

## Payment of Clearance or Certification fees

<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		Concerned office		
<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	<ul style="list-style-type: none"> <li>• P 30.00 - documentary stamp tax per certification</li> <li>• P 70.00 - per clearance/certificate</li> </ul>	5 minutes	<b>Edison B. Quezada</b> <i>Rev. Collection Clerk II</i>  <b>Leonora S. Lubid</b>

		<ul style="list-style-type: none"> <li>• P 10.00 – photocopy or machine copy</li> </ul>		<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> <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 step 2	13 minutes	