



10. Issuance of Official Receipts for Registration Fee of Motorized Tricycle

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for registration of Motorized Tricycles being operated in the municipality of Midsayap.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Operators of Motorized Tricycles			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Order of Payment (1 original copy)	Municipal Tricycle Franchising and Regulatory Board			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1 Present Order of Payment at the Office of the Municipal Treasurer- Real Property Tax Section (Windows 2-4)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Assistant I (LTOA I) Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the corresponding amount at the Office of the Municipal Treasurer- Real Property Tax Section (Windows 2-4)	2. Receive payment and issue official receipt.	Registration Fee Motorized Tricycle for private use P 50.00 Registration Fee Motorized Tricycle for Hire P 75.00	3 Minutes	<i>Local Treasury Operation Assistant I (LTOA I) Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	PHP 50.00/ PHP 75.00	5 Minutes	