4. Issuance of Official Receipt

Payments based on Order of Payment issued by different offices.

Office/Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
Who may avail:	All clients who need to pay the service provided by the municipality.			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Order of Payment (Original)		Office/department where the client is requesting a document		
Payment		Taxpayer		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Order of Payment	1. Get and check the Order of Payment	None	2 Minutes	*Collection Staff* Window 1, 2, 3,4, or 5 Treasury Office
2. Pay tax due and claim official receipt	2. Receive the payment and issue Official Receipt	Amount indicated in the Order of Payment	3 Minutes	*Collection Staff* Window 1, 2, 3,4, or 5 Treasury Office
TOTAL:		**PHP50**	**5 Minutes**	

(Issuance of Official Receipt) is qualified for multi-stage processing.