

## Payment advertisement or signage's/billboards

<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>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Area of advertisement or signs/billboards		none		
<p>Fees:</p> <ol style="list-style-type: none"> <li>1. Billboard or signboard of business per sq. m. for period of 6 months: <ol style="list-style-type: none"> <li>a. Single face – P 150.00</li> <li>b. Double face – P 300.00</li> </ol> </li> <li>2. Billboard or signboard of professional – P 250.00</li> <li>3. Billboard sign of advertisement for business or professional painted on any building or structure or otherwise separated or detached there from per sq. meter or fraction thereof – P 250.00</li> <li>4. Advertisement by means of placards per sq. m. or fraction thereof – P 250.00</li> <li>5. Mass display of signs <ol style="list-style-type: none"> <li>a. From 5 to 100 display signs – P 1,000.00</li> <li>b. From 101 to 200 display signs – P 1,500.00</li> <li>c. From 201 above – P 2,000.00</li> </ol> </li> <li>6. Advertisement by means of vehicles, balloons, kites, etc. <ol style="list-style-type: none"> <li>a. Per day, or fraction thereof – P 500.00</li> <li>b. Per week, or fraction thereof – P 1,000.00</li> <li>c. Per month, or fraction thereof – P 1,700.00</li> </ol> </li> </ol>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach any staff and state purpose of visit	1.1. receive, review and measure submitted item	None	10 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>LTOO I</i>
2. Pay the computed amount	2. Compute amount to be paid and receive payment	Refer to fees above	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>LTOO I</i>
3. Receive Official receipt	3. Sign the item and 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>LTOO I</i>
	TOTAL	Refer to fees above	20 minutes	

