



Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
	Effectivity:
	Revision No.:
	Section No.:
	Page: 1
Document Title	CITIZEN'S CHARTER
Office/Department	GENERAL SERVICES OFFICE



VISION : A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance
MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

GENERAL SERVICES OFFICE

Frontline Service 1: Request for Accountable Forms

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	GSO					
1	▪ Request for Accountable Forms	▪ Accept request for Accountable Forms	1 min	Request form		C. Orion	GSO
2	▪ Present the consumed forms	▪ Ensure that specified amount of collections (CTC or OR) have been remitted to MTO or deposited in the depository bank	1 min			C. Orion	GSO
3	▪ Pay	▪ Instruct barangay treasurer to pay at MTO for the forms requested ▪ Instruct barangay treasurer to return to GSO with the OR	2 min	OR		C. Orion	GSO
4	▪ Sign on logbook	▪ Request the barangay treasurer to sign the RIS and logbook	1 min			C. Orion	GSO
5	▪ Accept the forms	▪ Release the requested forms	1 min			C. Orion	GSO
			6 min				