

4.c. Active participation to the trainer	Demonstrate / Lecture about the LST	N O N E	1 DAY	PDO II
5.a. Fill out Feed back / Survey Form completely and correctly	Check the data and collect the Feed back / Survey Form	N O N E	5 MINUTES	PDO II
6.a. Received <i>Certificate of Attendance</i> for compliance of the Livelihood Skills Training	Giving the Certificate of Attendance to the participants	N O N E	15 MINUTES	PDO II
<b>TOTAL</b>			<b>7 DAYS</b>	

**SERVICE NAME: CONDUCT OF JOB FAIRS**

<b>OFFICE OR DIVISION:</b>	<b>PUBLIC EMPLOYMENT SERVICE OFFICE - NEGROS OCCIDENTAL</b>			
<b>CLASSIFICATION:</b>	<b>HIGHLY TECHNICAL</b>			
<b>TYPE OF TRANSACTION:</b>	<b>G2B, G2G</b>			
<b>WHO MAY AVAIL:</b>	<b>LGU's, ACADEME (PROVINCE-WIDE)</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting Party		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>ROCESSING TIM</b>	<b>PERSON RESPONSIBLE</b>
Submit Letter Request for job fair.	Forward letter request to PESO COORDINATOR/PESO MANAGER.	NONE	5 mins.	PESO Staff
	Assign and instruct PESO Staff to coordinate with client the details for job fair.	NONE	10 mins.	PDOIII/PDOIV
Discuss details of request.	Coordinate details of request to the client.	NONE	1 hour	PDO III/PDOIV/PESO Staff
	Fill-out application form and attach requirements for job fair clearance.	NONE	within 1 day	PDO III/PESO Staff
	Check/Sign Application form for job fair clearance.	NONE	10 mins.	PDOIII/PDOIV

	Submit application form and other required documents to Department of Labor and Employment Negros Occidental Field Office.	NONE	30 mins.	PDOIII/PESO Staff
	Prepare invitation letters for employers.	NONE	1 day	PDO III/PESO Staff
	Sign invitation letters for employers.	NONE	1 hour	PDOIII/PDOIV
	Send invitation letters and confirmation slips to employers.	NONE	2 hours	PDO III/PESO Staff
	Secure job fair clearance.	NONE	10 days	PDO III/PESO Staff
	Acknowledge confirmation of employers.	NONE	10 days	PDOIII/PESOSTaff
	Finalize details, prepare logistics and advise client for final arrangements.	NONE	2 hours	PDOIII/PDOIV/PESO Staff
Disseminate information	Press release	NONE	1 day	PROV'L INFO OFFICE
	TV guesting	NONE	1 hour	PDOIII/PDOIV
	FB Account Posting	NONE	20 mins.	PDOIII
	Web Posting	NONE	3 days	PROV'L ADMIN OFFICE
	Tarpaulin Posting	NONE	10 mins.	PESO Staff/Utility Worker
	Bulletin Board Posting	NONE	5 mins.	PESO Staff
	Facilitate requested job fair.	NONE	8 hours	PDOIII/PDOIV/PESO Staff

**SERVICE NAME: PROVINCIAL INTERNSHIP PROGRAM FOR EMPLOYMENT (PIPE)**

<b>OFFICE OR DIVISION:</b>	<b>PUBLIC EMPLOYMENT SERVICE OFFICE - NEGROS OCCIDENTAL</b>		
<b>CLASSIFICATION:</b>	<b>COMPLEX</b>		
<b>TYPE OF TRANSACTION:</b>	<b>G2G</b>		
<b>WHO MAY AVAIL:</b>	<b>Graduates or New Entrants in Employment arena and must be a previous beneficiary of Trabajo Scholarship, SPES Scholarship and NOSP Scholarship</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>(Original and other documents, when applicable, should be presented for validation)</b>			
1. PIPE Application Form 2. 2 pcs. 2 x2 ID Picture		PESO-NEGROS OCCIDENTAL Applicant	

3. Diploma (proof of graduation from a degree.)	School Registrar
4. Indorsement from granting scholarship offices (proof that he/she was a scholar of Trabajo Scholarship, Special Program for Employment of Students (SPES) and Negros Occidental Scholarship Program.(NOSP)	Trabajo Scholarship - LGU's PESO      SPES- LGU's PESO      NOSP - NOSP Office
5. Transcript of Records/Academic Awards Received	School Registrar
6. Latest Income Tax Return of parents/legal guardian OR Certification issued by BIR that the parents/guardian are exempted from payment of tax OR original Certificate of Indigence OR Original Certificate of Low Income issued by the Brgy. Or DSWD/CSWD where the applicant resides;	BIR/BRGY./DSWD/CSWD
7. Any government issued ID	National Government Agencies/Local Government Agencies

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	ROCESSING TIM	PERSON RESPONSIBLE
1. Fill-out application Form	1.1. Check filled-out application form.	NONE	5 mins.	PDO III/ PDO IV
	1.2. Screen and assess applicant's qualifications.	NONE	20 mins.	PDOIII/PDOIV
2. Submit documentary requirements.	2.1 Check completeness of required documents submitted by the beneficiary.	NONE	20 mins.	PDOIII/PDOIV
	2.2. Admission of beneficiary.	NONE	5 mins.	PDOIII/PDOIV
	2.3. Prepare indorsement letter where the beneficiary to be assigned.	NONE		PDOIII/PDOIV
3. Receive indorsement letter for immediate supervisor where to be assigned and return receiving copy to PESO-NEG.OCC. for file.	File receiving copy of indorsement letter.	NONE	3 days	PDOIII/PESO Staff
4. Start employment	Orient and supervise performance of beneficiary.	NONE	23 days/month for 6 mos.	Immediate Supervisor
5. Submit accomplishment report and daily time record of beneficiary.	5.1. Check and sign accomplishment report and daily time record of beneficiary.	NONE	5 days	PDO III/PDOIV/Immediate Supervisor
	5.2. Prepare payroll and attachments.	NONE	2 hours	Administrative Staff/Officer

5.3. Submit payroll to Provincial Budget Office.	NONE	3 days	AdministrativeStaff/Officer
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**SERVICE NAME: CONDUCT OF LOCAL RECRUITMENT ACTIVITY**

<b>OFFICE OR DIVISION:</b>	<b>PUBLIC EMPLOYMENT SERVICE OFFICE - NEGROS OCCIDENTAL</b>			
<b>CLASSIFICATION:</b>	<b>COMPLEX</b>			
<b>TYPE OF TRANSACTION:</b>	<b>G2B</b>			
<b>WHO MAY AVAIL:</b>	<b>EMPLOYERS, JOBSEEKERS</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request 2. Mayor's Permit 3. Job Vacancies 4. Company Profile 5. PHILJOBNET Accreditation 6. List of Hired/Placed applicants from previous activity conducted/attended. 7. BIR Registration		EMPLOYER LGU EMPLOYER EMPLOYER DOLE EMPLOYER BIR		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>ROCESSING TIM</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements	Forward letter request and required documents to PESO COORDINATOR/PESO MANAGER.	NONE	5 mins.	PESO Staff
	Check completeness of required documents submitted by requesting party.	NONE	10 mins.	PDOIII/PDOIV
	Assign and instruct PESO Staff to coordinate with client the details for recruitment activity.	NONE	10 mins.	PDOIII/PDOIV
Discuss details of request.	Coordinate details of request to the client.	NONE	1 hour	PDOIII/PDOIV/PESO staff
Fill-out NSRP Form.	Check filled-out NSRP form.	NONE	5 mins.	PDO III//PESO Staff
Request for No objection Certificate	Issue No objection Certificate.	NONE	15 mins.	PDOIII/PDOIV
	Press release	NONE	1 day	PROV. INFO. OFFICE
	FB Account Posting	NONE	20 mins.	PDOIII

Disseminate information	Web Posting	NONE	3 days	PROV.ADMIN. OFFICE
	Tarpaulin Posting	NONE	10 mins.	PESO Staff/Utility Worker
	Bulletin Board Posting	NONE	5 mins.	PESO Staff
	Facilitate requested recruitment activity.	NONE	8 hours	PDOIII/PDOIV/PESO Staff

**SERVICE NAME: SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)**

<b>OFFICE OR DIVISION:</b>	<b>PUBLIC EMPLOYMENT SERVICE OFFICE - NEGROS OCCIDENTAL</b>	
<b>CLASSIFICATION:</b>	<b>COMPLEX</b>	
<b>TYPE OF TRANSACTION:</b>	<b>G2G</b>	
<b>WHO MAY AVAIL:</b>	<b>STUDENTS AND OUT- OF - SCHOOL YOUTHS AGE 15 TO 30 YRS OLD.(PROVINCE-WIDE)</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Students (Original and other documents, when applicable, should be presented for validation)</b>		
1. Application Form (SPES Form 2)		PESO-NEGROS OCCIDENTAL
2. Employment Contract (SPES Form 4)		Beneficiary
3. Oath of Undertaking (SPES Form 2-A)		PESO-NEGROS OCCIDENTAL
4. 2 pcs. 2 x2 ID Picture and 1 pc. 1x1 ID picture		PESO-NEGROS OCCIDENTAL
5. Birth Certificate OR any document indicating date of birth or age		City Civil or Municipal Civil Registrar/Philippine Statistics Authority(PSA)
6. Latest Income Tax Return of parents/legal guardian OR Certification issued by BIR that the parents/guardian are exempted from payment of tax OR original Certificate of Indigence OR Original Certificate of Low Income issued by the Brgy. Or DSWD/CSWD where the applicant resides;		BIR/BRGY./DSWD/CSWD
7. Photocopy of proof of average passing grade such as ( 1)classcard (2) Form 138 of the previous semester or year immediately preceding the application; OR original copy of Certification from School Registrar as to passing grade immediately preceding semester /year if grades are not yet available.		School Registrar
8. School ID or any government issued ID		School Registrar/National Government Agencies/Local Government Agencies
<b>For Out-of - School Youths(OSY) (Original and other documents, when applicable,should be presented for validation)</b>		

1. Application Form(SPES Form 2)	PESO-NEGROS OCCIDENTAL			
2. Employment Contract (SPES Form 4)	PESO-NEGROS OCCIDENTAL			
3. Oath of Undertaking (SPES Form 2-A)	PESO-NEGROS OCCIDENTAL			
4. 2 pcs. 2 x2 ID Picture and 1 pc. 1x1 ID picture	Beneficiary			
5. Birth Certificate OR any document indicating date of birth or age	City/Municipal Civil Registrar			
6. Latest Income Tax Return of parents/legal guardian OR Certification issued by BIR that the parents/guardian are exempted from payment of tax OR original Certificate of Indigence OR Original Certificate of Low Income issued by the Brgy. Or DSWD/CSWD where the the applicant resides;	BIR/BRGY./DSWD/CSWD			
7. Original copy of Certification as OSY	DSWD/Authorized Brgy. Official where OSY resides.			
8. Any government issued ID	National Government Agencies/Local Government Agencies			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>ROCESSING TIM</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out application Form	1.1. Check filled-out application form.	NONE	5 mins.	PDO III/ PDO IV/PESO Staff
	1.2. Screen and assess applicant's qualifications.	NONE	20 mins.	PDOIII/PDOIV
2. Submit documentary requirements.	2.1. Check completeness of required documents submitted by the beneficiary.	NONE	20 mins.	PDOIII/PDOIV
	2.2. Admission of beneficiary.	NONE	10 mins.	PDOIII/PDOIV
3. Sign Employment Contract and Oath of Undertaking.	3.1. Discuss details of the program to the beneficiary/parents/guardian.	NONE	20 mins.	PDO III/PDOIV
	3.2. Inform beneficiary/parents/guardian the details of Employment Contract and Oath of Undertaking.	NONE	15 mins.	PDOIII/PDOIV
4. Start employment	Orient and supervise performance of the beneficiary.	NONE	10 days	Immediate Supervisor
5. Submit accomplishment report and daily time record of beneficiary.	5.1. Check and sign accomplishment report and daily time record of beneficiary.	NONE	5 days	PDO III/PDOIV/Immediate Supervisor
	5.2. Prepare payroll and attachments.	NONE	2 hours	Administrative Staff/Officer
	5.3. Submit payroll to Provincial Budget Office.	NONE	3 days	AdministrativeStaff/Officer

SERVICE NAME: CONDUCT OF SPECIAL RECRUITMENT ACTIVITY

<b>OFFICE OR DIVISION:</b>				
<b>CLASSIFICATION:</b>				
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request 2. Mayor's Permit 3. Job Orders 4. Company Profile 5. License to Operate 6. List of Hired/Placed applicants from previous activity conducted/attended. 7. BIR Registration		EMPLOYER LGU EMPLOYER EMPLOYER POEA EMPLOYER BIR		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>ROCESSING TIM</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements	Forward letter request and required documents to PESO COORDINATOR/PESO MANAGER.	NONE	5 mins.	PESO Staff
	Check completeness of required documents submitted by requesting party.	NONE	10 mins.	PDOIII/PDOIV
	Assign and instruct PESO Staff to coordinate with client the details for recruitment activity.	NONE	10 mins.	PDOIII/PDOIV
Discuss details of request.	Coordinate details of request to the client.	NONE	1 hour	PDOIII/PDOIV/PESO staff
Fill-out NSRP Form.	Check filled-out NSRP form.	NONE	5 mins.	PDO III//PESO Staff
Request for No objection Certificate	Issue No objection Certificate.	NONE	15 mins.	PDOIII/PDOIV
Disseminate information	Press release	NONE	1 day	PROV. INFO. OFFICE
	FB Account Posting	NONE	20 mins.	PDOIII
	Web Posting	NONE	3 days	PROV.ADMIN. OFFICE
	Tarpaulin Posting	NONE	10 mins.	PESO Staff/Utility Worker

	Bulletin Board Posting	NONE	5 mins.	PESO Staff
	Facilitate requested recruitment activity.	NONE	8 hours	PDOIII/PDOIV/PESO Staff



## 1. Request for photocopies of Resolutions and Ordinances

The Sangguniang Panlalawigan makes resolutions and ordinances available for the general public for free viewing, and reproduction for a fee. The document can then be authenticated for an additional fee. We have a team of knowledgeable staff that can access the archives for the resolution and ordinances needed.

<b>OFFICE OR DIVISION</b>	Legislative Division, Records Management Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Individual stakeholders, other government offices/entities, private sector organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification.				
2. Duly filled up Client Request Form.		From Bookbinder III		
3. Payment of necessary fees to the PTO as assessed by Book Binder III (when photocopies are needed)		Provincial Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Legislative Section	1. Ask client to fill up Client Request Form			
2. Fill up client log book at the entrance of the Legislative	2. Issue to client duplicate copy of Client Request form		For less than Fifty (50) pages, copies may be claimed within one (1) hour	
3. Proceed to LSO I to inquire as to the resolution number/ordinance you are looking for.	3. Direct Client to Conference room for viewing of document requested.	Php 1.50/page - Copy by copying machine		
4. LSO I provides resolutions numbers and ordinances requested and forwards it to bookbinder II for retrieval.	4. Collect viewed document from client and assess payment should photocopies are requested.	Php 20.00/page for Certified True Copy of photocopied documents	For fifty-one (51) to One Hundred (100) Pages, copies may be claimed within one (1) day	
5. Bookbinder II directs client to the conference room where said resolutions/ordinances may be viewed and read.	5. Photocopy resolution/ordinance as requested.			
6. If Client desires a copy of said	5. Photocopy resolution/ordinance as requested.			
	5. Check client's OR and photocopy OR for file			LSO I, Bookbinder III, Provincial Secretary
	6. Release copy of client with proof of receipt		For voluminous resolutions/ordinanc	

resolution/ordinances, he shall indicate the same to the Bookbinder II.			es involving different dates, or involving tracking of documents with various dates and years, processing time will be a maximum of five (5)working days	
7. Bookbinder II issues client order of payment and client proceeds to PTO to pay assessed photocopy fees.				
8. Present OR to Bookbinder II.				
9. Receive copy of the photocopied document				
<b>TOTAL:</b>		Php 1.50/21.50/page		

\*Please refer to Chapter III, Section 14 of Provincial Tax Ordinance 2017-001 for the Secretary's Fees

## 2. Request for Additional Original Copies of Stenographic Notes/Resolutions and Ordinances

The Sangguniang Panlalawigan recognizes the need for individuals to have an original copy the stenographic notes, resolutions and ordinances on file. Thus when possible (signtories are still in office) we make additional copies of originals upon the lawful request of clients.

<b>OFFICE OR DIVISION</b>	Journals and Minutes Section, Legislative Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Individual stakeholders, other government offices/entities, private sector organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification.				
2. Duly filled up Client Request Form ( include reason for original copy)		Legislative Staff Officer 1/Stenographic Reporter III		
3. Provincial Secretary approves request original copy.		Provincial Secretary		
4. Payment of necessary fees to the PTO as assessed by Leigslative Staff Officer		Provincial Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Legislative Section	1. Ask client to fill up Client Request Form	Php 50.00 for every one hundred (100) words or fraction		
2. Fill up client log book at the entrance of the Legislative Division	2. Issue to client duplicate copy of Client Request form			
3. Obtain and Fill up client	3. Secure approval from the Provincial			

request form from LSO I	Secretary for preparation of additional original copy.	thereof (not including certification fee)	Seven (7) working days from request up to release	Legislative Staff Officer/Stenographic Reporter III concerned and Provincial Secretary
4. Submit Client request form.	3. Advise client that transcribed document will be ready in seven (7) working days.			
5. Claim requested original copy within seven (7) working days from request	4. Legislative staff prepare the original documents and obtain necessary signatures			
6. Present Duplicate Client Request form and receive Assessment for payment by the LSO I	5. Assess fees for client once client returns to claim transcription			
7. Pay assessed Fees at the PTO.	6. Check client's OR and photocopy OR for file			
8. Present OR to the LSO I	7. Release copy of transcription for client with proof of receipt			
9. Receive copy of the transcribed document.		Php 50.00/per one hundred words or fraction thereof		
<b>TOTAL:</b>				

\*Please refer to Chapter III, Section 14 of Provincial Tax Ordinance 2017-001 for the Secretary's Fees

### 3. Request for Certification/Certification of Correctness with seal of office.

The Sangguniang Panlalawigan issues Certification of Correctness and other Certifications as requested by clients, whether certifications are whether or not certain Resolutions/Ordinances are stored in their archives.

<b>OFFICE OR DIVISION</b>	Records Division, Legislative Division			
<b>Classification</b>	Simple to Complex			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Individual stakeholders, other government offices/entities, private sector organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification.				
2. Duly filled up Client Request Form.		From Bookbinder III		
3. Payment of necessary fees to the PTO as assessed by Stenographic Reporter		Provincial Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Legislative Section	1. Ask client to fill up Client Request Form			

2. Fill up client log book at the entrance of the Legislative 3. Confirm with LSO I to check tracking system as to the existence/non-existence of data requested  5. Obtain and Fill up client request form from Bookbinder III 6. Submit Client request form. 7. Present Duplicate Client Request form and receive Assessment for payment by Bookbinder III  8. Pay assessed Fees at the PTO. 9. Present OR to the LSO I 10. Receive copy of the transcribed document.	2. Issue to client duplicate copy of Client Request form 3. Check tracking system and archives for required data  4. Advise client that Certification will be ready in One (1) hour if the same can be found in the tracking system. Three (3) working days if done through physical search through archives. 5. Assess fees for client.  6. Check client's OR and photocopy OR for file  7. Release Certification to client.	Php 50.00 per document	15 minutes for documents dated Year 2000 onwards, three (3) working days if older	LSO 1, Bookbinder III, and Provincial Secretary
<b>TOTAL:</b>		Php 50.00 per document		

\*Please refer to Chapter III, Section 14 of Provincial Tax Ordinance 2017-001 for the Secretary's Fees

#### 4. Request for Transcription/Copies of Stenographic Notes

The Sangguniang Panlalawigan recognizes the need for individuals to request for the stenographic notes and minutes of a legislative proceeding, be it a Session, Committee Meeting, or Public Hearing.

<b>OFFICE OR DIVISION</b>	Journals and Minutes Section, Legislative Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C, G2G, G2B
<b>Who may avail</b>	Individual stakeholders, other government offices/entities, private sector organizations
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

1. Valid Identification.				
2. Duly filled up Client Request Form.		From Stenographic Reporter III		
3. Payment of necessary fees to the PTO as assessed by Stenographic Reporter		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Legislative Section 2. Fill up client log book at the entrance of the Legislative Division 3. Obtain and Fill up client request form from Steographic Reporter III 4. Submit Client request form. 5. Claim requested transcripion within five (5) working days from request 6. Present Duplicate Client Request form and receive Assessment for payment by the Steno Reporter III 7. Pay assessed Fees at the PTO. 8. Present OR to the Steno Reporter III 9. Receive copy of the transcribed document.	1. Ask client to fill up Client Request Form 2. Issue to client duplicate copy of Client Request form 3. Advise client that trancribed document will be ready in five (5) working days. 4. Assess fees for client once client returns to claim transcription 5. Check client's OR and photocopy OR for file 6. Release copy of transcription for client with proof of receipt	Transcript of Stenographic Notes (TSN) - Php 10.00/page  If requesting for Certified True Copies - Additional charge of Php 20.00/page	Twenty (20 Minutes) for each copy  Five (5) working days for each original transcription	Stenographic Reporter III and Provincial Secretary
<b>TOTAL:</b>		Php 10.00/30.00/page		

\*Please refer to Chapter III, Section 14 of Provincial Tax Ordinance 2017-001 for the Secretary's Fees