

## Amendment of MTOP Payment

<b>Office or Division:</b>	Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Tricycle Operator/Driver			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach staff and state purpose of visit	1.1. Interview client	None	5 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b> <i>Ticket Checker</i>  <b>Ailyn P. Cabinto</b> <i>LT00 I</i>
2. Pay the computed amount	2. Compute amount to be paid and receive payment	<ol style="list-style-type: none"> <li>1. Change of driver – P 50.00</li> <li>2. Change Unit fee – P 200.00</li> <li>3. Change of route fee – P 200.00</li> <li>4. Dropping fee – P 200.00</li> </ol>	5 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b> <i>Ticket Checker</i>  <b>Ailyn P. Cabinto</b> <i>LT00 I</i>

3. Receive Official receipt	3. Release Official receipt.	None	5 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b> <i>Ticket Checker</i>  <b>Ailyn P. Cabinto</b> <i>LT00 I</i>
	TOTAL	Refer to step 2	15 minutes	