



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**





2. ISSUANCE OF AUXILIARY INVOICE

All fishery products shipped at Tubigon wharf are required to secure Auxiliary Invoice pertaining to Shipment Permit that is based on the Municipal Ordinance No. 2015-01-408, Sec. 74. The invoice can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt of the product transported			Municipal Treasurer's Office	
2. Auxiliary Invoice Form			Municipal Agriculture Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Fishery Technician and present the Official Receipt and provide information required in the auxiliary invoice	a) Received OR; b) Interview the Shipper of Fishery Products; c) Fill-up the Auxiliary Invoice and sign	None	5 mins.	Fishery Section Staff
3. Wait for the processing	Refer Auxiliary Invoice to MA for approval	None	2 mins.	Fishery Section Staff
4. Receive signed auxiliary invoice	Release auxiliary invoice	None	1 min.	Fishery Section Staff
TOTAL		None	10 minutes	