



12. Issuance of Official Receipts for Fees on Sealing and Licensing of Weights and Measures

Every person using instrument of weights and measures within this municipality shall first have them sealed and licensed annually and pay the corresponding fees at the Office of the Municipal Treasurer.

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|---|---|---|------------------------|---|
| Office or Division: | Office of the Municipal Treasurer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| Weighing Scales for Sealing and Licensing | Client | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Present instrument of weights and measures at the Office of the Municipal Treasurer- Real Property Tax section (Windows 2-4) | 1. Accept the instrument of weights and measures for sealing and licensing. | None | 2 Minutes | <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer |
| 2. Pay the fees for sealing and licensing of instrument of weights and measures at the Office of the Municipal Treasurer- Real Property Tax section (Windows 2-4) | 2. Receive the payment and issue official receipt. | Please refer to the table of fees. | 3 Minutes | <i>Local Revenue Collection Officer I</i> <i>Local Treasury Operation Assistant</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer |
| | TOTAL | Please refer to the table of fees. | 5 Minutes | |



A. For sealing linear metric measures

1. Not over three (3) meters P 30.00
2. Over three (3) meters P 50.00

B. For sealing metric measures with a capacity of:

1. Not over ten (10) liters P 30.00
2. Over ten (10) liters P 50.00

C. For sealing metric instrument of weights:

1. with capacity of less 30 kilograms P 70.00
2. with capacity of thirty (30) kilograms but not more than fifty (50) kilograms P 80.00
3. with capacity of fifty (50) kilograms but not more than One Hundred (100) kilograms P 90.00
4. with capacity of One Hundred (100) kilograms but not more than One Thousand (1,000) kilograms P 100.00
5. with capacity of Five Hundred (500) kilograms but not more than One Thousand (1,000) kilograms P 110.00
6. with capacity of One Thousand (1,000) kilograms or more P 140.00

1. Sticker P 20.00
2. Weight and measure tag number P 20.00