

### 3. Issuance of Certification of no business and other specific certifications

Certification of No Business and other specific certifications are being issued by the Municipal Treasurer's Office relative to the request of the Client.

<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 of Tagoloan Mis. Or.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE (PERSONAL APPEARANCE)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach frontline personnel	1.1. Evaluate and verify records on file	None	5 Minutes	<i>Revenue Collectors</i>
2. Pay required fees	1. Accept payment 2 Start processing certification	P 130.00 None	5 Minutes 5 Minutes	<i>Revenue Collectors</i>
3. Receive Official Receipt and tax clearance	1. Issue Official Receipt and Certification of No Business	None	5 Minutes	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedback box	Request clients accomplish satisfaction survey			
<b>TOTAL:</b>			20 Minutes	