



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





23. PAYMENT OF FINES AND PENALTIES

Receive payment of Fines and Penalties for violation of various Municipal Ordinance this Municipality

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citation Ticket/Slip		Apprehending Officer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present the citation ticket/slip	Determine the corresponding penalties and inform the client	Depending on the violation committed	5 mins.	Cashier/Collector
2. Wait while Cashier issues official receipt	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt and present it to the apprehending officer	Release official receipt and instruct the client to present the OR to the apprehending officer		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	