



Sealing Fee 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt	1. Accept order of payment issued by the City Treasurer's Office 2. Accept payment and issue official receipt	Based on the amount indicated in the order of payment	5 minutes	Collector
Total			5 minutes	

SEALING OF WEIGHTS & MEASURES

The Quezon City empowered to levy fees for sealing of weights and measures at such reasonable rates. (Sec. 151 LGC). Every person before using instruments of weights and measures for business, service, commercial or other transactions with the public within the Quezon City shall first have them sealed and pay the corresponding fee, fixed under an ordinance, to the City Treasurer's Office.

Office or Division:	Weights and Measure Unit-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City taxpayers engaging in business that uses instruments of weights and measures			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Testing/ sealing of weights and measure (ATSWM)		Weights and Measure Unit City Treasurer's Office		
2. Request Letter		Business operator/owner		
3. Weighing scale/instrument for sealing		Business operator/owner		
4. Latest official receipt		Business operator/owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Taxpayer submit request letter and present the weights and measure instrument for sealing	1. Accept the request letter and evaluate if the business permit is valid and the latest tax obligation is settled. 1.1 If the apparatus is found to be defective, the ATSWM shall be disapproved. 1.2 Apparatus is in good condition, issue order of payment	Sealing and registration <u>Mechanical</u> ₱30.00 for 30kgs and below ₱40.00 for 31kgs. and above <u>Digital</u> ₱500.00 fixed	20 minutes	Clerk Weights and Measures Unit
2. Accept order of	2. Receive order		5 minutes	Collector



payment and pay the required amount. 2.1 Receive official receipt	of payment and issue official receipt			
3. Present the official receipt and the weighing instrument for sealing	3. Check the official receipt presented and permit is fully completed. Initiate the testing of the measuring apparatus. All findings shall be indicated in the application form		30 minutes	Clerk Weights and Measures Unit
Walk-In Taxpayer				
1. Taxpayer or vendors present the application form, the weighing scale and other required documents for verification	1. Accept application form Check if the weighing scale is in order and determine the business permit (for new) and latest official receipt for renewal and retirement and determine the expiration date 1.1 Issue order of payment	Sealing and registration <u>Mechanical</u> ₱30.00 for 30kgs and below ₱40.00 for 31kgs. and above <u>Digital</u> ₱500.00 fixed	15 minutes for every weighing scale	Clerk Weights and Measures Unit
2. Accept order of payment and pay the required amount	2. Receive order of payment and issue official receipt		5 minutes	Collector
3. Present the official receipt and wait while the instrument is for sealing 3.1 Receive the sealed weighing scale/instrument	3. Check the official receipt and perform the sealing of weighing scale / instrument 3.1 Return the sealed instrument		15 minutes	Clerk Weights and Measures Unit
For Mobile One Stop Shop				
1. Taxpayer or vendors present the application form, the weighing scale and other required documents for verification	1. Accept the application form, other required documents and the weighing scale. Commences	₱50.00 Additional service fee	5 hours normal duration for 20 instruments 120 instruments requires	Clerk Weights and Measures Unit



	with the testing of the apparatus. All findings shall be indicated in the application form. 1.1 Issue order of payment upon checking the weighing scale is in good condition		2 days	
2. Accept order of payment and pay the required amount	2.Receive order of payment and issue official receipt			Collector
3.Present the official receipt and wait while the instrument is for sealing 3.1 Receive the sealed weighing scale/instrument	3.Check the official receipt and perform the sealing of weighing scale / instrument 3.1 Return the sealed instrument			Clerk Weights and Measures Unit
Total				
CALIBRATION OF GASOLINE PUMPS				
1.Taxpayer or gasoline dealer / gasoline station operator send request letter for calibration of gasoline pumps	1.Conduct physical inspection of the gasoline station on quarterly basis for monitoring and checking of gasoline pumps	₱ 50.00 (calibration fee) ₱ 100.00 (Re-testing/ re-sealing fee) per dispenser	2 hours (depends on the area / location of the gasoline station)	Clerk Weights and Measures Unit
Total			2 hours	