



SAN VICENTE, ILOCOS SUR

Citizen's Charter Handbook

2024 1st Edition

I. MANDATE

“Ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants.”

II. VISION

“A globally competitive furniture and agri-aquatic center of the North governed by highly dedicated and result-oriented public servants towards a self-reliant and God-fearing community.”

III. MISSION

- Self-sufficiency in food production
- Increase income of farmers, fishermen and furniture makers.
- Production of competitive furniture
- Eco-friendly production strategy
- Increase local revenues
- To Deliver quality, sustainable basic health, education & social welfare services
- Quality infrastructure facilities
- Effective conduct HRD training to improve work attitude and performance of employees.
- Enhance employees productivity and performance

IV. SERVICE PLEDGE

We, the employees of the Municipality of San Vicente, Ilocos Sur, commit to extend quality service of above cited services, equipped with the values of discipline, courtesy, honesty and team work we pledge to perform with excellence with the corresponding response time.

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OFFICE OF THE MAYOR

EXTERNAL SERVICES

1. Issuance of Mayor's Clearance

This document is issued to certify that he/she is bonafide resident, is of good moral character and law abiding citizen.

OFFICE OF DIVISION	Office of the Municipal Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL	All Filipino Citizens			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
1. Barangay Clearance (1 original copy)		Barangay Hall		
2. Police Clearance (1 original copy)		Philippine National Police (PNP)		
3. Community Tax Certificate Number		Municipal Treasurer's Office (MTO)		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's Log Book	1. None	None	3 mins	<i>Administrative Aide VI</i> Municipal Mayor's Office
2. Submit requirement	2. Review the completeness of the requirements	None	10 mins	<i>Administrative Aide VI</i> Municipal Mayor's Office
3. Pay corresponding fees	3. Issue Official Receipt	For Local PHP 55.00 For Abroad PHP 110.00	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Receive Mayor's Clearance	4. Log Book Official Receipt and release mayor's clearance	None	10 mins	<i>Administrative Aide VI</i> Municipal Mayor's Office
TOTAL PROCESSING TIME			33 MINUTES	

HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO)

1. Recruitment of Personnel

Recruitment is a systematic process for hiring employees. It starts from identifying, screening, short listing interviewing, selecting and finally hiring the most potential candidate for filling up the vacant job vacancies in the government.

OFFICE OF DIVISION	Office of the HRMO	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2C - Government to Citizen	
WHO MAY AVAIL	All Filipino Citizens	
CHECKLIST REQUIREMENT	WHERE TO SECURE	
1. Application letter (1 original copy)	Applicant	
2. CSC Form 212-Personal Data Sheet (1 original copy)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)	
3. Transcript of Record (1 photocopy)	School / University graduated	
4. Diploma (1 photocopy)	School / University graduated	
5. PRC Identification Card (1 photocopy) or CSC Certificate of Eligibility (1 photocopy)	Philippine Regulatory Commission (PRC) Civil Service Commission (CSC)	
6. Barangay Clearance (1 photocopy)	Barangay Hall	
7. Mayor's Clearance (1 photocopy)	Mayor's Office	
8. Police Clearance (1 photocopy)	Philippine National Police Station (PNP)	
9. NBI Clearance (1 photocopy)	National Bureau of Investigation (NBI)	
10. MCTC Clearance (1 photocopy)	Municipal Circuit Trial Court (MCTC)	
11. Medical Certificate (1 original Copy) requiring the following laboratory results:	Rural Health Unit (RHU)	
• Chest x ray	Preferred Hospital / Laboratories	

<ul style="list-style-type: none"> • Drug Test • Psychological Test • Neuro-psychiatric Test • Urinalysis • Blood Test 	Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories			
CLIENT STEP	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's Log Book	1. None	None	3 mins	<i>HRMO Designate</i> Office of the HRMO
2. Submit requirement	2. Review the completeness of the requirements	None	10 mins	<i>HRMO Designate</i> Office of the HRMO
	2.2. Inform client for the Aptitude Test	None	2 mins	<i>HRMO Designate</i> Office of the HRMO
	2.3. Review and assess applicant's qualification	None	2 days	<i>HRMO Designate</i> Office of the HRMO
3. Undergo Aptitude Test	3. Administer Test	None	1 hour	<i>HRMO Designate</i> Office of the HRMO
4. Undergo Personnel Selection Board	4.1. Conduct Panel Interview	None	2 hours	<i>Personnel Selection Board</i>
	4.2. Giving of feedback about applicant's performance	None	30 mins	<i>Personnel Selection Board</i>
	4.3. Inform applicant the final result of the Panel interview	None	5 mins	<i>HRMO Designate</i> Office of the HRMO

5. Know the result of the panel interview if the client is qualified or not qualified to fill up a vacant position	5. Inform the qualified applicant to wait for the further notice for the vacant position	None	5 mins	<i>HRMO Designate</i> Office of the HRMO
TOTAL PROCESSING TIME			2 Days, 3 Hours, & 55 Minutes	

2. Issuance of Appointment Papers of newly Hired Personnel

An appointment is a document issued to a person who has been selected from the list of qualified person's certified by the Civil Service Commission and who meets all the requirements of a certain position in all government agencies

Office of Division	Office of the HRMO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may Avail:	All Recruit applicant
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Application letter (1 original copy)	Applicant
2. CSC Form 212-Personal Data Sheet (3 original copy)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)
3. Transcript of Record (3 photocopy)	School / University graduated
4. Diploma (3 photocopy)	School / University graduated
5. PRC Identification Card (1 certified true copy) or CSC Certificate of Eligibility (1 certified true copy)	Philippine Regulatory Commission (PRC) Civil Service Commission (CSC)
6. Barangay Clearance (1 original & 2 photocopy)	Barangay Hall
7. Mayor's Clearance (1 original & 2 photocopy)	Mayor's Office
8. Police Clearance (1 original & 2 photocopy)	Philippine National Police Station (PNP)
9. NBI Clearance (1 original & 2 photocopy)	National Bureau of Investigation (NBI)
10. MCTC Clearance (1 Original & 2 Photocopy)	Municipal Circuit Trial Court (MCTC)

<p>11. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result:</p> <ul style="list-style-type: none"> • Chest x ray • Drug Test • Psychological Test • Neuro-psychiatric Test • Urinalysis • Blood Test 	<p>Office of the HRMO or Download Form at CSC Website (csc.gov.ph)</p> <p>Preferred Hospital / Laboratories Preferred Hospital / Laboratory Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / laboratories</p>			
<p>12. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies)</p>	<p>Office of the HRMO or Download For at CSC Website (csc.gov.ph)</p>			
<p>13. Assessment Form (1 original copies)</p>	<p>Municipal Administrator's Office</p>			
<p>CLIENT STEP</p>	<p>AGENCY ACTION</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Fill out client's log book</p>	<p>1. None</p>	<p>None</p>	<p>3 minutes</p>	<p><i>HRMO Designate</i> Office of the HRMO</p>
<p>2. Submit requirements</p>	<p>2. Review the completeness of the requirements</p>	<p>None</p>	<p>10 minutes</p>	<p><i>HRMO Designate</i> Office of the HRMO</p>
	<p>2.2. Prepare pertinent papers for Appointment</p>	<p>None</p>	<p>10 minutes</p>	<p><i>HRMO Designate</i> Office of the HRMO</p>
<p>3. Sign pertinent documents</p>	<p>3. Submit papers at Civil Service Commission for approval of the Appointment</p>	<p>None</p>	<p>20 minutes (20 working days processing time)</p>	<p><i>HRMO Designate</i> Office of the HRMO</p>

4. Received approved appointment	4. Release copy of approved appointment	None	10 minutes	<i>HRMO Designate</i> Office of the HRMO
TOTAL PROCESSING TIME			20 DAYS AND 53 MINUTES	

PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

1. Request for Job Fair / Special Recruitment

This service is being requested by government agencies and private companies to the Office of PESO for the conduct of job fair to residents of the municipality.

Office of Division	Office of the PESO		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may Avail:	All requesting agencies / companies		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Letter Request (2 original copy)		Office of the requesting agency / company	
2. Company Profile (3 copies)		Office of the requesting agency / company	
3. BIR Certificate of Registration (1photocopy)		Office of the requesting agency / company	
4. Latest Business Permit (1 photocopy		Office of the requesting agency / company	
5. SEC/DTI Registration (1 photocopy)		Office of the requesting agency / company	
6. PhilJob.net Certificate (1 photocopy)		Office of the requesting agency / company	
7. List of vacancies with qualifications (with No. of vacancy per position and place of assignment		Office of the requesting agency / company	
8. Company SSS Certificate (1 photocopy)		Office of the requesting agency / company	
9. Company Philhealth (1 photocopy)		Office of the requesting agency / company	

10. Company Official contact person with complete contact details and position	Office of the requesting agency / company			
11. DOLE Certificates (for agencies only)	Office of the requesting agency / company			
12. Certificate of Compliance Occupational Safety and Health	Office of the requesting agency / company			
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook	1. Facilitate filling up	None	1 min.	Designated PESO Manager Office of the PESO
2. Submit letter request	2.1. Receive letter and interview client	None	6 mins.	Designated PESO Manager Office of the PESO
	2.2. Forward letter request to Mayor's Office for approval and identification of venue	None	5 mins.	Designated PESO Manager Office of the PESO
3. Receive letter or approval	3. Release letter of Mayor's approval & give final instructions	None	3 mins	Designated PESO Manager Office of the PESO
TOTAL PROCESSING TIME			15 MINUTES	

OFFICE OF THE MAYOR
INTERNAL SERVICE

HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

1. Processing of Application for Leave of Absence

A right granted to employees not to report for work with or without pay as may be provided by law as the rules prescribe in Rule XVI of executive Order No. 292.

OFFICE OF DIVISION	Office of HRMO			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	All Municipal Employees			
CHECKLIST REQUIREMENT			WHERE TO SECURE	
1. Civil Service Form No. 8-Application for Leave Form (3 Original Copies)			Office of the HRMO or Download Form at CSC Website (csc.gov.ph)	
2. Medical Certificate for Sick Leave Application for more than 4 day leave (3 photocopies)			Attending Physician	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's log book	1. None	None	3 mins	<i>HRMO Designate</i> Office of the HRMO
2. Submit Accomplished Application Form and Requirements	2. Check completeness of documents and certify availability of Leave Credits	None	5 mins	<i>HRMO Designate</i> Office of the HRMO
3. Present application Form to Supervisor or Head of Office	3. Sign Recommending approval of Application for Leave	None	5 mins	<i>Supervisor / Head of Office</i>

4. Present signed recommendation for approval of Leave	4.1. Check the complete signatories.	None	3 mins	<i>HRMO Designate</i> Office of the HRMO
	4.2. Forward application to Mayor's Office for Approval/disapproval of the Application for Leave	None	1 hour	<i>Municipal Mayor</i> Municipal Mayor's Office
5. Received Approved Leave Application	5. Release approved leave application to the applicant	None	2 mins	<i>HRMO Designate</i> Office of the HRMO
TOTAL PROCESSING TIME			1 Hour & 18 Minutes	

2. Issuance of Service Record, Certificate of Employment and Other Personnel Records

All government officials/employees availing such documents for general purposes.

Office of Division	Office of the HRMO	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may Avail:	All Municipal Employees	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Request Form (1 original copy)		Office of the HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Client's Log Book	1. None	None	3 mins	<i>HRMO Designate</i> Office of the HRMO
2. Submit Request Form	2.1. Check request detail 2.2 Print and sign Certification	None	10 mins.	<i>HRMO Designate</i> Office of the HRMO
3. Receive Certification	3. Release the record	None	3 mins	<i>HRMO Designate</i> Office of the HRMO
TOTAL PROCESSING TIME			16 Minutes	

3. Issuance of Appointment Papers of Personnel Promotion

An appointment is a document issued to a person who has been selected from the list of qualified employee for promotion, certified by the Civil Service Commission and who meets all the requirements of a certain position in all government agencies.

Office of Division	Office of the HRMO	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All qualified employee	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Application letter (1 original copy)		Applicant
2. CSC Form 212-Personal Data Sheet (3 original copy)		Office of the HRMO or Download For at CSC Website (csc.gov.ph)
3. Transcript of Record (3 photocopy)		School / University graduated
4. Diploma (3 photocopy)		School / University graduated
5. PRC Identification Card (1 certified true copy)		Philippine Regulatory Commission (PRC)

Or CSC Certificate of Eligibility (1 certified true copy)		Civil Service Commission (CSC)				
6. Barangay Clearance (1 original & 2 photocopy)		Barangay Hall				
7. Mayor's Clearance (1 original & 2 photocopy)		Mayor's Office				
8. Police Clearance (1 original & 2 photocopy)		Philippine National Police Station (PNP)				
9. NBI Clearance (1 original & 2 photocopy)		National Bureau of Investigation (NBI)				
10. MCTC Clearance (1 Original & 2 Photocopy)		Municipal Circuit Trial Court (MCTC)				
11. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result: <ul style="list-style-type: none"> •Chest x ray •Drug Test •Psychological Test •Neuro-psychiatric Test •Urinalysis •Blood Test 		Office of the HRMO or Download Form at CSC Website (csc.gov.ph) Preferred Hospital / Laboratories Preferred Hospital / Laboratory Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / laboratories				
12. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies)		Office of the HRMO or Download For at CSC Website (csc.gov.ph)				
13. Assessment Form (1 original copies)		Office of the HRMO				
14. Individual Performance Commitment and Review (IPCR) Form (3 original Copies)		Office of the HRMO				
CLIENT STEP		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Fill out client's log book	1.	None	None	3 minutes	<i>HRMO Designate</i> Office of the HRMO
2.	Submit requirements	2.	Review the completeness of the requirements	None	10 minutes	<i>HRMO Designate</i> Office of the HRMO

	2.2. Prepare pertinent papers for Appointment	None	10 minutes	<i>HRMO Designate</i> Office of the HRMO
3. Sign pertinent documents	3. Submit papers at Civil Service Commission for approval of the Appointment	None	20 minutes (20 working days processing time)	<i>HRMO Designate</i> Office of the HRMO
4. Received approved appointment	4. Release copy of approved appointment	None	10 minutes	<i>HRMO Designate</i> Office of the HRMO
TOTAL PROCESSING TIME			20 days and 53 minutes	

**OFFICE OF THE
SANGGUNIANG BAYAN
EXTERNAL SERVICE**

1. Reproduction of the Official Records and Documents

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the Sanggunian such as the enacted ordinance, adapted or approved resolutions and minutes of the meeting or session. A copy of official records and documents is provided to all requesting parties.

Office of Division	Office of the Sangguniang Bayan				
Classification:	Simple				
Type of Transaction:	G2G - Government to Government; G2C-Government to Citizen				
Who may Avail:	All Filipino citizen				
CHECKLIST OF REQUIREMENT			WHERE TO SECURE		
1. Request Letter / Request Slip			Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in at the client's logbook	1. Answer inquiries upon verification	None	2 mins	<i>SB Secretary</i> <i>SB Staff</i> Sangguniang Bayan Office	
2. Request copy of official records	2. Verifies the official records or document needed and then ask the client the number of copies needed.	None	5 mins	<i>SB Secretary</i> Sangguniang Bayan Office	
3. Proceeds to the Office of the Municipal Treasurer for the payment of corresponding fees	3. Issue Official Receipt	PHP 20.00 per copy	2 mins	<i>Clerk II</i> Municipal Treasurer's Office	
4. Return to SB Office & Present Official Receipt	4.1. Reproduce the official records or documents.	None	12 mins	<i>SB Secretary,</i> <i>SB Staff</i>	
		None	3 mins	Sangguniang Bayan Office	

	4.2. Provide a copy of the requested official records or documents			<i>SB Secretary</i> Sangguniang Bayan Office
TOTAL PROCESSING TIME			24 Minutes	

2. Accreditation of Non-Government Organizations (NGOs) and Peoples Organizations

Under the Local Government Code, the Sangguniang Bayan is empowered to accredit CSOs and NGOs. The accreditation of these organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

Office of Division	Office of the Secretary to the Sangguniang Bayan		
Classification:	Complex		
Type of Transaction:	G2C-Government to Citizen		
Who may Avail:	General Public		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Letter of Application (1 Original, 1 Photocopy)		Applicant	
2. Duly accomplished Application Form for Accreditation (1 Original, 1 Photocopy)	(1	Sangguniang Bayan Office	
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (1 Original, 1 Photocopy)		Applicant	
4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP) (1 Original, 1 Photocopy)		Applicant	
5. List of Current Officers and Members (1 Original, 1 Photocopy)		Applicant	
6. Original Sworn Statement (1 Original, 1 Photocopy)		Applicant	

Additional Requirements for CSOs in Operation for at least One(1) Year				
7. Annual Accomplishment Report for the immediately preceding year(1 Original, 1 Photocopy)	Applicant			
8. Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year and indicating therein other information such as revenue, expenses and the source(s) of funds (1 Original, 1 Photocopy)	Applicant			
9. Profile indicating the purpose and objectives of the organization (1 Original, 1 Photocopy)	Applicant			
10. Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting is conduct, including the date, location, attendees and agenda (1 Original, 1 Photocopy)	Applicant			
11. For SCO applying to be member of Local Board or Health Board: Photocopy of profiles at least three (3) individuals in the organization that will verify their involvement in the health or education sector. (1 Original, 1 Photocopy)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook and submit required documents	1. Check the completeness of the requirements submitted	None	20 mins	<i>Sangguniang Bayan Secretary SB Staff</i>
	1.2. Advise client to wait for the message on when to pick-up the	None	5 minutes	Office of the Sangguniang Bayan <i>Sangguniang Bayan Secretary SB Staff</i>

	resolution.			Office of the Sangguniang Bayan
2. None	2. Conduct session and deliberations	None	15 days	Sangguniang Bayan Members Office of the Sanggunian Bayan
3. Sign in logbook and receive the copy of the Resolution	3. Provide copy of Resolution	None	5 mins	<i>Sangguniang Bayan Secretary</i> <i>SB Staff</i> Office of the Sangguniang Bayan
TOTAL PROCESSING TIME			15 Days , 30 Minutes	

3. Reclassification of Lands

Under the Local Government Code, the Sangguniang Bayan is empowered to reclassify lands under the territorial jurisdiction of the municipality. The reclassification of lands is necessary to reflect the actual utilization of said properties and to determine proper taxation for its use.

Office of Division	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Land Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE`
1. Letter of Application in the name of the owner of the land addressed to the Sangguniang Bayan; (1 Original Copy)		Applicant
2. Special Power of Attorney, in case the applicant is other than the owner of the land; (1 Original Copy)		Municipal Treasurer's Office (MTO)

3. Certified True Copy of the Original / Transfer Certificate of Title and other documents establishing ownership; (1 Photocopy)	Municipal Assessor's Office (MAO)
4. Certificate of Updated Real Property Tax Payment; (1 original Copy)	Municipal Treasurer's Office (MTO)
5. Locational Plan or Vicinity Map as certified by the Municipal Assessor; (1 Original Copy)	Municipal Assessor's Office (MAO)
6. Subdivision plan, in case only a portion of a title is sought to be reclassified; (1 Photocopy)	Municipal Assessor's Office (MAO)
7. Detailed feasibility study of the proposed project or intended use of the land (1 Photocopy)	Applicant
8. Sworn Certificate of Commitment from the owner and developer that the proposed project would be implemented within three (3) years from the passage of the ordinance; (1 Photocopy)	Applicant
9. Barangay Resolution endorsing the proposed project; (1 Photocopy)	Barangay

10. Certification from the National Irrigation Administration (NIA) that the land is not irrigated or irrigable as described under Section 3 (c)(3) of Article II hereof; (1 Original)	National Irrigation Administration (NIA)			
11. Certification from the Department of Agriculture indicating the reclassification is in consonance with Section 3 (a)(b) of Article II hereof and that land is not necessary for the food sufficiency program of the region; (1 Original)	Municipal Agriculture			
12. A certification from DAR indicating that such lands are not distributed or not covered by a notice of coverage or not voluntarily offered for coverage under CARP; (1 Original)	Department of Agrarian Reform			
13. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical, and that the proposed project or intended use is ecologically safe and sound. (1 Original)	Department of Environment and Natural Resources			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook	1. Assist the client in signing in the Client Logbook and conduct interview	None	5 mins	<i>SB Staff</i>
2. Submit request with requirements for review	2. Review the completeness of submitted documents	None	10 mins	<i>Sangguniang Bayan Secretary</i> Office of the Sanggunian Bayan

	2.2. Advise client to wait for the message on when to pick-up the Ordinance.	None	5 mins	<i>Sangguniang Bayan Secretary</i> Office of the Sanggunian Bayan
	2.3. Conduct session, public hearings and deliberations	None	15 working days	<i>Sangguniang Bayan Secretary</i> <i>Sangguniang Bayan Members</i> Office of the Sanggunian Bayan
	2.4. Transmit Ordinance to the Office of the Mayor for signature	None	15 mins	<i>Sangguniang Bayan Secretary</i> Office of the Sanggunian Bayan
	2.5. Transmit Ordinance to Sangguniang Panlalawigan for review	None	30 working days	Sangguniang Panlalawigan
	2.6. Inform client to pick-up the approved resolution / ordinance	None	5 mins	<i>Sangguniang Bayan Secretary</i> Sangguniang Bayan Office
3. Get copy of approved resolution / ordinance	3. Release the resolution / ordinance	None	10 mins	<i>Sangguniang Bayan Secretary</i> Sangguniang Bayan Office
TOTAL PROCESSING TIME			45 days and 50 mins.	

4. Issuance of Authenticated Copy of Records/ Document

The Sanggunian Secretary may issue an authenticated copy of a certain record / document from Sanggunian files is a faithful reproduction from the original by hand or machine bearing the name and signature of the one issuing it.

Office of Division	Office of the Secretary to the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen and G2G-Government to Government

Who may Avail:	Government and all bonafide resident of the municipality			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Letter request specifying what record / document and its purpose.		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook	1. Answer inquiries upon verification	None	5 mins	<i>Sangguniang Bayan Secretary</i> <i>SB Staff</i> Office of the Sangguniang Bayan
2. Fill out the request form and present to the staff	2.1. Receive the request form and validate	None	10 minutes	<i>Sangguniang Bayan Secretary</i> <i>SB Staff</i> Office of the Sangguniang Bayan
	2.2. Verifies the record in the Database	None	7 mins	<i>Sangguniang Bayan Secretary</i> <i>SB Staff</i> Office of the Sangguniang Bayan
3. Pay the required fee at the Municipal Treasury Office if necessary	3. Receive payment and issue official receipt	None	5 mins	<i>Bookkeeper I</i> <i>Municipal Treasury Office</i>
4. Present the Official Receipt to the Staff	4.1. Receives the OR and prepares the document	None	5 mins	<i>Sangguniang Bayan Secretary</i> <i>SB Staff</i> Office of the Sangguniang Bayan

	4.2. Issued duly signed documents	None	5 mins	Sangguniang Bayan Secretary SB Staff Office of the Sangguniang Bayan
TOTAL PROCESSING TIME			37 Minutes	

5. Review of Barangay and SK Budget and Annual Development Plan (ADP) or Annual Investment Plan (AIP)

The Office of the Sangguniang Bayan is tasked to review the Annual Budget and Annual Development Plan (ADP) of Barangays and Sangguniang Kabataan after the technical review of the Budget Officer to ensure compliance of the statutory and contractual obligation and budgetary requirements within 10 days after the approval and adoption of the Sangguniang Barangay/Kabataan.

Office of Division	Office of the Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	G2G-Government to Government		
Who may Avail:	Municipal Barangays and Sangguniang Kabataan		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
For Annual Barangay Budget 1. Transmittal Letter (1 original copy)		Municipal Budget Office (MBO)	
For Sangguniang Kabataan (SK) Budget 1. Sangguniang Kabataan (SK) Plan and Budget		Sangguniang Kabataan (SK)	
For Barangay Budget 1. Annual Investment Program (AIP) Forms (2 original copies) 2. Budget Preparation Forms (2 Original Copies) 3. Barangay Development Council Resolutions (2 Original Copies) 4. Barangay Resolutions (2 Original Copies)		Barangay Barangay Barangay Barangay	

5. Barangay Appropriation Ordinance (2 Original Copies)	Barangay			
6. 20% Development Plan (2 Original Copies)	Barangays			
7. Disaster Risk Reduction and Management (DRRM) Plans and Budget (2 Original Copies)	Barangays			
8. Gender and Development (GAD) Plan and Budget (2 Original Copies)	Barangays			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay AIP	1. Receive copy of Brgy. Annual Budget and Check all required documents if complete	None	30 mins	<i>Sangguniang Bayan Secretary SB Staff Office of the Sanggunian Bayan</i>
	1.2. Advise client to wait for the message on when to pick-up the resolution.	None	3 mins	<i>Sangguniang Bayan Secretary SB Staff Office of the Sanggunian Bayan</i>
2. None	2. Conduct session and deliberations	None	15 days	<i>Sangguniang Bayan Members Office of the Sanggunian Bayan</i>
3. Sign in logbook and receive the copy of the Resolution	3. Provide copy of Resolution	None	5 mins	<i>Sangguniang Bayan Secretary SB Staff Office of the Sangguniang Bayan</i>
TOTAL PROCESSING TIME			15 Days & 38 Minutes	

**OFFICE OF THE
MUNICIPAL ACCOUNTANT
EXTERNAL SERVICE**

1. Recording of Collections

The Municipal Treasurer's Office submit their collections to the Municipal Accounting Office for the preparation of Financial Reports and as mandated by the Commission on Audit (COA).

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal Treasurer's Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Report of Collection and Deposits (1 Original and 1 duplicate copy) <ul style="list-style-type: none"> • Official Receipts (1 Duplicate copy) • Verified Deposit Slip (1 Duplicate copy) • Abstract of Collection (1 Original and 1 duplicate copy) 		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the reports with logbook/duplicate copy	1. Receive the reports with supporting documents	None	1 minute per report	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Check and segregate the original and duplicate copy of the reports with supporting documents.	None	45 minutes per report	<i>Bookkeeper III</i> Municipal Accounting Office

	1.2. Enter and check journal entries for the preparation and printing of Journal Entry Voucher (JEV).	None	5 minutes per report	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Review, sign and approve the JEV	None	5 minutes per report	<i>Municipal Accountant</i> Municipal Accounting Office
TOTAL PROCESSING TIME			56 minutes per report	

2. Recording of Checks and Financial Documents

The Municipal Treasurer's Office submits cheques and financial documents to the Municipal Accounting Office for the preparation of Financial Reports as mandated by the Commission on Audit (COA).

Office or Division:	Municipal Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Municipal Treasurer's Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Report of Check Issued (1 Original copy) <ul style="list-style-type: none"> Disbursement Vouchers with check and supporting documents (1 Original and 1 duplicate) 		Municipal Treasurer's Office

<ol style="list-style-type: none"> 2. Report of Check Issued (1 Original copy) <ul style="list-style-type: none"> • Disbursement Vouchers with check and supporting documents (1 Original and 1 duplicate) 3. Report of Cash Disbursement (1 Original copy) <ul style="list-style-type: none"> • Payroll with supporting documents (1 Original and 1 duplicate copy) 4. Report of Unclaimed Checks (1 Original and 1 duplicate copy) 5. Report of Cancelled Checks (1 Original copy) 6. Report of Stale Checks (1 Original copy) <ul style="list-style-type: none"> • Disbursement Voucher with stale check and supporting documents (1 Original and 1 duplicate copy) 	Municipal Treasurer's Office Municipal Treasurer's Office Municipal Treasurer's Office Municipal Treasurer's Office Municipal Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the report with logbook/duplicate copy including necessary supporting documents	1. Receive the report and sign the logbook/ duplicate copy of the document.	None	1 minute	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Enter and check journal entries for the preparation and printing of Journal Entry Voucher (JEV).	None	5 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

	1.2. Check and segregate original and duplicate copies of the Disbursement Voucher with supporting documents.	None	5 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Review, sign and approve the JEV	None	3 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
TOTAL PROCESSING TIME			14 minutes per voucher	

3. Signing of Clearances

Request for clearance is forwarded to the Municipal Accounting Office for terminal leave, foreign travel authority, maternity leave, transfer to other government agencies, or other clearances mandated by law.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Offices of the Municipal Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance Form (5 original copies)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Transmit the report with necessary supporting documents.	1. Receive the Clearance Form.	None	1 minute	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Countersign the clearance form upon verification that there are no property accountable to the requesting party.	None	15 minutes	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Approve and sign the Clearance Form	None	2 minutes	Municipal Accountant Municipal Accounting Office
2. Receive the approved Clearance Form.	2. Release the Clearance Form	None	2 minutes	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			20 minutes	

4. Receiving and Checking of Barangay Financial Documents

Financial documents from the 7 Barangays are submitted to the Municipal Accounting Office for the preparation of Financial Reports as mandated by the Commission on Audit.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All barangays of the municipality

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transmittal Report (1 original copy) 2. Certified copy of the cash book (1 original copy) <ul style="list-style-type: none"> • Disbursement Vouchers with photocopy of checks and supporting documents • Payroll with supporting documents 3. Summary of Petty Cash Disbursements (1 original copy) <ul style="list-style-type: none"> • Petty Cash voucher with supporting documents 4. 1 Duplicate copy of Punong Barangay Certification (PBC) 5. Liquidation Reports with supporting documents (1 original copy) 6. Statement of Appropriations, Allotments and Obligations (1 original copy) 7. Report of Collections and Deposits/ Remittances <ul style="list-style-type: none"> • Official Receipt (1 Duplicate Copy) • Validated Deposit Slip (1 Duplicate Copy) 		Barangay Hall		
		Barangay Hall		
		Barangay Hall		
		Barangay Hall		
		Barangay Hall		
		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the reports.	1. Receive the reports together with supporting documents.	None	5 minutes per transmittal	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Prepare the Journal Entry Voucher (JEV).	None	15 minutes per transmittal	

	1.2. Approve and sign the Journal Entry Voucher.	None	5 minutes per transmittal	<i>Municipal Accountant</i> Municipal Accounting Office
TOTAL PROCESSING TIME			25 minutes per transmittal	

5. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances on Local and Foreign Travel

Cash Advances on Local and Foreign Travel are forwarded to the Municipal Accounting Office for the pre-audit and certification as to the completeness of its supporting documents based on Circulars, Issuances, Rules and Regulations from regulating bodies.

Office or Division:	Municipal Accounting Office		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Requisitioning Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>Local and Foreign Travel:</u>			
1. Disbursement Voucher (DV) (3 original Copies)		Municipal Accounting Office	
2. Approved Obligation Request (OBR) (2 original copies)		Municipal Budget Office	
3. Approved Travel Order (2 original copies)		Municipal Mayor's Office	
4. Approved Itinerary of Travel (2 original copies)		Municipal Mayor's Office	
5. Certificate of No Unliquidated Cash Advance (1 copy)		Requisitioning Office	
6. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies)		Municipal Treasurer's Office	
7. Certificate of No Claim from Mother Agency (for NGA employees) (1 original copy)		Municipal Accounting Office	
*Additional requirements for attendance in training or convention:		Mother Agency	
1. Invitation or communication Letter with mayor's approval			

2. Photocopy of Training program *Additional requirements for Foreign Travel: 1. Approved Itinerary of travel from DILG (1 copy) 2. Current DSA circular of country of destination (1 copy) 3. Daily Foreign exchange rate of country of destination (1 copy)		DILG		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved Obligation Request together with supporting documents	1. Receive the approved obligation request with the necessary supporting documents	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Pre-audit the supporting documents	None	5 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Receive and review the voucher and print the Disbursement Voucher.	None	5 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

	1.4. Final review of the supporting documents, signing the disbursement voucher and approval	None	3 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			18 minutes per voucher	

6. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances – Special Disbursing Officer

Disbursement Vouchers for Cash Advances – Special Disbursing Officer are forwarded for the pre-audit and certification as to the completeness of its supporting documents based on Circulars, Issuances, Rules and Regulations from regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Disbursement Vouchers (3 original copies) 2. Obligation Request (OBR) (2 original copies) 3. Certificate of No Unliquidated Cash Advance (1 original copy) 		Municipal Accounting Office Municipal Budget Office Municipal Accounting Office

<u>Additional requirements for honorarium:</u> <ol style="list-style-type: none"> 1. Computerized payroll for honorarium with amount (1 original copy) 2. Authority to Collect Honorarium (for honorarium of other government employees) (2 original copies) 3. Program of Activities (1 original copy) 4. Approved Project Proposal (1 original copy) 		Requisitioning Office		
<u>Additional Requirements for Prizes/Awards:</u> <ol style="list-style-type: none"> 1. Computerized payroll for prizes with amount (1 original Copy) 2. Criteria/Mechanics (1 original copy) 3. Program of Activities (1 original copy) 4. Approved Project Proposal (1 original copy) 		Requisitioning Office		
<u>Additional Requirements for Meals Allowance:</u> <ol style="list-style-type: none"> 1. Payroll (1 original copy) 2. Certified List of Recipients (1 original copy) 3. Approved Request Letter (1 original copy) 4. Approved Project Proposal (1 original copy) 		Requisitioning Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved Obligation Request from	1. Receive the approved obligation request with the	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

the Municipal Budget Office.	necessary supporting documents			
	1.1. Assign Disbursement Voucher Number.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Pre-audit the supporting documents	None	10 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Receive and review the voucher and print the Disbursement Voucher.	None	5 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.4. Final review of the supporting documents, signing the disbursement voucher and approval	None	3 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	3. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			23 minutes per voucher	

7. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances on Petty Cash Fund

Disbursement Vouchers for Cash Advances on Petty Cash Fund are forwarded for the pre-audit and certification as to the completeness of its supporting documents based on Circulars, Issuances, Rules and Regulations from regulating bodies.

Office or Division:	Municipal Accounting Office
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Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal Treasurer's Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Vouchers (3 original copies) 2. Authority of the Accountable Officer (1 original copy) 3. Certificate of No Unliquidated Cash Advances (1 original copy)		Municipal Accounting Office Municipal Mayor's Office Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the draft Disbursement Voucher from the Municipal Treasurer's Office.	1. Receive the draft Disbursement Voucher	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number.	None	2 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Receive and review the voucher and print the Disbursement Voucher.	None	5 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Final review of the supporting documents, signing of the Disbursement Voucher approval	None	5 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office

2. Receive the disbursement vouchers	4. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			15 minutes per voucher	

8. Pre-Audit and Processing of Disbursement Vouchers for Reimbursements on Travel

Disbursement Vouchers for Reimbursements on Travel are forwarded for the preaudit and certification as to the completeness of its supporting documents based on Circulars, Issuances, Rules and Regulations from regulating bodies.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Municipal Treasurer's Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Local and Foreign Travel</u>	
1. Disbursement Voucher (3 original copies)	Municipal Accounting Office
2. Approved Obligation Request (2 original copies)	Municipal Budget Office
3. Approved Travel Order (1 original and 1 photocopy)	Municipal Mayor's Office
4. Approved Itinerary of Travel (2 original copies)	Municipal Mayor's Office
5. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies)	Requisitioning Office
6. Approved Certificate of Travel Completed (1 original copy)	Requisitioning Office
	Service Provider

7. Approved Certificate of Appearance (1 original copy)	
<p>Additional requirements for use of government vehicle:</p> <ul style="list-style-type: none"> • Online Statement of actual Toll fee paid (1 original copy) • Parking fee receipt (1 original) • Gasoline official receipt (1 original) • Trip ticket, if applicable (1 original) <p>Additional requirements for use of private vehicle:</p> <ul style="list-style-type: none"> • Approved Used of Private Vehicles (original copy) <p>Additional requirements for use of public utility vehicles:</p> <ul style="list-style-type: none"> • Used tickets of transportation to and from place of destination (e.g. bus, boat, plane: e/ticket & boarding pass, and train) <p>Additional requirements for attendance in training or convention:</p> <ul style="list-style-type: none"> • Approved After Attendance Report (original copy) • Invitation or communication Letter with mayor's approval • Training program (1 photocopy) • Official receipt of registration fee (if applicable) • Certificate of training, if applicable (1 photocopy) <p>Additional requirements for Foreign Travel:</p> <ul style="list-style-type: none"> • Approved Itinerary of travel from DILG (1 copy) • Current DSA Circular of country of destination (1 copy) • Daily Foreign exchange rate of country of destination (1 copy) 	<p>General Service Office Service provider Service provider General Service Office</p> <p>Municipal Mayor's Office</p> <p>Service Provider</p> <p>Requisitioning Office Municipal Mayor's Office and Service Provider</p> <p>Service Provider Service Provider</p> <p>DILG Central Office Daily DSA from the Internet</p> <p>Authorized Government Depository Bank</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Obligation Request and supporting documents.	1. Receive the approved Obligation Request with the supporting documents	None	1 minute per report	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit supporting documents	None	18 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Receive and review the voucher and print the Disbursement Voucher.	None	4 minutes per report	<i>Bookkeeper III</i> Municipal Accounting Office
	1.4. Final review of the supporting documents, signing the disbursement voucher and approval	None	5 minutes per report	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			30 minutes per report	

9. Pre-Audit and Processing of Liquidation Report for Travel

Liquidation Report for Travel from different offices for the pre-audit and certification as to the completeness of its supporting documents based on Circulars, Issuances, Rules and Regulations from regulating bodies.

Office or Division:	Municipal Accounting Office
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Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>Local and Foreign Travel:</u>		
1. Liquidation Report (copies)		Municipal Accounting Office
2. Approved DV of Cash Advance (1 photocopy)		Municipal Accounting Office
3. Approved OBR of Cash Advance (1 photocopy)		Municipal Budget Office
4. Approved Travel Order (1 original and 1 photocopy)		Municipal Mayor's Office
5. Approved Itinerary of Travel (2 original copies)		Municipal Mayor's Office
6. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies)		Requisitioning Office
7. Approved Certificate of Travel Completed (1 original copy)		Requisitioning Office
8. Approved Certificate of Appearance (1 original copy)		Service Provider
Additional requirements for use of government vehicle:		
• Toll fee receipt (original copy)		Service provider
• Parking fee receipt (original copy)		Service provider
• Gasoline official receipt (original copy)		Service provider
• Trip ticket, if applicable (1 original copy)		General Service Office
Additional requirements for use of private vehicle:		
• Approved Used of Private Vehicles (1 original copy)		Municipal Mayor's Office
Additional requirements for use of public utility vehicles:		

<ul style="list-style-type: none"> Used tickets of transportation to and from place of destination (e.g. bus, boat, plane: e/ticket & boarding pass, and train) <p>Additional requirements for attendance in training or convention:</p> <ul style="list-style-type: none"> Approved After Attendance Report (1 original copy) Invitation or communication Letter with mayor's approval Training program (1 photocopy) Official receipt of registration fee (if applicable) Certificate of training, if applicable (1 photocopy) 	<p>Service Provider</p> <p>Requisitioning Office Municipal Mayor's Office and Service Provider</p> <p>Service Provider Service Provider</p>			
<p>Additional requirements for Foreign Travel:</p> <ul style="list-style-type: none"> Approved Itinerary of travel from DILG (1 copy) Current DSA Circular of country of destination (1 copy) Daily Foreign exchange rate of country of destination (1 copy) 	<p>DILG Central Office Daily DSA from the Internet</p> <p>Authorized Government Bank</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Forward liquidation report and supporting documents from Municipal Budget Office.</p>	<p>1. Receive the liquidation report with supporting documents</p>	<p>None</p>	<p>1 minute per voucher</p>	<p><i>Bookkeeper III</i> Municipal Accounting Office</p>
	<p>1.1. Assign Disbursement Voucher Number and Pre-audit the supporting documents</p>	<p>None</p>	<p>16 minute per report</p>	<p><i>Bookkeeper III</i> Municipal Accounting Office</p>

	1.2. Receive and review the voucher and print the Liquidation Report.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Final review of the supporting documents, signing the disbursement voucher and approval	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			23 minutes per voucher	

10. Pre-Audit and Processing of Vouchers for Payment Though Petty Cash Fund

Payment through Petty Cash Fund are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions based on the Government Procurement Act (RA9184), Circulars, Issuances, Rules and Regulations from regulating bodies; and its processing.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Municipal Treasurer's Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<ol style="list-style-type: none"> 1. Obligation Request – 2 copies 2. Petty Cash Voucher – 2 copies 3. Approved Purchase Request – 2 original copies 4. Request for Quotation for 3 bona fide suppliers (For 1,000.00 and above) – 1 original copy each 5. Abstract of Quotation – 2 original copies 6. Acceptance and Inspection Report – 2 copies 7. Official Receipt – original copy 8. Attendance Sheet with signature (for meals & snacks) – 1 original copy 9. Certification of emergency purchase 10. Pre & Post Inspection – for repairs 	<p>Municipal Budget Office Municipal Accounting Office Requisitioning Office Supplier</p> <p>Voucher Division Voucher Division Supplier Requisitioning Office Requisitioning Office General Service Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the draft Petty Cash Voucher from the Municipal Budget Office.	1. Receive the draft petty cash voucher with necessary supporting documents	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Petty Cash Voucher Number and pre-audit the supporting documents	None	5 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Receive and review the voucher and print the Petty Cash Voucher	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

	1.3. Final review of the supporting documents, signing the disbursement voucher and approval	None	1 minute per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward petty cash vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			10 minutes per voucher	

11. Pre-Audit and Processing of Liquidation Report For Cash Advances – Special Disbursing Officer

Liquidation Report for Cash Advances – Special Disbursing Officer are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions based on the Government Procurement Act (RA9184), DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies; and its processing.

Office or Division:	Municipal Accounting Office		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Requisitioning Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Liquidation Report (2 copies) 2. Approved DV of the Cash Advance (1 photocopy) 3. Approved OBR of the Cash Advance (1 photocopy)		Municipal Accounting Office Municipal Budget Office Municipal Accounting Office	

<p><u>Honorarium:</u></p> <ol style="list-style-type: none"> 1. Approved Payroll for Honorarium with amount (with name and signature of the recipients) (original and duplicate copy) 2. Authority to Collect Honorarium (<i>for honorarium of other government employees</i>) (1 copy) 3. Program of Activities (1 copy) 4. Approved Project Proposal (1 copy) 	<p>Requisitioning Office</p>
<p><u>Prizes:</u></p> <ol style="list-style-type: none"> 1. Approved Payroll for Prizes with amount (with name and signature of the recipients) (original and duplicate copy) 2. Criteria/ Mechanics (1 copy) 3. Program of Activities (1 copy) 4. Approved Project Proposal (1 copy) 	<p>Requisitioning Office</p>
<p><u>Meals Allowance:</u></p> <ol style="list-style-type: none"> 1. Approved Payroll with amount (with name and signature of recipients) (original and duplicate copy) 2. Certified List of Recipients (1 copy) 3. Approved Request Letter 4. Approved Project Proposal 	<p>Requisitioning Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the draft liquidation report and supporting documents from Budget Office.	1. Receive the draft liquidation report with the necessary supporting documents	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Liquidation Report Number and pre-audit the supporting documents	None	11 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Receive and review the report in the accounting system and print the Liquidation Report.	None	5 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Final review of the supporting documents, signing the disbursement voucher and approval in the accounting system.	None	2 minute per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			21 inutes per voucher	

12. Pre-Audit and Processing Of Payroll for Salaries and Wages of Regular, Contractual and Casual Employees

Payrolls for the Salaries and Wages are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and deductions based on GSIS, PhilHealth, Pag-ibig, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Officer	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Payroll (4 original copies) 2. Approved Obligation Request (3 original copies) 3. Approved Daily Time Record (1 original copy) 4. Bank Debit Memo (2 copies) 5. Disbursement Voucher (2 copies) <p>Additional requirements if applicable:</p> <ol style="list-style-type: none"> 1. Approved Leave Form (1 original copy) 2. Approved Certificate of Compensatory Leave (1 photocopy) 3. Certificate of Appearance (1 photocopy) 4. Approved Travel Order (1 photocopy) 5. Authority of acting officer in charge (1 photocopy) 	<p>Municipal Human Resource and Management Office Municipal Budget Office Municipal Human Resource and Management Office Municipal Human Resource and Management Office Municipal Accounting Office</p> <p>Municipal Human Resource and Management Office Municipal Human Resource and Management Office Sponsoring Organization Municipal Mayor's Office Municipal Mayor's Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the payroll and supporting documents from Budget Office.	1. Receive the payroll together with the approved obligation request and supporting documents	None	1 minute per payroll	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Journal Entry Voucher Number and Pre-audit the supporting documents	None	20 minutes per payroll	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Review the and print the Journal Entry Voucher.	None	2 minutes per payroll	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Summarize the whole payroll and reconcile to HRMO balances.	None	2 minute per payroll	<i>Municipal Accountant</i> Municipal Accounting Office
	1.5. Review the supporting documents, approve and sign the disbursement voucher with JEV	None	3 minutes per payroll	<i>Bookkeeper I</i> Municipal Accounting Office
2. Receive the disbursement vouchers.	2. Release and forward disbursement vouchers, payroll with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			30 minutes per payroll	

13. Pre-Audit and Processing for Disbursement Vouchers for Other Personnel Benefits

Disbursement Vouchers for Other Personnel benefits are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and deductions based on GSIS, PhilHealth, Pag-ibig, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Disbursement Voucher – 3 copies 2. Approved Obligation Request – 3 original copies 		Municipal Accounting Office Municipal Budget Office
<ol style="list-style-type: none"> 3. Approved Daily Time Record – 1 original copy 		Municipal Human Resource and Management Office
<p><u>First salary (promotion or new employee):</u></p> <ol style="list-style-type: none"> 1. Certified true copy Notice of appointment (casual , temporary, permanent) – 1 copy 2. Certified true copy Panunumpa sa Katungkulan – 1 copy 3. Certified true copy Certificate of Appointment by the Mayor – 1 copy 		Municipal Human Resource and Management Office
<ol style="list-style-type: none"> 4. Certified true copy Certificate of Assumption – 1 copy 5. Certified true copy Account's Certification as to Availability of Funds – 1 copy 6. Certified true copy Letter of Application – 1 copy 		

<p>7. Certified true copy Statement of Assets and Liabilities (for permanent employees) – 1 copy</p> <p>8. Certified true copy Personal Data Sheet (PDS) – 1 copy</p> <p><u>Maternity Pay:</u></p> <p>1. Approved Maternity Leave form – 1 original copy</p> <p>2. Approved Clearance for maternity leave – 1 original copy</p> <p>3. Birth certificate – 1 photocopy</p> <p>4. Medical Certificate – 1 photocopy</p> <p><u>Monetization of Leave Credits:</u></p> <p>1. Payroll – 3 copies</p> <p>2. Request for monetization of leave credits (if more than 10 days) – 1 original copy</p>	<p>Municipal Human Resource and Management Office</p> <p>Municipal Human Resource and Management Office</p> <p>Requisitioning Office</p> <p>Requisitioning Office</p> <p>Municipal Human Resource and Management Office</p> <p>Requisitioning Office</p>
<p><u>Terminal Pay:</u></p> <p>1. Approved Application for Terminal Leave – 1 original copy</p> <p>2. Approved clearance for terminal leave – 1 original copy</p> <p>3. Approved Computation of terminal pay – 1 original copy</p> <p>4. Approved Service Record – 1 original copy</p> <p>5. Notarized Statement of Asset, Liability and Net Worth – 1 original copy</p> <p>6. Certified true copy of appointment or Notice of Salary Adjustment showing the highest salary received</p>	<p>Municipal Human Resource and Management Office</p> <p>Requisitioning office</p> <p>Municipal Human Resource and Management Office</p>
<p>7. Applicants authorization (in affidavit form) to deduct all financial obligation with the LGU – 1 original copy</p>	<p>Requisitioning Office</p>

<p>8. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA 3019) – 1 original copy</p> <p>9. Letter of Resignation (if resigned) – 1 photocopy</p> <p>10. Clearance from GSIS, COVE or VCOOP (if there are unpaid loans) – 1 original copy</p> <p><u>Additional requirements if applicable:</u></p> <p>1. Approved Leave Form – 1 original copy</p> <p>2. Approved Certificate of Compensatory Leave Credits– 1 photocopy</p> <p>3. Certificate of Appearance – 1 photocopy</p> <p>4. Approved Travel Order – 1 photocopy</p>	<p>Service Providers</p> <p>Municipal Human Resource and Management Office Requisitioning Office</p> <p>Service Provider Municipal Mayor’s Office</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved obligation request and supporting documents to the Budget Office.	1. Receive the approved obligation request and supporting documents	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	11 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office

	1.3. Review the supporting documents, approve and sign disbursement voucher	None	3 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			19 Minutes per voucher	

14. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Utilities) / Reimbursement of Utilities

Disbursement Vouchers for the payment to Suppliers on Utilities/ Reimbursement of Utilities are for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions based on the Government Procurement Act (RA9184), DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (OBR) (3 copies) 3. Statement of Accounting/ Billing Statement (1 original copy)		Municipal Accounting Office Municipal Budget Office Service provider
Note: Additional General Requirement for Reimbursement: 1. Official Receipt (OR) (original copy)		Service provider

<p>Additional Requirements:</p> <ol style="list-style-type: none"> 1. Electrical/ Telephone/ Water Summary of Billings (for collective payment) (1 original copy) 2. Meter Deposit Billing (<i>if applicable</i>) (1 original copy) 	<p>General Service Office</p> <p>Service provider</p>
<p>Telephone/Internet/Cable:</p> <ol style="list-style-type: none"> 1. Summary of Billing (1 original copy) 2. Certification be the Head of Office as the official calls made (<i>if applicable</i>) (1 original copy) 3. Notarized Contract of Service – 2 copies (original and photocopy) 	<p>Service provider</p> <p>Requisitioning Office</p> <p>Notary Public</p>
<p>Television Broadcast:</p> <ol style="list-style-type: none"> 1. Notarized Contract of Service (1 original copy and 1 photocopy) SB Resolution (<i>first payment</i>) (2 copies) 	<p>Notary Public</p> <p>SB Secretariat</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved obligation request and supporting documents from the Budget Office.	1. Receive the Approved Obligation request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	6 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			13 minutes per voucher	

15. Pre-Audit and Processing Of Disbursement Vouchers for Payment to Suppliers (Meals, Snacks and Food Supplies)

Disbursement Vouchers for the payment to Suppliers for Meals and Snacks are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions based on the Government Procurement Act (RA9184), DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Vouchers – 4 copies 2. Obligation Request – 3 copies		Municipal Accounting Office Municipal Budget Office

<ol style="list-style-type: none"> 3. Approved Purchase Request – 2 original copy 4. Duly filled Request for Quotation for minimum of 3 suppliers – 1 original copy 5. Abstract of Quotation – 2 original copy 	<p>Requisitioning Office Service provider/ Supplier</p> <p>Voucher Division</p>
<ol style="list-style-type: none"> 6. Approved BAC A & B Resolution – 1 original copy 7. Approved Purchase Order – 2 original copy 8. Transmittal Letter Received by the COA – 1 copy 9. Written Notice of Award signed by LCE – 1 copy 10. Inspection and Acceptance Report – 1 copy 11. Delivery Receipts – 1 original copy 12. Billing Statement/Statement of Account – 1 original copy 13. Certified Correct Attendance Sheet (for snacks) – 1 original copy 14. List of Recipients indicating list of items received and signature (for food supplies) – 1 original copy 15. Notarized Omnibus Sworn Declaration – 1 copy 16. Notarized Contract of Service for Php 15,000.00 and above – 1 original copy and 1 photocopy 17. Project Proposal (for food supplies) – 1 original copy 18. Activities, Programs and Projects – 1 photocopy <p><u>Additional Requirements:</u> Meals above Php 50,000.00</p> <ol style="list-style-type: none"> 1. PHILGePS Publication RFQ 2. PHILGePS Publication NOA 3. PHILGePS Certificate/ Number 4. Certification from BAC Secretariat for posting to 3 conspicuous places 	<p>Bids and Awards Committee Municipal Mayor’s Office Bids and Awards Committee Municipal Mayor’s Office Inspection Committee</p> <p>Service Provider Service Provider Requisitioning Office</p> <p>Requisitioning Office Service Provider Notary Public</p> <p>Requisitioning Office Requisitioning Office</p> <p>Bids and Awards Committee</p>

Additional attachment for Competitive Billing: <ol style="list-style-type: none"> 1. Notice to Proceed – 1 copy 2. Notice of Award – 1 copy 3. Minutes of BAC meeting – 1 copy 4. Bid Form (duly signed) – 1 copy 	Bids and Awards Committee
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved Obligation Request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	11 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			18 minutes per voucher	

16. Pre-Audit and Processing Of Disbursement Vouchers for Payment to Suppliers (Supplies and Materials/ Capital Outlay - Equipment)

Disbursement Vouchers for the payment to Suppliers for Supplies and Materials/ Capital Outlay - Equipment are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Voucher Division and Requisitioning Officer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (2 copies) 3. Signed Requisition & Issue Slip (2 copies) 4. Approved Purchase Request (2 original copies) 5. Approved BAC A & B Resolution (1 original copy each) 6. Approved Purchase/Job Order (2 original copies) 7. Transmittal Letter to COA duly stamped "Received by COA" 8. Written Notice of Award approved by LCE (1 copy) 9. Dealer's Invoice (Original copy) 10. Delivery Receipt 11. Omnibus Sworn Declaration 12. For capital outlay <ol style="list-style-type: none"> a Property Acknowledgement Receipt (for city employees) (2 original copies) b Property Transfer Receipt (for other NGAs) (2 original copies) 	<p>Municipal Accounting Office Municipal Budget Office General Service Office Requisitioning Office Bids and Awards Committee Municipal Mayor's Office Bids and Awards Committee</p> <p>Municipal Mayor's Office Supplier Supplier Supplier General Service Office</p> <p>Voucher Division</p>

<p>c Acknowledgement Receipt for donated Property, Equipment, Supplies & Materials (for Barangays) (2 original copies)</p> <p>13. For semi-expendable items</p> <p>a List of recipients/Attendance indicating the item received, name and signature of the recipient (non-city employee) (1 original copy)</p> <p>b Inventory Custodian Slip (for undistributed goods or goods given to city employees)</p> <p>14. Project Proposal (for PPAs)</p> <p>15. Photocopy of Annual Procurement Plan (for supplies)</p> <p>16. Certification from BAC Secretariat for posting to 3 conspicuous places</p> <p>17. Warranty (if applicable)</p> <p>Additional Requirements:</p> <p><u>Negotiated Procurement:</u></p> <p>1. Duly filled Request for Quotation, minimum of three bona fide dealers (1 original copy each)</p> <p>2. Approved Abstract of Quotation/Bids (2 copies)</p>	<p>Voucher Division</p> <p>Requisitioning Office</p> <p>General Service Office Requisitioning Office</p> <p>Requisitioning Office Bids and Awards Committee</p> <p>Supplier</p>
<p>3. 2 copies Acceptance and Inspection Report</p> <p>4. PHILGePS Publication RFQ and NOA</p> <p>5. PHILGePS Certificate/ Number</p> <p>6. Original and certified true copy of Contract (for services under 15,000 and above)</p> <p>7. For repairs and maintenance</p> <ul style="list-style-type: none"> • Pre & Post inspection report • Waste Materials Report 	<p>Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee General Services Office</p> <p>General Services Office</p>

<p><u>Competitive Billing:</u></p> <ol style="list-style-type: none"> 1. Photocopy of Disbursement Vouchers of all previous payments (<i>If applicable</i>) (1 copy) 2. Results of Test Analysis (<i>if applicable</i>) (1 copy) 3. PHILGePS Publication RFQ and NOA 4. PHILGePS Platinum Certificate 5. Contract and Notice to Proceed (1 original and certified true copy) 6. Written Notice of Award (1 copy) 7. Approved Abstract of Quotation (1 copy) 8. Minutes of BAC meeting (1 copy) 9. Bid Form (duly signed) (1 copy) 10. Program of Work & Bill of Materials (<i>if charged to project</i>) (3 copies) <p><u>--Direct Contracting:</u></p> <ol style="list-style-type: none"> 1. Philgeps certificate/number 2. PHILGePS Publication NOA 3. Written Notice of Award 4. Omnibus Sworn Declaration 5. Certificate of Sole distributorship 6. Written Notice to Proceed 		<p>Requisitioning Office</p> <p>Bids and Awards Committee Bids and Awards Committee Service provider/ Supplier Mayor's Office Mayor's Office Bids and Awards Committee Bid and Awards Committee Bid and Awards Committee Municipal Engineering Office</p> <p>Bids and Awards Committee</p> <p>Mayor's Office Supplier Supplier Mayor's Office</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved Obligation Request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office

	1.1. Assign Disbursement Voucher Number and pre-audit supporting documents	None	31 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			38 minutes per voucher	

17. Pre-Audit and Processing of Disbursement Vouchers for Payment to Contractors

Disbursement Vouchers for the payment to Contractors are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Requisitioning Officer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Vouchers (3 copies)	Municipal Accounting Office
2. Approved Obligation Request (2 copies)	Municipal Budget Office
3. Signed Requisition & Issue Slip (2 copies)	General Service Office
4. Approved Purchase Request (2 original copies)	Requisitioning Office
5. Approved BAC A & B Resolution (1 original copy each)	
6. Approved Purchase/Job Order (2 original copies)	
7. Transmittal Letter to COA duly stamped "Received by COA"	
8. Written Notice of Award approved by LCE (1 copy)	
9. Dealer's Invoice (Original copy)	
10. Delivery Receipt	
11. Omnibus Sworn Declaration	
12. Liquidated Damages (if any)	
13. For donation <ul style="list-style-type: none"> • Property Transfer Receipt (for other NGAs) (2 original copies) • Acknowledgement Receipt for donated Property, Equipment, Supplies & Materials (for Barangays) (2 original copies) 	
14. Project Proposal (for PPAs)	
15. Photocopy of Annual Procurement Plan (for supplies)	
Additional Requirements:	

Negotiated Procurement (Pakyaw Contract)	
1. Program of Work	
2. Request of Payment	
3. Performance Bond	
4. Surety Bond (if any)	
5. DOLE approval of Construction Safety and Health (if any)	
6. Program of Work & Detailed Estimates	
7. Statement of time elapsed	
8. Contractor's affidavit to pay the laborer and materials	Inspection Committee
9. Inspection from CEO	Service Provider / Supplier
10. Plan	Mayor's Office
11. Written Notice Proceed	Bids and Awards Committee
12. Certification as to Availability of Funds	Bids and Awards Committee
13. Statement of Work Accomplish (2 copies)	Inspection Committee
14. Certificate of Inspection (2 copies)	
15. Certificate of Completed Project (2 copies)	
16. 2 copies Certificate of Acceptance (if for barangay-conformed by barangay captain)	Service Provider / Supplier
17. Resolution (if donated to NGOs)	
18. Pictures	
19. Original and certified true copy of Contract	Municipal Engineering Office

<u>Competitive Billing</u>	
1. Statement of Time Elapsed	
2. Contractor's Affidavit to pay the laborer & materials	
3. Inspection from CEO	
4. Invitation to bid (philgeps)	
5. Notice of Award (Philgeps)	Supplier
6. Letter of Intent	Bids and Awards Committee
7. Request for payment	
8. Eligibility / Check Screening	
9. Minutes of Pre-Bid Conference (1M above)	
10. Project Procurement Plan	
11. Annual Proc. Plan/Sup. Proc. Plan	
12. Invitation in writings to 3 observers for the conduct of procurement process	
13. Checklist on Technical Document	
14. Bid Date Sheet	
15. Minutes of Bid Opening	
16. Notice of Post Qualification	
17. Notice of Post Disqualification	
18. Approved Budget for the Contract (ABC)	
20. Abstract of Bids as Read	
21. Post Qualification Evaluation Report by TWG	
22. BAC Resolutions	

23. Notice of Award	
24. Performance Bond	
25. Surety Bond (if any)	
26. Financial Bid Form & Bill of Quantities	
27. TWG Report on the Detailed Evaluation	
28. Program of Work & Detailed Estimates	
29. Plan	
30. Notice Proceed	
31. Copy of Approved PERT /CPM	
32. Certification as to Availability of Funds	
33. 2 copies Statement of Work Accomplish	
34. Certificate of Inspection	
35. 2 copies Certificate of Completed Project	
36. 2 copies Certificate of Acceptance (For Barangay- conformed by barangay captain)	
37. 2 copies PTR (if given other government agencies)	
38. Resolution to request donation (if donated to NGOs) and to Barangays)	
39. Original and photocopy of Deed of Donation (if donated to NGOs)	
40. Pictures	
41. Original and photocopy of Contract	Service Provider
42. General Conditions of Contract	

43. Special Conditions of Contract				
44. DTI / SEC Registration of the Contractor				
45. Mayor's Permit				
46. PhilGeps Platinum				
47. List of Ongoing and Completed Projects				
48. Organizational Chart				
49. List of Equipment & Manpower (Infra)				
50. Audited Financial Statements				
51. Latest ITR				
52. BIR Certificate of Registration				
53. Omnibus Sworn Statement				
54. NFCC / CDC / Bank Certificate				
55. PCAB				
56. Instruction to Bidders				
57. DOLE Approval of Construction Safety and Health (if any)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved Obligation Request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office

	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	1 hour, 1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	5 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			1 hour, 11 minutes per voucher	

18. Pre-Audit and Processing Of Disbursement Vouchers for Payment Suppliers of Gasoline, Fuel and Oil

Disbursement Vouchers for the payment to Suppliers of Gasoline, Fuel and Oil are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and liquidated damages deductions based on the Government Procurement Act (RA9184), DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Requisitioning Officer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 Copies)	Municipal Accounting Office
2. Approved Obligation Request (OBR) (3 copies)	Municipal Budget Office
3. Charge or Sales Invoice (1 Original Copy)	Supplier
Additional General Requirement for Reimbursement:	
4. Official Receipt (OR) (original Copy)	General Services
5. Approved Driver's Trip Ticket (1 original Copy)	General Services
6. Actual Consumption Report (1 original Copy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved obligation request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	6 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office

	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Review of the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			13 minutes per voucher	

19. Pre-Audit and Processing of Disbursement Vouchers for Financial Assistance for Individual

Disbursement Vouchers for Financial Assistance for Individual are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and deductions based on the DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government G2C – Government to Citizens
Who may avail:	Requisitioning Officer
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<ol style="list-style-type: none"> 1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (OBR) (3 copies) 3. Approved CSWDO Case Study with required document per service (1 copy original and duplicate) 		Municipal Accounting Office Municipal Budget Office Municipal Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved obligation request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit supporting documents	None	6 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers and sign the logbook.	2. Release and forward disbursement vouchers with supporting documents to the City Treasurer's Office	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			13 minutes per voucher	

20. Pre-Audit and Processing Of Disbursement Vouchers for Contract of Service and Job Order

Disbursement Vouchers for Financial Assistance for NGOs/POs are forwarded for the pre-audit and certification as to the completeness of its supporting documents, withholding taxes and deductions based on the Government Procurement Act (RA9184). DBM, DILG, & COA Circulars, CSC Issuances, BIR Tax Rules and Regulations and other regulating bodies.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Requisitioning Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Vouchers - 3 copies		Municipal Accounting Office
2. Approved Obligation Request (OBR) – 3 copies		Municipal Budget Office
3. Notarized Contract of Service		Service Provider
4. Accomplishment Report		
5. Billing Statement (for contractors)		
For Institutional Contract – JO 2 S. 2020 - COA-DBM (janitorial, security, consultancy, and other support functions):		
1. DOLE Registration – Certified True Copy		
2. BIR registration – Certified True Copy		
3. DTI Registration (sole proprietorship)-Certified True Copy		
4. SEC Registration (partnership & Corporation) – Certified True Copy		
5. SSS Registration (must be active member) – Certified True Copy		
6. Pag-Ibig Registration - Certified True Copy		

7. PhilHealth Registration – Certified True Copy				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents to Budget Office.	1. Receive the approved obligation request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents	None	11 minute per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.2. Review the voucher in the accounting system and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	5 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper I</i> Municipal Accounting Office
TOTAL PROCESSING TIME			18 minutes per voucher	

21. Replacement of Claimed Stale Checks

Claimed stale checks are forwarded for replacement.

Office or Division:	Municipal Accounting Office		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Claimant		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Disbursement Voucher (3 copies) 2. Original Disbursement Voucher – approved 3. Attached Supporting Documents 4. Journal Entry Voucher to recognize stale check (duplicate copy) 		Municipal Accounting Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the obligation request and supporting documents from the Treasurer's Office.	1. Receive the approved Obligation request with the necessary supporting documents.	None	1 minute per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.1. Record journal entry to recognize accounts payable.	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office

	1.2. Review and print the Disbursement Voucher.	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
	1.3. Review the supporting documents, approve and sign the disbursement voucher	None	2 minutes per voucher	<i>Municipal Accountant</i> Municipal Accounting Office
2. Receive the disbursement vouchers	2. Release and forward disbursement vouchers with supporting documents	None	2 minutes per voucher	<i>Bookkeeper III</i> Municipal Accounting Office
TOTAL PROCESSING TIME			9 minutes per voucher	

**OFFICE OF THE
MUNICIPAL BUDGET OFFICER
EXTERNAL SERVICE**

1. Review & Endorsement of Barangay Budget

Ensures compliance with statutory & contractual obligation & budgetary requirements prior to the review & approval by the Sangguniang Bayan.

Office of Division	Office of the Mun. Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Barangays			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Transmittal letter of the Brgy. Secretary		Barangay		
2. Message of Punong Barangay, Appropriation Ordinance		Barangay		
3. Budget of Expenditure & Sources		Barangay		
4. Barangay. Development Plan		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	1 minute	<i>Municipal Budget Officer</i> Municipal Budget Office
2. Submit Barangay Budget & Annual Development Plan	2. Check the completeness of documents & instruct client to wait for the review & recommendation of the Sangguniang Bayan	None	1 day	<i>Municipal Budget Officer</i> Municipal Budget Office

3. Wait for the review & recommendation of the Sangguniang Bayan	3. Review & evaluate the Budget & Development Plan		1 hour	<i>Municipal Budget Officer</i> Municipal Budget Office
	3.1. Forward reviewed budget & ADP to Sangguniang Bayan		2 mins.	<i>Municipal Budget Officer</i> Municipal Budget
TOTAL PROCESSING TIME			1 Day 1 Hour and 3 Minutes	

**OFFICE OF THE
MUNICIPAL BUDGET OFFICER
INTERNAL SERVICE**

1. Processing of Obligation Request

The obligation request is a pre-requisite in payment of claims. This is to certify the availability of appropriation/allotment and fund obligated for a certain purpose by the municipal Budget Officer.

Office of Division	Office of the Municipal. Budget Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may Avail:	All Offices			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Vouchers with supporting documents, Payrolls and Purchase Requests				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit vouchers, payrolls with supporting documents together with 3 copies of Obligation request with signature of the department Head.	1. Receives the Voucher ,Payroll, Purchase Request	None	1 minute	<i>Municipal Budget Officer</i> Municipal Budget
	2. The Budget Office determines availability of appropriation/allotment	None	2 minutes	<i>Municipal Budget Officer</i> Municipal Budget
	3. The Budget Office controls and records in the control book/card	None	2 minutes	<i>Municipal Budget Officer</i> Municipal Budget
	4. The Budget Officer signs the obligation request	None	30 seconds	<i>Municipal Budget Officer</i> Municipal Budget
	5. The Budget Office detaches copy of the Obligation Request	none	30 seconds	<i>Municipal Budget Officer</i> Municipal Budget
	6. The Budget Office submits documents to accounting Office	none	1 minute	<i>Municipal Budget Officer</i> Municipal Budget
TOTAL PROCESSING TIME			7 MINUTES	

**OFFICE OF THE
MUNICIPAL TREASURER
EXTERNAL SERVICE**

1. COLLECTION OF REAL PROPERTY TAXES

Owner of land, house, and lots, machineries and buildings are required to pay property taxes annually. Taxable value is based on the Municipal Assessor's schedule of fair market values. Discounts are given to those who pay in advance.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who my avail:	All owners of land, house, and lots, machineries and buildings within the jurisdiction of the municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of last payment (OR) (1 original or photocopy)		Municipal Treasurer's Office (MTO)		
2. Tax Declaration (1 original copy or Photocopy)		Municipal Assessor's Office (MAO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In Logbook and Submit required documents	1.1. Review and validate the completeness and assessment based on submitted documents. 1.2. Compute Tax Due	None	15 mins	<i>Local Revenue Collection Officer I</i> Municipal Treasurer's Office
2. Pay Tax Due	2. Issued Official Receipt (OR) and accept Payment.	Please refer to the schedule below.	5 mins	<i>Local Revenue Collection Officer I</i> Municipal Treasurer's Office
TOTAL PROCESSING TIME			20 MINUTES	

Formula:

Assessed Value X Discounts / Penalties = Value X 2(Basic & SEF) = Total Tax Due

For Updated Payments:

Discounts to Avail:

From December 15-31 – 20%

From January 01 – March 31 - 10%

Interest on unpaid RPT:

2% per month after March 31

Penalties for Unpaid Back Taxes:

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2021	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%
2020	48%	48%	48%	48%	48%	48%	48%	48%	48%	48%	48%	48%
2019 & BELOW	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%

2. Tax Payment Certification, Tax Clearance/Certificate of Non-Delinquency

Certifications/Clearance issued for their prompt payment of Real Property Taxes and payment of other tax obligations. Tax Clearance/Certificate of Non-Delinquency is a requirement of Business Permit which is requested by business owners with real properties declared under his/her name and for transfer of land ownership.

Office or Division:	Office of the Municipal Treasurer
Classification:	Simple
Type of Transaction:	G2C – Government to Government; G2B-Government to Business
Who my avail:	All Tax payers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of last payment (OR) (1 original or photocopy)		Municipal Treasurer's Office (MTO)		
2. Tax Declaration (1 original copy or Photocopy)		Municipal Assessor's Office (MAO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In logbook and Present either one the requirement stated.	1. Receive the required documents	NONE	5 mins	Administrative Aide IV Municipal Treasurer's Office
	1.2. Verify and process the request		5 mins	
2. Pay the required fee	2. Issued Official Receipt (OR) and accept Payment.	PHP 100.00	5 mins	Administrative Aide IV Municipal Treasurer's Office
TOTAL PROCESSING TIME			15 MINUTES	

3. ISSUANCE OF COMMUNITY TAX CERTIFICATION (CTC)

A Community Tax Certificate shall be issued to every inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during the calendar year; an individual who is engaged in business or occupation; an individual who owns real property with an aggregate assessed value of One Thousand Pesos (Php1,000.00) or more; and an individual who is required by law to file an income tax return. A Community Tax Certificate may also be issued to any person not subject to the community tax upon payment of one peso (Php1.00). The Community Tax shall accrue on the first (1st) day of January of each year and shall be paid not later than the last day of February of each year.

Office or Division:	Office of the Municipal Treasurer
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen; G2B-Government to Business
Who my avail:	All Residents of the Municipality

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		Municipal Treasurer's		
2. Any Valid ID		Any Government Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the form.	1. Verifies given information	NONE	5 mins	Administrative Aide IV Municipal Treasurer's Office
	1.2. Issues the CTC			
2. Sign and pay the tax due	2. Released the CTC	Please refer to the schedule below.	5 mins	Administrative Aide IV Municipal Treasurer's Office
Total Processing Time			10 mins	

BASIC:	
INDIVIDUAL:	PHP 5.00 + PHP 1.00 for every PHP 1,000.00 of Gross Receipts / Salaries / Income from Real Property
PENALTY:	Interest of 24 % yearly in charged on top of the total Community Tax Certificate is issued after April of the applicable year.

4. Payment of Fees with order of payment and Citation Tickets

Issuance of Accountable Form No. 51 to the Barangays for their Issuance of Barangay Clearance, Barangay Business Clearances and other Certifications.

Office or Division:	Office of the Municipal Treasurer
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen; G2B-Government to Business
Who my avail:	All Residents of the Municipality

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payments Birth, Marriage, Death Certificate Other pertaining to Civil Registry Document Certified True Copies of Tax Declarations, and other Certifications pertaining to real properties. Land Use and Zoning Fee, Locational Clearance Building Permit Fee, Line and Grade Plumbing Permit, Electrical Permit, Fencing Permit Fee Occupancy Permit Fee and Annual Inspection Fee. Citation Tickets Mayor's Clearance		Office of the Municipal Civil Registrar Office of the Municipal Assessor Office of the Municipal Planning and Development Officer Office of the Municipal Engineer Municipal Police Station Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment.	1. Receives Order of Payment / Citation Ticket	None	10 mins	Administrative Aide IV Municipal Treasurer's Office
2. Pay the required fees and charges	2. Accept payment and issue Official Receipt	Refer on the fees attached in the issuing offices	5 mins	Administrative Aide IV Municipal Treasurer's Office
Total Processing Time			15 mins	

5. Application to Lease Market Stall

Contract of Lease are being applied by existing lessor (for renewal) and Potential Market lessors prior for the use of Market Stalls

Office of Division	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may Avail:	All Market Lessor and Interested Potential Lessor			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Letter Request (1 original copy) 2. Duly Accomplished Application Form (3 original copies)			Applicant Municipal Treasurer's Office (MTO)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Client logbook	1. None	None	3 mins	Revenue Collection Clerk II Municipal Treasurer's Office
2. Submit Duly Accomplished Application Form and Letter Request	2. Review and Assess Submitted Application Form	None	30 mins	Revenue Collection Clerk II Municipal Treasurer's Office
3. Proceed to the MTO and pay for the corresponding fees	3. Issue Official Receipt	PHP 2,000.00 (1 month deposit)	30 mins	Revenue Collection Clerk II Municipal Treasurer's Office
4. Present Official Receipt and Receive the Notice of Award and Sign the Contract.	4. Issue Notice of Award to the Lessor and Contract.	None	30 mins	Revenue Collection Clerk II Municipal Treasurer's Office
TOTAL PROCESSING TIME			1 HOUR and 33 MINUTES	

6. Payment of Stall Rentals

Stall Rental Fes are paid on the following schedule. Failure of payment on schedule would incur a surcharge of 25% of the total rent due.

San Vicente Town Mall – 1st Week of the Month.

San Vicente Farmer’s Ecological and Tourist Friendly Market – 1st Week of the Month

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who my avail:	All Stall Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any staff of the Treasurer’s Office and state purpose of visit’	1. Check Ledger of Stall Holders and compute rental fees	None	5 mins	Revenue Collection Clerk II Municipal Treasurer’s Office
2. Pay the required fee and receive official receipt	2. Accept Payment and Issued Official Receipt (OR)	Refer to List of Fees Below	10 mins	Revenue Collection Clerk II Municipal Treasurer’s Office
TOTAL PROCESSING TIME			15 MINUTES	

LIST OF FEES				
SAN VICENTE TOWN MALL				
MARKET SECTION	RENTAL	ELECTRIC	WATER	TOTAL MONTHLY DUES
Fruits and Vegetables	PHP 500.00	PHP 100.00	PHP 50.00	PHP 650.00
Fish	PHP 500.00	PHP 100.00	PHP 50.00	PHP 650.00
Meat	PHP 500.00	PHP 100.00	PHP 50.00	PHP 650.00
Ground Floor	PP 2,500.00	None	PHP 210.00	PHP 2,710.00
SAN VICENTE FARMER'S ECOLOGICAL AND TOURIST FRIENDLY MARKET				
	RENTAL	PHP 2,000.00		
	WATER	PHP 200.00		

7. Request for the Sealing of Metric Instruments of Weights

All instruments for determining weights and measures in all consumer and consumer related transactions shall be tested, calibrated and sealed every six (6) months by the official sealer who shall be Municipal Treasurer of his duly authorized representative upon payment of fees required.

Office of Division	Office of the Municipal Treasurer		
Classification:	Simple		
Type of Transaction:	G2B-Government to Business		
Who may Avail:	All market		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
Letter Request (1 original Copy)		Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Client logbook and submit Letter Request	1. Receive letter request	None	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
2. Pay corresponding fee	2. Receive payment and issue OR	Refer to List of Fees below	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
3. Present OR and wait for schedule	3. Inform the schedule of sealing	None	5 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
TOTAL PROCESSING TIME			25 MINUTES	

LIST OF FEES	
Kinds Of Sealing And Weighing Instruments	Amount Of Fee
(a) For sealing linear metric measures: <ul style="list-style-type: none"> • Not over one (1) meter • Measure over one (1) meter 	₱ 150.00 200.00
(b) For sealing metric measures of capacity: <ul style="list-style-type: none"> • Not over ten (10) liters • Over ten (10) liters 	₱ 150.00 200.00
(c) For sealing metric instruments of weights: <ul style="list-style-type: none"> • With capacity of not more than 30 kgs. • With capacity of more than 30 kgs. But not more than 300 kgs. 	₱ 200.00 300.00

<ul style="list-style-type: none"> • With capacity of more than 300 kgs/ but not more than 3,000 kgs. • With capacity of more than 3,000 kgs. 	<p>300.00</p> <p>400.00</p>
(d) For sealing apothecary balances of precision	₱ 400.00
(e) For sealing scale or balance with complete set of weights <ul style="list-style-type: none"> • For each scale or balance or other balance with complete set of weights for use therewith • For each extra weight 	<p>₱ 400.00</p> <p>100.00</p>
(f) For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, and addition service charge shall be collected	₱ 500.00

8. Issuance of Check

Check – issued to employees and officials, government entities, private individuals, suppliers/business owners and contractors or their authorized representative for the payment of their claims and services rendered.

Office or Division:	Office of the Municipal Treasurer	
Classification:	Simple	
Type of Transaction:	G2C, G2B, G2G	
Who my avail:	ALL	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Preparation and Approval of Check Approved Disbursement Voucher (3 original copies)		Accounting Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Office Client Log Book and present the requirements	Verifies the requirements	None	5 mins	Municipal Treasurer Municipal Treasurer's Office
	<p>1. Accept the approved disbursement voucher from Accounting Office</p> <p>1.1 prepare and sign the check</p> <p>1.2 Record transaction details at the Check Register.</p> <p>1.3 Forward documents to the Office of the Municipal Mayor for Check approval</p>	None	30 minutes	Municipal Treasurer Municipal Treasurer's Office
	<p>2. Sign in the Record Book of the Municipal Treasury Office for receiving the documents And Record check for approval</p> <p>2.1. Review and Approve check</p> <p>2.2 Forward approved check to Accounting Office for the Accountant's Advice</p>	None	5 minutes	Municipal Mayor Mayor's Office
	<p>3. Prepare Accountant's Advice</p> <p>3.1 Approve Accountant's Advice and forward to Treasury Office</p>	None	5 minutes	Bookkeeper III Accounting Office

Submit request form and other required document.	Receive the request form and other document, verify the submitted document.	None	30 mins	Municipal Treasurer Municipal Treasurer's Office
Prepare and Issue Official Receipt, sign in the disbursement voucher and the check register for receiving the check payment.		None	30 mins	Municipal Treasurer Municipal Treasurer's Office
Receive/Claim the check	Issue the check	None	30 mins	Municipal Treasurer Municipal Treasurer's Office
TOTAL PROCESSING TIME			2 HOURS AND 15 MINUTES	

9. Disbursement (Supplier, Contractor and Others)

Municipal Treasurer's Office takes charge of the disbursement of all government funds as provided under Sec. 470 (d)(3) of RA 7160 otherwise known as the Local Government Code. This includes Disbursements through payroll for payment of salaries, other emoluments of government employees and miscellaneous operating expenses of government activities.

Office or Division:	Office of the Municipal Treasurer	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who my avail:	Barangay Treasurers of the Municipality of San Vicente	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Disbursement Vouchers (3 Original Copies)		Municipal Accountant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Documents	Certification as to Availability of Fund	none	5 mins	Municipal Treasurer Municipal Treasurer's Office
	Check Preparation	None	5 mins	Municipal Treasurer Municipal Treasurer's Office
	Acquire Check Advice from Accounting Office	None	5 mins	
Total Processing Time			15 MINS	

BUSINESS PERMITS AND LICENSES

1. Issuance of Business Permit

The business permit is a requirement for all enterprises operating within the territorial jurisdiction of the municipality. It is a document affirming the legitimacy of the business as well as proof that it has complied with mandatory requirements and has settled fees and taxes due to LGU.

Office or Division:	Business Permit and Licensing Office (BPLO)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who my avail:	All business operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR RENEWAL OF BUSINESS PERMIT		
1. Barangay Business Clearance (1 original copy)	Barangay Hall	
2. Mayor's Clearance (1 original copy)	Mayor's Office	
3. Annual Inspection	OBO	
4. Sanitary Permit (1 original copy)	Municipal Health Unit (MHU)	

5. DTI Registration (Single Proprietorship) SEC (Corporation)	DTI or SEC
6. Certificate of Delinquency or Updated RPT Official Receipt (1 original copy) or Certificate of No Property (1 original copy)	Municipal Treasurer's Office (MTO) Municipal Assessor's Office (MAO)
7. Fire Safety Inspection Certificate (1 BPLO Copy)	Bureau of Fire Protection (BFP)
** OTHER REQUIREMENTS (depending on the Line Of Business)	
• Certificate of Compliance for Gasoline Station / LPG-Retailer/Dealer (1 original copy)	Department of Energy (DOE)
• Contract of Lease (1 original copy) (if Lessee)	Lessor
• Market Clearance (1 original copy) if the business is within SVTM)	Market Administrator
• Department of Education Registration (1 original copy)	Department of Education
• DOT Accreditation Certificate for accommodation (1 original copy)	Department of Tourism
• Building Inspection Certificate for Business Rendering Services (1 original copy)	Municipal Engineering's Office
FOR NEW BUSINESS	
1. Occupancy Permit, if required by Municipal Engineer (1 original copy of Barangay Business Clearance for business which are not required Occupancy)	Engineering's Office Municipal's Treasurer's Office (MTO)
2. Mayor's Clearance (1 original copy)	Mayor's Office
3. Sanitary Permit (1 original copy)	Municipal Health Unit (MHU)
4. Certificate of Delinquency / Update RPT Official Receipt or Certificate of No Property	Municipal Treasurer's Office (MTO) Municipal Assessor's Office (MAO)
5. Fire Safety Inspection Certificate (FSIC) (1 BPLO Copy)	Bureau of Fire Protection (BFP)

** OTHER REQUIREMENTS (depending on the Line of Business)				
• Contract of Lease (if Lessee)		Lessor		
• SVTM Application Form (if Business is within SVTM)		Municipal Treasurer's Office (MTO)		
<ul style="list-style-type: none"> • Proof of Business Registration <ul style="list-style-type: none"> ➤ Business Registration for Single Proprietorship (1 photocopy) ➤ Articles of Incorporation for Corporation (1 photocopy) ➤ By Laws for Cooperative (1 photocopy copy) 		Department of Trade and Industry (DTI) Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)		
• Contract of Lease (if Lessee) (1 original and 2 photo copy)		Lessor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook and submit required documents	1. Review and validate the completeness and assessment based on submitted documents.	None	10 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Business Plate for (New Registration) PHP 300.00 Mayor's Permit Please see Table I Below for the fees (Ref. Revised Revenue Code 2019)	15 mins	<i>Municipal Treasurer</i> Treasury Office

		Chapter III, Article A, Section 3A) Business Tax (for renewal) Please see Table II Below for the fees		
		(Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 2A) Business Tax for New		
3. Present OR and Claim Mayor's Permit	3. Verify OR Prepare and Release Mayor's Permit	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

TABLE I - Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 3A) Mayors Permit Rate

MAYOR'S PERMIT FEE		
Enterprise Scale	Asset Limit	Workforce
Micro-Industry	₱ 150,000 and below	No specific
Cottage Industries	Above ₱ 150,000 to ₱ 1.5M	Less than 10
Small-scale Industries	₱ 1.5M to ₱ 15M	10-99
Medium-scale Industries	₱ 15M to ₱ 60M	100-199
Large-scale Industries	Above ₱ 60M	200 or more

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

CLASSIFICATION / CATEGORY	RATE OF FEE / PER ANNUM
On Manufacturers/Importers/Producers	
Micro-Industry	PHP 250.00
Cottage Industries	PHP 500.00
Small-scale Industries	PHP 1,000.00
Medium-Scale Industries	PHP 1,500.00
Large-Scale Industries	PHP 3,000.00
On Banks	
Rural, Thrift and Savings Banks	PHP 3,000.00
Commercial, Industrial and Development Banks	PHP 5,000.00
Universal Banks	PHP 7,000.00
	PHP 10,000.00
On Other Financial Institutions	
Small	PHP 2,000.00

Medium	PHP 4,000.00
Large	PHP 6,000.00
On Contractors/Service Establishments	
Micro-Industry Cottage Industries	PHP 500.00
Small-scale Industries	PHP 1,000.00
Medium-Scale Industries	PHP 1,500.00
Large-Scale Industries	PHP 2,000.00
	PHP 2,500.00
On Wholesalers/Retailers/Dealers or Distributors	
Micro-Industry	PHP 1,000.00
Cottage Industries	PHP 1,500.00
Small-scale Industries	PHP 1,800.00
Medium-Scale Industries	PHP 2,000.00
Large-Scale Industries	PHP 2,500.00
On Wholesalers/Retailers/Dealers or Distributors of Cigarettes, Liquor and Wine	
Micro-Industry	PHP 1,500.00
Cottage Industries	PHP 2,000.00
Small-scale Industries	PHP 2,500.00
Medium-Scale Industries	PHP 3,000.00
Large-Scale Industries	PHP 3,500.00
On Trans-loading Operations	
Medium	PHP 7,000.00
Large	PHP 12,000.00
Other Businesses	
Micro-Industry	PHP 500.00

Cottage Industries	PHP 1,000.00
Small-scale Industries	PHP 1,500.00
Medium-Scale Industries	PHP 2,000.00
Large-Scale Industries	PHP 2,500.00

TABLE II- Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 2A) BUSINESS TAX RATE

1. On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,600.00
500,000.00 or more but less than 750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	16,500.00
2,000,000.00 or more but less than 3,000,000.00	19,800.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00
4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00

6,500,000.00 or more	At a rate of forty-five percent (45%) of one percent (1
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(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,960.00

300,000.00 or more but less than 500,000.00	5,280.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more	at a rate of sixty percent (60%) of one percent (1%)

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate of one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Section:

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rate of one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Section.

(d) On retailers.

Amount of Gross Sales/ Receipts For the Preceding Calendar Year	Amount of Tax per Annum
P400,000.00 or less	2%
More than P400,000.00	1%

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (P 30,000.00) subject to existing laws and regulations.

(e) On contractors and other independent contractors in accordance with the following schedule.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	33.00
5,000.00 or more but less than 10,000.00	73.92
10,000.00 or more but less than 15,000.00	125.40
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
2,000,000.00 or more	at a rate of sixty percent (60%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than ₱11,500.00.

- (f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.
- (g) On businesses hereunder enumerated, the graduated tax rates are hereby imposed:
1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;
 2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses,

carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.

3. Commission agents
4. Lessors, dealers, brokers of real estate;
5. On travel agencies and travel agents
6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
7. Subdivision owners/ Private Cemeteries and Memorial Parks
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
10. Operators of Cable Network System
11. Operators of computer services establishment
12. General consultancy services
13. All other similar activities consisting essentially of the sales of services for a fee.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	27.50
5,000.00 or more but less than 10,000.00	61.60
10,000.00 or more but less than 15,000.00	104.50
15,000.00 or more but less than 20,000.00	165.00
20,000.00 or more but less than 30,000.00	275.00
30,000.00 or more but less than 40,000.00	385.00
40,000.00 or more but less than 50,000.00	550.00
50,000.00 or more but less than 75,000.00	880.00
75,000.00 or more but less than 100,000.00	1,320.00
100,000.00 or more but less than 150,000.00	1,980.00
150,000.00 or more but less than 200,000.00	2,640.00
200,000.00 or more but less than 250,000.00	3,630.00

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
250,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 400,000.00	6,160.00
400,000.00 or more but less than 500,000.00	8,250.00
500,000.00 or more but less than 750,000.00	9,250.00
750,000.00 or more but less than 1,000,000.00	10,250.00
1,000,000.00 or more but less than 2,000,000.00	11,500.00
2,000,000.00 or more	at a rate of fifty percent (50%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than PHP11,500.00.

(h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of PHP 50.00 per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddler's tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

2. ISSUANCE OF MOTORIZED TRICYCLE OPERATORS PERMIT (MTO)

Motorized Tricycle Operator's Permit (MTO) is a document granting franchise or license to a person, natural or juridical, allowing him to operate tricycles-for-hire over specified zones.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who my avail:	All applicants who desire to operate a Motorized Tricycle for Hire.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. No Smoking Sticker		Municipal Health Unit (MHU)		
2. Community Tax Certificate (CTC)		Barangay Hall or Municipal Treasurer's Office (MTO)		
3. Driver's License (1 photocopy)		Land Transportation Office (LTO)		
4. Official Receipt / Certificate of Registration (1 photo Copy)		Land Transportation Office (LTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook and Submit required documents	1. Review and validate the completeness and assessment based on submitted documents.	None	15 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Mayor's Permit PHP 150.00 Annual Fee PHP 300.00	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office

		Filing Fee PHP 165.00		
		For New Registration MTOF FEE PHP 100.00		
		Tricycle Plate Fee PHP 250.00		
3. Present OR and Claim Mayor's Permit	3. Release Mayor's Permit	NONE	20 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			45 MINUTES	

3. ISSUANCE OF BUSINESS RETIREMENT /CESSATION CERTIFICATE

Any person natural or juridical, subject to the tax on business under Article A, Chapter 11 of this Ordinance shall, upon termination of the business, submit a sworn statement of the gross sales or receipts for the current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated. For the purposes hereof, termination shall mean that business operations are stopped completely. Any change in ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new owner or manager or re-registration of the same business under a new name will only be considered by the LGU concerned for record purposes in the course of the renewal of the permit or license to operate the business.

Office or Division:	Business Permit and Licensing Office (BPLO)
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen

Who my avail:	All Operator/Owner with Registered Business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Mayor's Permit (1 original copy)		Business Owner		
2. Barangay Certificate stating the actual closure of the business (1 original copy)		Barangay Hall		
3. Market Clearance (if the business if within SVTM) (1 original copy)		SVTM Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Review and validate the completeness of submitted documents.	NONE	10 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
	1.2. Prepare Closure Certificate	None	5 mins	
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	PHP 100.00	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
3. Present OR and Claim Closure Certificate	3. Release Closure Certificate	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

4. ISSUANCE OF MOBILE TRADER'S PERMIT

A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

Office or Division:	Business Permit and Licensing Office (BPLO)
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Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who my Avail:	All mobile traders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Mayor's Permit (1 original copy)			Business Owner	
2. Sanitary Permit (1 original copy)			Municipal Health Unit (MHU)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In Logbook and Submit required documents	1. Review and validate the completeness of submitted documents.	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
	1.2. Prepare Traders Permit	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Mayors Permit PHP 500.00 Mobile Traders Tax one percent (1%) on the gross receipts	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
3. Present OR and Claim Mayors Permit	3. Release Traders Permit	NONE	3 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			23 MINUTES	

5. ISSUANCE OF PERMIT TO HANG STREAMERS, PRODUCT PROMOTION

These permits are regulatory in nature. Fees are collected to cover the cost of regulation and maintenance of these facilities.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who my avail:	All Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Hanging Streamers 1. Letter Request			Applicant	
For Product Promotion 1. Letter Request 2. Mayor's Permit			Applicant Mayors Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In Logbook And Submit required documents	1. Review and validate the completeness of submitted documents.	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
	1.2. Prepare Mayor's Permit	NONE	5 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	PHP 100.00/pc	10 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office

3. Present OR and Claim Mayor's Permit'	3. Release Mayor's Permit	NONE	10 mins	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

6. Processing of Permit to Conduct of Mobile Advertisement to Promote A Product Parade or Motorcade, Work Permit and Use of San Vicente Municipal Gymnasium

All business applicants seeking for an advertisement within the municipality.

Office of Division	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may Avail:	All business establishments			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Request Letter		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook	1. Entertain client.	None	1 minute	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Submit application letter and wait while document is being reviewed	2. Review the document submitted	None	3 mins.	<i>Licensing Officer I</i> Business Permit and Licensing Office
3. Get order of payment	3. Issue order of payment and Prepare Permit	None	3 mins.	<i>Licensing Officer I</i> Business Permit and Licensing Office

4. Pay the required fees .	4. Issues the Official Receipt	<p>Daytime rate PHP 300.00 in first 4 hours plus PHP 100.00 /hour excess</p> <p>Daytime rate with sounds & video PHP 400.00 in first four hours plus PHP 150.00 per hour excess</p> <p>Night time rate PHP 500.00 in first 4-hours plus PHP 200.00 / hour excess</p> <p>-Night time rate with sounds & video PHP 600.00 in first four hours plus PHP 200 per hour excess</p>	2 mins.	Admin. Aide IV Treasury Office
5. Receive / Get Permit	5. Release Permit	None	1 minute	<i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			10 INUTES	

7. Issuance of Mayor's Permit

All business applicants in the municipality.

Office of Division	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may Avail:	All business establishments			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Request			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required document	1. Review and scan requirements 2. Enter application details at the system 3. Verify and send application to the endorsing offices (Building, Health and BFP)	None	5 mins. 5 mins. 2 mins.	<i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay bills based on Local Revenue Code	1. Assess and issue official receipts 2. Send back the application to BPLO	Business Plate (new registration) Php 300.00	15 mins.	<i>Licensing Officer I</i> Business Permit and Licensing Office
3. Claim Mayor's Permit	1. Print and Release Mayor's Permit	None	5 mins.	<i>Licensing Officer I</i> BPLO
TOTAL PROCESSING TIME			32 MINUTES	

**OFFICE OF THE
MUNICIPAL TREASURER
INTERNAL SERVICE**

1. Issuance of AF #51 to barangays

Issuance of Accountable Form #51 to the Barangays for their issuance of Barangay Clearance, Barangay Business Clearance and other Certifications

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who my avail:	Barangay Treasurers of the Municipality of San Vicente			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition & Issue Slip (2 original Copies)		Barangay Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Office Client Log Book and present the requirements	1. Verifies the requirements	none	5 mins	<i>Bookkeeper I</i> Municipal Treasurer's Office
2. Pay the required Fees'	2. Receive payment and issues OR	P100.00 per booklet	5 mins	<i>Bookkeeper I</i> Municipal Treasurer's Office
3. Sign the logbook and Receive the Accountable Form #51	3. Record the transaction in the logbook and release the Accountable form	none	5 mins	<i>Bookkeeper I</i> Municipal Treasurer's Office
Total Processing Time			15 minutes	

2. Issuance of Check

Check – issued to employees and officials, government entities, private individuals, suppliers/business owners and contractors or their authorized representative for the payment of their claims and services rendered.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who my avail:	ALL MUNICIPAL EMPLOYEES & OFFICIALS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Preparation and Approval of Check Approved Disbursement Voucher (3 original copies)			Accounting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Office Client Log Book and present the requirements	1. Verifies the requirements	None	5 minutes	<i>Municipal Treasurer</i> Municipal Treasurer's Office
	1.2. Accept the approved disbursement voucher from Accounting Office 1.3. Prepare and sign the check 1.4. Record transaction details at the Check Register. 1.5. Forward documents to the Office of the Municipal Mayor for Check approval 2. Sign in the Record Book of the Municipal Treasury Office for receiving the documents and Record check for approval	None	30 minutes	<i>Municipal Treasurer</i> Municipal Treasury Office
		None	5 minutes	

	2.2. Review and Approve check 2.3 Forward approved check to Accounting Office for the Accountant's Advice			<i>Municipal Mayor Mayor's Office</i>
	3. Prepare Accountant's Advice	None	5 minutes	<i>Bookkeeper III Accounting Office</i>
	3.1. Approve Accountant's Advice and forward to Treasury Office			
Submit request form and other required document.	Receive the request form and other document, verify the submitted document.	None	30 mins	<i>Municipal Treasurer Municipal Treasury Office</i>
Sign in the disbursement voucher and the check register for receiving the check payment.		None	30 mins	<i>Municipal Treasurer Municipal Treasury Office</i>
Receive /Claim the check	Issue the check		30 mins	<i>Municipal Treasurer Municipal Treasury Office</i>
TOTAL PROCESSING TIME			2 HOURS AND 15 MINUTES	

3. DISBURSEMENT OF SALARIES AND WAGES

The payroll is used for the payment of salaries and other emoluments of government employees.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who my avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Payroll	1. Cash Distribution to payroll in-charge	NONE	5 mins	<i>Municipal Treasurer</i> Municipal Treasurer's office
2. Received Salary	3. Salary Distribution	NONE	30 mins	<i>Municipal Treasurer</i> Municipal Treasurer's office
Total Processing Time			35 MINUTES	

**OFFICE OF THE
MUNICIPAL ENGINEER
EXTERNAL SERVICE**

1. Issuance of Building Permit

Issued to prospective residents planning to construct/renovate building structures.

Office of Division	Office of the Municipal Engineer	
Classification:	Simple	
Type of Transaction:	G2C	
Who may Avail:	All Municipal Residents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notarized Unified Application Form for Building Permit, Electrical Permit and Plumbing Permit (4 sets original)	Office of the Municipal Engineer	
2. Complete set of plans in A3 size signed and sealed by designing Licensed Civil Engineer/Architect (4sets original)	Licensed Civil Engineer/Architect in-charge of construction	
3. Complete set of specifications (4sets original)	Licensed Civil Engineer/Architect in-charge of construction	
4. Bill of Materials and Cost Estimates (4 sets original)	Licensed Civil Engineer/Architect in-charge of construction	
5. Clear copies of the PTR (Professional Tax Receipt) and PRC license (front and back with signature) of all signed professionals (1 photocopy)	Licensed Civil Engineer/Architect in-charge of construction	
6. Structural Design Analysis for two - storey building (4 sets original)	Licensed Civil Engineer/Architect in-charge of construction	
7. Boring and Plate Load Test and Seismic Analysis for more than two – storey building	Licensed Civil / Geodetic Engineer	
8. Locational Clearance (1 original copy)	Municipal Planning and Development Office (MPDO)	
9. Fire Safety Evaluation Certificate (1 Office of the Building Official (OBO original copy)	Bureau of Fire Protection (BFP)	
10. Occupational Safety and Health from DOLE (Commercial Building Only)	DOLE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill-up logbook	1.1 None	None	1 minute	<i>Engineering Staff Municipal Engineer's Office</i>
1.2 Submit documentary requirements and wait while documents are being reviewed and assessed	1.2 Review and assess the completeness of submitted documents	None	1 hour	
	1.3 Issuance of Order of Payment	None	5 minutes	
	1.4 Check the availability of schedule for inspection	None	20 minutes	
2. Receive the receiving copy with scheduled date of inspection	2. Site Inspection	None	1 day	<i>Municipal Engineer Municipal Engineer's Office</i>
3. Proceed to the Municipal Treasurer's Office; Present the Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 mins.	<i>Administrative Aide IV Treasurer's Office</i>
4. Present Official receipt and receive the Approved Building Permit	4. Record OR Number and Release Building Permit	None	30 mins.	<i>Municipal Engineer Municipal Engineer's Office</i>
TOTAL			1 day, 2 hours and 26 minutes	

2. Issuance of Occupancy Permit

Issued to building owners for electrical connection purposes.

Office of Division	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Approved Building Permit (1 original copy)			Office of the Municipal Engineer	
2. Notarized Unified Application Form for Occupancy Permit (3 sets original copy)			Office of the Municipal Engineer	
3. Certificate of Completion (3 sets original copy)			Office of the Municipal Engineer	
4. Construction Logbook (1 original copy)			Licensed Civil Engineer / Architect in-charge of Construction	
5. Photograph of the completed structure (1 original copy)			Licensed Civil Engineer / Architect in-charge of Construction	
6. Fire Safety Inspection Certificate (1 Office of the Building Official (OBO) original copy)			Bureau of Fire Protection (BFP)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill-up logbook	1.1. None	None	1 minute	<i>Engineering Staff Municipal Engineer's Office</i>
1.2 Submit requirements and wait while documents are being reviewed.	1.2. Review documents presented	None	1 hour	
	1.3. Issue Order of Payment	None	4 minutes	
		None	20 minutes	

	1.4. Check the availability of schedule for inspection			
2. Receive the receiving copy with scheduled date of inspection	2sa. Site Inspection	None	1 day	<i>Municipal Engineer Municipal Engineer's Office</i>
3. Proceed to the Municipal Treasurer's Office; Present Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 minutes	<i>Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive Occupancy Permit	4. Record OR Number and release Occupancy Permit	None	30 minutes	<i>Municipal Engineer Municipal Engineer's Office</i>
5. Present Official Receipt and Receive Occupancy Permit	5. Record OR Number and release Occupancy Permit	None	30 minutes	<i>Municipal Engineer Municipal Engineer's Office</i>
TOTAL			1 day 2 hours and 25 minutes	

3. Provision of Technical Assistance

Provided to Barangay Officials/Sangguniang Kabataan for the preparation of Program of Works & Inspection of Proposed & Completed Projects.

Office of Division	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Annual Development Plan		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook	1. Interview for data gathering	None	5 minutes	<i>Engineering Staff</i> <i>Municipal Engineer's Office</i>
2. Accompany the Engineer for Site Inspection	2. Site inspection	None	1 day	<i>Municipal Engineer</i> <i>Municipal Engineer's Office</i>
3. Wait while program of work and plan is being prepared	3. Prepare program of work and plan (if necessary)	None	3 days	<i>Municipal Engineer</i> <i>Municipal Engineer's Office</i>

4. Receive Program of Work and Plan	4. Release Program of Work and Plan	None	30 minutes	<i>Municipal Engineer</i> <i>Municipal Engineer's Office</i>
TOTAL PROCESSING RIME			2 DAYS and 35 MUNITES	

4. Request for Assistance for Clearing Obstruction

Provided to Barangay for the assistance in clearing obstruction.

Office of Division	Office of the Municipal Engineer			
Classification:	simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All barangay			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Letter Request		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up logbook.	1.None	None	2 minutes	<i>Engineering Staff</i> <i>Municipal Engineer's Office</i>

2. Submit Letter Request	1.1 Check the availability of schedule	None	20 minutes	<i>Engineering Staff</i> <i>Municipal Engineer's Office</i>
3. Receive the receiving copy with the scheduled date of inspection	3. Site Inspection	None	1 hour	<i>Engineering Staff</i> <i>Municipal Engineer's Office</i>
TOTAL PROCESSING TIME			1 HOUR	

5. Issuance of Annual Inspection

Provided to all Mayor's Permit applicant for the Renewal of Business Permit

Office of Division	Office of the Municipal Engineer			
Classification:	simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Mayor's Permit Applicant			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook	1. None	None	1 minute	<i>Engineering Staff</i> <i>Municipal Engineer's Office</i>

2. Submit Application Form and wait while documents are being reviewed and assessed	2.1 Review and assess Application Form	None	30 minutes	<i>Engineering Staff</i>
	2.2 Issuance of Order of Payment	None	30 minutes	<i>Municipal Engineer's Office</i>
3. Present Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 minutes	<i>Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive Annual Inspection Certificate	4. Record OR Number and release Annual Inspection Certificate	None	30 minutes	<i>Municipal Engineer Municipal Engineer's Office</i>
TOTAL PROCESSING TIME			2 HOURS AND 1 MINUTE	

BIDS AND AWARDS COMMITTEE

1. Issuance of Bidding Documents

Issuance of Bidding Documents to any pre-qualified supplier/contractor

Office of Division	Office of the Bids and Awards Committee
Classification:	Simple
Type of Transaction:	G2B-Government to Business
Who may Avail:	Any pre-qualified private supplier/contractor

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook	1. Direct client to pay the Bidding Documents	None	3 minutes	BAC Secretary BAC Office
2. Proceed to the Municipal Treasurer's Office and Pay Bidding Documents	2. Issuance of Official Receipt	Depends on the Cost of Project Note: Please see attached table of fees	30 minutes	Administrative Aide IV Municipal Treasurer's Office
3. Present Official Receipt and Receive Bidding Documents	3. Issue Bidding Documents	None	30 minutes	BAC Secretary BAC Office
TOTAL PROCESSING TIME			1 hour and 3 minutes	

**NEW SCHEDULE OF FEES
AND OTHER CHARGES**

1. Bases of assessment

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost of Construction Per Sq. Meter

LOCATION	GROUPS		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	Php 10,000.00	Php 8,000.00	Php 6,000.00

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meter	P 2.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
iii. Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv. Above 50.00 sq. m to 100 sq. meters.....	4.80
v. Above 100.00 sq. m to 150 sq. meters.....	6.00
vi. Above 150.00 sq. meters	7.20

Sample Computation for Building Fee for a 75.00 sq. meters' floor area:

Floor area = 75.00 sq. meters
 Therefore area bracket is 3.a.iv.
 Fee = P 4.80/sq. meter
 Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meters.....	P 3.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
iii. Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
iv. Above 50.00 sq. meters to 100.00 sq. meters.....	6.60
v. Above 100.00 sq. meters to 150.00 sq. meters.....	8.00
vi. Above 150.00 sq. meters.....	8.40

c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 5000.....	P 23.00
ii. Above 5000 to 6000.....	22.00
iii. Above 6000 to 7000.....	20.50
iv. Above 7000 to 8000.....	19.50
v. Above 8000 to 9000.....	18.00
vi. Above 9000 to 10,000.....	17.00
vii. Above 10,000 to 15,000.....	16.00
viii. Above 15,000 to 20,000.....	15.00
ix. Above 20,000 to 30,000.....	14.00
x. Above 30,000.....	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

First 5000 sq. meters @ 23.00..... P 115,000.00

Next 1000 sq. meters @ 22.00.....	22,000.00
Next 1000 sq. meters @ 20.50.....	20,500.00
Next 1000 sq. meters @ 19.50.....	19,500.00
Next 1000 sq. meters @ 18.00.....	18,000.00
Next 1000 sq. meters @ 17.00.....	17,000.00
Next 5000 sq. meters @ 16.00.....	80,000.00
Next 5000 sq. meters @ 15.00.....	75,000.00
Next 10,000 sq. meters @ 14.00.....	140,000.00
Last 2000 sq. meters @ 12.00.....	24,000.00

Total Building Fee	P 531,000.00

d. Divisions C-2/D-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 5000.....	P 12.00
ii. Above 5000 to 6000.....	11.00
iii. Above 6000 to 7000.....	10.20
iv. Above 7000 to 8000.....	9.60
v. Above 8000 to 9000.....	9.00
vi. Above 9000 to 10,000.....	8.40
vii. Above 10,000 to 15,000.....	7.20
viii. Above 15,000 to 20,000.....	6.60
ix. Above 20,000 to 30,000.....	6.00
x. Above 30,000.....	5.00

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a. Total Connected Load (kVA)	Fee
i. 5 kVA or less.....	P 200.00
ii. Over 5 kVA to 50 kVA.....	P 200.00 + P 20.00/kVA
iii. Over 50 kVA to 300 kVA.....	1,100.00 + 10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	3,600.00 + 5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	9,600.00 + 2.50/kVA
vi. Over 6,000 kVA.....	20,850.00 + 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	Fee
i. 5 kVA or less.....	P 40.00
ii. Over 5 kVA to 50 kVA.....	P 40.00 + P 4.00/kVA
iii. Over 50 kVA to 300 kVA.....	220.00 + 2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	720.00 + 1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	1,920.00 + 0.50/kVA
vi. Over 6,000 kVA.....	4,170.00 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit	
i. Power Supply Pole Location.....	P 30.00/pole
ii. Guying Attachment.....	P 30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Wiring Permit	
	Electric Meter	Issuance
Residential	Php 15.00	Php 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5.Mechanical Fees

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

- i. Refrigeration (cold storage), per ton or fraction thereof..... P 40.00
- ii. Ice Plants, per ton or fraction thereof..... 60.00
- iii. Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton..... 90.00

- iv. Every ton or fraction thereof above 100 tons..... 40.00
- v. Window type air conditioners, per unit..... 60.00
- vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent..... 40.00
- vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.

For evaluation purposes:

- For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):
- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per ton, for above 5 up to 50 tons capacity.
- 0.70 kW per ton, for compressors above 50 tons capacity.

b. Escalators and Moving Walks, funiculars and the like:

- i. Escalator and moving walk, per kW or fraction thereof..... P 10.00
- ii. Escalator and moving walks up to to 20.00 lineal meters or fraction thereof..... 20.00
- iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters..... 10.00
- iv. Funicular, per kW or fraction thereof..... 200.00
- v. (a) Per lineal meter travel..... 20.00

vi. Cable car, per kW or fraction thereof.....	40.00
vii. (a) Per lineal meter travel.....	5.00
viii.	

c. Elevators, per unit:

i. Motor driven dumbwaiters.....	P 600.00
ii. Construction elevators for material.....	2,000.00
iii. Passenger elevators.....	5,000.00
iv. Freight elevators.....	5,000.00
v. Car elevators.....	5,000.00

d. Boilers, per kW:

i. Up to 7.5 kW.....	P 500.00
ii. Above 7.5 kW to 22 kW.....	700.00
iii. Above 22 kW to 37 kW.....	900.00
iv. Above 37 kW to 52 kW.....	1,200.00
v. Above 52 kW to 67 kW.....	1,400.00
vi. Above 67 kW to 74 kW.....	1,600.00
vii. Every kW or fraction thereof above 74 kW.....	5.00

NOTE: (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.

(b) Steam from this boiler used to propel any prime-mover is exempted from fees.

(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heaters, per unit	P 200.00
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f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.	60.00
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g. Automatic fire sprinkler system, per sprinkler head.....	4.00
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h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:

i.	Every kW up to 50 kW.....	P	25.00
ii.	Above 50 kW up to 100 kW.....		20.00
iii.	Every kW above 100 kW.....		3.00
i.	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet...	P	20.00
j.	Gas Meter, per unit	P	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher.....	P	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:		
i.	Up to 50 kW.....	P	10.00
iv.	Above 50 kW to 100 kW.....		12.00
v.	Every above 100 kW or fraction thereof.....		3.00
m.	Pressure Vessels, per cu. meter or fraction thereof.....	P	60.00
n.	Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....	P	60.00
o.	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof...	P	10.00
p.	Weighing Scale Structure, per ton or fraction thereof.....	P	50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6.Plumbing Fees

- a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains,

one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT" P 24.00

b. Every fixture in excess of one unit:

i.	Each water closet.....	P	7.00
ii.	Each floor drain.....		3.00
iii.	Each sink.....		3.00
iv.	Each lavatory.....		7.00
v.	Each faucet.....		2.00
vi.	Each shower head.....		2.00

c. Special Plumbing Fixtures:

i.	Each slop sink.....	P	7.00
ii.	Each urinal.....		4.00
iii.	Each bath tub.....		7.00
iv.	Each grease trap.....		7.00
v.	Each garage trap.....		7.00
vi.	Each bidet.....		4.00
vii.	Each dental cuspidor.....		4.00
viii.	Each gas-fired water heater.....		4.00
ix.	Each drinking fountain.....		2.00
x.	Each bar or soda fountain sink.....		4.00
xi.	Each laundry sink.....		4.00
xii.	Each laboratory sink.....		4.00
xiii.	Each fixed-type sterilizer.....		2.00

d. Each water meter..... P 2.00

i.	12 to 25 mm Ø	P	8.00
ii.	Above 25 mm Ø.....		10.00

e. Construction of septic tank, applicable in all Groups

- i. Up to 5.00 cu. meters of digestion chamber..... P 24.00
- iii. Every cu. meter or fraction thereof In excess of 5.00 cu. meters... .. 7.00

7. Electronics Fees

- a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, inter-Communication system and other types of switching/ routing/ distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications. P 2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/ structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location..... P 1,000.00 per location
- c. Automated teller machines, ticketing, vending & other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory & testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors..... P 10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics & communications services, irrespective of whether a user terminal is connected..... P 2.40 per outlet

- e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems & similar types of electronic or electronically-controlled installations whether a user terminal is connected..... P 2.40 per termination
- f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities P 1,000.00 per location
- g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/receptionP 1,000.00 per structure
- h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multimedia signs, etc..... P 50.00 per unit
- i. Poles and attachment:
 - i. Per Pole (to be paid by pole owner)..... P 20.00
 - iv. Per attachment (to be paid by any entity who attaches to the pole of others)..... 20.00
- j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above..... P 50.00 per unit

8. Accessories of the Building/Structure Fees

- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girt, whichever applies.

c. Bank and Records Vaults with interior volume up to 20.00 cu. meters..... P 20.00

i. In excess of 20.00 cu. meters..... 8.00

d. Swimming Pools, per cu. meter or fraction thereof:

i. Group A Residential..... P 3.00

ii. Commercial/Industrial GROUPS B, E, F, G..... 36.00

iii. Social/Recreational/Institutional GROUPS C, D, H, I..... 24.00

iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.

v. Swimming pool shower rooms/locker rooms:

(a) Residential GROUP A..... 6.00

(b) Group B, E, F, G..... 18.00

(c) Group C, D, H..... 12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof..... P 3.00

ii. Provided, that the minimum fee shall be..... 48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

Use or Character of Occupancy	Self- Supporting	Trilon (Guyed)
i. Single detached dwelling units.....	P 500.00	P 150.00
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00

Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
(a) Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	1,800.00	120.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
g. Storage Silos, up to 10.00 meters in height.....		P 2,400.00
i. Every meter or fraction thereof in excess of 10.00 meters.....		P 150.00
ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		
h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:		
i. Smokestacks, up to 10.00 meters in height, measured from the base.....		P 240.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....		12.00
ii. Chimney up to 10.00 meters in height, measured from the base.....		48.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....		2.00
i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor area		P 48.00
j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume....		12.00
k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....		12.00
i. Every cu. m or fraction thereof in excess of 2.00 cu. meters.....		P 12.00
ii. For all other than Groups A and B up to 10.00 cu. meters.....		480.00
(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters.....		24.00
l. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume.....		P 7.00
m. Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use:		

i.	Above ground, up to 10.00 cu. meters.....	P 480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters.....	480.00
ii.	Underground, up to 20.00 cu. meters.....	540.00
	Every cu. meter or fraction thereof in excess of 20.00 cu.meters.....	24.00
n.	Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:	
i.	Underground, per cu. meter or fraction thereof of excavation.....	P 3.00
ii.	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	3.00
iii.	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.	
o.	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:	
i.	Construction of permanent type.....	P 10.00
ii.	Construction of temporary type.....	5.00
iii.	Inspection of knock-down temporary type, per unit.....	24.00
p.	Construction of buildings and other accessory structures within cemeteries and memorial parks:	
i.	Tombs, per sq. meter of covered ground areas.....	P 5.00
ii.	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area.	5.00
iii.	Totally enclosed mausoleums, per sq. meter of floor area.....	12.00
iv.	Multi-level interment niches, per sq. meter, per level.....	5.00
v.	Columbarium, per sq. meter.....	18.00

9. Accessory Fees

a.	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters	P 24.00
i.	Every meter or fraction thereof in excess of 10.00 meters.....	2.40

b. Ground Preparation and Excavation Fee

i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/ easements and parking requirements.

(a) Inspection and Verification Fee.....	P 200.00
(b) Per cu. meters of excavation.....	3.00
Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
(d) Per cu. meter of excavation for foundation with basement.....	4.00
(e) Excavation other than foundation or basement, per cu. meter.....	3.00
(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00

c. Fencing Fees:

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P 3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof.....	4.00
iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter.....	2.40

d. Construction of Pavements, up to 20.00 sq. meters..... P 24.00

e. In excess of 20 sq. meters or fraction thereof of paved areas intended for commercial/ industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like P 3.00

f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month P 240.00

i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters P 12.00

g. Erection of Scaffoldings Occupying Public Areas, per calendar month.

- i. Up to 10.00 meters in length..... P 150.00
- ii. Every lineal meter or fraction thereof in excess of 10.00 meters..... 12.00

h. Sign Fees:

- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard Area P 120.00
 - (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters 24.00
- ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	Php 36.00	Php 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted On	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min fee shall be P 124.00	P 46.00, min fee shall be P 200.00
Illuminated	P 18.00, min fee shall be P 72.00	P 38.00, min fee shall be P 150.00
Others	P 12.00, min fee shall be P 40.00	P 20.00, min fee shall be P 110.00

Painted On	P 8.00, min fee shall be P 30.00	P 12.00, min fee shall be P 100.00
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i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P 5.00
- ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups..... 5.00
- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

- i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

- i. Buildings in all Groups per sq. meter floor area P 3.00
- ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences..... 4.00
- iii. Structures of up to 10.00 meters in height 800.00
 - (a) Every meter or portion thereof in excess of 10.00 meters 50.00
- iv. Appendage of up to 3.00 cu. meter/unit 50.00
 - (a) Every cu. meter or portion thereof in excess of 3.00 cu. Meters 50.00
- v. Moving Fee, per sq. meter of area of building/structure to be moved 3.00

10. Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

a. Division A-1 and A-2 Buildings:

i.	Costing up to P150,000.00.....	P	100.00
ii.	Costing more than P150,000.00 up to P400,000.00.....		200.00
iii.	Costing more than P400,000.00 up to P850,000.00.....		400.00
iv.	Costing more than P850,000.00 up to P1,200,000.00.....		800.00
v.	Every million or portion thereof in excess of P1,200,000.00.....		800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i.	Costing up to P150,000.00.....	P	200.00
ii.	Costing more than P150,000.00 up to P400,000.00.....		400.00
iii.	Costing more than P400,000.00 up to P850,000.00.....		800.00
iv.	Costing more than P850,000.00 up to P1,200,000.00.....		1,000.00
v.	Every million or portion thereof in excess of P1,200,000.00.....		1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i.	Costing up to P150,000.00.....	P	150.00
ii.	Costing more than P150,000.00 up to P400,000.00.....		250.00
iii.	Costing more than P400,000.00 up to P850,000.00.....		600.00
iv.	Costing more than P850,000.00 up to P1,200,000.00.....		900.00
v.	Every million or portion thereof in excess of P1, 200,000.00.....		900.00

d. Division J-I Buildings/structures:

i.	With floor area up to 20.00 sq. meters	P	50.00
ii.	With floor area above 20.00 sq. meters up to 500.00 sq. meters		240.00
iii.	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters		360.00
iv.	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters		480.00
v.	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....		1,200.00
vi.	With floor area above 10,000.00 sq. meters.....		2,400.00

e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
 - ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
 - iii. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - (a) First 10.00 meters of height from the ground P 800.00
 - (b) Every meter or fraction thereof in excess of 10.00 meters 50.00
- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affectedP 5.00

11. Annual Inspection Fees

- a. Divisions A-1 and A-2:
 - i. Single detached dwelling units and duplexes are not subject to annual inspections.
 - ii. If the owner request inspections, the fee for each of the services enumerated below is P 120.00
 - Land Use Conformity
 - Architectural Presentability
 - Structural Stability
 - Sanitary and Health Requirements
 - Fire-Resistive Requirements
- b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:
 - i. Appendage of up to 3.00 cu. meters/unit P 150.00
 - ii. Every cu. meter or fraction thereof in excess of 3.00 cu meters 50.00
 - iii. Floor area up to 100.00 sq. meters 120.00
 - iv. Above 100.00 sq. meters up to 200.00 sq. meters 240.00
 - v. Above 200.00 sq. meters up to 350.00 sq. meters 480.00
 - vi. Above three hundred 350.00 sq. meters Up to 500.00 sq. meters 720.00
 - vii. Above 500.00 sq. meters up to 750.00 sq. meters 960.00
 - viii. Above 750.00 sq. meters up to 1,000.00 sq. meters 1,200.00

ix.	Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	1,200.00
c. Divisions C-1, 2, Amusement Houses, Gymnasia and the like:		
i.	First class cinematographs or theaters	P 1,200.00
ii.	Second class cinematographs or theaters	720.00
iii.	Third class cinematographs or theaters	520.00
iv.	Grandstands/Bleachers, Gymnasia and the like.....	720.00
d.	Annual plumbing inspection fees, each plumbing unit.....	P 60.00
e. Electrical Inspection Fees:		
i.	A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.	
ii.	Annual Inspection Fees are the same as in Section 4.e.	
f. Annual Mechanical Inspection Fees:		
i.	Refrigeration and Ice Plant, per ton:	
	(a) Up to 100 tons capacity	P 25.00
	(b) Above 100 tons up to 150 tons	20.00
	(c) Above 150 tons up to 300 tons	15.00
	(d) Above 300 tons up to 500 tons	10.00
	(e) Every ton or fraction thereof above 500 tons	5.00
ii.	Air Conditioning Systems:	
	(a) Window type air conditioners, per unit	P 40.00
iii.	Packaged or centralized air conditioning systems:	
	(a) First 100 tons, per ton	25.00
	(b) Above 100 tons, up to 150 tons per ton	20.00
	(c) Above 150 tons, up to 300 tons per ton	15.00
	(d) Above 300 tons, up to 500 tons per ton	10.00
	(e) Every ton or fraction thereof above 500 tons	5.00

iv.	Mechanical Ventilation, per unit, per kW:		
	(a) Up to 1 kW	P	10.00
	(b) Above 1 kW to 7.5 kW		50.00
	(c) Every kW above 7.5 kW		20.00
v.	Escalators and Moving Walks; Funiculars and the like:		
	(a) Escalator and Moving Walks, per unit	P	120.00
	(b) Funiculars, per kW or fraction thereof		50.00
	(c) Per lineal meter or fraction thereof of travel		10.00
	(d) Cable Car, per KW or fraction thereof		25.00
	(e) Per lineal meter of travel		2.00
vi.	Elevators, per unit:		
	(a) Passenger elevators	P	500.00
	(b) Freight elevators		400.00
	(c) Motor driven dumbwaiters		50.00
	(d) Construction elevators for materials		400.00
	(e) Car elevators		500.00
	(f) Every landing above first five (5) landings for all the above elevators		50.00
vii.	Boilers, per unit:		
	(a) Up to 7.5 kW	P	400.00
	(b) 7.5 kW up to 22 kW		550.00
	(c) 22 kW up to 37 kW		600.00
	(d) 37 kW up to 52 kW		650.00
	(e) 52 kW up to 67 kW		800.00
	(f) 67 kW up to 74 kW		900.00
	(g) Every kW or fraction thereof above 74 kW		4.00
viii.	Pressurized Water Heaters, per unit.....	P	120.00
ix.	Automatic Fire Extinguishers, per sprinkler head.....	P	2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:		
	(a) Up to 5 kW.....	P	55.00

	(b) Above 5 kW to 10 kW.....		90.00
	(c) Every kW or fraction thereof above 10 kW.....		2.00
xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:		
	(a) Per kW, up to 50 kW.....	P	15.00
	(b) Above 50 kW up to 100 kW.....		10.00
	(c) Every kW or fraction thereof above 100 kW.....		2.40
xii.	Compressed air, vacuum, commercial/institutional/industrial gases, per outlet...	P	10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per u. meter or fraction thereof, whichever is higher.....	P	2.00
xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,		
	(a) Per unit, up to 10 kW.....	P	100.00
	(b) Every kW above 10 kW.....		3.00
xv.	Other machineries and/or equipment for commercial/industrial/ institutional use not elsewhere specified, per unit:		
	(a) Up to ½ kW.....	P	8.00
	(b) Above ½ kW up to 1 kW.....		23.00
	(c) Above 1 kW up to 3 kW.....		39.00
	(d) Above 3 kW up to 5 kW.....		55.00
	(e) Above 5 kW up to 10 kW.....		80.00
	(f) Every kW above 10 kW or fraction thereof		4.00
xvi.	Pressure Vessels, per cu. meter or fraction thereof	P	40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	P	2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof	P	30.00
xix.	Testing/Calibration of pressure gauge, per unit	P	24.00

- (a) Each Gas Meter, tested, proved and sealed, per gas meter..... 30.00
- xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit P 30.00
- g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.

12. Certifications:

- i. Certified true copy of building permit P 50.00
- ii. Certified true copy of Certificate of Use/Occupancy..... 50.00
- iii. Issuance of Certificate of Damage..... 50.00
- iv. Certified true copy of Certificate of Damage..... 50.00
- v. Certified true copy of Electrical Certificate..... 50.00
- vi. Issuance of Certificate of Gas Meter Installation..... 50.00
- vii. Certified true copy of Certificate of Operation..... 50.00
- viii. Other Certifications..... 50.00

NOTE: The specifications of the Gas Meter shall be:
 Manufacturer.....
 Serial Number.....
 Gas Type.....
 Meter Classification/Model.....
 Maximum Allowable Operating Pressure - psi (kPa).....
 Hub Size - mm (inch).....
 Capacity - m3/hr. (ft3/hr.).....

Nothing follows

**OFFICE OF THE
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
EXTERNAL SERVICE**

1. ISSUANCE OF CERTIFICATE OF LOCATIONAL CLEARANCES

This service issued to clients prior to the construction of new building or applying for expansion/renovation are required to secure Zoning Clearance upon application of Building Permit. This should be done before the start of construction to ensure that the building to constructed or activity to be undertaken is allowed in the area as per provision of the existing Comprehensive Land Use Plan of the municipality.

Office of Division:	Municipal Planning and Development Office (MPDO)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	General public, all Filipino Citizen who are requesting Locational Clearance	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished and notarized application form (1 Original Copy)	Municipal Planning and Development Office (MPDO)	
2. Any of the following proof of Right Over Land <ul style="list-style-type: none"> • Certificate of Original Title (OCT) (1 Photocopy) • Certified True Copy of Tax Declaration (1 Photocopy) * In case property is not registered in the name of applicant or authorized representative, submit any of the following: <ul style="list-style-type: none"> ➤ Deed of Sale or Deed of Donation (1 photocopy) ➤ Notarized Affidavit of Consent (1 original copy) ➤ Authorization to Use Land (1 original copy) ➤ Contract of Lease (1 photocopy) ➤ Sworn Special Power of Attorney for the representative to file to follow up application and claim decision of the application (1photocopy or original) 	Municipal Assessor's Office Applicant Applicant Municipal Planning and Development Office (MPDO) Applicant Applicant Applicant	
3. Vicinity Map (1 Original Copy) or	Municipal Assessor's Office	

Site Development Plan (1 Original Copy)			Applicant's Engineer	
4. Updated Real Property Tax Receipt (1 photocopy) or Tax clearance (1 Original Copy)of the			Applicant Municipal Treasury Office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book and Submit required documents	1. Review and Verify submitted documents.	None	5 minutes	Municipal Planning and Development Officer Municipal Planning and Development Office
	1.2. Conduct ocular site inspection if necessary and prepare result of evaluation with proper recommendation.	None	1 hour	Municipal Planning and Development Officer Municipal Planning and Development Office
	1.3. Assess and Issue Order of Payment.	None	45 minutes	Municipal Planning and Development Officer Municipal Planning and Development Office
2. Pay Corresponding Fees	2. Issue Official Receipt	Please see attached Housing and Land Use Regulatory Board (HLURB) 2013 Schedule of Fees	5 minutes	Administrative Aide IV Municipal's Treasurer's Office
3. Present Official Receipt and Claim Locational Clearance	3. Prepare and release Locational Clearance	None	15 minutes	Municipal Planning and Development Officer

				Municipal Planning and Development Office
Total Processing Time			2 HOURS & 2 MINUTES	

HOUSING AND LAND USE REGULATORY BOARD

2013 SCHEDULE OF FEES

1.ZONING / LOCATIONAL CLEARANCE	
A. Single Residential Structure Attached/Detached	
1. P100 000 and below	PHP 288.00
2. Over P100,000 to P200,000	PHP 576.00
3. Over P200,000	PHP 720.00 + (1/10 of 1% in excess of PHP 200,000.00)
B. Apartment/ Townhouses	
1. P500,000 and below	PHP 1,440.00
2. Over P500,000 to 2 million	PHP 2,160.00
3. Over P2 million	PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors)
C. Dormitories	
1. P 2 million and below	PHP 3,600.00
2. Over P2 million	PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors)
D. Institutional	
Project cost which is:	
1. Below P2million	PHP 2,880.00

2. Over P2 million	PHP 2,880.00 + (1/10 of 1% of cost in excess of P2.M)
E. Commercial, Industrial and Agro-Industrial Project Cost of which is:	
1. Below P100,000	PHP 1,440.00
2. Over P100,000- P500,000	PHP 2,160.00
3. Over P500,000	PHP 2,880.00
4. Over P1 million-P2 million	PHP 4,320.00
5. Over P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
F. Special Uses/ Special Projects	
(Gasoline station, Cell sites, Slaughter house, Treatment plants, etc.)	
1. Below P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
G. Alteration/Expansion (affected areas/cost only)	Same as the original application
2.Subdivision and Condominium Projects (under P.D.957)	
A. Subdivision Projects	
1. Approval of Subdivision Plans(including townhouses)	
1. Preliminary Approval and Location Clearance(PALC)/Preliminary Subdivision Development Plans(PSDC)	
• Processing Fee	PHP 360.00/ha. or a fraction thereof
• Inspection Fee	PHP 1,500.00/ha. regardless of density
2. Final approval and Development Permit	
• Processing Fee	PHP 2,880.00 /ha. regardless of density
Additional Fee on Floor Area of Housing Component	PHP 3.00/sq.m.
• Inspection Fee	PHP 1,500.00/ha. regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit

2. Certificate of Registration Processing Fee	
• Processing Fee	PHP 2,880.00
3. License to Sell	
• Processing Fee	PHP 216.00 /saleable lot
• Additional Fee on Floor Area of Housing Component	PHP 14.40/sq.m
• Inspection Fee	PHP 1, 500.00/ha. regardless of density
4. Certificate of Completion	
• Certificate Fee	PHP 216.00
• Processing Fee	
• Inspection Fee	PHP 1, 500.00/ha. regardless of density

2. ISSUANCE OF ZONING CERTIFICATE

This service is issued to clients for the purpose of certifying the land use of a lot based on the approved Comprehensive Land Use Plan and the allowed or permitted uses zonified /specified in the Zoning Ordinance of the Local Government.

Office of Division:	Municipal Planning and Development Office (MPDO)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Tax Declaration (1 photocopy) Additional requirement if the client is a representative		Municipal Assessor's Office
1. Authorization letter attached with photocopy of any valid ID of the owner and the representative (1 original copy)		Applicant

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book and Submit required documents	1. Review and Verify submitted documents.	None	3 minutes	Municipal Planning and Development Officer Municipal Planning and Development Office
	1.2. Issue Order of Payment	None	2 minutes	Municipal Planning and Development Officer Municipal Planning and Development Office
2. Pay Corresponding Fees	2. Issue Official Receipt	Php 150.00	5 minutes	Administrative Aide IV Municipal's Treasurer's Office
3. Present Official Receipt and claim requested document.	3. Prepare and release Zoning Certificate	None	15 minutes	Municipal Planning and Development Officer Municipal Planning and Development Office
Total Processing Time			25 MINUTES	

3. Issuance of Maps

Information about the municipality and its development thrust: plans, programs and projects are available

Office of Division	Municipal Planning and Development Office (MPDO)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Letter Request of Client		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Interview Client	None	1 minute	<i>Municipal Planning and Development Staff Municipal Planning and Development Office</i>
2. Submit request for data/documents availability	2. Assessment of request	None	10 minutes	<i>Municipal Planning and Development Staff Municipal Planning and Development Office</i>
	2.2. Print the requested document/map	None	5 minutes	<i>Municipal Planning and Development Staff Municipal Planning and Development Office</i>
3. Pay corresponding fee	3. Issue Official Receipt	PHP 50.00	5 minutes	<i>Administrative Aide IV Municipal Treasurer's Office</i>
4. Present the Official Receipt	4. Issue Printed documents	None	3 minutes	<i>Municipal Planning and Development Staff Municipal Planning and Development Office</i>
TOTAL PROCESSING TIME			24 MINUTES	

4. Issuance of Certificate of Review to Barangay related Plans

This is also required to check the veracity and the alignment of Barangay plans as per guidelines Set forth by the DILG and other lined agencies.

Office of Division	Municipal Planning and Development Office (MPDO)			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Barangays			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Barangay Annual Investment Program (1 draft Copy)		Barangay		
Barangay Annual Development Plan (1 Draft Copy)		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client logbook	1. None	None	1 minute	<i>Municipal Planning and Development Staff</i> Municipal Planning and Development Office
2. Present the required documents for Assessment	2. Review Annual Investment Program (AIP) / Annual Development Program (ADP)	None	1 day	<i>Municipal Planning and Development Officer</i> Municipal Planning and Development Office
3. Receive Certification	3. Release Signed Certification	None	2 minutes	<i>Municipal Planning and Development Officer</i> Municipal Planning and Development Office
TOTAL PROCESSING TIME			1 DAY and 3 MINUTES	

**OFFICE OF THE
MUNICIPAL CIVIL REGISTRAR
EXTERNAL SERVICE**

1. Issuance of Application for Marriage License

All couples (either one or both residents of San Vicente) of legal age intending to get married must apply for a marriage license at the Municipal Civil Registry Office. A marriage license is valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Unmarried persons of legal age / widow / widower / Annulled / Divorced	
	CHECKLIST OF REQUIREMENT	WHERE TO SECURE
	1. CENOMAR (Certificate of No Marriage) – (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)
	2. PSA Issued Birth Certificate (1 photocopy) or MCR Issued Birth Certificate (1 Photocopy)	Philippine Statistics Authority (PSA) Municipal Civil Registrar Office (MCR)
	2. Parental Consent Form for 18-20 yrs. Old Applicant (2 original copy)	Municipal Civil Registrar Office (MCR)
	3. Parental Advice Form for 21-24 yrs. Old Applicant (2 original copy)	Municipal Civil Registrar Office (MCR)
	5. Pre-marriage counselling certificate (1 original copy)	Municipal Social Welfare Office (MSWO)
	For Widow or Widower	
	1. Death Certificate	Philippine Statistics Authority (PSA) or Municipal Civil Registrar Office (MCR)
	For Foreigner	
	1. Legal Capacity to Contract marriage (1 original copy)	Respective Embassy
	2. Decree of Divorce (1 set Certified True Copy)	Foreign Court

For Annulled Applicant 1. Decree of Annulment (1 Set Certified True Copy) 2. Certificate of Finality (1 Original Copy)		Regional Trial Court Regional Trial Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide Marriage License Application Form	NONE	3 min	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
2. Accomplish and submit the application form	2. Review the authenticity and veracity of the required documents	NONE	10 mins	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
	2.2 Prepare and type the application form	None	30 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
3. Sign Marriage Application Form	3. Subscribe Marriage License Application Form	NONE	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
4. Pay the corresponding fees	4. Issue Official Receipt	Application fee PHP 148.00	7 minutes	<i>Admin. Aide IV</i> Municipal Treasurer's Office
		Marriage License Fee		

		PHP 2.00 Marriage Counselling fee PHP100.00		
5. Present Official Receipt	5. Receive and record Official Receipt	None	5 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
	5.2. Advise the client to comeback after the (10) calendar days posting period	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
	5.3. Post the Notice of Application for Marriage license	None	2 minutes (10 Calendar days posting period)	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
6. Receive the marriage license together with the attached required documents	7. Issue the marriage license to the client	NONE	30 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
TOTAL PROCESSING TIME			10 DAYS, 1 HOUR, 34 MINUTES	

2. Issuance of Certified Copy of Birth, Death and Marriage Certificates

A certified transcript such as birth, death and marriage certificates may be availed from the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Owner of document or his/her authorized representative	
	CHECKLIST OF REQUIREMENT	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Valid ID – One (1) photocopy <ol style="list-style-type: none"> a. Driver’s License b. Voter’s ID/Certification c. Passport d. Philhealth ID e. SSS Issued Unified Multi-purpose ID f. GSIS Issued Unified Multi Purpose ID g. Senior Citizen ID h. National ID i. Pag-ibig ID <p>IF NOT THE OWNER Authorization letter with both (any) valid ID of the owner and the representative (1 original copy)</p>	<p>Land Transportation Office (LTO) Commission on Election (COMELEC) Department of Foreign Affairs (DFA) Philippine Health Insurance Corporation (PHIC) Social Security System (SSS) Government Service Insurance System (GSIS) Office of the Senior Citizens Affairs (OSCA) Philippine Statistics Authority (PSA) Development Mutual Fund Office</p> <p>Applicant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's log book	1. Interview the client	NONE	3 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
	1.2. Verify the requested document and if intact, prints a copy of the document	NONE	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
2. Pay the prescribed fee	2. Issue Official Receipt	For Local PHP 55.00 For Abroad PHP 120.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
3. Present the Official Receipt Copy and Receive Certified copy of the documents	4. Record Official Receipt in the log book	NONE	1 minute	<i>Administrative Aide IV</i> Municipal Civil Registrar Office
	4.2. Release the Document to the client		10 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
TOTAL PROCESSING TIME			34 MINUTES	

3. Delayed Registration of Birth, Marriage and Death Certificates

Delayed registration of birth, marriage and death must be filed at the Municipal Civil Registry Office following the lapse of the prescribed period of thirty (30) calendar days from the date of birth, death and marriage.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Owner of document or his/her authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
For Birth: 1 .Negative Certification of birth (2 photocopies) 2. Baptismal certificate (1 photocopy) 3. Voter's Record (1 photocopy) 4. Marriage certificate of registrant and parents (1 photocopy each) 5. School record (1 photocopy) 6. Joint Affidavit of two (2) disinterested persons (2 original copy)		Philippine Statistics Authority (PSA) Religious affiliation Commission On Election (COMELEC) Philippine Statistics Authority (PSA) or Municipal. Civil Registrar Office (MCRO) School / Institution attended Notary Public
For death: 1. Negative Certification of Death (1 photocopy) 2. Death Certificate (1 photocopy) 3. Joint affidavit of two (2) disinterested persons (2 original copies) 4. Cert. of Burial rites from church (1 photocopy)		Philippine Statistics Authority (PSA) Rural Health Unit (RHU) Notary Public/PAO Religious affiliation

For marriage: 1. Negative Certification of Marriage (2 photocopies) 2. Marriage Contract (2 photocopies) 3. Joint affidavit of two (2) disinterested persons (2 Original Copies) 4. Affidavit of solemnizing officer (2 Original Copies) 5. Affidavit of husband and wife (2 Original Copies)		Philippine Statistics Authority (PSA) Religious Affiliation or Mayor's Office or Municipal Circuit Trial Court (MCTC) Notary Public Notary Public Notary public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's log book	1. Provide prescribed form to client	NONE	3 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar's Office
2. Accomplish and submit the prescribed form	2. Receive the accomplished prescribed form for evaluation	NONE	10 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Registrar's Office
	2.2. Encode the given entries to the system	NONE	30 minutes	<i>Municipal Civil Registrar</i> Municipal Registrar's Office
	2.3. Print out prescribe form	NONE	5 minutes	<i>Municipal Civil Registrar</i> Municipal Registrar's Office

3. Review and affix signature on the printed form	3. Receive document and advices client to come back after the ten (10) days calendar posting period	NONE	3 minutes	<i>Administrative Aide IV</i>
	3.2. Post Notice of Delayed Registration	None	3 minutes (10 Calendar days posting period)	<i>Municipal Civil Registrar Municipal Registrar's Office</i>
4. Pay prescribed fees	4. Issue Official Receipt	PHP 300.00	5 minutes	<i>Administrative Aide IV Municipal Treasurer</i>
5. Receive the registered document	5. Record Official Receipt and releases the document	NONE	15 minutes	<i>Municipal Civil Registrar Municipal Registrar's Office</i>
TOTAL PROCESSING TIME			10 DAYS , 1 HOUR, & 14 MINUTES	

4. Registration of birth and marriage certificates (Timely Registration)

Registration of birth and marriage must be filed at the Municipal Civil Registry Office within the period of thirty (30) calendar days from the time of occurrence/event.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	Owner of document or his/her authorized representative

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
For birth: 1. Certificate of Live Birth duly accomplished and signed by proper parties (4 original copies)		Municipal Civil Registrar Office		
For marriage: 1. Certificate of Marriage duly accomplished and signed by the proper parties (4 original copies)		Municipal Civil Registrar Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide prescribed form to client to supply the information needed	NONE	45 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
2. Fill out Prescribe form and submit documents	2. Enter data in the system and print.	NONE	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	2.2. Register the document on the registry book	NONE	10 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Pay the corresponding fees	3. Issue official receipt	PHP 55.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office

4. Received the registered document	4. Issue the registered document to the client	None	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUR & 30 MINUTES	

5. Registration of Death Certificate (Timely Registration)

The deceased person needs to be registered in the Municipal Civil Registry Office within the period of thirty calendar (30) days from the date of occurrence/event.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may Avail:	Surviving spouse/immediate family			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Death Certificate duly accomplished and signed by proper parties (4 original copies)		Municipal Civil Registry Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide prescribed form to client to supply information needed	NONE	15 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
2. Fill out Form and Submit the accomplished death certificate information form	2. Encode the information provided and print the document	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office

3. Sign the print out document	3. Advice the client to proceed to RHU and Embalmer for signature		3 minutes	<i>Municipal Health Officer</i> Rural Health Unit
4. Pay the required fees	4. Issue Official Receipt	Burial permit fee PHP 100.00 Transfer of Cadaver/re-open of the tomb PHP 100.00 Death cert. fee PHP 55.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
5. Present Official Receipt and Receive the death certificate	4. Record Official receipt in the Log book	None	5 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
		None	10 minutes	<i>Municipal Civil Registrar</i>

	4.2. Issue the registered death certificate to the client			Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUR & 23 MINUTES	

6. Issuance of an annotated civil registry documents (Court Decisions/Legal Instruments)

All civil registry documents with court decree/order that has become final and executory shall be issued with marginal annotation. All legal instruments shall be filed and registered in the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Owner of document or his/her authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Court Decree/order (3 sets Certified True Copy)		Regional Trial Court (RTC)		
2. Certificate of Finality (3 original copies)		Regional Trial Court (RTC)		
3. Certificate of Registration of Court Decree (3 original copies)		Municipal Civil Registrar Office (MCRO)		
4. Certificate of Authenticity (3 original copies)		Municipal Civil Registrar Office (MCRO) or Regional Trial Court (RTC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide information sheet	NONE	5 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> <i>Municipal Civil Registrar's Office</i>

2. Present the required documents	2. Evaluate and prepare the corresponding document to be annotated based on the court decision.	NONE	45 minutes	<i>Municipal Civil Registrar Municipal Civil Registrar's Office</i>
3. Pay the required fee	3. Issue Official Receipt	Local PHP 55.00 Abroad PHP 120.00	5 minutes	<i>Administrative Aide IV Municipal Treasurer's Office</i>
4. Present Official Receipt and Receive the annotated document	4. Record the Official Receipt	NONE	1 minute	<i>Administrative Aide IV Municipal Civil Registrar Municipal Civil Registrar Office</i>
	4.2. Release the owner's annotated copy and endorse a copy to Phil. Statistics Authority, Q. City for the issuance of an annotated copy in Security Paper (SECPA)	NONE	15 mins	<i>Municipal Civil Registrar Municipal Civil Registrar Office</i>
TOTAL PROCESSING TIME			1 HOUR, & 11 MINUTES	

7. Legitimation of a Natural Child (RA 9858)

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimate. Only children conceived and born outside of wedlock of parents who at the time of conception of the former, were not disqualified by any impediment to marry each other may be legitimated. Legitimation of a child by subsequent marriage of parents shall be recorded in the Municipal Civil Registry office. It will be recorded in the office where the birth was registered/recorded.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Biological Parents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Certificate of Live Birth (2 photocopy) 2. Marriage Cert. of parents (2 photocopy) 3. Cert. of No Marriage (CENOMAR) (2 photocopy) 4. Affidavit of Legitimation (2 photocopy)			Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Notary Public/PAO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide information sheet	NONE	5 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
2. Present the required supporting documents	1. Review as to the completeness of the documents and prepares for the annotation of the birth certificate of the child	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office

3. Pay the required fee	1. Issue Official Receipt	PHP 500.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present OR and Receive the annotated document	1. Record OR	NONE	3 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar's Office
	1.1 Release the annotated owner's copy and endorse a separate copy to PSA, Q. City for the issuance of an annotated birth certificate of the child in Security Paper (SECPA)	NONE	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUR & 13 MINUTES	

8. Affidavit to Use the Surname of the Father (RA 9255) Series of 2016

An act allowing an illegitimate child to use the surname of their father.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	Government to Citizen (G2C)	
Who may Avail:	Mother/child/guardian	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Certificate of Live Birth of the child (4 photocopy)		Philippine Statistics Authority (PSA)
2. Certificate of Live Birth of the Child (4 original copies)		Municipal Civil Register Office (MCRO)
3. Affidavit to Use the Surname of the Father (3 original copy)		Notary Public or Municipal Civil Registrar Office (MCRO)
4. Any two of the following documents: showing the paternity		Applicant

between father and child * Private handwritten instrument (2 original copy) *Affidavit of Admission of Paternity (2 original copies)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide information sheet	NONE	5 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar's Office
2. Present supporting documents	2. Review for the completeness of the documents and prepares for the annotation of the birth certificate of the child	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 100.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present Official Receipt and receive the annotated document	4. Record Official receipt and release the owner's copy and endorses a separate copy to Philippine Statistics Authority, Q. City.	NONE	30 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUE & 25 MINUTES	

9. Endorsement of a registry records to Office of the Civil Registrar General (OCRG), PSA, Q. City

There are instances when a client has no available record in the Philippine Statistics Authority (PSA) but the client has a record in the Municipal Civil Registry Office, the Municipal Civil Registrar shall transmit the civil registry documents to the Office of the Civil Registrar General (OCRG), Quezon City upon request of the client concerned.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	Owner of the document or his/her duly authorized representative	
	CHECKLIST OF REQUIREMENT	WHERE TO SECURE
	1. Negative Certification (birth, death and marriage) (2 photocopy) 2. Present any Valid ID (1 photocopy) <ul style="list-style-type: none"> a. Driver's license b. Voter's ID/Certification c. GSIS Issued Unified Multi-Purpose ID or SSS Issued Unified Multi-Purpose ID d. National ID e. Senior Citizens' ID f. Philhealth ID g. Pag-Ibig ID h. Passport IF NOT THE OWNER <ul style="list-style-type: none"> 1. Authorization letter attached with 1 valid ID photocopy of the owner and the representative 	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Commission On Election (COMELEC) Government Insurance System (GSIS) Social Security System (SSS) Philippines Statistics Authority (PSA) Municipal Social Welfare Office (MSWO) Philippine Health Insurance Corporation (PHIC) Pag-ibig Office Department of Foreign Affairs (DFA) Applicant

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	None	NONE	3 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar's Office
2. Present the document for endorsement	2. Prepare the civil registry document for endorsement	NONE	30 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official receipt	PHP 155.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present Official Receipt and receive the document	4. Record official receipts and release the document to be transmitted to PSA, Q. City for the issuance of a civil registry document in Security Paper (SECPA)	NONE	20 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			58 MINUTES	

10. Issuance of Supplemental Report

A supplemental report for birth, death and marriage may be filed to supply the missing information/entry when the civil registry document was registered.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	Owner of the document or his/her duly representative

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Affidavit for Supplemental Report (3 original copy)		Notary Public		
For birth: 1. Certificate of Live Birth (2 photocopy) 2. Baptismal certificate (2 photocopy) 3. Voter Reg. Record (2 photocopy) 4. School Records (2 photocopy)		Philippine Statistics Authority (PSA) Religious affiliation Commission on Election (COMELEC) School/Institution attended		
For death: 1. Certificate of Death (2 photocopy) 2. Church certification (2 photocopy) 3. Baptismal certificate (2 photocopy) 4. Voter's record of the deceased (2 photocopy) For Marriage: 1. Certificate of Marriage (2 photocopy) 2. Birth certificate (2 photocopy) 3. Baptismal certificate (2 photocopy) 4. Voter's record (2 photocopy)		Philippine Statistics Authority (PSA) Religious affiliation Religious affiliation Commission on Election (COMELEC) Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Religious Affiliation Commission on Election (COMELEC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Administrative Aide IV</i> Municipal Civil Registrar's Office
2. Present the affected civil registry document	2. Review the document and prepare for the supplemental	NONE	45 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i>

	report of the affected civil registry document			Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 100.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present OR and receives the document	4. Record Official receipt and release owner's copy and endorse a separate copy to PSA, San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA)with marginal annotation	NONE	15 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUR & 8 MINUTES	

11. Change of First Name and for Correction of Clerical Error or Typographical Error (RA 9048)

Republic Act No. 9048 authorizes the Municipal/City Civil Registrar to:

- a. correct clerical or typographical errors in any entry
- b. change of first name or nickname in the civil registry office without a need of judicial order. However, any petition to correct error that would subsequently change the nationality, age, status of a person is not allowed and must be filed with the proper court.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	Owner of the document or his/her authorized representative
CHECKLIST OF REQUIREMENT	
WHERE TO SECURE	
For Change of first name:	

<ol style="list-style-type: none"> 1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. NBI Clearance (3 photocopy) 4. Police Clearance (3 photocopy) 5. Baptismal Certificate (3 photocopy) 6. Voter Registration Record (3 photocopy) 7. Driver's License (3 photocopy) 8. For employed applicant <ol style="list-style-type: none"> 1. Employer's Clearance with no pending criminal /administrative case (3 photocopy) <p>For unemployed applicant</p> <ol style="list-style-type: none"> 1. Affidavit of unemployment (3 photocopy) 9. Marriage Certificate (3 photocopies) 10. Birth record of descendants (3 photocopy) 11. School records (3 photocopy) 12. Passport (3 photocopy) 13. Affidavit of Publication with newspaper clipping (3 original copies) 	<p>Philippine Statistics Authority (PSA) Municipal Civil Registrar Office (MCR) National Bureau of Investigation (NBI) Philippine National Police (PNP) Religious affiliation Commission on Election (COMELEC) Land Transportation Office (LTO)</p> <p>Human Resource Officer</p> <p>Notary Public</p> <p>Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO) Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO) Department of Education (DepEd) Department of Foreign Affairs(DFA) Newspaper publisher</p>
<p>For Correction of Clerical Error:</p> <ol style="list-style-type: none"> 1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. Baptismal Certificate (3 photocopy) 4. Voter' Registration Record (3 photocopy) 	<p>Philippine Statistics Authority Municipal Civil Registry Office Religious affiliation Commission on Election (COMELEC)</p>

<ul style="list-style-type: none"> 5. Police Clearance (3 photocopy) 6. School Records (3 photocopy) 7. Marriage Certificate (if married) (3 photocopy) 8. Birth Records of Descendants / Siblings (3 Photocopy) 9. Driver's License (3 photocopy) 10. SSS Record / ID (3 photocopy) 11. GSIS Record (3 photocopy) 12. Philhealth ID (3 photocopy) 13. Passport (3 photocopy) 	<ul style="list-style-type: none"> Philippine National Police (PNP) Department of Education (DepEd) Municipal Civil Registry Office (MCRO) Municipal Civil Registry Office (MCRO) Land Transportation Office (LTO) Social Security System (SSS) Government Service Insurance System (GSIS) Philippine Health Insurance Corporation (PHIC) Department of Foreign Affairs (DFA) 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Admin. Aide IV</i> <i>Local Civil Registrar</i> Municipal Civil Registrar's Office
2. Present the supporting documents for review	2. Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Accomplish petition form	3. Prepare and print the accomplished petition form together with the supporting documents	NONE	60 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
4. Pay the required fees	4. Issue Official Receipt	CFN	5 minutes	<i>Admin. Aide IV</i>

		PHP 3,000.00 Migrant petition – PHP 1000.00 CCE PHP 1,000.00 Migrant petition PHP 500.00		Municipal Treasurer's Office
5. Present Official receipt and sign Petition Form	5. Record Official Receipt in the Log Book.	NONE	5 minutes	Administrative Aide IV Municipal Civil Registrar's Office
	5.2. Subscribe the petition form	NONE	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	For CCE: Advice the client to come back after the ten (10) days posting period	NONE	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	Post Notice of Posting	NONE	3 minutes (10 Calendar Days posting period)	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office

	FOR CFN: Advise the client to come back after the two (2) consecutive weeks of publication in a newspaper of general circulation	NONE	2 minutes (14 days PUBLICATION PERIOD)	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
6. Receive petition with decision to be mailed to PSA, Quezon City	6. For CCE: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	For CFN: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period and the publication of two (2) consecutive weeks in a newspaper of general circulation. CFN and CCE are officially transmitted to Legal Division, PSA, Quezon City for affirmation/decision.	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			24 DAYS, 3 HOURS & 40 MINUTES	

12. Correction of Clerical Error or Typographical Error (RA 10172)

Republic Act No. 10172 authorizes the Municipal/City Civil Registrar to correct clerical or typographical errors in the day and month of the date of birth or gender without a need of judicial order.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Owner of the document	
	CHECKLIST OF REQUIREMENT	WHERE TO SECURE
	<p>For Correction of sex:</p> <ol style="list-style-type: none"> 1. PSA Issued Birth Certificate (3 photocopy) 2. MCRO Issued Birth Certificate (3 photocopy) 3. Medical Certification (Government Accredited Physician) (3 original copies) 4. Certificate of Authenticity (3 original copies) 5. Medical Record (3 photocopies) 6. NBI Clearance (3 photocopies) 7. Police Clearance (3 photocopies) 8. Baptismal Certificate (3 photocopies) 9. Voter's Registration Record (3 photocopies) 10. Driver's License (3 photocopies) 11. Birth record of descendants (3 photocopies) 12. School Records (3 photocopies) 13. Passport (3 photocopies) 14. Affidavit of Publication with newspaper clipping (3 original copies) 	<p>Philippines Statistics Authority (PSA) Municipal Civil Registrar Office (MCRO) Municipal Health Office (MHO) or Provincial Health Office (PHO) Municipal Civil Registrar Office (MCRO) Hospital / Clinic National Bureau of Investigation (NBI) Philippine National Police (PNP) Religious affiliation Commission on Election (COMELEC) Land Transportation Office (LTO) Philippine Statistics Authority (PSA) or Municipal Civil registry Office (MCRO) Department of Education (DepED) Department of Foreign Affairs (DFA) Newspaper publisher</p>

<p>IF EMPLOYED 1. Employer's Clearance with no pending criminal / administrative case (3 photocopies)</p> <p>IF UNEMPLOYED 1. Affidavit of unemployment (3 photocopies)</p> <p>IF NO MEDICAL RECORD 1. Affidavit of No Medical record-three (3 photocopies)</p> <p>IF MARRIED 1. Marriage Certificate (3 photocopies)</p>	<p>Human Resource Office</p> <p>Notary Public</p> <p>Notary Public</p> <p>Philippine Statistics Authority (PSA) or Municipal Civil registry Office (MCRO)</p>
<p>For Correction of day and month of the date of birth:</p> <ol style="list-style-type: none"> 1. PSA issued Birth Certificate (3 photocopies) 2. MCRO issued Birth Certificate (3 photocopies) 3. Baptismal Certificate (3 photocopies) 4. Voter's Registration Record (3 photocopies) 5. Police Clearance (3 photocopies) 6. School Records (3 photocopies) 7. Marriage Certificate (3 photocopies) <p>3 VALID ID (3 photocopies)</p> <ul style="list-style-type: none"> * Driver's License * SSS record/ID * GSIS UMID ID 	<p>Philippine Statistics Authority (PSA) Municipal Civil Registry Office (MCRO)</p> <p>Religious affiliation Commission on Election (COMELEC) Philippine National Police (PNP) Department of Education (DepEd) Philippine Statistics Authority (PSA)</p> <p>Land Transportation Office (LTO) Social Security System(SSS) Government Service Insurance System (GSIS)</p>

* Philhealth ID 8. Medical record (3 photocopies) * If no medical record: Affidavit of no medical record (3 photocopies) 10. Affidavit of Publication with newspaper clipping (3 photocopies)		Philippine Health Insurance Corporation(PHIC) Hospital/Clinic Notary Public Newspaper publisher		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Admin. Aide IV</i> <i>Local Civil Registrar</i> Municipal Civil Registrar's Office
2. Present the supporting documents for evaluation/review	2. Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner	NONE	45 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Fills up petition form	3. Prepare and print the accomplished petition form together with the supporting documents	NONE	60 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
4. Pay the required fees	4. Issue Official Receipt	CCE PHP 3000.00	5 minutes	<i>Admin. Aide IV</i> Municipal Treasurer's Office

		Migrant petition PHP 1000.00		
5. Present Official Receipt AND SIGN PETITION FORM	5. Record Official Receipt on the Log Book.	NONE	5 minutes	Administrative Aide IV Municipal Civil Registrar's Office
	5.2. Subscribe the petition form	NONE	3 mins	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	5.3 Advice client to come back after the ten(10) calendar days posting period and two (2) consecutive weeks of publication in a newspaper of general circulation	NONE	3 minutes (10 calendar days posting and 2 consecutive weeks publication)	<i>Mun. Civil Registrar</i> Municipal Civil Registrar's Office
6. Receive petition with decision to be mailed to PSA, Quezon City	6. Render decision and release the petition to be officially transmitted to Legal Division, PSA,	NONE	45 minutes	<i>Mun. Civil Registrar</i> Municipal Civil Registrar's Office

	Quezon City for affirmation of the petition. (within 5 days)			
TOTAL PROCESSING TIME			24 days, 2 hour & 49 minutes	

13. Issuance of Annotated Civil Registry Documents (RA 9048 & RA 10172)

All civil registry documents that undergo under RA 9048 & 10172 and affirmed by the Office of the Civil Registrar General, Philippine Statistics Authority, shall be issued with marginal annotation and shall be filed in the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	Owner of the document or his/her duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> Civil registry documents (Birth, Death and Marriage) (3 photocopies) Decision of the Civil Registrar General (1 original copy and 2 photocopies) Certificate of Finality (3 original copy) 		Philippine Statistics Authority (PSA) / Municipal Civil Registry Office (MCRO) Philippine Statistics Authority (PSA) Municipal Civil Registrar Office (MCRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Administrative Aide IV</i> <i>Municipal Civil Registrar</i>

				Municipal Civil Registrar's Office
2. Present the affected civil registry document	2. Review the document and prepares for the affected civil registry document	NONE	45 minutes	<i>Admin. Aide IV</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 55.00	5 minutes	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present OR and receive the document	4. Record OR and releases owner's copy and endorse a separate copy to PSA, San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA) with marginal annotation	NONE	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL PROCESSING TIME			1 HOUR AND 8 MINUTES	

**OFFICE OF THE
MUNICIPAL ASSESSOR
EXTERNAL SERVICE**

1. Issuance of Tax Declaration (Transfer of Ownership)

This document is issued upon transfer of ownership of subject property from the previous to the new owner

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 2 photocopies of Transfer Certificate of Title 2. 2 photocopies of Registered Deed of Conveyance 3. 2 photocopies of Certificate Authorizing Registration (CAR) 4. 1 photocopy of Certificate of Tax Clearance 5. 1 photocopy of Certification of Transfer Fee 6. 1 photocopy of Tax Declaration Additional requirements if transacted by representative 7. 1 Photocopy of valid ID of representative 8. 1 Original/photocopy Special Power of Attorney or Authorization letter 		<p>Register of Deeds Register of Deeds</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Municipal Treasurer's Office Provincial Treasurer's Office Municipal Assessor's Office</p> <p>Applicant Notary Public/Property owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
2. Submit requirements	2. Verify ORF and	None	15 mins.	<i>Municipal Assessor & Admin. Aide IV</i>

	Review the completeness of the documents			Assessor's Office
None	2.2 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins.	<i>Municipal Assessor & Admin. Aide IV</i> Assessor's Office
None	2.3 Draw the sketch of the lot on the FAAS and sign the document	None	15 mins.	<i>Admin. Aide IV</i> Assessor's Office
None	2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor & Admin. Aide IV</i> Assessor's Office
3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00	15 mins	<i>Admin. Aide IV</i> Treasurer's Office
4. Present Official Receipt and Receive the prepared new FAAS and Tax declaration	4. Receive & logbook OR number	None	5 mins.	<i>Municipal Assessor & Admin. Aide IV</i> Assessor's Office
	4. 2. Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 minutes	<i>Municipal Assessor & Admin. Aide IV</i> Assessor's Office
TOTAL PROCESSING TIME			1 HOUR AND 40 MINUTES	

2. Issuance of Tax Declaration (Transfer of Ownership-Portion)

This document is issued upon transfer of ownership of subject property from the previous to the new owner

Office of Division	Office of the Mun. Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 2 photocopies of Transfer Certificate of Title (if titled) 2. 2 photocopies of Registered Deed of Conveyance 3. 2 photocopies of Certificate Authorizing Registration (CAR) 4. 1 photocopy of Certificate of Tax Clearance 5. 1 photocopy of Certification of Transfer Fee 6. 2 (blueprint or photocopy) copies of Approved subdivision plan 7. 1 Photocopy of Tax Declaration <p>Additional requirements if transacted by representative</p> <ol style="list-style-type: none"> 8. 1 Photocopy of any valid ID of representative 9. 1 Special Power of Attorney or Authorization letter 		<p>Register of Deeds</p> <p>Register of Deeds Bureau of Internal Revenue (BIR)</p> <p>Mun. Treasurer's Office Provincial Treasurer's Office Geodetic Engineer</p> <p>Mun. Assessor's Office</p> <p>Applicant Notary Public/Property Owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV</i> Assessor's Office

2. Submit requirements	2. Verify Ownership Record Form (ORF) and review all the submitted documents	None	15 mins.	<i>Municipal Assessor & Admin. Aide IV Assessor's Office</i>
None	2.2 Plot the subdivision and assign new PIN on the Tax Map Control Roll (TMCR)	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>
None	2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins./Lot	<i>Municipal Assessor & Admin. Aide IV Assessor's Office</i>
None	2.4 Draw the sketch of the lot on the FAAS and sign the document	None	15 mins./Lot	<i>Admin. Aide IV Assessor's Office</i>
None	2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>
3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00 per Lot	15 minutes	<i>Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive the prepared new FAAS and Tax declaration	4. Receive & Logbook OR number	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
	4.2 Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared documents	None	10 mins	<i>Municipal Assessor & Admin. Aide IV Assessor's Office</i>
TOTAL PROCESSING TIME			1 HOUR & 55 MINUTES / Lot	

3. Issuance of Tax Declaration (Based on Approved Subdivision Plan/ Approved Consolidation Plan/Approved Consolidation-Subdivision Plan)

This service is availed by real property owners for the issuance of Tax Declaration based on approved Subdivision Plan/Approved Consolidation Plan/ Consolidation-Subdivision Plan.

Office of Division	Office of the Mun. Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. 2 (blueprint/photocopy) copies of Approved Subdivision Plan/Approved Consolidation Plan/Approved Consolidation-Subdivision Plan 2. 2 photocopies of Deed of Conveyance 3. 1 photocopy of Certificate of Tax Clearance 4. 1 photocopy of Certified True Copy of Tax Declaration Additional requirements if transacted by representative 5. 1 Photocopy of any valid ID of representative 6. 1 (original/photocopy) Special Power of Attorney or Authorization Letter		Geodetic Engineer Notary Public Mun Treasurer's Office Mun. Assessor's Office Applicant Notary Public/ Property Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV</i> Assessor's Office

2. Submit required documents	2. Verify from the Ownership Record Form (ORF) and review submitted documents	None	15 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	2.2 Plot the Approved Plan and assign new PIN on the Tax Map Control Roll (TMCR)	None	10 mins.	<i>Municipal Assessor Municipal Assessor's Office</i>
None	2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment	None	20 mins./ lot	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	2.4 Draw the sketch of the lot on the FAAS & sign the document	None	10 mins. / Lot	<i>Admin. Aide IV Assessor's Office</i>
None	2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	10 mins.	<i>Municipal Assessor Assessor's Office</i>
3. Pay the corresponding fee	3. Receive payment and Issue receipt	PHP 100.00 per Lot	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
4. Present OR and receive the prepared documents.	4. Record Official Receipt Number in Logbook, release the prepared documents	None	5 mins.	<i>Municipal Assessor</i>
	5. Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			1 HOUR & 40 MINUTES / Lot	

4. Issuance of Certifications (Landholdings, Non-improvement, Latest tax Declaration, No property)

This services is availed by real property owners and other requesting public for Bureau of Internal Revenue purposes and other agencies.

Office of Division	Office of the Mun. Assessor			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative, requesting public			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. 1 Photocopy of any valid ID of owner/requesting public		Applicant		
Additional requirements if transacted by representative				
2. 1 Photocopy of valid ID of representative		Applicant		
3. 1 original/photocopy of Special Power of Attorney or Authorization Letter		Notary Public/Property Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Municipal Assessor's Office</i>
None	1.1 Verify from the ownership Record Form (ORF)	None	5 mins	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	1.2 Prepare Certification	None	10 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	1.3 Review and sign the prepared Certification	None	10 mins.	<i>Municipal Assessor Assessor's Office</i>

2. Pay the corresponding fee	2. Receive payment and Issue receipt	PHP 100.00 Per Certification	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
3. Present Official Receipt and Receive certification	3. Record the Official Receipt Number in the Logbook and Issue certification	None	10 minutes	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			55 MINUTES	

5. Issuance of Certified Copy of Tax Declaration

This service is issued to all real property owners or duly authorized representative requesting for general purposes.

Office of Division	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1 Photocopy of any valid ID of Owner Additional requirements if transacted by representative			Applicant	
2. 1 Photocopy of any valid ID of representative			Applicant	
3. 1 original/photocopy of Special Power of Attorney or Authorization letter			Notary Public Property Owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill- up request slip		None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>

None	1. Verify from the ownership Record Form (ORF)	None	10 mins	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	1.2. Prepare Certified True Copy of TD	None	5 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	1.3 Review and sign the prepared Certified copy	None	5 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
2. Pay the corresponding fee	2.Receive payment and Issue receipt	PHP 100.00 Per Certified Copy	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
3. Present Official Receipt and Receive the certified copy	3. Record the Official Receipt Number in the Logbook and Issue certified copy	None	10 mins.	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
TOTAL PROCESSING TIME			50 MINUTES	

6. Issuance of Tax Declaration (Reclassification)

This service is requested by a taxpayer for purposes of declaring the actual use of the property.

Office of Division	Office of the Municipal Assessor	
Classification:	Complex	
Type of Transaction:	Government to Citizen	
Who may Avail:	All Property Owners or duly authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1.	1 original Letter request	Property Owner
2.	1 original/photocopy of Certificate of Tax Clearance	Municipal Treasurer's Office
3.	1 original/photocopy of Certified true copy of Tax	Municipal Assessor's Office

Declaration				
Additional requirements if transacted by representative		Applicant		
4. 1 Photocopy of any valid ID of representative		Notary Public/Property owner		
5. 1 original/photocopy of Special Power of Attorney or Authorization letter				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
2. Submit requirements	2. Verify from the ownership Record Form (ORF) and Review Letter request	None	15 mins.	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
None	2.1 Conduct onsite ocular inspection	None	1 day	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
None	2.2 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	20 mins.	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
None	2.3 Draw the sketch of the lot on the FAAS & sign the document	None	10 mins.	<i>Admin. Aide IV Assessor's Office</i>
None	2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>

None	2.5 Prepare and sign Endorsement Letter to the Prov. Assessor for approval	None	10 mins.	<i>Municipal Assessor Assessor's Office</i>
3. Pay the corresponding fee	3. Receive payment and Issue Official Receipt	PHP 200.00	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive the prepared documents	4. Record the Official Receipt Number in the Logbook	None	5 mins.	<i>Municipal Assessor Admin. Aide IV Municipal Assessor's Office</i>
	4.2 Issue prepared documents and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	10 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			1 DAY 1 HOUR & 45 MINUTES	

7. Issuance of Vicinity Map

This service is availed by property owners or duly authorized representative for general purposes.

Office of Division	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may Avail:	All Property Owners or duly Authorized Representative
CHECKLIST OF REQUIREMENT	
WHERE TO SECURE	

1. 1 Photocopy of any valid ID of Owner Additional requirements if transacted by representative 2. 1 Photocopy of any valid ID of representative 3. 1 original/photocopy of Special Power of Attorney or Authorization letter		Applicant Applicant Notary Public Property Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
'1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
None	1.2 Verify from the ownership Record Form (ORF)	None	5 mins	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	1.3 Prepare and sign the Vicinity Map	None	15 mins.	<i>Admin. Aide IV Assessor's Office</i>
2. Pay the corresponding fee	2. Receive payment and Issue receipt	PHP 100.00 per Vicinity map	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
3. Present Official Receipt and Receive the Vicinity Map	3. Record Official Receipt in the Logbook and Issue Vicinity Map	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
TOTAL PROCESSING TIME			45 MINUTES	

8. Issuance of Tax Declaration (Revision based on Old Title)

This service is requested by a taxpayer for purposes of declaring the true owner of the property.

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1 original Letter request 2. 2 photocopies of Original Certificate of Title 3. 2 Affidavit of Conformity of Declared Owner in Tax Declaration 4. 1 Certified True Copy Tax Declaration 5. 1 original/photocopy of Certificate of Tax Clearance Additional requirements if transacted by representative 6. 1 Photocopy of any valid ID of representative 7. 1 original/photocopy of Special Power of Attorney or Authorization letter			Property Owner Register of Deeds Notary Public Municipal Assessor's Office Municipal Treasurer's Office Applicant Notary Public Property owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
2. Submit requirements	2. Review Letter request and check completeness of the requirements	None	10 mins	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>

None	2.2 Verify from the ownership Record Form (ORF)	None	10 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	2.3 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
None	2.4 Draw the sketch of the lot on the FAAS	None	10 mins.	<i>Admin. Aide IV Assessor's Office</i>
None	2.5 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>
None	2.6 Prepare and sign Endorsement Letter to the Prov. Assessor for approval	None	10 mins.	<i>Municipal Assessor Assessor's Office</i>
3. Pay the corresponding fee	3. Issue Official Receipt	PHP 100.00	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive the prepared FAAS and Tax Declaration	4. Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	5 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			1 HOUR AND 35 MINUTES	

9. Issuance of Tax Declaration (Newly Declared Buildings, Machineries / Other Improvements and Other Structures)

This service is requested by a taxpayer for purposes of declaring their property.

Office of Division	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	All Property Owners or duly authorized representative			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. 1 original Letter Request 2. 2 original Copies of duly accomplished Notarized Sworn Statement of the True Current and Fair Market Value of Real Properties 3. 1 Photocopy of Building Permit/Certificate of Occupancy for Building and other Structure 4. 1 original/photocopy of Acquisition Receipt for Machineries 			Property Owner Notary Public Office of the Municipal Engineer Merchant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill- up request slip	1. None	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
2. Submit requirements	2.Review Letter request and check completeness of requirements	None	10 mins	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>

None	2.2 Verify from the ownership Record Form (ORF) where the improvements is erected	None	10 mins.	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
	2.3 Inform the client to come back after 2 working days	None	5 mins.	<i>Admin. Aide IV Assessor's Office</i>
None	2.4 Conduct onsite ocular inspection	None	1day	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
None	2.5 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment	None	20 mins.	<i>Municipal Assessor Admin. Aide IV Assessor's Office</i>
None	2.6 Review and sign the new FAAS, Tax Declaration and Notice of Assessment	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>
None	2.7 Prepare Endorsement Letter to the Prov. Assessor for approval	None	15 mins.	<i>Municipal Assessor Assessor's Office</i>
2. Pay the corresponding fee	2.Issue Official Receipt	PHP 100.00	15 mins.	<i>Admin. Aide IV Treasurer's Office</i>
3. Present Official Receipt and Receive the prepared FAAS an Tax Declaration	3.Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor's Office for the Approval of the prepared new FAAS and Tax Declaration	None	5 mins.	<i>Municipal Assessor & Admin. Aide IV Municipal Assessor's Office</i>
TOTAL PROCESSING TIME			2 DAYS, 1 HOUR & 40 MINUTES	

**OFFICE OF THE
MUNICIPAL AGRICULTURIST
EXTERNAL SERVICES**

1. Treatment & Other Services for Livestock

This service is provided to livestock raisers for the treatment of diseases, castration, vaccination & deworming of animals.

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office
2. Provide details of the request and wait prescription	2. Interview and advise the client	None	20 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
	2.2. Provide prescription	None	10 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
3. Buy medicine * Note: Buy vaccines if not available at MAO	3. None	None	45 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
4. Accompany the technician in the area	4. Administer the service	None	45 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			2 HOURS & 2 MINUTES	

2. Enrolment to the RSBSA Program

Provide assistance for the Registration of Farmers, Fisher folks and Livestock raisers to the RSBSA Program.

Office of Division	Office of the Municipal Agriculturist			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All farmers, fisherfolks and livestock raisers			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. RSBSA form (1 original copy) 2. Signed certification from barangay captain and association president if tenant/lessee (1 original copy) or Tax declaration if owner (1 photocopy) 3. Any government issued ID (1 photocopy) <ul style="list-style-type: none"> • SSS ID • Driver's License • UMID ID • Philhealth ID • SC ID • 4p's ID • Voter's ID/Voter's Certification 4. 2x2 picture (1 copy) 		Municipal Agriculture Office (MAO) Barangay captain Municipal Assessor's Office (MAO) Social Security Services (SSS) Land Transportation Office (LTO) Government Service Insurance System (GSIS) Philhealth Office Municipal Social Welfare & Development (MSWD) Municipal Social Welfare & Development (MSWD) Commission on Election (COMELEC) Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office
2. Present documents and provide details	2. Accept and verify documents	None	5 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office

	2.2. Interview the client		30 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
3. Wait for the notice of release	3. Uploading of Farmer / fisher folk/livestock to the RSBSA System	None	5 days.	<i>RSBSA Encoder</i>
	3.2. Inform the schedule of release of the RSBSA reference stub	None	2 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
4. Receive the RSBSA Reference Number	4. Releasing of RSBSA Stub Copy	None	5 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			5 DAYS & 44 MINUTES	

3. Provision of Farm and Fishery inputs

Distribution of Rice, Corn, Vegetable seeds & Fertilizers and Fish Feeds to RSBSA Registered Farmers and Fisher folks

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All RSBSA Registered farmers and Fisher folks			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
RSBSA Reference Number		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office

2. Presentation of RSBSA Stub	2. Verify RSBSA Stub and Interview the client	None	10 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
3. Sign the receiving papers/documents	3. Assist the Client	None	20 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office
	3.2 Release stub number	None	20 mins.	
4. Receive inputs	4. Release of farm inputs	None	30 mins.	<i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL			1 hour 22 mins.	

4. Issuance of Animal Health Certification

Issuance of animal health certification to livestock raiser of the municipality for their own legal purposes

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. RSBSA Reference Number 2. Certificate of Origin (1 original copy)			Municipal Agriculture Office Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office

2. Present stub number and provide details	2. Verify the stub number and Interview the client	None	15 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Advise client to proceed to MTO	None	1 min	<i>Agri. Technologist</i> Municipal Agriculture Office
	2.3. Prepare and sign documents	None	20 mins.	<i>Mun. Agriculturist</i> Municipal Agriculture Office
3. Pay corresponding fee	3. Receive payment and Issue official receipt	PHP 100.00	20 mins	<i>Admin. Aide IV</i> Municipal Treasury Office
4. Present official receipt and receive certification	4. Issue of certification	None	5 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			1 HOUR & 3 MINUTES	

5. Issuance of Farmers & Fisher folk certification

This certification is issued to registered farmers and fisherfolks of the municipality for their own legal purpose.

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All RSBSA Registered farmers and fisherfolks			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
RSBSA Reference Number		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in client's Log Book	1. None	None	2 mins.	<i>Mun. Agriculturist</i> Municipal Agriculture Office
2. Present stub number and provide details	2. Verify the stub number and Interview the client	None	15 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Advise client to proceed to MTO	None	1 min	<i>Agri. Technologist</i> Municipal Agriculture Office
	2.3. Prepare and sign documents	None	20 mins.	<i>Mun. Agriculturist</i> Municipal Agriculture Office
3. Pay corresponding fee	3. Receive payment and Issue official receipt	PHP 50.00	20 mins	<i>Administrative Aide IV</i> Municipal Treasury Office
4. Present official receipt and receive certification	4. Issue certification	None	5 mins	<i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			1 HOUR & 3 MINUTES	

6. Insurance Enrolment

Assist in the application of Crop/Fishery and Livestock insurance to Philippine Crop Insurance Center (PCIC)

Office of Division	Office of the Municipal Agriculturist	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	All RSBSA Registered Farmers, Fisherfolks and Livestock raisers	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. RSBSA Reference Number 2. Any government issued ID (1 photocopy)		Municipal Agriculture Office

<ul style="list-style-type: none"> • SSS ID • Driver's License • UMID ID • Philhealth ID • SC ID • 4p's ID • Voter's ID/Voter's Certification 	Social Security Services (SSS) Land Transportation Office (LTO) Government Service Insurance System (GSIS) Philhealth Office Municipal Social Welfare & Development (MSWD) Municipal Social Welfare & Development (MSWD) Commission on Election (COMELEC)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Mun. Agriculture Office
2. Present stub number and provide details	2. Verify the RSBSA Stub	None	5 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Interview the client	None	30 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
3. Sign documents	3. Assist the client and sign documents	None	5 mins	<i>Mun. Agriculturist</i>
	3.2. Inform the client to wait for the message from the PCIC	None	1 min	<i>Agri. Technologist</i> Municipal Agriculture Office
	3.3. Submit documents to PCIC	None	2 days	<i>Mun. Agriculturist</i> <i>Agri. Technologist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			2 DAYS & 43 MINUTES	

**OFFICE OF THE
MUNICIPAL SOCIAL WELFARE AND
DEVELOPMENT (MSWD)
EXTERNAL SERVICES**

1. Request for Aid to Individuals in Crisis Situation (AICS)

The aid to individuals in crisis situation is provided to individuals/families who are in need of emergency assistance during crisis situations.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All Qualified Residents			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<p>For Hospitalization</p> <ol style="list-style-type: none"> 1. Certificate of Indigency (1 Original Copy) 2. Medical Certificate (1 photocopy) 3. Statement of Account (1 photocopy) <ul style="list-style-type: none"> • Promissory Note (1 photocopy) in case the patient is discharged with an outstanding hospital balance <p>For Medical Assistance</p> <ol style="list-style-type: none"> 1. Certificate of Indigency (1Original Copy) 2. Medical Certificate (1 photocopy) 3. Doctor's Prescription (1 photocopy) 		<p>Barangay Hall Hospital of Confinement Hospital of Confinement Hospital of Confinement</p> <p>Barangay Hall Hospital of Confinement Physician</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook	1. Interview client for assessment and evaluation	None	10 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office

2. Submit requirements	2. Prepare the voucher	None	1 day	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
3. Wait for the processing and approval of voucher	3. Submit voucher to Budget Office, Accounting and Treasury Office for processing and signing	None	15 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
4. Receive the cash assistance and sign voucher	4. Release payment	None	5 mins	<i>Municipal Treasurer</i> Municipal Treasurer's office
TOTAL PROCESSING TIME			1 day and 30 mins	

2. Issuance of PRE MARRIAGE COUNSELLING CERTIFICATE

Issued to couple applying for a marriage license

Office of Division	Office of the MSWDO		
Classification:	Simple		
Type of Transaction:	G2C-Government to Citizen		
Who may Avail:	Couples getting married		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Barangay Clearance (1 Original Copy) 2. LCR Clearance (1 Original Copy)		Barangay Hall Municipal Civil Registrar	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook and present requirements	1. Evaluate the documents / requirements presented by the applicant	None	3 mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Attend PMC session (as scheduled)	2. Conduct the PMC Session on Responsible Parenthood	None	2 hrs.	Municipal Social Welfare and Development Officer Municipal Social Welfare and Development Office
	2.2. Conduct of Family Planning Session	None	2 hrs.	<i>Nurse II</i> Rural Health Unit
3. Pay corresponding fee	3. Receive payment and Issue Official receipt	PHP 100.00	10 mins.	Municipal Treasurer's Office
4. Present Official Receipt and receive PMC Certificate	4. Issue PMC Certificate	None	10 mins.	<i>Social Welfare Assistance</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			4 HOURS AND 23 MINUTES	

3. Issuance of Senior Citizens ID

This service is issued to Senior Citizens for general purposes.

Office of Division	Office of the MSWDO
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	All Senior Citizen Residents of the municipality
CHECKLIST OF REQUIREMENT	WHERE TO SECURE

1. Birth Certificate (1 photocopy) 2. 1x1 ID Picture (2 pieces)		Municipal Civil Registrar Office (MCR) Applicant		
If Birth Certificate is not available 1. Baptismal Certificate (1 Photocopy) or Marriage certificate (1 photocopy)		Parish Church Municipal Civil Registrar (MCR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook	1. Interview for data gathering	None	5 mins	<i>Social Welfare Assistance</i> Municipal Social Welfare and Development Office
2. Present Requirements	2. Assess documents	None	3 min	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
3. Wait while ID is being prepared	3. Prepare and issue ID Card	None	1 day	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			1 DAY and 8 MINUTES	

4. Provision of LIVELIHOOD ASSISTANCE

Livelihood assistance is provided to associations that is interest-free and non-collateral for the economic rehabilitation of the poor.

Office of Division	Office of the MSWDO
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	All organized People's Organization

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Properly filled-up Application Form 2. List of Association Members (1 Original Copy) 3. Constitution by Laws (1 Photocopy) 4. Barangay Clearance (1 Original Copy) 5. Project Proposal (1 Original Copy) Additional Requirement for Food Related Business 1. Medical Certificate (1 photocopy)		Office of the Association Office of the Association Office of the Association Barangay Hall Office of the Association Rural Health Unit (RHU)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook	1. None	None	10 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Present Required documents	2. Interview and assess Client	None	10 mins	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
3. Wait for the call for the approval of the project	3. Review Project Proposal and prepare other supporting documents and inform client	None	3 days	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	3.2. Submit documents to the treasurer's	None	10 mins. (2 working days)	<i>Administrative Aide IV</i> Municipal Treasurer's Office

	office for payment 3.3. Inform client to come back after 2 days.	None	2 minutes	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
4. Receive check and sign voucher	4. Release the check	None	5 mins.	<i>Municipal Treasurer</i> Municipal Treasurer's Office
5. Proceed to MSWDO for documentation and profiling	5. File photo copy of acknowledgement receipt check	None	2 mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			5 DAYS AND 39 MINUTES	

5. Issuance of Referral Letter and Endorsement

The service is issued to individual or families who wish to avail of medical/hospitalization assistance thru referral to other agency like PCSO, Provincial Government or DSWD FO1.

Office of Division	Office of the MSWDO	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All Residents of the municipality	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Cert. of Indigency from the Barangay 2. Medical Abstract / Medical Certificate / Doctor's Prescription 3. Statement of Account 4. Endorsement letter		Barangay Hall Hospital of confinement Physician Hospital of confinement Office of the Mayor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook	1. Interview client	None	10 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Present requirements	2.1. Check Requirements	None	5 mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
	2.2. Preparation of Case Study Report and Endorsement Letter	None	30 mins.	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
3. Sign and Receive the referral letter	3. Release the referral letter and endorsement and attachments	None	5 mins.	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			50 MINUTES	

6. Receipt of Social Pension

A quarterly stipend/pension to qualified indigent Senior Citizen in the amount of P1,500.00 as Government Assistance

Office of Division	Office of the MSWDO
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	All qualified Senior Citizen Residents of the municipality

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Senior Citizen ID		Office of Senior Citizen's Association (OSCA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out claim stub	1. Process claim stub	None	5 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Present requirements	2. Check Requirements	None	5 mins.	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
3. Sign and received Pension every quarter	3. Assist/Pay-out of Social Pension Beneficiaries	None	15 mins	<i>Municipal Social Welfare Development Officer</i> FO Personnel Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			25 MINUTES	

7. Application for Social Pension Program

This service is applied to senior citizens who are qualified to enrol for social pension program.

Office of Division	Office of the MSWDO		
Classification:	Highly Technical		
Type of Transaction:	G2G-Government to Citizen		
Who may Avail:	All qualified Senior Citizen Residents of the municipality		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Senior Citizen ID		Office of Senior Citizen's Association (OSCA)	

2. Certificate of Indigency		Municipal Civil Registrar (MCR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook and present requirements	1. Check Requirements	None	5 mins.	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
2. Wait for the validation and home visit of MSWDO staff	2. Validate the Senior Citizen for the eligibility	None	30 mins.	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	2.2. Inform applicant to come back after 1 month	None	2 mins	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	2.3. Submit validation form of Senior Citizen to DSWD FO1 for approval and inclusion to Social Pension	None	30 mins (1 Month)	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
3. Report to MSWDO	3. Inform client for the approval of his/her application and inclusion to social pension	None	10 mins	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			1 MONTH, 1 HOUR, 27 MINUTES	

8. Issuance of Person's With Disability ID

This service is provided to PWDs requesting for ID to be able to avail their benefits.

Office of Division	Office of the MSWDO	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All PWDs of the municipality	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Birth Certificate (1 photocopy) Or Baptismal Certificate (1 Photocopy) 2. 1x1 ID Picture 3. Philippine Registry Form for Person's with Disability from RHU assessed by MHO		Municipal Civil Registrar (MCR) Church Applicant Rural Health Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook & present requirements	1. Check the requirements	None	5 mins	<i>Person's With Disability Focal Person</i> <i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Wait for the Preparation of ID Card	2. Print PWD ID Card for signature	None	15 mins	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office

3. Sign and Receive the PWD ID Card together with the Purchase Booklet	3. Issue PWD ID Card	None	2 mins	<i>Person's With Disability Focal Person</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			22 minutes	

9. Provision of Financial Assistance for Person's With Disability (PWD)

This service is to provide financial assistance to Qualified Persons with Disability.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	All Qualified PWDs of the municipality			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Certificate of Indigency (1 original copy) 2. Whole Body Picture (1 copy 3R size) 3. PWD ID (1 photocopy) 4. Birth Certificate (1 photocopy)		Barangay Hall Applicant Municipal Social Welfare and Development (MSWD) Municipal Civil Registry (MCR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up PWD Profile Form & present requirements	1. Check the requirements	None	5 mins	<i>Social Welfare Officer III</i> <i>Person's With Disability Focal Person</i>

				Municipal Social Welfare and Development Office
2. Wait for the Validation & Home Visit	2. Check the eligibility	None	1 day	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
3. Wait for the Approval & schedule of payout	3.1. Prepare documents for funding	None	3 days	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	3.2. Inform client for the schedule of payout	None	1 minute	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
4. Sign payroll and receive Financial Assistance	4. Release financial Assistance to Eligible PWD	None	15 minutes	<i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			4 DAYS & 21 MINUTES	

10. Enrolment of Children to ECCD Program

This program is provided to 3-4 years old children for the comprehensive approach on Early Childhood Care and Development.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	3-4 years old children			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Birth Certificate (1 photocopy) 2. Physical Appearance of the child 3. Medical records/card (1 photocopy) 4. Early Childhood Care and Development checklist (1 original copy)			Municipal Civil Registrar (MCR) Applicant Rural Health Unit (RHU) Municipal Social Welfare and Development (DSWD)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the child to the CDW, fill-up child's profile form and submit requirements.	1.1. Review child's profile form.	None	10 mins	<i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office
	1.2. Validate requirements	None	15 mins	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
		None	2 mins	<i>Social Welfare Officer III</i>

	1.3. Enter Child's Name in the Master list of Enrolment			Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			27 mins	

11. Enrolment to Philhealth Indigent Program

This service is provided to Indigent Individuals to facilitate the enrolment to the Philhealth Indigent Program and to be able to avail of its benefits.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Indigent Families			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Certificate of Indigency (1 original)		Barangay Hall		
2. Birth Certificate of member (1 Photocopy)		Municipal Civil Registrar (MCR)		
3. Birth certificate dependents (1 Photocopy)		Municipal Civil Registrar(MCR)		
4. Philhealth Member Registration Form (PMRF)		Municipal Social Welfare and Development (DSWD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Logbook	1 None	None	2 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
2. Submit requirements	2.1. Check requirements	None	5 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
	2.2. Assess of client	None	5 mins	<i>Social Welfare Assistant</i>

				Municipal Social Welfare and Development Office
3. Pay corresponding fee	3. Received payment	Per Annum PHP 1,800.00 Semi-Annual PHP 900.00 Quarterly PHP 450.00	15 mins	<i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present Official Receipt	4. Record Official Receipt number	None	3 mins	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			30 MINUTES	

12. Request for Assessment of Discernment of a Children In Conflict with the Law (CICL)

A request for social case study report of children in conflict with the law (CICL) for discernment.

Office of Division	Office of the MSWDO
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	CICL above 15 years old

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Referral letter from PNP (1 original copy) 2. Birth certificate (1 photocopy) 3. Medical certificate (1 original copy)		Philippine National Police (PNP) Municipal Civil Registrar (MCR) Rural Heal Unit (RHU) or District Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present referral letter of CICL from PNP	1. Receive the referral letter for assessment	None	3 mins	<i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office
2. Accomplish the given tool	2. Provide and check the accomplished Intake and child functioning assessment tool, index of value judgement tool and level of moral development tool.	None	1 day	<i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office
	2.2. Inform the client to come back after 7 working days	None	1 minute	<i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	2.3. Prepare case study report for discernment	None	7 days	<i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office

3. Receive case study for discernment for submission to PNP	3. Release case study	None	1 day	<i>Social Welfare Assistant</i> Municipal Social Welfare and Development Office
TOTAL PROCESSING TIME			9 DAYS AND 4 MINUTES	

13. Issuance of Solo Parent ID

This service is provided to Solo Parent who are availing their Solo Parents ID to be able to avail of their benefits.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Solo Parent of the municipality			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1x1 ID Picture (2 pieces) 2. Solo Parent Application Form (1 original copy)			Applicant Municipal Social Welfare and Development (MSWD)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook and present requirements	1. Check the requirements	None	5 mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare Office
2. Undergo Interview	2. Administer interview	None	15mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare Office
3. Wait for the preparation of ID Card	3. Prepare the Solo parent ID/Card	None	30 mins.	<i>Social Welfare Assistant</i> Municipal Social Welfare Office
4. Receive the Solo Parent ID/Card	4. Issue the Solo Parent ID/Card	None	5mins.	<i>Social Welfare Assistant</i>

				Municipal Social Welfare Office
TOTAL PROCESSING TIME			55 INUTES	

14. Matandang Kaarawan (MK) – Centenarian Program Cash Incentive

A cash incentive to Senior Citizen aged 90 years old and above who are resident of the municipality.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	Senior Citizen 90 years old and above who are residents of San Vicente			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Senior Citizen ID (1 Photocopy) 2. Birth Certificate (1 Photocopy)		Applicant Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the Senior Citizen Barangay President for Inclusion to MK and Submit Requirements	Enlist the potential beneficiaries and check requirements	None	1 day	SC President Social Welfare Assistant
2. Wait for the delivery of the Program	Process the cash incentives vouchers	None	1 day	Social Welfare Assistant Municipal Treasury
3. Receive the cash incentive	Deliver the cash incentive to MK Celebrants	None	1-2 hrs	Municipal Social Welfare Development Officer Sanguniang Bayan Members Local Chief Executives
TOTAL		None	2 days and 2 hrs	

15. Burial Assistance (₱10,000.00)

For the availment of burial assistance.

Office of Division	Office of the MSWDO			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	A beneficiary of deceased resident of San Vicente			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. 1 original copy of Certificate of residency of both deceased and the beneficiary (1 original Copy)			Barangay	
2. 1 Photocopy of the ID (Deceased and the beneficiary)			Applicant	
3. 1 Photocopy of Death Certificate			Local Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Logbook	Assess client and check requirements	None	30 mins	Social Welfare Officer III
2. Submit Requirements	Prepare the needed documents and voucher	None	1 day	Social Welfare Officer III
3. Wait for the processing time	Process the assistance	None	1 day	Social Welfare Officer III Social Welfare Assistant
4. Receive the Burial assistance	Deliver the assistance to the beneficiary	None	2 hrs	Municipal Social Welfare Development Officer Sanguniang Bayan Members Local Chief Executives
TOTAL		NONE	2 days 2 hrs and 30 mins	

**OFFICE OF THE
MUNICIPAL HEALTH OFFICER
EXTERNAL SERVICES**

A. THE OUT-PATIENT SERVICES OF THE RURAL HEALTH UNIT

ABOUT THE SERVICE:

This service caters to the primary health needs of our constituents. It includes consultation, diagnosis and giving of appropriate medical services.

Medical, Minor Surgeries and Dental Health services are available at the Rural Health Unit (RHU) to any person or individual who needs assistance.

SERVICE SCHEDULES:

Monday to Friday
8:00 am to 5:00 pm

FEES:

No fee is collected in availing of the outpatient services of the Rural Health Unit.

HOW TO AVAIL OF THE SERVICE:

1. MEDICAL/SURGICAL

Office of Division	Office of the Municipal Health Officer
Classification:	Simple
Type of Transaction:	G2C-Government-to-Citizen
Who may Avail:	All Municipal Residents

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Municipal Health Office for Check up	Admit patient for OPD Check up Ask clients/patients on purpose of consultation and write patients data on a daily patient's logbook.	None	2 minutes	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
2. Approach the Main Health Center Nurse	Get vital signs to be recorded in an Individual Treatment Record (ITR) and refer the patient to the Municipal Health Physician.	None	5 minutes	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
3. Approach the Municipal Health Officer 4. May go home	Examination of patients The Municipal Health Officer, 1. Take history and proper physical examination, request for some laboratory exams if needed 2. Make the proper disease diagnosis 3. Administer proper management	None	10 minutes	Municipal Health Officer Municipal Health Office

	4. Prescribe and dispense necessary available meds 5. Advice and discharge patient.			
TOTAL PROCESSING TIME			15 MINUTES	

2. Provision of OPD Dental

This provides dental services to all individuals.

SERVICE SCHEDULES:

Friday : 8:00 am to 12 NN

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Municipal Health Office	Admit patients for Dental care Ask patients for purpose of consultation take general data and write it in a patient's daily logbook.	None	15 mins	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Dental Aide Municipal Health Office

	Refer patient to the Dentist on duty.	None	2 min.	Dental Aide Municipal Health Office
2. May go home	Administration of Dental Care 1. Examine the patient 2. Render necessary needed dental care 3. Give dental advice and discharge the patient	None	30 min.	Municipal Dentist Rotator Dentist on Duty Municipal Health Office
TOTAL PROCESSING TIME			37 MINUTES	

3. Provision of Maternal Care Services

ABOUT THE SERVICE:

Maternal Care is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goal, hence we offer regular pre-natal check up to would-be, and expectant mothers in our community to be able to achieve a zero maternal mortality rate, and to make sure that every delivery is a safe delivery.

One of the objectives of the LGUs health program is to provide maternal care services to pregnant, lactating mothers for comprehensive maternal care.

SERVICE SCHEDULES:

EVERY THURSDAY : 8:00 AM TO 5:00 pm

Office of Division	Office of the Municipal Health Officer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may Avail:	All pregnant and lactating mothers

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook at the front table	Prepare referral slip	None	2 min.	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
2. Go to the admission section	Take personal data, obstetrical history and vital signs and record them in the individual patient record chart and issue number	None	5 min	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
3. Go to the Examination Room	Midwife in the examination room do the prenatal abdominal palpation and other necessary examination suited to the patient. Give tetanus toxoid immunization. Prescribed medicines: Ferrous / Calcium	None	10 min.	Midwife II Midwife II Midwife II Municipal Health Office

	Other patients who need further examinations are referred to the physician for further check-up			
4. May go home	Midwife in charge do the final advice and schedule patient for further follow up if necessary. Patients referred to the physician are advised and discharged by the physician	None	3 min	Midwife II Midwife II Midwife II Municipal Health Officer Municipal Health Office
TOTAL PROCESSING TIME			20 MINUTES	

4. PROVISIONS ON ANTI-TB DRUGS

ABOUT THE SERVICE:

One of the leading causes of morbidity and mortality in the Philippines is Pulmonary Tuberculosis (PTB). It has been a disease of all ages, so many NGOs sponsors have helped the country to eliminate PTB but until now PTB is still one of the top disease injuring Filipinos. Our Municipality, with the help of our elected leaders has assisted the Department of Health in this endeavor on TB elimination by appropriating funds for provisions on anti TB drugs to augment the national supply.

Good TB control requires the availability of adequate quantities of medicines whenever needed by patients and health workers. All aspects of drug management should therefore be included during the TB control planning and implementation processes. Drug management involves close collaboration with the national essential medicines program; in many countries, anti-TB drugs are co-managed by the essential medicines program.

SERVICE SCHEDULES:

MONDAY TO FRIDAY : 8:00 AM TO 5:00 PM

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
X-ray film and result if done			Laboratory (sent out)	
Sputum cup with phlegm			Laboratory / Sent Out for Gene Xpert	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client logbook at information desk	Require needed documents	None	2 min.	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
2. Proceed to the admitting section	Midwife on duty take the patients personal data, the reason why the patient came for check-up and the patient's vital signs. These are all logged in the patient's individual chart.	None	3 min.	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
3. All TB symptomatic admitted are referred to the physician	Physician further examine patient for proper evaluation & treatment.	None	5 min.	Mun. Health Officer Municipal Health office

4. Proceed to laboratory for sputum examination and gene expert (sent out)	Medical Technologist collect first sputum specimen. Medical Technologist endorse patient for the second and third collection of sputum specimen to midwife in charge of the patient's barangay	None	3 min	Medical Technologist I Municipal Health Office
5. TB patient for the 2nd and 3rd sputum specimen collection approach the midwife in charge of his/her barangay	Midwife/Nurse instruct the patient for the 2nd and 3rd sputum collection	None	1 day	Midwife II Midwife II Midwife II Nurse I Nurse I Nurse II Municipal Health Office
5. Collected sputum specimen	Midwife smear and fix the specimen collected and submit fixed slides to Medical Technologist	None	1 day	Midwife II Midwife II Midwife II Medical Technologist I Municipal Health Office
6. Follow-up sputum result	Medical Technologist release sputum results to midwives	None	3 min.	Medical Technologist I Municipal Health Office
7. Patient with sputum result proceed to treatment room	a. Physician examine, evaluate and diagnose patient for proper management	None	10 min.	Nurse I Nurse I Nurse II Municipal Health Office Midwife II Midwife II

	<p>b. NOD properly instruct the patient regarding DOTS/Treatment</p> <p>c. RHM/NOD supervise the patient's compliance to drug intake</p>		6 mos. - 1 year depending on treatment category	<p>Midwife II</p> <p>Nurse I</p> <p>Nurse I</p> <p>Nurse II</p> <p>Municipal Health Office</p>
<p>8. (a.) TB Symptomatic patient with (+) sputum approach the Nurse on duty</p> <p>(b.) TB Symptomatic patient with (-) sputum go for chest x-ray exam</p>	<p>(a.) Nurse on duty register the patient to Directly Observed Treatment with Short Course Chemotherapy, National Tuberculosis Program (DOTS NTP) registry and endorse to the midwife in charge as DOTS treatment partner.</p> <p>(b) Diagnostic Center (non-institutional) conduct chest x-ray exam as requested</p>	None	<p>10 min</p> <p>1 day (sent out)</p>	<p>Nurse I</p> <p>Nurse I</p> <p>Nurse II</p> <p>Municipal Health Office</p> <p>Radiologist</p>
<p>9. (a.) TB Symptomatic patient with (+) sputum approach the midwife in charge.</p> <p>(b.) TB symptomatic patient with (-) sputum and chest x-ray results approach the physician</p>	<p>(a.) Midwife in charge /NOD properly instruct the patient regarding DOTS.</p> <p>(b.) Physician evaluate patient for further management</p>	None	<p>(a.) 5 min.</p> <p>(b.) 5 min.</p>	<p>Nurse</p> <p>Midwife II</p> <p>Midwife II</p> <p>Midwife II</p> <p>Municipal Health Officer</p> <p>Municipal Health Office</p>
<p>10. (a.) TB Symptomatic patient with (+) sputum start the medication and follow-up as instructed.</p>	<p>(a.) Midwife in charge/Nurse on Duty directly supervise the patients' compliance to drug intake.</p>	None	<p>(a.) 6 months to 1 year depends on TB category.</p> <p>(b.1.) TBDC- 2-3 weeks.</p>	<p>Midwife II</p> <p>Midwife II</p> <p>Midwife II</p> <p>Nurse I</p> <p>Nurse I</p> <p>Nurse II</p>

(b.) TB Symptomatic patients with (-) sputum and with chest x-ray results start medication as instructed by the physician	(b.) Physician follows up patient and or refer to TB Diagnostic Committee (TBDC) in accordance with the proper assessment.		(b.2.) Other Diagnosis- variable	Municipal Health Office Provincial Health Office
			1 yr, 3 days, 41 mins	

5. EXPANDED PROGRAM OF IMMUNIZATION SERVICES

ABOUT THE SERVICE:

The Expanded Program in Immunization is one of the pioneering/core programs of the Department of Health. Through the program, we have protected thousands of Filipino children in our locality from deaths and disability from vaccine preventable diseases.

SERVICE SCHEDULES:

EVERY THIRD WEDNESDAY : 8:00 AM to 10: 30 AM

AT BIRTH	SIX (6) WEEKS OF LIFE	TEN (10) WEEKS OF LIFE	FOURTEEN (14) WEEKS OF LIFE	IPV	NINE (9) MONTHS OF LIFE	1 YEAR OLD
BCG	PENTA 1	PENTA 2	PENTA 3		Measles	MMR
Hepatitis B 1	OPV 1	OPV 2	OPV 3/IPV	IPV	Vitamin A	Vitamin A

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	SCHEDULE	PERSON RESPONSIBLE
1. Go to admitting section for registration a.) Hospital born baby- bring along the immunization record or baby's book.	1. Midwife on duty get the personal data of the client.	None	3 min.	Midwife II Midwife II Midwife II Nurse I Nurse II Municipal Health Office
b.) Baby delivered by Rural Health Midwives	a) Nurse on duty review the immunization record or baby's book and add the name of the client to the Masterlist	None	3 min.	
	b) The midwife on duty checks the name of the client in the masterlist	None	2 min.	
2. Client proceed to vaccination area	The nurse and midwives administer the necessary vaccines to the client on a first-come, first-served basis	None	5 min	
3. May go home	Nurses and Midwives advise and instruct client for follow-up and further discharge.	None	3 min.	
TOTAL PROCESSING TIME			16 MINUTES	

6. Basic Laboratory Examination Services

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Laboratory request form			In front of MHO	
Payment and Receipt			Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient with laboratory request, proceed to the laboratory section and present your request to the medical technologists	Medical Technologist review the laboratory request and instruct the patient, depending on what laboratory examination is needed	None	3 min	Medical Technologist Municipal Health Office
	Performs laboratory test. Records data and result at the laboratory logbook Extract blood or collect specimen such as urine,	None	30 min.	Medical Technologist I Municipal Health Office

	stool, sputum from the patient			
2. Pay corresponding fees	Issue official Receipt	FBS PHP 100.00 Cholesterol PHP 110.00 Triglyceride PHP 120.00 Uric Acid PHP 110.00 HDL/LDL PHP 200.00 BUN PHP 110.00 Creatinine PHP 110.00 CBC PHP 70.00 UA PHP 50.00 Fecalysis PHP 50.00 Platelet PHP 60.00 Bloodtype PHP 50.00 Preg Test PHP 120.00 HBsAg Screening PHP 120.00 Sputum Exam PHP 70.00 Widal Test PHP 150.00	5 min.	Admin. Aide IV Municipal Treasurer's Office
3. Present the Official Receipt and wait for the result	Give the Laboratory Test result		1 min.	Medical Technologist I Municipal Health Office
TOTAL PROCESSING TIME			39 MINUTES	

7. ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE / ID:

ABOUT THE SERVICE:

In accordance to our implementing rules and regulations of Chapter III Food Establishment of the Code of Sanitation of the Philippines (P.D. 856) No person shall be allowed to engaged in any food related establishment without securing sanitary permit and all other individuals involved in food preparation and handling are required to secure health certificate.

SERVICE SCHEDULES:

Monday to Friday
8:00 to 12:00 NN & 1:00 to 5:00 PM

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Order of payment			Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the Information Desk	Give instructions	None	2 min	Nurse I Municipal Health Office
2. Go to the Sanitary Office and get requirement list	Sanitary Inspector check and review the necessary requirements brought by the client for application of sanitary permit.	None	5 min,	Nurse I Municipal Health Office

3. (a.) Client with incomplete requirement (Sanitation report) set an appointment for inspection schedule.	(a.) Inspect the submitted requirements and undergo ocular inspection to the client's site. Prepare the sanitary permit.	None	Variable	Nurse I Municipal Health Office
4. Get order of payment	Issue order of payment	None	3 min	Nurse I Municipal Health Office
5. b.) Client with complete requirements go to the Treasurer's office for payment of dues.	Issue Official Receipt	Sanitary Permit PHP 150.00 Open the Tomb Php 1,500.00 Transfer Permit Php 100.00 Certificate of Potability Php 100.00	5 min.	Admin. Aide IV Treasurer's Office
6. Go back to the Sanitary Office and wait for the issuance of permit	Issue the signed Sanitary Permit	None	3 min.	Nurse I Municipal Health Office
TOTAL PROCESSING TIME			18 MINUTES	

8. HEALTH CERTIFICATE/ID

HOW TO AVAIL OF THE SERVICE:

Office of Division	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Order of payment			Treasurer's Office	
Urinalysis/ Fecalalysis/ Hbsag Screening Result/Sputum Exam			RHU Laboratory Services Office or Sent Out	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Sanitary Inspector for transaction	Sanitary Inspector check and review the requirements.	None	3 min.	Nurse I Municipal Health Office
2. Comply Laboratory Requirements	Submit stool, sputum. Extract for Hbsag Screening	Urinalysis PHP 50.00 Fecalalysis PHP 50.00 Sputum – Free Hbsag Screening PHP 120.00	10 min.	Admin. Aide IV Treasurer's Office

3.(a.) Client with normal laboratory results goes to the treasurer's office for payment of dues.	(a.) Receive payment and issue official receipt.		(a.) 5 min.	Admin. Aide IV Treasurer's Office
(b.) client with abnormal results is referred to the physician	(b.) Physician evaluate clients for further management.		(b.) 5 min.	Municipal Health Officer Municipal Health Office
4. Clients goes back to the Sanitary Inspector and present official receipt.	Sanitary inspector issue/ release the health certificate		3 min.	Nurse I Municipal Health Office
TOTAL PROCESSING TIME			26 MINUTES	

9. RESOLVING ENVIRONMENTAL SANITATION COMPLAINTS

ABOUT THE SERVICE:

Resolving sanitation complaints plays a vital role in the community to safeguard public health. The health and safety in the environment shall be in accordance with the Code on Sanitation of the Philippines (PD 856) and its Implementing Rules and Regulations.

Office of Division	Office of the Municipal Health Officer	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	All Municipal Residents	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Sanitary Inspector	(a.)The Sanitary Inspector ask the client about the history of the complaint and coordinate with the Barangay Chairman concerned.	None	20 min.	Nurse
2. Complainant together with the sanitary inspector, further verify the source of the complaint.	The sanitary inspector validate the filed complaint by inquiry and conduct proper investigation of both parties regarding the problem presented.	None	1 hour	Nurse I Nurse I Nurse II
3. Complainant follow the result of the complaint.	The sanitary inspector make a report and recommendation to solve the filed complaint submitted to the Office of the Mayor, furnish copy to the Sangguniang Bayan Member- Committee on Health.	None	3 days	Nurse I Nurse I Nurse II
TOTAL PROCESSING TIME			3 DAYS, 1 HOUR, AND 20 MINUTES	

**MUNICIPAL DISASTER RISK REDUCTION
MANAGEMENT OFFICE (MDRRMO)
EXTERNAL SERVICES**

1. Request for DRR related Trainings/ Drills

Provision of DRRM Related Trainings and drills that are anchored along the four (4) thematic areas of DRRM (1. PREVENTION MITIGATION, 2. PREPAREDNESS, 3. RESPONSE, 4. REHABILITATION AND RECOVERY).

Service provided to requesting entity for the conduct of DRR related Trainings/Drills.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Government Officer/ agencies, All Barangays, School and Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1 original copy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit a letter request	1. Acceptance and verification of documents and set the available schedule of Training/Drills.	None	5 mins	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office

2. Receive date of Training/ Drills	2. Inform the client for the set schedule.	None	5 mins.	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
3. Attend the trainings/drill	3. Conduct of Trainings/Drills	None	<p>3 days</p> <p>(Depending on the topics to be discussed / agreement with the requesting party.</p>	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p><i>Mac Raymond R. Rimay</i> <i>LDRRMO II</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	TOTAL		3 Days & 10 mins	

2. Issuance of Certificate of Review to Barangays Disaster Related Plans

The certificate of Review is issued to the barangays after review of their Annual BDRRM Plan, 3-year CBDRRM Plan and Contingency Plan.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Government			
Who may avail:	All Barangays of the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual BDRRM Plan <ul style="list-style-type: none"> 1 original copy of BDRRM Plan 		Barangay		
3-year CBDRRM Plan <ul style="list-style-type: none"> 1 original copy of 3-year CDRRM Plan 		Barangay		
Contingency Plan <ul style="list-style-type: none"> 1 original copy of Contingency Plan 		Barangay		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client logbook	1. None	None	1 min.	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> Municipal Disaster Risk Reduction Management Council Office

2.Submit relevant documents	2. Acceptance	None	1 min.	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer I</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	2.2. inform client to come back after 2 days	None	1 min	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer I</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	2.3.Review of submitted plans	None	2 days and 45 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>

	2.2.Print and sign the certification	None	1 min	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
3.Receive certificate of review	3. Release signed certification.	None	1 min	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	TOTAL	None	2 days and 50 mins.	

3. Emergency Response

This service is provided to all citizens who are in need of emergency response.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All citizens who are in need of help			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic information from the caller or the person who reported the incident. <ul style="list-style-type: none"> ➤ Name of caller ➤ Type of incident ➤ Contact number and location 		Caller		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to San Vicente Response Team via hotline numbers.	1. Interview caller / reporter and fill-up the incident intake form (e.g. number of the informant, type of incident, location with landmark, how many injured, status help needed and name of contact)	None	5 mins.	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i>

	1.2. Coordinate with other Emergency Response Unit: Philippine National Police (PNP), Bureau of Fire protection (BFP), Rural Health Unit (RHU) \	None	5 mins	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> <i>Mac Raymond R. Rimay</i> <i>LDRRMO II</i> Municipal Disaster Risk Reduction Management Council Office
	1.3. Deployment and Response Immediately	None	5 mins	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office
	TOTAL	None	12 mins.	

4. Request for DRRM Information and Education Communication (IEC) Materials and Documents

DRRM – related Information Education Communication (IEC) materials and documents are readily available at the MDDR Office.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Barangay and School			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Requesting Entity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit a letter request	1.1. Accept and verify the letter	None	1 min.	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office

	1.2. Identification classification of Information Education Communication (IEC) materials / other DRRM documents being requested	None	5 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
2.Receive requested materials	2. Release the materials / documents requested	None	5 mins.	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	TOTAL	None	11 mins.	

5. Provision of Emergency Response Team Standby (Municipal Wide/ Special Events)

Provision and deployment of Emergency Response Team and Medical Team for emergency and medical standby as requested during Municipal Wide and special events.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Host of Events, All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (contains what kind of activity, date, time and location or venue)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter addressed to the Municipal Mayor or directly to the MDRRMO	1.1. Receives request letter in person or via email	None	2 min.	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office

	1.2. Records in the logbook	None	2 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>
	1.3. Act on the request letter and endorse to the Operations/concerned staff for appropriate action.	None	2 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>
2. Receive feedback on actions to request.	2.1. Assign/Prepare: Confirm Attendance	None	2 mins.	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>

	2.2. Assign the Response Team	None	2 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>
	2.3. Coordinate with other Response Unit: BFP, RHU, PNP	None	5 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>
	2. 4. Prepare the needed materials and equipment.	None	10 mins	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office</p>

	2. 5. Actual deployment of the Response Team	None	15 mins	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> <i>Mac Raymond R. Rimap</i> <i>LDRRMO II</i> <i>Glenn L. Quindipan</i> <i>Administrative aide III/ MDRRM Staff</i> <i>Emergency Response Team</i> Municipal Disaster Risk Reduction Management Council Office
	TOTAL	None	45 mins.	

6. Request of DRRM Related Data

Provision of DRRM-related data and documents needed by the clients.

Office or Division:	Municipal Disaster Risk Reduction Management Council Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Researchers Government Office/Agencies Private Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter indicating what kind of DRRM-related data needed		Requesting government offices/agencies, students and PO.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter (at least 3 days before the target date)	1.1 Receives request letter in person or via email	None	20 minutes	<i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i> <i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i> Municipal Disaster Risk Reduction Management Council Office

	1.2. Records in the logbook	None	2 minutes	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	1.3. Act on the request letter and endorse to the concerned staff for appropriate action.	None	2 minutes	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	1.4 Prepares requested data.	None	2 working days	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p>

	1.5. Release the data via email or advice the client to claim re requested data.	None	3 Minutes	<p><i>Presilla R. Rabara, LPT</i> <i>Administrative Officer 1</i></p> <p><i>Reygee S. Rocero, RN, MMPA</i> <i>MGDH 1 (LDRRMO)</i></p> <p>Municipal Disaster Risk Reduction Management Council Office</p>
	Total	None	a. 2 working days b. 29 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Please let us know how we have served you by:</p> <ul style="list-style-type: none"> ➤ Filling out a Client Satisfaction Feedback Form and drop the form in the drop box at Public Assistance Complaint Desk (PACD) ➤ Contact the concerned Local Government Unit (LGU) Offices. Please refer to the provided List of Offices. ➤ You may also contact us from Monday to Friday 8:00 AM to 5:00 PM at telephone number 722-8320 or email add lgu_sanvicente@yahoo.com
How feedbacks are processed	Feedback results are provided to the concerned office. Those feedback requiring responses are forwarded to the concerned offices.
How to file a complaint	<p>You may:</p> <ul style="list-style-type: none"> ➤ Fill out a Client Complaint Form ➤ Inform the Public Assistance Desk or email thru lgu_sanvicente@yahoo.com
How complains are processed	<p>Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned office.</p> <p>If you are not satisfied with the response to your complaint, you may elevate it to the concerned Office.</p> <p>Thank you for helping us continuously improve our services.</p>
Presidential Complaints Center (PCC)	<p>Call 8888 pcc@malacanang.gov.ph</p>
Contact Center ng Bayan (CCB)	<p>0908-881-6565 email@contactcenterngbayan.gov.ph</p>
Anti-Red Tape Authority (ARTA)	<p>478-5093 complaints@arta.gov.ph</p>

LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	2 nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0956-443-9874
Office of the Sangguniang Bayan	2 nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0977-839-4818
Office of the Municipal Accountant	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0916-690-5701
Office of Municipal Treasurer	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0905-430-0929
Office of the Municipal Budget Officer	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0935-681-8870
Office of the Municipal Social Welfare and Development Officer	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0905-169-8093
Office of the Municipal Civil Registrar	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0916-732-6269
Office of the Municipal Assessor	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0905-925-7519
Office of the Municipal Agriculture Officer	1 st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0917-329-2540
Office of the Municipal Health Officer	Rural Health Unit Building, Poblacion, San Vicente, Ilocos Sur	0917-512-3518
Office of the Municipal Engineer	2 nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0919-628-4168
Office of the Municipal Planning & Development Coordinator	2 nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur	0915-734-1329
Office of the Municipal Disaster Risk Reduction Management Council	1 st Floor, San Vicente Evacuation Center Bldg., Poblacion, San Vicente, Ilocos Sur	0917-802-9683 / 0917-998-3968