



<b>2. Issuance of certified photocopied of office documents</b>				
Ensuring that all photocopies of documents requested are true and correct				
<b>Office or Division:</b>	Office of the Provincial Treasurer/ Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photocopied document/s		All Divisions in the Office of the Provincial Treasurer		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PRO-CESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for certified photocopy of document	1. Gets, photocopies the requested document * Revenue Operations Document * Collection Document * Administrative Document * Fiscal Examination Document * Disbursement Document * Field Operations Document	None	8 minutes	<i>Bookbinder II</i> Revenue Operations Division-Other Taxes and Fees Section  <i>Computer Operator I</i> Collection Division-Office Collection  <i>Supply Officer I</i> Administrative Division  <i>Local Treasury Operation Officer I</i> Fiscal Examination Division <i>Cashier III</i> Disbursement Division  <i>Local Treasury Operation Officer III</i> Field Operations Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
2. None	2. Informs the client to pay the corresponding fee in the Collection Division counter 2 to 4 * Revenue Operations Document  * Collection Document  * Administrative Document  * Fiscal Examination Document  * Disbursement Document  * Field Operations Document	None	1 minute	<i>Bookbinder II</i> Revenue Operations Division-Other Taxes and Fees Section <i>Computer Operator I</i> Collection Division-Office Collection <i>Supply Officer I</i> Administrative Division  <i>Local Treasury Operation Officer I</i> Fiscal Examination Division <i>Cashier III</i> Disbursement Division  <i>Local Treasury Operation Officer III</i> Field Operations Division
3. Proceeds to Collection Division counter 2 to 4 and pays the corresponding fee	3. Prepares the official receipt (Accountable Form 51) and gives to Admin staff the copy of official receipt and the photocopy of document/s.	PHP 100 per document and additional PHP 20 for the second page and every succeeding	3 minutes	<i>Revenue Collection Clerk III</i> Office of the Provincial Treasurer-Office Collection
4. None	4. Checks and signs the photocopy of document and returns to Collection Division	None	2 minutes	<i>Supervising Administrative Officer</i> Office of the Provincial Treasurer
5. Receives the certified photocopy of document together with the Official Receipts	5. Releases the certified photocopy of document together with the Official Receipts	None	1 minute	<i>Revenue Collection Clerk III</i> Office of the Provincial Treasurer-Office Collection
<b>TOTAL:</b>		<b>PHP 100.00 per document and additional PHP 20.00 for the second page and every succeeding pages</b>	<b>15 minutes</b>	

Issuance of Certified Photocopy of Document is covered under Bataan Revenue Code of 2014 Article L