



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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



21. PAYMENT OF INITIAL DEPOSIT FOR RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

Receive payment of initial deposit 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request to the mayor through the Municipal Engineer 2. Contract between LGU and the renters		OFFICE OF THE MUNICIPAL ENGINEER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier and present the requirements	Determine the completeness of the requirements and inform client to pay an initial deposit	Equivalent to 8 hr. or 1 day operation except for renters from the Barangay LGU of Tubigon	5 mins.	Cashier/Collector
2. Pay to cashier the initial deposit and wait while cashier issue OR	Receive payment and issue OR		5 mins.	Cashier/Collector
3. Receive OR and proceed to the Municipal Engineer's Office	Instruct the client to present the OR to Municipal Engineer's Office		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	