



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





6. PAYMENT OF TAX ON FISHERIES

Receive payment of Tax on Fisheries

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. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO		MUNICIPAL AGRICULTURE'S OFFICE BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment	5 mins.	Cashier/Collector
2. Wait	Issue Official Receipt		5 mins.	Cashier/Collector
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	