



SEALING OF WEIGHTS & MEASURES

Quezon City is empowered to levy fees for sealing 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 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 form for Testing/ sealing of weights and measure (ATSWM)		Weights and Measure Unit City Treasurer's Office		
2.Copy of Business permit /Hawkers permit		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 accomplish the application form for sealing of weighing scale and present copy of business permit/ Hawkers permit, latest copy of official receipt 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> ₱100.00 for 300kgs below and ₱150.00 for 301kgs and above <u>Digital Weighing scale</u> ₱500.00 fixed	20 minutes	Clerk Weights and Measures Unit
2. Accept the order of payment and pay the required amount. 2.1 Receive an official receipt	2.Receive the order of payment and issue an official receipt		5 minutes	Collector
3. Present the official receipt and the weighing instrument for sealing	3. Check the official receipt is presented and permit is fully completed. Initiate the testing of the measuring apparatus. All findings shall be indicated in the application form		10 minutes depends on the bulk of the transaction	Clerk Weights and Measures Unit
Walk-In Taxpayer				
1. Taxpayers or vendors present the application form, the	1.Accept the application form Check if the	Sealing and registration	15 minutes for every weighing scale	Clerk Weights and Measures Unit



weighing scale, and other required documents for verification	weighing scale is in order and determine the business permit (for now) and latest official receipt for renewal and retirement and determine the expiration date 1.1 Issue order of payment	<u>Mechanical</u> ₱100.00 for 300kgs below and ₱150.00 for 301kgs and above		
2. Accept the order of payment and pay the required amount	2.Receive the order of payment and issue an 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 the weighing scale/instrument 3.1 Return the sealed instrument		10 minutes	Clerk Weights and Measures Unit
For Mobile one-stop Shop				
1. Taxpayers 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 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	Sealing and registration <u>Mechanical</u> ₱100.00 for 300kgs below And ₱150.00 for 301kgs and above <u>Digital Weighing scale</u> ₱500.00 fixed ₱50.00 Additional service charge for each instrument	6 hours normal duration for 100 instruments (average market) For big markets (Farmers, Balintawak, Mega Q-mart, Suki, Susano & Commonwealth) 200 instruments for 2 days	Clerk Weights and Measures Unit
2. Accept the order of payment and pay the required amount	2.Receive the order of payment and issue an 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 the weighing scale/instrument 3.1 Return the			Clerk Weights and Measures Unit



	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