

9. Issuance of Order of Payment (OP) and Delivery Receipt (DR)

The **Order of Payment (OP)** is issued to specify the billing charges corresponding to a quarry operator's extraction volume. Meanwhile, the **Delivery Receipt (DR)** serves as the primary regulatory document required for the legal transport and delivery of all extracted minerals.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Any person, company, agency or institution			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Quarry Permit (Original Copy)		1. City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get computation (OP) and (DR) from City ENR Office	1. Computation of tax depending on the quarry materials to be extracted	None	5 mins	Agri Tech 1/ Quarry Incharge City Environment & Natural Resources Office
2. Request for Order of Payments (OP) Computation	2. Instruct Clients to proceed to City Treasurer's Office for Payment and release of Delivery Receipts (DR)	None	5 mins	Agri Tech 1/ Quarry Incharge City Environment & Natural Resources Office
3. Pay to City Treasurer's Office	-	-	-	-
	TOTAL	None	10 minutes/ transaction	
END OF TRANSACTION				