

## 2. Issuance of Burial Permit Fee

The Municipal Treasurer's Office is the appropriate agency to accept payments and issue official receipts in payment of various fees and charges of the different servicing offices of this agency.

<b>Office or Division:</b>	Municipal Treasurer's Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All Transacting Public at Tagoloan Misamis Oriental			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate		Municipal Local Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present copy of Death Certificate to frontline personnel	1. Receive the data copy of Death Certificate and check for completeness	None	5 Minutes	<i>Revenue Collectors</i>
2. Pay required fees	1. Accepts payment 2. Start processing burial permit	P 75.00 None	5 Minutes 5 Minutes	<i>Revenue Collectors</i>
3. Receive Official Receipts and Burial Permit	Issue Official Receipts and Burial Permit	None	5 Minutes	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
		<b>TOTAL:</b>	20 Minutes	