

12. Toll Fees/Road User's Tax Billing

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

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Transacting Public of Tagoloan Mis. Or.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None (Personal Appearance)			Personal file	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach frontline personnel	1.1 Assess and compute fees and charges and print Toll Fees/Road User's Tax Billing	None	5 Minutes	<i>Revenue Collectors</i>
2.Receive Toll Fees / Road User's Tax billing or statement	1. Issue Toll fees/Road users tax billing or statement	None	5 Minutes	<i>Revenue Collectors</i>
Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
			TOTAL:	10 Minutes