



13. 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 original 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 in Cash Division</i></p>
<p>Total Processing Time</p>			<p>10 minutes</p>	