

Payment of Municipal Social & Welfare Service Fees

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Order of payment	MSWDO			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and present order of payment	1.1. receive and review the document	None	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <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	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>
3. Receive Official receipt	3. Release Official receipt.	None	3 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i>
				Ailyn P. Cabinto <i>LTOO I</i>
	TOTAL	Refer to fees above	13 minutes	