



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 | | |
| Order of Payment (one copy) | | DMS | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|---|--|---|-------------------|---|
| <p>1. Presents Order of Payment for:</p> <p>1.1 Certification(as to date of receipt)</p> <p>1.2 Declaration of Intention</p> <p>1.3 Photocopy</p> <p>1.4 Certified Photocopy</p> | <p>1.1. Verifies if Order of Payment is properly filled out.</p> <p>1.2. Issues Official Receipt</p> | <p>1.1 P100</p> <p>1.2 P1,000</p> <p>1.3 P10.00 per page</p> <p>1.4 P15.00 per Page</p> | <p>10 Minutes</p> | <p><i>Collecting Officer</i> in Cash Division</p> |
| <p>Total Processing Time</p> | | | <p>10 minutes</p> | |