

## Payment of Local Civil Registrar 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		Local Civil Registrar's 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	1.1. receive and review	None	5 minutes	<b>Edison B. Quezada</b>
order of payment	the document			<b>Rev. Collection Clerk II</b>  <b>Leonora S. Lubid Ticket Checker</b>  <b>Ailyn P. Cabinto LTOO I</b>
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 Rev. Collection Clerk II</b>  <b>Leonora S. Lubid Ticket Checker</b>  <b>Ailyn P. Cabinto</b>

				<b>LTOO I</b>
3. Receive Official receipt	3. Release Official receipt.	None	3 minutes	<b>Edison B. Quezada Rev. Collection Clerk II</b>  <b>Leonora S. Lubid Ticket Checker</b>  <b>Ailyn P. Cabinto LTOO I</b>
	<b>TOTAL</b>	Refer to step 2	13 minutes	