

Issuance of Official Receipt for Payment of Fees, Charges and Others

☑ ABOUT THE SERVICE

For the issuance of documents or the availment of services being offered by the municipal government, the client who wish to avail of the particular service/document is made to pay the corresponding fee or charge at the Municipal Treasurer's Office. The Municipal Treasurer's Office issues the Official Receipt as a proof of payment made by the client.

☑ REQUIREMENT(S)

Payment/request slip

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITIES		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
Entertain/Interview the client, ask the payment form	Presents the payment/request slip	2 minutes	Gilbert Ranis
Assessment of fees		5 minutes	Grace Pagulon
	Pay amount payable		
Issuance of Official Receipt		1 minute	Gilbert Ranis
Printing of documents needed		3 minutes	Vivian Visande Grace Pagulon
	Proceed to office/department required to produce documents: - PNP - MHO - MCTC - BFP, etc.		Other Departments/ Offices
Total		11 minutes	