



	sealed instrument			
CALIBRATION OF GASOLINE PUMPS				
1. Taxpayer or gasoline dealer/gasoline station operator sends request letter for calibration of gasoline pumps. 2. Random calibration on every gasoline station each quarter.	1. Conduct a physical inspection of the gasoline station every quarter for monitoring and checking of gasoline pumps	₱ 50.00 (calibration fee) ₱ 100.00 (Re-testing/re-sealing fee) per nozzle ₱100.00 (Renewal of seal) per nozzle ₱500.00 (Registration per nozzle)	2 hours (depends on the area/location of the gasoline station)	Clerk Weights and Measures Unit
Total			2 hours	

MARKET RAID

Market Raid is an external service of the City Treasurer's Office conducted to check weighing scales/instruments it is properly sealed or used for illegal purposes by the market vendors.

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City market vendors or market sellers that use weighing scales or instruments in their business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mission Order		City Treasurer		
2. Calibrated Test Weights		DOST		
3. Letter of information addressed to Concerned Department		PNP, MDAD		
4. Confiscation Weighing Scale Slip		Taxes and Fees Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The market vendor or owner of the weighing scale must present the instrument for immediate testing	1. Check the weighing scale or instruments presented by using test weights and if it is sealed or not *illegal weighing scales will be confiscated immediately	₱ 500.00 for every instrument seized. Additional penalties may apply based on the nature of the violation and the amount of arrears	The actual raid lasted 1 hour	Personnel Examination Division Weights and Measures Unit
2. Receive the confiscated weighing	2. Issue confiscation			Inspectors Weights and



scale form indicating the type of instrument and owner's name	weighing scale form Original copy-Owner A duplicate attached to the confiscated instrument Triplicate copy-Examination Division			Measures Unit/ Examination Division
3.Proceed to the City Hall for payment of penalty 3.1 Pay the required amount and receive an official receipt 3.2 Present the official receipt	3.Check the record of the confiscated weighing scale 3.1 Issue order of payment for penalty 3.2 Accept the official receipt	Additional penalties may apply based on the nature of the violation and the amount of arrears		Clerk Weights and Measures Unit Collector
4 Receive the weighing scale sealed	4.Release the confiscated weighing scale sealed to the owner upon presentation of the official receipt			Clerk Weights and Measures Unit
Total			1 hour	