

Collection of Laboratory Fee

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B/G2G			
Who may avail:	Citizen of Reina Mercedes, Isabela			
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 of request laboratory test	1. Prepare the official receipt for laboratory fee	None	3 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the required amount	2. Receive payment and issue official receipt	Depends on classification of laboratory test indicated in their form.	2 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			2 Minutes	