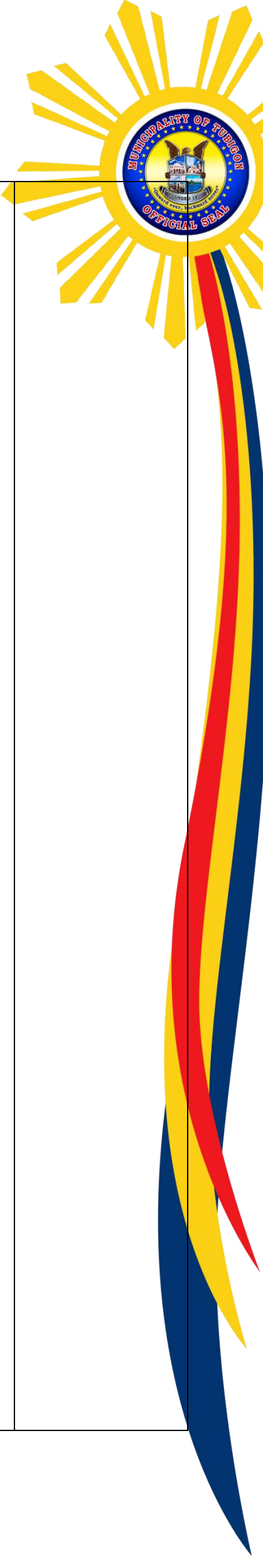
Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing issued from the Municipal Engineer's Office		OFFICE OF THE MUNICIPAL ENGINEER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier and present the billing	Determine the total amount billed and inform the client	1. Volvo Vibratory Soil compactor	5 mins.	Cashier/Collector
2. Pay to cashier the billed amount and wait for the issuance of OR	Receive payment and issue OR	a.	5 mins.	Cashier/Collector
3. Receive OR and proceed to Municipal Engineer's Office	Instruct the client to present the OR to the Municipal Engineer's Office for recording purposes and confirmation of payment	Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost - 1,000.00/hour (upon operation)	5 mins.	Cashier/Collector
		b. Other LGUs -inclusive of fuel, oil, salary of operator and other recovery cost - Mobilization cost (to and from) shall be shouldered by the renters - 1,5000.00		



		<p>(upon operation)</p> <p>c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator and other recovery cost) -1,200.00 (upon operation)</p> <p>d. Private Individuals , Group or Organizations outside the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator and other recovery cost) -1,500.00 (upon operation)</p> <p>2. Backhoe-Loader (New Holland)</p> <p>a. Barangay LGU of Tubigon (inclusive</p>		
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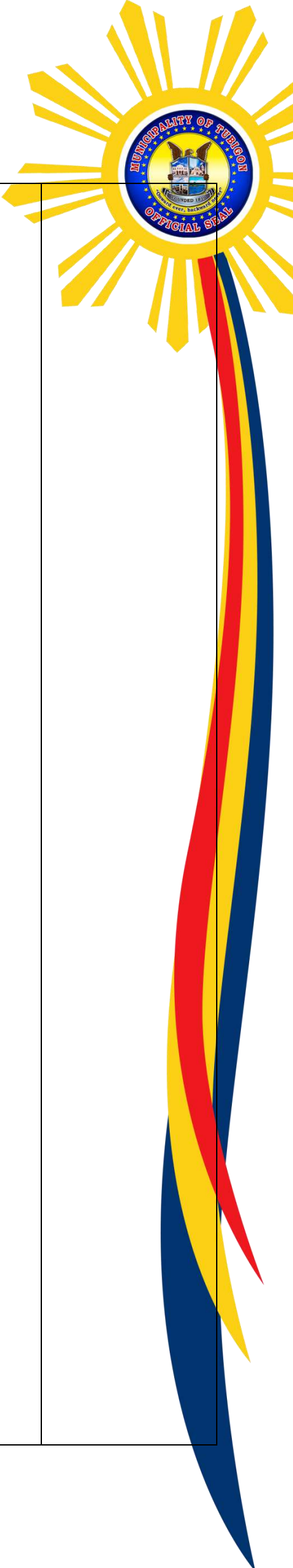
		<p>of fuel, oil, salary of operator and other recovery cost -2,000.00 (per hour basis)</p> <p>3.</p> <p>b. Other LGUs -inclusive of fuel, oil, salary of operator and other recovery cost -</p> <p>Mobilization cost (to and from) shall be shouldered by the renters -</p> <p>2,5000.00 /hr. (upon operation)</p> <p>c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator, mobilization cost and other recovery cost) -2,500.00 (upon operation)</p>		
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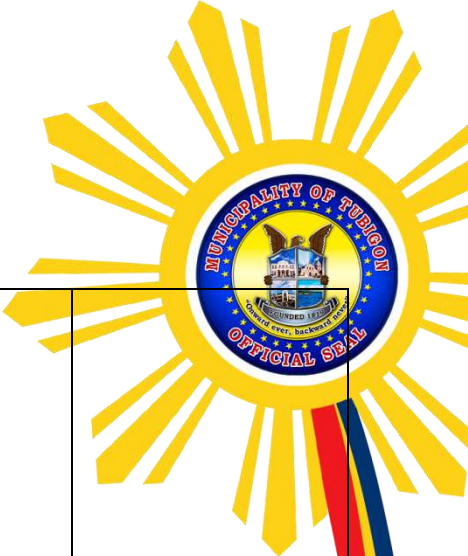




		<p>Standby Fee shall be charged for the renters in case of equipment will be non-operationa l due to increment weather condition or factors caused by mechanica l and engine trouble of unit or ordered not operate by the LGU or its representa tive -2,000.00 (per day basis)</p> <p>2. Tools (without operator, fuel and power)</p> <p>a. Plate Compactor 43.75/hour 350.00/day</p> <p>b. Concrete Mixer (1 bagger) 62.50/hour 500.00/day</p>	
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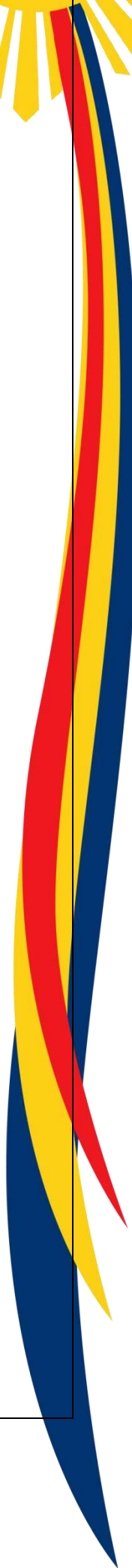
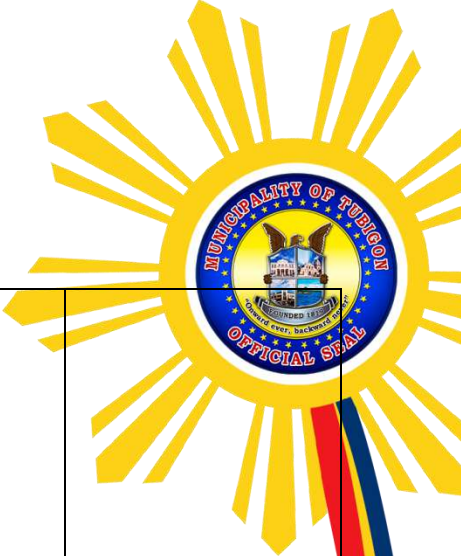
		<p>c. Concrete Vibrator 50.00/hour 400.00/day</p> <p>d. Electric Drill 37.50/hour 300.00/day</p> <p>e. Tile Cutter 37.50/hour 300.00/day</p> <p>f. Welding Machine 50.00/hour 400.00/day</p> <p>g. Electric Cutter/Grinder 43.75/hour 350.00/day</p> <p>h. Electric Plainer 43.75/hour 350.00/day</p> <p>3. Tools (with LGU operator, fuel and power)</p> <p>a. Plate Compactor 106.25/hour 850.00/day</p> <p>b. Concrete Mixer (1</p>	
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		bagger) 162.50/ho ur 1,300.00/d ay	
		c. Concrete Vibrator 162.50/ho ur 1,300.00/d ay	
		d. Electric Drill 81.25/hour 650.00/da y	
		e. Tile Cutter 106.25/ho ur 850.00/da y	
		f. Welding Machine 150.00/ho ur 1,200.00/d ay	
		g. Electric Cutter/Grin der 81.25/hour 650.00/da y	
		h. Electric Plainer 81.25/hour 650.00/da y	
		4. Dump trucks (6 wheelers) 712.00/ho ur	

		5,696.00/d ays 5. Motor Grader a. Barangay Local Governme nt Units of Tubigon for constructio n, repair, rehabilitati on, maintenan ce of barangay roads and other related infrastruct ure (inclusive of fuel, oil, salary of operator and other recovery cost - 2,000.00/h our (upon operation) b. Other LGUs (Municipali ties and Barangays) and private individuals , groups, or organizatio ns) - 2,500.00/h our (Inclusive of fuel, oil,	
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		salary of operator, and other recovery cost, mobilization cost)		
TOTAL:		None	15 minutes	

