

Collection of Burial Permit Fee

Office or Division:		Municipal Treasury Office		
Classification:		Complex		
Type of Transaction:		G2B/G2G		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit order of payment and give the details or information needed.	1. Receive and interview the payor for the information.	None	3 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the amount of burial permit	2. Accept payment and issue official receipt.	Burial Fee = ₱ 100.00	2 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	