

9. Collection of Docket Management Fees

Collection of certification fees and photocopying fees paid by clients transacting with the Docket Management Service

Office or Division:	Cash Division, FMS				
Classification:	Simple				
Type of Transaction:	Government to Citizens				
Who may avail:	Clients/Representatives				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Order of Payment (o		DMS	WHERE TO SE	CURE	



Presents Order of Payment for: Certification of the following: 1.1 Declaration of Intention	1.1. Verifies if Order of Payment is properly filled out.	1.1 P100 per page	10 Minutes	Collecting Officer in Cash Division
1.2 Request for Photocopy1.3 Request for Certified Photocopy	1.2. Issues Official Receipt	1.2 P1,000 per page 1.3 P10.00 per page		
Page Total Processing Time			10 minutes	