

## Rental of personal and real properties owned by the municipality

<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>
	none	none
<p>Fees:</p> <ol style="list-style-type: none"> <li>1. Land Only (per sq.m) Monthly               <ol style="list-style-type: none"> <li>a. Located in commercial/industrial area .....100.00</li> <li>b. Located in residential area .....50.00</li> <li>c. Others as may be decided by SB .....30.00</li> </ol> </li> <li>2. Vehicles and Equipment               <ol style="list-style-type: none"> <li>a. Backhoe (per hour) - .....2,500.00</li> </ol> </li> </ol> <p><i>Other incidental expenses shall be borne by the rentee</i></p> <ol style="list-style-type: none"> <li>b. Truck (per trip)               <ul style="list-style-type: none"> <li>- Within the municipality ..... 1,500.00</li> <li>- Within the province..... 2,500.00</li> </ul> </li> </ol> <p><i>Gasoline expenses and other incidental expenses shall be borne by the rentee</i></p> <ul style="list-style-type: none"> <li>- Outside province .....3,500.00</li> </ul> <p><i>Toll fees and Gasolina expenses and other incidental expenses shall be borne by the rentee</i></p> <ol style="list-style-type: none"> <li>1. Furnitures               <ol style="list-style-type: none"> <li>a. Chairs.....5.00/pc</li> <li>b. Tables.....10.00/pc</li> </ol> </li> </ol>		

*Lost or Destroyed items shall be replaced by the rentee*

2. Public plaza/auditorium

- a. Rental for holding occasions such as wedding, reunion, Baptism 2,000.00

and the like, including electricity, until 6pm

- b. Additional fee for the succeeding hour..... 300.00/hr

3. Burgos Eco-park

- a. Conference hall #1 - for the first 4 hrs..... P 5,000.00

and 500.00 for

each succeeding hour

(inclusive is chairs, tables, sound sound system & parking lot) from 8:00am - 8:00pm

- b. Conference hall #2 - for the first 4 hrs..... P 3,000.00

and 300.00 for

each succeeding hour

(inclusive is chairs, tables, sound sound system & parking lot) from 8:00am - 8:00pm

c. Accommodations:

- Rooms (Maximum of 4 pax)
- Short day stay (not more than 8 hrs)..... 1,500.00

- Overnight stay..... 2,000.00

2:00pm - Check-in time

12:00nn - Check-out time for the

following 8:00pm - Closing time for

check-in

- Additional Bed Foam..... 500.00

- Use of personal tent (maximum of 4 persons only)..... 500.00

d. Swimming pool entrance fee

- Below 3 feet.....	3 60.00
- 3 feet and below .....	60.00 (20% discount to PWD & senior citizen)
- Excusive use of swimming pool.....	6,500.00
maximum of 30 persons, in excess.....	60.00 will be charge per head
e. Cottage	
- Nipa hut .....	500.00
- Concrete cottage .....	1,000.00
f. Rent of bed foams and swimming gears shall be on arranged basis	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIB LE</b>
1. Approach any staff and state purpose of visit	1.1. record purpose/request	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>LT00 I</i>
3. Receive Official receipt	3. 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>LT00 I</i>
	TOTAL	Refer to fees above	20 minutes	