

13. Collection of Docket Management Fees

Collection of certification fees and photocopying fees paid by clients transacting with the Docket Management Service¹

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

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

<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. Verifies if Order of Payment is properly filled out.</p>	<p>None</p>	<p>6 Minutes</p>	<p><i>Collecting Officer</i> in Cash Division</p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
<p>2. Receives Original Copy of Official Receipt from Cashier after payment.</p>	<p>2. Issues Original Copy of Official Receipt to Client.</p>	<p>None</p>	<p>4 Minutes</p>	<p><i>Collecting Officer</i> in Cash Division</p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
<p>TOTAL:</p>		<p>None</p>	<p>10 minutes</p>	