



## 14. Issuance of Official Receipts on the rental of Municipal Facilities and Equipment

A requesting party that intends to rent any municipal facilities and equipment shall specify the scheduled date of duration and other necessary information of the requestor and must be duly approved by the Municipal Mayor. The appropriate fee shall be paid at the Office of the Municipal Treasurer and the receipt of payment shall be presented to the assigned Municipal Keeper for booking purposes.

<b>Office or Division:</b>	Office of the Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of payment (Equipment Rentals) -1 original copy		General Services Office (Office of the Mayor)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present Order of Payment at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Officer I Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the fee for the use of Municipal Gym, Municipal Rooftop, Municipal Plaza and equipment rental at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	2. Receive payment and issue official receipt	ER= No. of days/hrs x Rate  (please refer to the table of fees)	3 Minutes	<i>Local Treasury Operation Officer I Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	<b>TOTAL</b>	<b>ER= No. of days/hrs x Rate</b>	<b>5 Minutes</b>	



## FEES FOR THE USE OF MUNICIPAL FACILITIES

	DAY TIME	NIGHT TIME
1. Municipal Gym	P 1,100.00 per Eight Hours	Additional P 150.00 per hour
2. Municipal Rooftop	P 1,100.00 per Eight Hours	Additional P 100.00 per hour
3. Municipal Plaza	P 550.00 per Eight Hours	Additional P 100.00 per hour
4. Municipal Band	P 2,000.00 per Eight Hours	

## RENTAL FEE OF THE FOLLOWING HEAVY EQUIPMENTS:

	GOVERNMENT	PRIVATE
1. Bulldozer	P 600.00/hour + fuel & lubricants	P 2,000.00/hour + fuel & lu
2. Grader	P 500.00/hour + fuel & lubricants	P 1,200.00/hour + fuel & lu
3. Payloader	P 350.00/hour + fuel & lubricants	P 1,000.00/hour + fuel & lu
4. Backhoe	P 500.00/hour + fuel & lubricants	P 1,000.00/hour + fuel & lu
Backhoe Loader	P 500.00/day + fuel & lubricants	P 1,000.00/hour + fuel & lu
5. Dumptrucks		
a. 6- wheelers	P 350.00/hour + fuel, oil & lubricants	P 500.00/hour + fuel & lubr
b. ELF	P 500.00/hour + fuel, oil & lubricants	P 1,500.00/day + fuel & lub
6. Mixer (1 bagger)	P 300.00/day + fuel, oil & lubricants	P 400.00/hour + fuel & lubr
Transit Mixer	P 500.00/day + fuel, oil & lubricants	P 1,500.00/hour + fuel & lu
7. Grass Cutter	P 100.00/day + fuel, oil & lubricants	P 200.00/hour + fuel & lubr
8. Road Roller	P 300.00/hour + fuel, oil & lubricants	P 1,000.00/hour + fuel & lu
9. Self Loading	P 200.00/loading + fuel, oil & lubricants	P 1,000.00/hour + fuel & lu
10. Crawler- Small Backhoe Roller	P 250.00/hour + fuel, oil & lubricants	P 400.00/hour + fuel & lubr