

## Payment of Ambulance rental

<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>		
Order of payment		Rural Health Unit		
<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 present order of payment	1.1. receive and review the document	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>
2. Pay the computed amount	2. Compute amount to be paid and receive payment	Refer to order of payment	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. Release Official receipt.	None	3 minutes	<b>Edison B. Quezada</b>

				<b>Rev. Collection Clerk II</b>  <b>Leonora S. Lubid Ticket Checker</b>  <b>Ailyn P. Cabinto LTOO I</b>
	TOTAL	Refer to fees above	13 minutes	