

Collection of Oplan Visa

Office or Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		G2B/G2G		
Who may avail:		Citizen of Reina Mercedes, Isabela with Motorcycle or Tricycle		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Treasury Office staff and state the name	1. Prepare the receipt for Oplan visa.	None	3 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the amount of Oplan Visa	2. Receive payment and issue official receipt	₱ 200.00	2 Minute	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	