



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





15. PAYMENT OF MAYOR’S PERMIT

Receive payment of Mayor’s Permit from Individuals, group, businesses conducting business, trade or activity within the municipality for a certain period

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		
1. Letter of intent address to the mayor				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for the letter of intent addressed to the mayor	Depending on the activities to be conducted	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 Mayor’s Office for the Issuance of Mayor’s Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	