



18. Collection of Docket Management Fees

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

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|--------------------------------------|-------------------------|------------------------|------------------------|---------------------------|
| 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.



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|---|--|---|-------------------|---|
| <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> | |