

CITY TREASURER'S OFFICE**OFFICE DIVISION:**

CITY TREASURER'S OFFICE

SERVICE DESCRIPTION**Service Provided:****PAYMENT OF MISCELLANEOUS FEE (POLICE CLEARANCE, MAYOR'S PERMIT, BUILDING PERMIT, ETC.)****Simple, Complex, or Highly Technical**

Simple

Internal or External

External

Who may avail of Service

Serves taxpayers who are applying for employment, constructing building, and the likes.

CITIZEN'S CHARTER**CHECKLIST OF REQUIREMENTS****WHERE TO SECURE**

Tax Order of Payment from Various Department

Various Department

Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Present the Tax Order of Payment or Billing Statement to the assigned teller.	None	2 minutes	Revenue Collector Clerk
2. Pay the corresponding amount.	Depends on the Miscellaneous Fee being paid.	2 minutes	Revenue Collector Clerk

Note:

- Volume of taxpayers or transactions, internet connection, power outage, system glitch or any other technical problems may affect the processing time/days mentioned above.
- Processing time may not apply from January 1-20 / heavy payment periods.