

Collection of Certification Fee

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B/G2c			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the order of payment	1. Prepare the official receipt.	None	3 Minutes	Administrative Aide / Municipal Treasury Office
2. Pay the required fee	2. Accept payment and issue official receipt	₱ 150.00 per Certificate ₱ 250.00 per certification for Zoning Certificate	2 Minutes	Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	