

9. Issuance of Official Receipt for Secretary's Fee/ Certification Fee, Accreditation Fee, Shipping Permit Fee, Bid Documents, Selling Price of Casted RCPC and CHB, Drug Testing and Water Analysis

The Province of Davao del Norte shall collect secretary's fees, fees and charges to all clients for the issuance of copies of official records/documents issued and services rendered by all provincial offices payable to the Provincial Treasurer.

Office or Division:	PROVINCIAL TREASURER'S OFFICE	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Order of Payment from Provincial Assessor's Office (PASSO) – for request of landholdings/tax declaration (1 original)	Provincial Assessor's Office	
2. Order of Payment from PEO, PPDO, PENRO, SPO, PAGRO & PVO for Secretary's fee/certification fee (1 original)	Provincial Engineer's Office (PEO), Provincial Planning Development Office (PPDO), Provincial Environment and Natural Resources Office (PENRO), Provincial Agriculturist Office (PAGRO) Provincial Veterinary's Office (PVO) and Sangguniang Panlalawigan Office (SPO)	
3. Request slip with order of payment from PHRMO for pay slips and certifications and personal claims and Income Tax Returns Certificate/certification and personal claims (1 original)	Provincial Human Resource Management Office (PHRMO) and Provincial Accountant's Office (PACCO)	
4. Order of payment from PGSO for accreditation fee, bid documents and other fees (1 original)	Provincial General Services Office (PGSO)	
5. Order of Payment from PHO- Blood Bank for drug testing and water bacteriology analysis (1 original)	Provincial Health Office (PHO) – Laboratory Division	
6. Order of payment of selling price of casted Reinforcement Concrete Pipe Culvert (RCPC) and Concrete	Provincial Economic Enterprise Development Office (PEEDO)	

Hollow Blocks (CHB)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents to the PTO – Revenue Division the Order of Payment or request slip:</p> <p>i. Order of Payment for PASSO, PGSO, PEO, SPO, PAGRO, PVO, PPDO’s request - Request slip for PHRMO and PACCO requests as the case may be.</p> <p>ii. Permit fee of shipment from PVO</p> <p>iii. Water analysis and drug testing from PHO</p> <p>iv. Order of payment from PGSO (1 original copy per request/slip)</p>	<p>1.Receives/reviews/examines the documents presented.</p> <p>1.1. Computes tax due</p> <p>1.2. Advises client to pay</p>	<p>1. Certifications/certified photocopies issued by all provincial offices – P100.00</p>	1 minute	<p><i>Local Revenue Collection Officer</i> Provincial Treasurer’s Office</p>
		<p>2. Certifications for landholdings, general clearance certificate; Tax Maps, Tax Declaration/Verification fee ₱ 100/person and ₱200/per spouse per copy</p>	1 minute	<p><i>Local Revenue Collection Officer</i> Provincial Treasurer’s Office</p>
		<p>3. Certifications on Land uses and land classifications, certification for contractor’s site visit or inspection, idle land as embodied in RA No. 8435 – ₱ 200.00</p>	1 minute	<p><i>Local Revenue Collection Officer</i> Provincial Treasurer’s Office</p>
		<p>4. Certification for sand and gravel concession area that has</p>		

		been inspected by the PEO – P200.00, plans and specifications - P800.00		
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		5. Inspection fee (Ocular Inspection - property re-assessment) - ₱150.00/person appraisal fee- ₱150.00/property , foreshore lease application - certification and evaluation fee - ₱ 300.00	1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>6. Copies furnished to officials/employee of the Provincial Government of Davao del Norte for Salary Loans, Medical/Phil Health Benefits and certifications related to employment of with the province of Davao del Norte - ₱ 20.00 and ₱ 100.00 for none employees</p> <p>7. Payment for loss employee's ID - ₱ 100.00</p> <p>8. Shipping permit fee: goats - ₱ 30.00/head; carabao/cattle/horses - ₱ 100.00/head; pigs (50 kgs above) - ₱ 30.00/head, pigs (10 to 49kgs) - 20.00/head; dogs/cats - ₱ 50.00/head; poultry (native chicken, turkey) ₱ 5.00/head; broiler, layer, ducks - ₱ 25.00/head; fighting cocks/exotic</p>	1 minute	<p><i>Local Revenue Collection Officer</i> Provincial Treasurer's Office</p>

		<p>birds- ₱20.00/head</p> <p>Foodstuff (processed and fresh cuts-₱ 1.00/kilo</p> <p>Hides of carabaos/cows/ho rses —₱10.00/50 kgs., animal waste and by products – ₱ 10.00/50kgs; eggs (table/balut)- ₱.10.00/pc.</p> <p>9.Registration/ accreditation fee for all government suppliers - ₱ 500.00 and bidding documents depending on the Approved Budget for the Contract (ABC)</p> <p>10.Water analysis ₱ 300.00/sample (private use) and ₱ 200.00/sample (public use) Drug testing – ₱ 180.00/test.</p>		
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CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays to Local Revenue Collector	Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
3. Receives original copy of Official Receipt and documents presented	Releases the original copy of Official Receipt and documents presented		1 minute	<i>Local Revenue Collection Officer</i>
TOTAL:			8 minutes	