



MUNICIPAL GOVERNMENT OF PINAMALAYAN

# CITIZENS CHARTER

2023 1<sup>ST</sup> EDITION

## FOREWORD

The COVID-19 pandemic has turned the world upside down. Every aspect has been affected, including the way we live, engage, work, and communicate with one another. Confronted with this continuing challenge, the Municipal Government of Pinamalayan has aggressively adopted appropriate and extraordinary measures to prevent and contain COVID-19 and continuously maintained a standard of excellence in public service that the MGOP is committed to provide.

Under our helm, we ensure that citizens and other clients are well-informed and guided on what services are being offered and how to avail it through provision of citizen's charter handbook. The Citizens' Charter Handbook of the Municipal Government of Pinamalayan is a collaborative effort of its officials and employees and it intends to contain in codified form as prescribed by Republic Act No. 9485, known as the Anti-Red Tape Act (ARTA) of 2007 the various functions of, and services rendered by the departments and offices in the LGU, together with the persons responsible for the delivery of basic services to the public in efficient and effective fashion and in prompt period of time and performance are hereby embodied in this Handbook.

This Handbook reaffirms the commitment of the municipality's leaders, officials and employees to implement quality management programs, streamlined procedures in the delivery of basic services and accepted work standards glared towards enhancement of transparency, accountability and accessibility to the public. With this work, it is expected that the discharge of function in every department, particularly the frontliners of the LGU shall enhance the rapport between the LGU's, workforce and the public clientele in so far as public service is concerned. This also serves as a mechanism to promote people's participation in governance by letting their voices heard. As such, also contained therein are the communication channels where the public can provide comments and suggestions on the service they have been provided with. And, if it so warranted, we also encourage through the proper procedures and mediums, filing of complaints in relation to requests and applications which were unsatisfactorily served. The support and vigilance of the public are necessary to strengthen the entire system, and to improve on aspects and procedures which could have been overlooked.

Our heartfelt commendation and appreciation go to the selfless men and women of this Municipality who made this handbook available for the people. May the goal of our Citizen's Charter, which include delivering services more effectively and efficiently and focusing on the commitment to its citizens in terms of service standards, be achieved.

Let us all endeavour to give our best efforts in everything we do and let this be our compass as we set sail in our goal to attain our ultimate goal to improve the quality of life of every Pinamaleños. Tuloy ang Serbisyo, Tuloy ang Asenso! Sama-sama po nating isigaw ang nagkaka-isang pangarap at aspirasyon ng bawat Pinamaleño **"PILIPINAS, PINAMALAYAN NAMAN"**



**ARISTEO APASAN BALDOS, JR.**

## **I. Mandate**

The Municipal Government of Pinamalayan is empowered by the Local Government Code of 1991 to ensure the preservation and enhancement of culture, promotion of health and safety, right of people to a balanced ecology, development of technological capabilities, improvement of public morals, economic prosperity and social justice, full employment of residents, peace and order, and the convenience of inhabitants

## **II. Vision**

Pinamalayan City, the Central Trading Hub of Oriental Mindoro and the rest of the MIMAROPA demonstrating a robust investor- and tourist-centered economy with diversified agro-industrial activities anchored on sustainable growth and social equity

## **III. Mission**

To boost local economy by providing dynamic investment opportunities and creating a conducive climate for tourism, livelihood and growth enterprises development while ensuring rational increase in agricultural production as well as promoting competitiveness in diversification of trading and industrial activities, sustained and governed by structures and mechanisms which allow redistributive measures

## **IV. Service Pledge**

We, the public servants of the Municipal Government of Pinamalayan, do hereby commit ourselves to promptly and efficiently serve clients by living by the tenets of the following core values:

- R** – esponsible leadership
- A** – ccountability and transparency in governance
- I** – innovative and excellent service
- N** – urturers of faith and patriotic ideals
- B** – uilders of positivity and team spirit
- O** – bjectivity and integrity of purpose
- W** – ell-balanced ecology advocates

We further commit that all applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working Hours and during lunch break shall be attended to.

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**OFFICE OF THE MUNICIPAL MAYOR**  
**External Services**

## 1. Provision Of Financial Assistance

Financial assistance is a monetary aid by the Local Government of Pinamalayan to residents in need but not limited to Burial Assistance, Medical Assistance and Emergency Shelter Assistance (ESA). It is also given to Individual, group, organization, or school in support to academic excellence, sports development and school improvement.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Burial Assistance:</b>				
Updated certificate of Indigency of the claimant (1 original, 2 photocopy)		Concerned Barangay Hall		
Death Certificate (3 photocopy)		Municipal Civil Registrar's Office		
<b>For Medical Assistance:</b>				
Updated Certificate of Indigency of patient or immediate family member (1 original, 2 photocopy)		Concerned Barangay Hall		
Updated Medical Certificate or Medical Abstract or Statement of Billing (1 original, 2 photocopy)		Concerned Medical Facility		
<b>For Emergency Shelter Assistance (ESA)</b>				
Updated Certificate of Indigency of client (1 original, 2 photocopy)		Concerned Barangay Hall		
Picture of the Damage property (3 original)		Client		
Bureau of Fire Protection (BFP) Report / Certification on the damaged property or the Barangay Captain (1 original, 1 photocopy)		BFP/Barangay Hall concerned		
<b>For Basic Education Services:</b>				
Letter request (1 original, 1 photocopy)		Client		
Indorsement (1 original, 1 photocopy)		Deped District Supervisor's Office		
School Improvement Plan (SIP) (2 photocopy)		Principal's Office of the client		
Annual Investment Program (AIP) (2 photocopy)		Principal's Office of the client		
<b>For Barangay Request:</b>				
Barangay Resolution (1 original, 1 photocopy)		Concerned Barangay Hall		
Annual Investment Program (AIP) (2 photocopy)		Concerned Barangay Hall		
<b>For Individual/ Group Request:</b>				
Letter request (1 original, 1 photocopy)		Client		
<b>For Organization Request:</b>				
Official Receipt (1 original)		Client		
Proof of accreditation (2 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 5 or 8 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor

slip.				
2. Submit required documents to Desk 5 or Desk 8 (2nd Floor)	2. Receive the required documents and check the validity and completeness	None	2 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.1 Take action on the financial assistance request	None	10 Minutes	<b>ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
3. Proceed to the Municipal Social Welfare and Development Office Desk 3 or 4 for interview	3. Interview the client or immediate family member	None	1 Hour and 25 Minutes	<b>ARIS LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
	3.1 Release Intake Sheet to the client			
4. Return to Office of the Municipal Mayor and submit the Intake Sheet	4. Receive Intake Sheet with disbursement voucher	None	10 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	4.1 Approved the Intake Sheet for financial assistance /ESA	None	10 Minutes	<b>ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	4.2 Prepare and release guarantee letter if the amount granted is more than PHP 5,000.00	None	10 Minutes	<b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor

	4.3 Forward disbursement voucher to concerned offices for review and approval	None	3 Days	<b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office  <b>JUDY DG MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office  <b>PLARIDEL CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office  <b>ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	4.4 Notify the Client of the availability of cheque	None	5 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
5. Claim the cheque at the Municipal Treasury Office Desk 6  <b>Note: If issued with a guarantee letter, the concerned medical facility shall claim the cheque upon notification of the Municipal Treasury Office</b>	5. Release cheque to the client	None	5 Minutes	<b>PLARIDEL CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
<b>TOTAL</b>		<b>None</b>	<b>3 Days, 2 Hours, 21 Minutes</b>	

## 2. Provision of Material Assistance

Material Assistance is a material aid by the Local Government of Pinamalayan to individual, group, organization, or school in support to academic excellence, sports development and school improvement.

<b>Office or Division:</b>	Office of the Municipal Mayor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Residents only
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For Basic Education Services:</b>	
Letter request (1 original, 1 photocopy)	Client
Indorsement (1 original, 1 photocopy)	Deped District Supervisor's Office

School Improvement Plan (SIP) (2 photocopy)	Principal's Office of the client			
Annual Investment Program (AIP) (2 photocopy)	Principal's Office of the client			
<b>For Grants and Aids - Barangay Request:</b>				
Barangay Resolution ( 1 original, 1 photocopy)	Concerned Barangay Hall			
Annual Investment Program (AIP) (2 photocopy)	Concerned Barangay Hall			
<b>For Grants and Aids - Individual/ Group:</b>				
Letter request (1 original, 1 photocopy)	Client			
<b>For Grants and Aids - Organization Request:</b>				
Official Receipt (1 original)	Client			
Proof of accreditation (2 photocopy)	Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 5 or 8 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
2. Submit the required documents at Desk 8 and Desk 5 (2nd Floor)	2. Receive the required documents for recording, assessment and verify the completeness of the requirements	None	2 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor <i>or</i> <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.1. Forward the request for approval of the Local Chief Executive  2.2 Forward request to Municipal Engineering Office for preparation of Program of Works if the request involves construction	None  None	1 Day  4 Days	<b>DANIEL Q. FRUELDA</b> <i>OIC-Municipal Administrator</i> Office of the Municipal Mayor <b>ENGR. RHEA ANN T. CULLA</b> <i>Engineer III</i> <i>Municipal Engineering Office</i> <b>BIDS AND AWARDS COMMITTEE</b> <i>BAC PINAMALAYAN</i> <b>JUDY MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office <b>PLARIDEL CUIPADO</b>

	2.3 Prepare procurement documents and forward to concerned offices for review and approval	None	4 Days	<i>Municipal Treasurer</i> Municipal Treasury Office <b>ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	2.4 Notify the client of the availability of materials	None	5 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> <i>Office of the Municipal Mayor</i> or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> <i>Office of the Municipal Mayor</i>
3. Accept the materials on the agreed place of delivery	3. Release materials to the client	None	1 Hour	<b>MR. RONE MADRID</b> <i>Administrative Officer IV</i> General Services Office
<b>TOTAL</b>		<b>None</b>	<b>9 Days, 1 Hour, 11 Minutes</b>	

### 3. Issuance of Certification

A Certification is issued to affirm the validity of information of an individual. This includes all certifications but not limited to Certificate of Unemployment, Certificate of no objection and other certification that are not mentioned.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Certificate of Unemployment</b>				
Letter request addressed to the Municipal Mayor (1 original)		Client		
Barangay certification (1 original, 1 photocopy)		Concerned Barangay Hall		
<b>For certificate of no objection for Operation of Gravel and Sand</b>				
Letter request addressed to the Municipal Mayor (1 original)				
Barangay resolution (1 original, 1 photocopy)		Concerned Barangay Hall		
<b>For Certificate not mentioned</b>				
Letter request addressed to the Municipal Mayor (1 original)		Client		
Barangay certification (1 original, 1 photocopy)		Concerned Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 4 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide</i> V Office of the Municipal Mayor
2. Submit the required documents at Desk 4 (Second Floor)  <i>* Make sure to secure the order of payment that will be issued</i>	2. Receive the required documents for recording, assessment and verify the completeness of the requirements  2.1 Issue the order of payment if all required documents were given	None	5 Minutes	<b>JHON FIEL P. PRIVADO</b> <i>Administrative Assistant I</i> Office of the Municipal Mayor
3. Proceed to Municipal Treasury Office and present the Order of Payment for payment of fees  <i>* Make sure to secure Official Receipt that will be issued upon payment</i>	3. Accept the payment based on the Order of payment  3.1 Issue the Official Receipt	Certification fee – Php 30.00 Documentary Stamp – Php 30.00	10 Minutes	<b>MR. PLARIDEL CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to Office of the Municipal Mayor and present the Official Receipt.	4. Prepare the certification	None	15 Minutes	<b>JHON FIEL P. PRIVADO</b> <i>Administrative Assistant I</i> Office of the Municipal Mayor
	4.1 Approve the certificate		4 Hours	<b>HON. ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
5. Receive the certificate at Desk 4 (Second Floor)	5. Release the certificate to the client	None	5 Minutes	<b>JHON FIEL P. PRIVADO</b> <i>Administrative Assistant I</i> Office of the Municipal Mayor
<b>TOTAL</b>			<b>4 Hours, 39 Minutes</b>	

#### 4. Issuance of Job Recommendations

Job Recommendations is given to job seeking constituent upon request, for employment purposes.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request from the seeking individual (1 original )			Client	
Resume or Personal Data Sheet (1 original, 1 photocopy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 1 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
2. Submit the required documents at Desk 1 (Second Floor)  <i>* Make sure to secure the order of payment that will be issued</i>	2. Receive the required documents for recording, assessment and verify the completeness of the requirements	None	2 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.1 Take action on the request	None	10 Minutes	<b>HON. ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	2.2 Preparation of Job Recommendation	None	5 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.3 Sign the recommendation letter	None	3 Hours	<b>HON. ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
3. Receive the recommendation letter at Desk 1 (Second Floor)	3. Release the recommendation letter.	None	5 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
<b>TOTAL</b>		<b>None</b>	<b>3 Hours and 26 Minutes</b>	

## 5. Issuance of Clearances

Clearance is issued to individual needing documents which states that such individual has no pending case filed before the Office of the Municipal Mayor or Municipal Peace and Order Council.

<b>Office or Division:</b>	Office of the Municipal Mayor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Residents only	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Mayor's Clearance</b>		
Barangay clearance (1 original , 1 photocopy)		Barangay Hall of the clients residence
Police Clearance (1 original, 1 photocopy)		Municipal Police Station
Municipal Trial Court Clearance (1 original, 1 photocopy)		Municipal Trial Court
Regional Trial Court Clearance (1 original, 1 photocopy)		Regional Trial Court
Community Tax Certificate ( 1 original, 1 photocopy)		Barangay Treasurer / Municipal Treasurer's Office
<b>For MPOC Clearance</b>		
Tab A- Personal Data Sheet (CS Form 212 Revised 2017) 1 original		Client
Tab B- Certificate of Eligibility (1 photocopy)		Client
Tab C-Birth Certificate (1 photocopy)		Client
<b>Tab D- Scholastic Documents (1 photocopy)</b> Transcript of Records/ Diploma. Certificate of Good Moral Character Certificate of General Weighted Average (GWA) Certificate of Upper 25% of the class from school		Client
<b>Tab E- Local Clearances (1 photocopy)</b> Barangay Clearance MTC Clearance RTC Clearance Fiscal Clearance Police Clearance from Municipal Police Clearance PNP Clearance from PPO NBI Clearance		Client
<b>Tab F- Identification Pictures (2 original Copies)</b> 2 pcs 2x2 picture 2 pcs bust picture 2 pcs whole body picture		Client
<b>Tab F- Identification Pictures (1 Photocopy with 3 specimen)</b> SSS ID Postal ID Driver's License PRC ID Voter's ID BIR ID Company ID		Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 8 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
2. Submit the required documents for initial assessment, verification & recording at Desk 8 (Second Floor)  <i>* Make sure to secure the order of payment that will be issued</i>	2. Receive the required documents and check the completeness of the requirements  2.1 Issue the order of payment	None	5 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor
3. Pay the required fees at the Municipal Treasury Office by showing the order of payment.  <i>* Make sure to secure Official Receipt that will be issued upon payment</i>	3. Accept the payment based on the Order of payment  3.1 Issue the Official Receipt	Please see below schedule of fees	10 Minutes	<b>PLARIDEL CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to Mayor's Office and present the Official Receipt at Desk 8 (Second Floor)	4. Check the official receipt and prepare the clearance	None	15 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor
	4.1 Sign the clearance	None	5 Minutes	<b>HON. ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
5. Receive the clearance	5. Release the clearance	None	3 Minutes	<b>ELOISA H. LAMBON</b> <i>Administrative Officer II</i> Office of the Municipal Mayor
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>40 Minutes</b>	

#### FEES TO BE PAID

Certification/Clearance to be used in Securing Driver's License	Php 30.00
Certification/Clearance for purposes of entering the military service	Php 30.00
Certification/Clearance for purposes of securing a passport or visa	Php 50.00
Certification/Clearance for purposes of transferring resident aliens	Php 200.00

Certification/Clearance for purposes of securing or renewing license to possess firearms	Php200.00
Certification/Clearance for other purposes not mentioned above	Php30.00
<b>SECRETARY'S FEE</b>	
For certified true copy of any papers	Php5.00 /page
Additional fee (DST)	Php 30.00

## 6. Review of Sangguniang Kabataan Barangay Development Plan

The Local Youth Development Office reviews the comprehensive Barangay Youth Development Plan (CBYDP) and Annual Barangay Youth Investment Plan (ABYIP) in coherent to the approved Local Youth Development Plan (LYDP).

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Sangguniang Kabataan (SK) Barangay Chairman			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Annual Barangay Youth Investment Plan (3 original )		Concerned Barangay		
Comprehensive Barangay Youth Development Plan (1 original, 1 photocopy)		Client		
Personal Appearance of Barangay SK Chairman		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 9 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
2. Present the documents for review at Desk 9 (2nd floor)	2. Review ABYIP and CBYDP 2.1. Affix signature in the document 2.2 Secure 1original copy for filing	None	4 Hours	<b>JOHN DAVE M. DELOS SANTOS</b> <i>Executive Assistant II</i> Office of the Municipal Mayor  <b>ELVIN M. BERNARDO</b> <i>Administrative Aide II</i> Office of the Municipal Mayor
3. Claim the signed documents at Desk 9 (2nd floor)	3. Release signed documents	None	3 Minutes	
<b>TOTAL</b>		<b>None</b>	<b>4 Hours &amp; 4 Minutes</b>	

## 7. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Office of the Municipal Mayor
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy )		Client		
Requisition Slip (1 original )		Office of the Municipal Mayor-Cubicle 1		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 1 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
2. Fill-up and submit the requisition slip to Desk 1	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.1. Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
	2.2. Sign the CA and return to Desk 1 (Second floor)	None	3 Minutes	<b>DANIEL Q. FRUELDA</b> <i>OIC-Municipal Administrator</i> Office of the Municipal Mayor
	2.3. Affix dry seal on the approved CA	None	3 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
3. Receive the approved CA at the Desk 1 (2nd floor)	3. Release the CA to	None	2 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

**OFFICE OF THE MUNICIPAL MAYOR**  
**Internal Services**

## 1. Review Of Official Documents

To ensure that all transactions and services in the Local Government Unit of Pinamalayan are processed smoothly, the Municipal Mayor issue his approval on official documents provided that they comply with set standards.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Government			
<b>Who may avail:</b>	Offices of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any kind of document for approval (original, the number of copy varies per type of document, or as required)		Concerned office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook 1.1 Check the completeness of the required information 1.2 Refer to Cubicle 3, 4 or 9 (2 <sup>nd</sup> floor)	None	4 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide</i> V Office of the Municipal Mayor
2. Submit official documents for approval at:  * Desk 3 for Gas Slip and Program of Work  * Desk 4 for Obligation Request and Itinerary of Travel  * Desk 9 for Purchase Request  <b>Note: For official documents that are subject for review by the Municipal Administrator proceed to Office of the Municipal Administrator's Office Desk 1</b>	2. Receive the official document  2.2 Encode the document for approval  2.3 Forward the document for approval	None	5 Minutes	<b>EDCEL L. MARMOL</b> <i>Administrative Aide</i> V Office of the Municipal Mayor or <b>GIZELLE F. MARMOL</b> <i>Administrative Aide</i> IV Office of the Municipal Mayor or <b>JHON FIEL P. PRIVADO</b> <i>Administrative Assistant I</i> Office of the Municipal Mayor or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide</i> V Office of the Municipal Mayor
	2.4 Take action on the document	None	1 Day	<b>HON. ARISTEO A. BALDOS JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor



<p>3. Receive the document/s at:</p> <p><i>* Desk 3 for Gas Slip and Program of Work</i></p> <p><i>* Desk 4 for Obligation Request and Itinerary of Travel</i></p> <p><i>* Desk 9 for Purchase Request</i></p>	<p>3. Release the document/s</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>EDCEL L. MARMOL</b> <i>Administrative Aide V</i> Office of the Municipal Mayor or <b>GIZELLE F. MARMOL</b> <i>Administrative Aide IV</i> Office of the Municipal Mayor or <b>JHON FIEL P. PRIVADO</b> <i>Administrative Assistant I</i> Office of the Municipal Mayor or <b>GIRLIE C. MAMPUSTI</b> <i>Administrative Aide V</i> Office of the Municipal Mayor</p>
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 14 Minutes</b>	

**GENERAL SERVICES OFFICE**  
**External Services**

### 1. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy )		Client		
Requisition Slip (1 original )		General Services Office Desk 4		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 4	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the duly accomplished requisition slip to Desk 4	2. Receive the duly accomplished requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2 Sign the CA and return to Desk 4	None	3 Minutes	<b>RONE B. MADRID</b> <i>Administrative Officer IV</i> General Services Office
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
3. Receive the approved CA at the Desk 4	3. Release the CA to client	None	2 Minutes	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
<b>TOTAL</b>		<b>None</b>	<b>17 Minutes</b>	

**GENERAL SERVICES OFFICE**  
**Internal Services**

## 1. Review and Controlling of Purchase Order (PO)

Purchase Order is one important document attached to the procurement and liquidation voucher. This document should be properly filled up based on the required data and specification. It is the responsibility of the General Services Division to review, check and affix control number on the Purchase Order.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Offices of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Request (PR) (4 original)		Concerned office		
Purchase Order Certified by the Municipal Accountant (4 original)		Concerned office		
Signed and quoted RFQ (3 original)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the required documents at GSO Desk #2	2. Receive and review the submitted documents  2.1 Check if the information is in accordance with the PR  2.2 Record and affix control number at the PO	None	1 Hour	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
	2.3 Forward the controlled Purchase Order to the Office of the Municipal Administrator	None	4 Minutes	
	<b>TOTAL</b>	<b>None</b>	<b>1 Hours, 6 Minutes</b>	

## 2. Acceptance of Property, Plant and Equipment (PPE) for Regular Procurement

Among the functions of the General Services Office (GSO) is to accept Property, Plant and Equipment (PPE) procured by end users.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Offices of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		

Accomplished Inspection and Acceptance Report (IAR) Form (6 original)		Concerned Office		
Acknowledgement Receipt for Equipment (ARE), for PPE (4 original)		Concerned Office		
Inventory Custodian Slip, for semi-expendable goods (4 original)		Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 4	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the required documents at GSO Desk No.4	2. Receive and review the submitted documents	None	1 Hour	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
3. Present the procured items at the delivery location stated in the PO	3. Check and verify the items presented based on the Description, Specification, Quality and Quantity stated on the PO	None	1 Hour	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
	3.1 Affix signature at the IAR	None	4 Hours	<b>RONE B. MADRID</b> <i>Administrative Officer IV</i> General Services Office
4. Receive the signed IAR	4. Release signed IAR to concerned office and secure one copy for filing purposes	None	5 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>6 Hours, 9 Minutes</b>	

### 3. Distribution of Accepted Supplies, Property, Plant and Equipment (PPE) for Consolidated Procurement

Among the functions of the General Services Office (GSO) is to accept and distribute procured supplies, Property, Plant and Equipment (PPE) to end users.

<b>Office or Division:</b>	General Services Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	All Offices of the Agency	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requisition and Issue Slip (RIS) (3 original)	GSO - Desk #4	

Inventory Custodian Slip, for semi-expendable goods (4 original)		GSO - Desk #4		
Signed Acknowledgement Receipt for Equipment (ARE), for PPE (4 original)		GSO - Desk #4		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 6	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the signed RIS at Desk 6	2. Receive the signed RIS	None	1 Hour	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
3. Check and accept the goods or items at the GSO and sign the RIS  <i>**Make sure to secure one copy of RIS</i>	3. Release goods or items to concerned office and return the RIS  <i>**Make sure to secure one copy of RIS for filing purposes</i>	None	1 Hour	<b>GINA S. LANOT</b> <i>Administrative Assistant II</i> General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>2 Hours, 4 Minutes</b>	

#### 4. Issuance of Acknowledgment Receipt for Equipment (ARE) and Property Tag

The ARE Form is used to issue Property, Plant and Equipment (PPE) to person responsible and accountable.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Offices of the Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished ARE, for consolidated procurement (4 original)		General Services Division		
Accomplished ARE, for regular procurement (4 original)		Concerned Office		
Purchase Order (1 photocopy)		Concerned Office		
Printed Colored Photo of the PPE (2 original)		Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 4	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the required documents at GSO Desk #4	2. Receive and review the submitted documents	None	1 Hour	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	2.1 Review and check the consistency of the ARE based on the Purchase Order	None	30 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	2.2 Affix the property tag to the PPE	None	30 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	2.3 Document the affixed property tag to the PPE	None	5 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
3. Sign the ARE at Desk 6	3. Sign the ARE	None	4 Hours	<b>RONE B. MADRID</b> <i>Administrative Officer IV</i> General Services Office
4. Receive the signed ARE	4. Release the signed ARE and secure one copy for filing purposes	None	5 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>6 Hours, 4 Minutes</b>	

### 5. Employee Clearance To Property Accountability

Employee secure the clearance for Money, Property and Work-Related Accountabilities from different signatories. This serves as a requirement in availing the Terminal Leave Benefit of a retiree or an employee who separated from the service; in applying for Vacation Leave outside the country; in applying for Maternity Leave; and in applying for Leave without pay (LWOP) exceeding one month. The General Services Office (GSO) gives the employee the clearance for property accountabilities through signature of the GSO Head-of-Office.

<b>Office or Division:</b>	General Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government



<b>Who may avail:</b>	Regular Employees of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Clearance Form using CS Form No. 7 (4 original)		Client		
All Acknowledgement Receipt under the Name of the Client		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 2	None	4 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide IV</i> General Services Office
2. Submit the documents at Desk 2	2. Receive and review the submitted documents	None	2 Minutes	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	2.1 Verify the record if all properties under the name of the client has been cleared or transferred.  <i>* In case of an unreturned property for TLB claims, prepare a report, attach to the clearance and forward to Municipal Accounting Office for assessment of depreciated value of the property. Ask the client to sign the document allowing the agency to deduct the depreciated value of the unreturned property from the client's TLB claims</i>	None	1 Day	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services Office
	2.2 Sign the clearance	None	4 Hours	<b>RONE B. MADRID</b> <i>Administrative Officer IV</i> General Services Office
3. Receive the signed clearance	3. Release the signed clearance	None	1 Hour	<b>ANGELICA J. LONTOC</b> <i>Administrative Aide III</i> General Services

				Office
	<b>TOTAL</b>	<b>None</b>	<b>1 Day, 5 Hours and 4 Minutes</b>	

# **SLAUGHTERHOUSE OPERATIONS DIVISION**

## **External Services**

## 1. Provision Of Slaughter And Meat Inspection Services

The main purpose of this service is to ensure the production of safe and high-quality meat fit for human consumption. This service starts with the acceptance of live animals for slaughter and ends with the issuance of the Meat Inspection Certificate (MIC) to the clients. Branding or marking the animals is done to help identify its owners while keeping them in a corral or holding pen for a maximum of twenty-four (24) Hours gives them ample resting time before slaughtering. Ante-mortem inspection of animals is conducted by an authorized meat inspector before they are slaughtered and is done at the time the animals are received and when they are in the corral or holding pen. The meat inspector also ensures that hygienic slaughtering processes and proper meat handling are practiced. The meat inspector then conducts post-mortem inspection of meat after slaughtering and issues the MIC attesting that 1) the meat or carcass came from animals that underwent ante- and post-mortem inspection and that 2) the meat was found to be fit for human consumption at the date and time of inspection.

<b>Office or Division:</b>	Slaughterhouse Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Cattle and Other Large Animals (OLA), submit any of the two:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
Certificate of Transfer of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
<b>For Hogs:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Origin (1 original)		Concerned Barangay Hall		
Certificate of Animal Inspection (1 original)		Municipal Agriculture Office - Livestock Division		
<b>For Chicken:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook  1.1 Check the completeness of the required information	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division
2. Submit the required documents at the PACD for verification	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division

3. Present the live animal/s to be slaughtered near the weighing scale	3. Receive the live animal/s and conduct initial ante-mortem inspection	None	3 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
4. Bring the live animal/s to the weighing scale	4. Weigh the live animal/s	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division
	4.1 Record the measurements and gender (if applicable) in the Records Logbook	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division
	4.2 Brand the live animal/s with their designated number (dealer's mark) using an iron branding stick	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division
5. Deposit the animal/s in the corral or holding pen for a maximum of 24 Hours  *Return the next Day and proceed to Step 6. Note: Exceeding the maximum time will incur additional Boarding Fee as stated in the Schedule of Fees below	5. Accompany the client/s while they bring the animal/s to the corral or holding pen	None	1 Day	<b>MACARIO T. RODIL</b> <i>Administrative Aide</i> / Slaughterhouse Operations Division
	5.1 Conduct the Ante-Mortem Inspection	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
6. Provide a licensed butcher for the conduct of the slaughter	6. Facilitate and monitor the slaughtering and meat handling procedures of the butchers if they are in compliance with the regulations of the NMIS (National Meat Inspection Service)	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division

	6.1 Conduct the Post-Mortem Inspection	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	6.2 Brand the meat with the NMIS meat inspection logo stating "Inspected and Passed" using a stamp pad	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
7. Claim Order of Payment	7. Provide initial assessment and computation of fees and issue Order of Payment	None	10 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
8. Present Order of Payment to the MTO Desk in the Slaughterhouse  8.1 Pay the required slaughter and other related fees and claim Official Receipt	8. Assess if computation of fees is in accordance with Ordinance No. 01-2014 Section 4 - Imposition of Fees  8.1 Accept payment and issue Official Receipt	Please refer to Schedule of Fees for Slaughterhouse Services (see table below)	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
9. Submit Official Receipt at the Dispatch Area	9. Receive Official Receipt	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
10. Claim the meat or carcass, along with the Meat Inspection Certificate (gate pass) at the Dispatch Area	10. Release the meat or carcass and issue the Meat Inspection Certificate (gate pass)	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	10.1 Keep a duplicate copy of the Meat Inspection Certificate (gate pass)	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>1 Day, 13 Hours, 57 Minutes</b>	

<b>SCHEDULE OF SLAUGHTER FEES</b>		
<b>Type of Animal</b>		<b>Weighing Fee</b>
Cattle/Other Large Animals (OLA)		PHP 20.00
Hog		PHP 10.00
Sheep/Goat		PHP 5.00
Poultry		PHP 1.00
Other Small Animals (OSA)		PHP 1.50
<b>Type of Animal</b>		<b>Branding Fee</b>
Cattle/Other Large Animals (OLA)		PHP 20.00 /head
Hog		PHP 10.00 /head
Sheep/Goat		None
Poultry		None
Other Small Animals (OSA)		None
<b>Type of Animal</b>		<b>Corral Fee</b>
Cattle/Other Large Animals (OLA)		PHP 15.00 /head
Hog		PHP 10.00 /head
Sheep/Goat		PHP 10.00 /head
Poultry		PHP 2.00 /head
Other Small Animals (OSA)		PHP 3.00 /head
<b>Type of Animal</b>		<b>Boarding Fee</b>
Cattle/Other Large Animals (OLA)		PHP 200.00 /Day
Hog		PHP 150.00 /Day
Sheep/Goat		PHP 100.00 /Day
Poultry		PHP 20.00 /Day
Other Small Animals (OSA)		PHP 30.00 /Day
<b>Type of Animal</b>		<b>Slaughter Permit</b>
Cattle/Other Large Animals (OLA)		PHP 1.00 /kilo live wt.
Hog		PHP 0.50 /kilo live wt.
Sheep/Goat		PHP 3.00 /kilo live wt.
Poultry		PHP 2.00 /kilo live wt.
Other Small Animals (OSA)		PHP 3.00 /kilo live wt.
<b>Type of Animal</b>		<b>Slaughter Fee</b>
Cattle/Other Large Animals (OLA)		PHP 5.00 /kilo carcass wt.
Hog		PHP 1.50 /kilo live wt.
Sheep/Goat		PHP 5.00 /kilo live wt.
Poultry		PHP 1.00 /kilo live wt.
Other Small Animals (OSA)		PHP 3.00 /kilo live wt.
<b>Type of Animal</b>		<b>Ante-Mortem Fee</b>
Cattle/Other Large Animals (OLA)		PHP 5.00 /head
Hog		PHP 2.50 /head
Sheep/Goat		PHP 2.00 /head
Poultry		PHP 1.00 /head
Other Small Animals (OSA)		PHP 3.00 /head
<b>Type of Animal</b>		<b>Post-Mortem Fee</b>
Cattle/Other Large Animals (OLA)		PHP 1.00 /kilo live wt.
Hog		PHP 1.00 /kilo live wt.
Sheep/Goat		PHP 1.00 /kilo live wt.

<b>Poultry</b>	PHP 1.00	/kilo live wt.
<b>Other Small Animals (OSA)</b>	PHP 1.00	/kilo live wt.

## 2. Provision Of Slaughter And Meat Inspection Services With Condemnation Of Animal After Initial Ante-Mortem Inspection

The main purpose of this service is to ensure the production of safe and high-quality meat fit for human consumption. This service starts with the acceptance of live animals for slaughter and ends with the issuance of the Meat Inspection Certificate (MIC) to the clients. Branding or marking the animals is done to help identify its owners while keeping them in a corral or holding pen for a maximum of twenty-four (24) Hours gives them ample resting time before slaughtering. Ante-mortem inspection of animals is conducted by an authorized meat inspector before they are slaughtered and is done at the time the animals are received and when they are in the corral or holding pen. The meat inspector also ensures that hygienic slaughtering processes and proper meat handling are practiced. The meat inspector then conducts post-mortem inspection of meat after slaughtering and issues the MIC attesting that 1) the meat or carcass came from animals that underwent ante- and post-mortem inspection and that 2) the meat was found to be fit for human consumption at the date and time of inspection.

When live animals are considered "suspect", they are either subjected to further inspection or condemned outright and the clients are notified. The meat inspector then issues a Condemnation Slip to the clients and after condemnation, the live animals are disposed properly at the Slaughterhouse Disposal Pit with the clients as witness.

<b>Office or Division:</b>	Slaughterhouse Operations Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>For Cattle and Other Large Animals (OLA), submit any of the two:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
Certificate of Transfer of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
<b>For Hogs:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Origin (1 original)		Concerned Barangay Hall		
Certificate of Animal Inspection (1 original)		Municipal Agriculture Office - Livestock Division		
<b>For Chicken:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip</p>	<p>1. Give the Client Logbook</p> <p>1.1 Check the completeness of the required information</p>	<p>None</p>	<p>4 Minutes</p>	<p><b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division</p>
<p>2. Submit the required documents at the PACD for verification</p>	<p>2. Receive and verify the documents for completeness</p> <p>*If incomplete, advise to return once missing documents are secured</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division</p>
<p>3. Present the live animal/s to be slaughtered near the weighing scale</p>	<p>3. Receive the live animal/s and conduct initial ante-mortem inspection</p>	<p>None</p>	<p>3 Minutes</p>	<p><b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division</p>
<p>4. Acknowledge explanation at the Meat Inspector Desk</p>	<p>4. Explain to the client that the animal is unfit and considered "suspect" and whether it is to undergo further inspection or is condemned outright</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division</p>
	<p>4.1 If "suspect", conduct further inspection. If condemned outright, proceed to Step 5</p> <p>*If the animal passed further inspection, return the animal for inclusion in the slaughtering operation and inform the client</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division</p>
<p>5. Sign the Condemnation Slip and claim its original copy at the Meat Inspector Desk</p>	<p>5. Issue a Condemnation Slip to the client</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division</p>

	5.1 Keep a duplicate copy of the Condemnation Slip	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
6. Witness the disposal of the animal/s at the Slaughterhouse Disposal Pit	6. Dispose the animal/s properly	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
	6.1 Write a report regarding the Condemnation and Disposal of the Animal/s	None	15 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
<b>TOTAL</b>		<b>None</b>	<b>1 Hour, 43 Minutes</b>	

### 3. Provision Of Slaughter And Meat Inspection Services With Condemnation Of Animal After Actual Ante-Mortem Inspection

The main purpose of this service is to ensure the production of safe and high-quality meat fit for human consumption. This service starts with the acceptance of live animals for slaughter and ends with the issuance of the Meat Inspection Certificate (MIC) to the clients. Branding or marking the animals is done to help identify its owners while keeping them in a corral or holding pen for a maximum of twenty-four (24) Hours gives them ample resting time before slaughtering. Ante-mortem inspection of animals is conducted by an authorized meat inspector before they are slaughtered and is done at the time the animals are received and when they are in the corral or holding pen. The meat inspector also ensures that hygienic slaughtering processes and proper meat handling are practiced. The meat inspector then conducts post-mortem inspection of meat after slaughtering and issues the MIC attesting that 1) the meat or carcass came from animals that underwent ante- and post-mortem inspection and that 2) the meat was found to be fit for human consumption at the date and time of inspection.

When live animals are considered "suspect", they are either subjected to further inspection or condemned outright and the clients are notified. The meat inspector then issues a Condemnation Slip to the clients and after condemnation, the live animals are disposed properly at the Slaughterhouse Disposal Pit with the clients as witness.

<b>Office or Division:</b>	Slaughterhouse Operations Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For Cattle and Other Large Animals (OLA), submit any of the two:</b>	
Official Receipt (1 original)	Slaughterhouse Operations Division - MTO Desk
Certificate of Ownership of Large Cattle (1 original)	Municipal Treasury Office - Public Assistance and Complaints Desk
Certificate of Transfer of Ownership of Large Cattle (1 original)	Municipal Treasury Office - Public Assistance and Complaints Desk

<b>For Hogs:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Origin (1 original)		Concerned Barangay Hall		
Certificate of Animal Inspection (1 original)		Municipal Agriculture Office - Livestock Division		
<b>For Chicken:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook  1.1 Check the completeness of the required information	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
2. Submit the required documents at the PACD for verification	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
3. Present the live animal/s to be slaughtered near the weighing scale	3. Receive the live animal/s and conduct initial ante-mortem inspection	None	3 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
4. Bring the live animal/s to the weighing scale	4. Weigh the live animal/s	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.1 Record the measurements and gender (if applicable) in the Records Logbook	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.2 Brand the live animal/s with their designated number (dealer's mark) using an iron branding stick	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division

5. Deposit the animal/s in the corral or holding pen for a maximum of 24 Hours and leave the Slaughterhouse premises	5. Accompany the client/s while they bring the animal/s to the corral or holding pen	None	1 Day	<b>MACARIO T. RODIL</b> <i>Administrative Aide / Slaughterhouse Operations Division</i>
	5.1 Conduct the Ante-Mortem Inspection	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
6. Receive notification regarding the animal thru phone call or text message	6. Notify the client thru phone call or text message that the animal is unfit and considered "suspect" and whether it is to undergo further inspection or is condemned outright	None	5 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
	6.1 If "suspect", conduct further inspection. If condemned outright, proceed to Step 7  *If the animal passed further inspection, return the animal for inclusion in the slaughtering operation and inform the client	None	10 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
7. Return to the Slaughterhouse, sign the Condemnation Slip and claim its original copy at the Meat Inspector Desk	7. Issue a Condemnation Slip to the client	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>
	7.1 Keep a duplicate copy of the Condemnation Slip	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector / Slaughterhouse Operations Division</i>

8. Witness the disposal of the animal/s at the Slaughterhouse Disposal Pit	8. Dispose the animal/s properly	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	8.1 Write a report regarding the Condemnation and Disposal of the Animal/s	None	15 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 7 Hours, 53 Minutes</b>	

#### 4. Provision Of Slaughter And Meat Inspection Services With Partial Condemnation Of Meat After Post-Mortem Inspection

The main purpose of this service is to ensure the production of safe and high-quality meat fit for human consumption. This service starts with the acceptance of live animals for slaughter and ends with the issuance of the Meat Inspection Certificate (MIC) to the clients. Branding or marking the animals is done to help identify its owners while keeping them in a corral or holding pen for a maximum of twenty-four (24) Hours gives them ample resting time before slaughtering. Ante-mortem inspection of animals is conducted by an authorized meat inspector before they are slaughtered and is done at the time the animals are received and when they are in the corral or holding pen. The meat inspector also ensures that hygienic slaughtering processes and proper meat handling are practiced. The meat inspector then conducts post-mortem inspection of meat after slaughtering and issues the MIC attesting that 1) the meat or carcass came from animals that underwent ante- and post-mortem inspection and that 2) the meat was found to be fit for human consumption at the date and time of inspection.

When meat is unfit for human consumption, it is condemned outright and the clients are notified. The meat inspector then issues a Condemnation Slip to the clients and after condemnation, the meat is disposed properly at the Slaughterhouse Disposal Pit with the clients as witness.

<b>Office or Division:</b>	Slaughterhouse Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Cattle and Other Large Animals (OLA), submit any of the two:</b>				
Official Receipt (1 original)	Slaughterhouse Operations Division - MTO Desk			
Certificate of Ownership of Large Cattle (1 original)	Municipal Treasury Office - Public Assistance and Complaints Desk			
Certificate of Transfer of Ownership of Large Cattle (1 original)	Municipal Treasury Office - Public Assistance and Complaints Desk			
<b>For Hogs:</b>				
Official Receipt (1 original)	Slaughterhouse Operations Division - MTO Desk			
Certificate of Origin (1 original)	Concerned Barangay Hall			
Certificate of Animal Inspection (1 original)	Municipal Agriculture Office - Livestock Division			
<b>For Chicken:</b>				
Official Receipt (1 original)	Slaughterhouse Operations Division - MTO Desk			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook  1.1 Check the completeness of the required information	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
2. Submit the required documents at the PACD for verification	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
3. Present the live animal/s to be slaughtered near the weighing scale	3. Receive the live animal/s and conduct initial ante-mortem inspection	None	3 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
4. Bring the live animal/s to the weighing scale	4. Weigh the live animal/s	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.1 Record the measurements and gender (if applicable) in the Records Logbook	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.2 Brand the live animal/s with their designated number (dealer's mark) using an iron branding stick	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
5. Deposit the animal/s in the corral or holding pen for a maximum of 24 Hours  *Return the next Day and proceed to Step 6. Note: Exceeding the maximum time will incur additional Boarding Fee as stated in the Schedule of Fees below	5. Accompany the client/s while they bring the animal/s to the corral or holding pen	None	1 Day	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division

	5.1 Conduct the Ante-Mortem Inspection	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
6. Provide a licensed butcher for the conduct of the slaughter	6. Facilitate and monitor the slaughtering and meat handling procedures of the butchers if they are in compliance with the regulations of the NMIS (National Meat Inspection Service)	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	6.1 Conduct the Post-Mortem Inspection	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	6.2 Brand the parts of the meat that are fit for human consumption with the NMIS meat inspection logo stating "Inspected and Passed" using a stamp pad	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
7. Receive notification regarding the animal thru phone call or text message	7. Notify the client thru phone call or text message that some parts of the meat are unfit for human consumption and is condemned outright	None	5 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
8. Return to the Slaughterhouse, claim Order of Payment	8. Provide initial assessment and computation of fees and issue Order of Payment	None	10 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
9. Present Order of Payment to the MTO Desk in the Slaughterhouse	9. Assess if computation of fees is in accordance with Ordinance No. 01-2014 Section 4 - Imposition of Fees	Please refer to Schedule of Fees for Slaughterhouse Services (see table below)	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
9.1 Pay the required slaughter and other	9.1 Accept			

related fees and claim Official Receipt	payment and issue Official Receipt			
10. Submit Official Receipt at the Dispatch Area	10. Receive Official Receipt	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
11. Claim the meat or carcass that are fit for human consumption, along with the Meat Inspection Certificate (gate pass) at the Dispatch Area	11. Release the meat or carcass that are fit for human consumption and issue the Meat Inspection Certificate (gate pass)	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	11.1 Keep a duplicate copy of the Meat Inspection Certificate (gate pass)	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
12. Sign the Condemnation Slip and claim its original copy at the Meat Inspector Desk	12. Issue a Condemnation Slip to the client	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	12.1 Keep a duplicate copy of the Condemnation Slip	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
13. Witness the disposal of parts of the meat or carcass that are unfit for human consumption at the Slaughterhouse Disposal Pit	13. Dispose properly the parts of the meat or carcass that are unfit for human consumption	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	13.1 Write a report regarding the Partial Condemnation and Disposal of Meat	None	15 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division



<b>TOTAL</b>	<b>Sum of applicable fees</b>	<b>1 Day, 15 Hours, 21 Minutes</b>	
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<b>SCHEDULE OF SLAUGHTER FEES</b>		
Type of Animal	Weighing Fee	
Cattle/Other Large Animals (OLA)	PHP 20.00	
Hog	PHP 10.00	
Sheep/Goat	PHP 5.00	
Poultry	PHP 1.00	
Other Small Animals (OSA)	PHP 1.50	
Type of Animal	Branding Fee	
Cattle/Other Large Animals (OLA)	PHP 20.00	/head
Hog	PHP 10.00	/head
Sheep/Goat	None	
Poultry	None	
Other Small Animals (OSA)	None	
Type of Animal	Corral Fee	
Cattle/Other Large Animals (OLA)	PHP 15.00	/head
Hog	PHP 10.00	/head
Sheep/Goat	PHP 10.00	/head
Poultry	PHP 2.00	/head
Other Small Animals (OSA)	PHP 3.00	/head
Type of Animal	Boarding Fee	
Cattle/Other Large Animals (OLA)	PHP 200.00	/Day
Hog	PHP 150.00	/Day
Sheep/Goat	PHP 100.00	/Day
Poultry	PHP 20.00	/Day
Other Small Animals (OSA)	PHP 30.00	/Day
Type of Animal	Slaughter Permit	
Cattle/Other Large Animals (OLA)	PHP 1.00	/kilo live wt.
Hog	PHP 0.50	/kilo live wt.
Sheep/Goat	PHP 3.00	/kilo live wt.
Poultry	PHP 2.00	/kilo live wt.
Other Small Animals (OSA)	PHP 3.00	/kilo live wt.
Type of Animal	Slaughter Fee	
Cattle/Other Large Animals (OLA)	PHP 5.00	/kilo carcass wt.
Hog	PHP 1.50	/kilo live wt.
Sheep/Goat	PHP 5.00	/kilo live wt.
Poultry	PHP 1.00	/kilo live wt.
Other Small Animals (OSA)	PHP 3.00	/kilo live wt.
Type of Animal	Ante-Mortem Fee	
Cattle/Other Large Animals (OLA)	PHP 5.00	/head
Hog	PHP 2.50	/head
Sheep/Goat	PHP 2.00	/head
Poultry	PHP 1.00	/head
Other Small Animals (OSA)	PHP 3.00	/head
Type of Animal	Post-Mortem Fee	

<b>Cattle/Other Large Animals (OLA)</b>	PHP 1.00	/kilo live wt.
<b>Hog</b>	PHP 1.00	/kilo live wt.
<b>Sheep/Goat</b>	PHP 1.00	/kilo live wt.
<b>Poultry</b>	PHP 1.00	/kilo live wt.
<b>Other Small Animals (OSA)</b>	PHP 1.00	/kilo live wt.

## 5. Provision Of Slaughter And Meat Inspection Services With Total Condemnation Of Meat After Post-Mortem Inspection

The main purpose of this service is to ensure the production of safe and high-quality meat fit for human consumption. This service starts with the acceptance of live animals for slaughter and ends with the issuance of the Meat Inspection Certificate (MIC) to the clients. Branding or marking the animals is done to help identify its owners while keeping them in a corral or holding pen for a maximum of twenty-four (24) Hours gives them ample resting time before slaughtering. Ante-mortem inspection of animals is conducted by an authorized meat inspector before they are slaughtered and is done at the time the animals are received and when they are in the corral or holding pen. The meat inspector also ensures that hygienic slaughtering processes and proper meat handling are practiced. The meat inspector then conducts post-mortem inspection of meat after slaughtering and issues the MIC attesting that 1) the meat or carcass came from animals that underwent ante- and post-mortem inspection and that 2) the meat was found to be fit for human consumption at the date and time of inspection.

When meat is unfit for human consumption, it is condemned outright and the clients are notified. The meat inspector then issues a Condemnation Slip to the clients and after condemnation, the meat is disposed properly at the Slaughterhouse Disposal Pit with the clients as witness.

<b>Office or Division:</b>	Slaughterhouse Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Cattle and Other Large Animals (OLA), submit any of the two:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
Certificate of Transfer of Ownership of Large Cattle (1 original)		Municipal Treasury Office - Public Assistance and Complaints Desk		
<b>For Hogs:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
Certificate of Origin (1 original)		Concerned Barangay Hall		
Certificate of Animal Inspection (1 original)		Municipal Agriculture Office - Livestock Division		
<b>For Chicken:</b>				
Official Receipt (1 original)		Slaughterhouse Operations Division - MTO Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client	1. Give the Client Logbook  1.1 Check the completeness of the required information	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division

Logbook/ Transaction Slip				
2. Submit the required documents at the PACD for verification	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
3. Present the live animal/s to be slaughtered near the weighing scale	3. Receive the live animal/s and conduct initial ante-mortem inspection	None	3 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
4. Bring the live animal/s to the weighing scale	4. Weigh the live animal/s	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.1 Record the measurements and gender (if applicable) in the Records Logbook	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	4.2 Brand the live animal/s with their designated number (dealer's mark) using an iron branding stick	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
5. Deposit the animal/s in the corral or holding pen for a maximum of 24 Hours  *Return the next Day and proceed to Step 6. Note: Exceeding the maximum time will incur additional Boarding Fee as stated in the Schedule of Fees below	5. Accompany the client/s while they bring the animal/s to the corral or holding pen	None	1 Day	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	5.1 Conduct the Ante-Mortem Inspection.	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
6. Provide a licensed butcher for the conduct of the slaughter	6. Facilitate and monitor the slaughtering and meat handling procedures of the	None	6 Hours	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division

	butchers if they are in compliance with the regulations of the NMIS (National Meat Inspection Service)			
	6.1 Conduct the Post-Mortem Inspection	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
7. Receive notification regarding the animal thru phone call or text message	7. Notify the client thru phone call or text message that some parts of the meat are unfit for human consumption and is condemned outright	None	5 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
8. Return to the Slaughterhouse, sign the Condemnation Slip and claim its original copy at the Meat Inspector Desk	8. Issue a Condemnation Slip to the client	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	8.1 Keep a duplicate copy of the Condemnation Slip	None	2 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
9. Witness the disposal of the meat or carcass at the Slaughterhouse Disposal Pit	9. Dispose the meat or carcass properly	None	1 Hour	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
	9.1 Write a report regarding the Total Condemnation and Disposal of the Meat	None	15 Minutes	<b>PAUL JOHN D. MAMPUSTI</b> <i>Meat Inspector I</i> Slaughterhouse Operations Division
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 14 Hours, 43 Minutes</b>	

## 6. Issuance Of Certificate Of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Slaughterhouse Operations Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government
<b>Who may avail:</b>	All transacting officials and employees

Checklist of Requirements		Where to Secure		
Travel Order (1 photocopy)		Client		
Duly Accomplished Requisition Slip (1 original)		Slaughterhouse Operations Division - Public Assistance and Complaints Desk (PACD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook  1.1 Check the completeness of the required information	None	4 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
2. Submit the required documents at the PACD for verification	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>ANNE MARIELLE G. ABRENICA</b> <i>Administrative Officer II</i> Slaughterhouse Operations Division
	2.2 Sign the CA and return it to the PACD	None	3 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>Administrative Officer V</i> Slaughterhouse Operations Division
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
3. Receive the approved CA at the PACD	3. Release the CA	None	2 Minutes	<b>MACARIO T. RODIL</b> <i>Administrative Aide I</i> Slaughterhouse Operations Division
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

**SPECIAL CONCERNS OFFICE**  
**External Services**

## 1. Assistance in the Implementation of Special Program for Employment of Students (SPES)

The Special Program for Employment of Students (SPES) aims to help the poor but deserving students and out-of-school youth (OSY) in pursuing their education by encouraging their employment during summer breaks.

Students and out-of-school youth applying under the SPES must meet the following criteria: (a) 15 to 30 years old; (b) enrolled during the present school year/semester immediately preceding the summer vacation or a drop-out who intends to enroll again; (c) no failing grades.

<b>Office or Division:</b>	Special Concerns Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All students residing in Pinamalayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance	Client			
SPES Application Form (1 original)	Special Concerns Office-PACD			
Passport size ID Pictures (3 original)	Client			
Birth Certificate (1 photocopy)	Philippine Statistics Authority			
Affidavit of two disinterested parties, in the absence of birth certificate (1 original)	Client			
Form 138 (1 photocopy)	School Attended			
Certification from the school registrar that the student has passed during previous semester or school year (1 original)	School Attended			
Certified true copy of the student's class card where the passing grade could be determined (1 original)	School Attended			
Barangay Certification of Indigency (1 original)	Concerned Barangay			
Certification from the employer that the parents/guardian of the applicant have been displaced from his work, if applicable (1 original)	Employer of the client's parent/guardian			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip and the SPES Application Form	1. Give the Client Logbook/ Transaction Slip and the SPES Application Form  1.1 Check the completeness of the required information  1.2 Refer to concerned personnel	None	4 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office

2. Submit the required documents at the SCO Desk 1	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.1 Forward the SPES Application to the Office of the Municipal Mayor	None	3 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.2 Take action on the application	None	1 Day and 10 Minutes	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
3. Acknowledge result of the application	3. Notify the applicant of the result of the application	None	3 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 22 Minutes</b>	

## 2. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Special Concerns Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may avail:</b>	All transacting official and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy)		Client		
Duly Accomplished Requisition Slip (1 original)		Special Concerns Office - Desk 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the	None	4 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office



done, fill out the Client Logbook/ Transaction Slip	required information 1.2 Refer to concerned personnel			
2. Submit the required documents at the SCO Desk 2	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.2 Sign the CA and return to SCO Desk 2	None	3 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
3. Receive the approved CA at SCO Desk 2	3. Release the CA	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

### **3. No Objection Certificate (NOC) for the conduct of Special Recruitment Activity (SRA) for Overseas Employment whether Land-Based or Sea-Based and Local Recruitment Activity (LRA) for Local Employment (via E-mail)**

All land or sea-based licensed recruitment agency may seek Public Employment Service Office assistance in conducting special recruitment activities in the municipality. Local establishments, sub-contractor agencies, or companies may also seek the assistance of PESO in conducting local recruitment activity. They may use the facilities and equipment of the office free of charge and may request for staff assistance.

The NOC serves as a conditional approval for the applying agency to conduct recruitment activity. Prior to their scheduled date of recruitment, the agency shall be required to present the hard copies of the requirements sent initially via e-mail.

<b>Office or Division:</b>	Special Concerns Office – PESO
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity

<b>Who may avail:</b>	Accredited Recruitment Agencies with POEA License			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Intent Letter (1 original)		Concerned Recruitment Agency		
Certificate of Accreditation (1 photocopy)		Philippine Jobs Website (www.philjob.net)		
Business Permit (1 photocopy)		Concerned Business and Permits Licensing Office		
Mayor's Permit (1 photocopy)		Concerned Mayor's Office		
<b>For Special Recruitment Agency:</b>				
POEA License (1 original)		Philippine Overseas Employment Agency		
Affidavit of Undertaking (1 photocopy)		Concerned Recruitment Agency		
Job Order Balances (1 photocopy)		Philippine Overseas Employment Agency		
Appointment of Representative/s (1 photocopy)		Concerned Recruitment Agency		
<b>For Local Recruitment Agency:</b>				
No Case Pending Certification (1 photocopy)		Department of Labor and Employment		
PEZA Certification (1 photocopy)		Philippine Economic Zone Authority		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send Intent Letter to pesopinamalayan@yahoo.com with attached scanned copy of requirements whether for LRA or SRA	1. Acknowledge receipt of documents, check for completeness, take a screenshot, and print screenshot for filing	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	1.1 Validate the submitted documents  *In case of lacking documents, advise client to send immediately	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	1.2 Prepare the No Objection Certificate	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	1.3 Sign the NOC	None	4 Hours	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office

2. Acknowledge receipt of the NOC and send advance copy of promotional materials thru e-mail	2. Send the NOC via e-mail and remind the applying agency to send advance copies of promotional materials for the recruitment activity, if available	None	10 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
3. On the scheduled date of recruitment, proceed to SCO Desk 1 and sign in the Client Logbook	3. Provide the Client Logbook  3.1 Check the completeness of the information  3.2 Provide the transaction slip  3.3 Refer to concerned personnel	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
4. Submit the required documents (hard copies) to SCO Desk 2	4. Receive and cross check hard copies of the requirements	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
5. Receive NOC at the SCO Desk 1	5. Release original copy of the NOC	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 31 Minutes</b>	

#### **4. Issuance of No Objection Certificate (NOC) for the conduct of Special Recruitment Activity (SRA) for Overseas Employment whether Land-Based or Sea-Based and Local Recruitment Activity (LRA) for Local Employment (Personal Transaction)**

All land or sea-based licensed recruitment agency may seek Public Employment Service Office assistance in conducting special recruitment activities in the municipality. Local establishments, sub-contractor agencies, or companies may also seek the assistance of PESO in conducting local recruitment activity. They may use the facilities and equipment of the office free of charge and may request for staff assistance.

The NOC serves as a conditional approval for the applying agency to conduct recruitment activity.

<b>Office or Division:</b>	Special Concerns Office – PESO
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	POEA Licensed/Accredited Recruitment Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Intent Letter (1 original)	Concerned Recruitment Agency

Certificate of Accreditation (1 photocopy)		Philippine Jobs Website (www.philjob.net)		
Business Permit (1 photocopy)		Concerned Business and Permits Licenses Office		
Mayor's Permit (1 photocopy)		Concerned Mayor's Office		
<b>For Special Recruitment Agency:</b>				
POEA License (1 original)		Philippine Overseas Employment Agency		
Affidavit of Undertaking (1 photocopy)		Concerned Recruitment Agency		
Job Order Balances (1 photocopy)		Philippine Overseas Employment Agency		
Appointment of Representative/s (1 photocopy)		Concerned Recruitment Agency		
<b>For Local Recruitment Agency:</b>				
No Case of Pending Certification (1 photocopy)		Department of Labor and Employment		
PEZA Certification (1 photocopy)		Philippine Economic Zone Authority		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip	None	4 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	1.1 Check the completeness of the required information			
	1.2 Refer to concerned personnel			
2. Submit intent letter and the required documents to SCO Desk 2	2. Receive and verify the documents for completeness	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.1 Validate the submitted documents	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	*In case of lacking documents, advise client to send immediately			
	2.2 Prepare the No Objection Certificate	None	5 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
2.3 Sign the NOC		None	4 Hours	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office

3. Receive NOC at SCO Desk 2	3. Release original copy of the NOC	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 18 Minutes</b>	

## 5. Provision Of Assistance To Jobseekers

This is the provision of assistance to jobseekers by providing them with necessary information such as upcoming schedule of recruitment activities, job vacancies of registered recruitment agencies, and filing of their respective resumes which are being forwarded to partner agencies in case requested.

<b>Office or Division:</b>	Special Concerns Office – PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Updated Resume with photo (1 original)		Client		
Personal Appearance		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to concerned personnel	None	4 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
2. Submit the required documents at SCO Desk 1	2. Receive and verify the documents for completeness  *If incomplete, advise to return once missing documents are secured	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	2.1 File the resume for pooling and then refer client to concerned personnel	None	2 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
3. Acknowledge information on the schedule of recruitment activities at SCO Desk 1	3.1 Check the schedule of recruitment activities and notify the client	None	4 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office

	<b>TOTAL</b>	<b>None</b>	<b>12 Minutes</b>	
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## 6. Provision Of Consultation Service Regarding Public Employment-Related Concerns

This is the provision of free one-on-one consultation with the PESO Manager for employment-related concerns.

<b>Office or Division:</b>	Special Concerns Office – PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Evaluate the client's issue, concern or inquiry being raised then refer to concerned personnel	None	7 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
2. Proceed to the Office of the PESO Manager and state queries and concerns	2. Conduct the consultation and provide recommendations	None	2 Hours	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	<b>TOTAL</b>	<b>None</b>	<b>2 Hours, 7 Minutes</b>	

## 7. Provision Of Consultation Service Regarding Overseas Worker-Related Concerns

This is the provision of free one-on-one consultation with the PESO Manager for matters concerning OWWA Services and programs for OFWs.

<b>Office or Division:</b>	Special Concerns Office – PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	OFWs and beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance		Client		

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the SCO Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Evaluate the client's issue, concern or inquiry being raised then refer to concerned personnel	None	7 Minutes	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
2. Proceed to the Office of the PESO Manager and state queries and concerns	2. Conduct the consultation and provide recommendations	None	2 Hours	<b>RICARDO A. LIM</b> <i>Public Employment Service Office Manager</i> Special Concerns Office
	<b>TOTAL</b>	<b>None</b>	<b>2 Hours, 7 Minutes</b>	

# **ZONING DIVISION**

## **External Services**



## 1. Issuance of Locational Clearance

The Locational Clearance is issued to clients with a proposed construction project. This clearance confirms that the use of the proposed project is allowed within the specific zone and is in conformity with the Pinamalayan Comprehensive Land Use Plan and Pinamalayan Zoning Ordinance.

<b>Office or Division:</b>	Zoning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Building Plan/Vicinity Map (1 original or 1 photocopy)		Client		
Bill of Materials (1 original or 1 photocopy)		Client		
Specifications (1 original or 1 photocopy)		Client		
Barangay Clearance for building construction (1 original or 1 photocopy)		Concerned Barangay Hall		
Latest Tax Declaration and Tax Receipt (1 original or 1 photocopy)		Municipal Assessor's Office Public Assistance Complaint Desk or Provincial Assessors Office		
Official Receipt (1 original)		Municipal Treasury Office Windows 1		
Authenticated Land Title (1 original or 1 photocopy)		Registry of Deeds		
<b>In the absence of the Authenticated Land Title, clients may submit any of the following:</b>				
Notarized Deed of Sale (1 original or 1 photocopy)		Client		
Notarized Lot Agreement (1 original or 1 photocopy)		Client		
Notarized Special Power of Attorney (1 original or 1 photocopy)		Client		
Notarized Lease Contract (1 original or 1 photocopy)		Client		
<b>For Environmentally Critical Projects and for Projects Located in Environmentally Critical Areas:</b>				
Environmental Compliance Certificate or Certificate of Non-Coverage based on the determination of CENRO/DENR (1 original or 1 photocopy)		Community Environment and Natural Resources Office/ Department of Environment and Natural Resources Office		
Social Acceptability Certificate (1 original or 1 photocopy)		Client		
Environmental Impact Study signed by a registered Environmental Planner and received by the Environment Management Bureau of DENR (1 original or 1 photocopy)		Environment Management Bureau		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Zoning Division Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done,	1. Give the visitors' logbook, list of requirements and application form to the client  1.2 Check the completeness of	None	5 Minutes	<b>EDMARK H. DELA VEGA</b> <i>Administrative Aide I</i> Municipal Zoning Division

fill out the visitors' logbook.	the required information			
<p>2. Proceed to Desk 3 and submit the duly accomplished and notarized application form with complete requirements</p> <p><i>*Make sure to secure the Order of Payment</i></p>	2. Receive the complete requirements	None	5 Minutes	<p><b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division</p>
	2.1 Review the authenticity and validity of the submitted requirements	None	10 Minutes	
	2.2 Conduct site inspection of the construction project. Notify the client on the findings of the inspection that may be a ground for disapproval	None	4 Hours	<p><b>NORMAN T. DELA CRUZ</b> <i>Zoning Officer I</i> Municipal Zoning Division</p>
	2.3 Issue Order of Payment	None	3 Minutes	<p><b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division</p>
<p>3. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fees at Window 1</p> <p><i>*Make sure to secure the Official Receipt (OR)</i></p>	<p>3. Accept payment based on the Order of Payment</p> <p>3.1 Issue official receipt</p>	<p>(See Schedule of Fees for details)</p> <p>Penalty Fee - PHP 2,500.00 (for on-going construction projects prior to application)</p>	20 Minutes	<p><b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>4. Return to the Zoning Division Office Administrative Section, and present Official Receipt from the Municipal Treasury Office</p>	4. Prepare the Locational Clearance	None	10 Minutes	<p><b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division</p>
	4.1 Approve the Locational Clearance	None	4 Hours	<p><b>ENGR. ROY C. LUCBAN</b> <i>Zoning Officer III</i> Municipal Zoning Division</p>

5 Receive Locational Clearance at the Zoning Division Administrative Section	5 Release Locational Clearance	None	5 Minutes	<b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>8 Hours and 58 Minutes</b>	

### SCHEDULE OF FEES

<b>1. ZONING/ LOCATIONAL CLEARANCE</b>	
a. Single residential structures attached detached	
1. PHP 100,000.00 and below	PHP 200.00
2. Over PHP 100,000.00 and below PHP 200,000.00	PHP 400.00
3. Over PHP 200,000.00	PHP 500.00 + 1/10 of 1% in Excess of PHP 200,000.00
b. Apartments/Townhouses	
1. PHP 500,000.00 and below	PHP 1,000.00
2. Over PHP 500,000.00 to PHP 2 Million	PHP 1,500.00
3. Over PHP 2 Million	PHP 2,500 + 1/10 of 1% of total cost in excess of P 2 Million regardless of the number of doors
c. Dormitories	
1 PHP 2 Million and below	PHP 2,500.00
2. Over PHP 2 Million	PHP 2,500.00 + 1/10 of 1% of total cost in excess of P 2 Million regardless of the number of doors
d. Institutional Projects cost of which is :	
1. Below PHP 2 Million	PHP 2,000.00
2. Over PHP 2 Million	PHP 2,000.00 + 1/10 of 1% of cost in excess of PHP 2 Million
e. Commercial, Industrial and Agro-Industrial Project Cost of which is:	
1. Below PHP 100,000.00	PHP 1,000.00
2. Over PHP 100,000.00 - PHP 500,000.00	PHP 1,500.00
3. Over PHP 500,000.00 - PHP 1 Million	PHP 2,000.00
4. Over 1 Million - PHP 2 Million	PHP 3,000.00
5. Over PHP 2 Million	PHP 5,000.00 + 1/10 of 1% of cost in excess of PHP 2 Million
f. Special Use/Special Projects (gasoline station, cell sites, slaughter house, treatment plant, etc.)	
1. Below PHP 2 Million	PHP 5,000.00
2. Over PHP 2 Million	PHP 5,000.00 + 1/10 of 1% of cost in excess of PHP 2 Million
g. Alteration/ Expansion (affected areas/cost only)	Same as original application
h. Temporary use of permit	PHP 500.00

i. Zoning business inspection fees for Business establishment	PHP 150.00
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## 2. Issuance of Zoning Certificate

The Zoning Certificate is issued upon request of clients for establishments and locations which requires certification from the Municipal Zoning Division.

<b>Office or Division:</b>	Zoning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Authenticated Land Title (1 original or 1 photocopy)		Client or Registry of Deeds		
Latest Tax Declaration		Municipal Assessor's Office		
Official Receipt (1 original)		Municipal Treasury Office Windows 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Zoning Division Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the visitors' logbook.  2. Submit the required documents at Desk 3  <i>*Make sure to secure the Order of Payment</i>	1. Give the visitors' logbook, list of requirements and application form to the client  1.2 Check the completeness of the required information	None	5 Minutes	<b>EDMARK H. DELA VEGA</b> <i>Administrative Aide I</i> Municipal Zoning Division
	2. Receive and review the authenticity and validity of the submitted requirements	None	10 Minutes	
	2.1 Conduct site inspection	None	4 Hours	<b>NORMAN T. DELA CRUZ</b> <i>Zoning Officer I</i> Municipal Zoning Division
2.2 Issue Order of Payment	None	10 Minutes	<b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division	

3. Proceed to Municipal Treasury Office Windows 1 and present the Order of Payment and pay the required fees  <i>*Make sure to secure official receipt (OR)</i>	3. Accept payment based on the Order of Payment  3.1 Issue Official Receipt	Zoning Certification on Fee - PHP 720.00 (per ha.)  Documentary Stamp - PHP 30.00	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to the Zoning Division Office Administrative Section and present Official Receipt	4. Prepare the Zoning Certification	None	15 Minutes	<b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division
	4.1 Review and approve the Zoning Certification	None	4 Hours	<b>ENGR. ROY C. LUCBAN</b> <i>Zoning Officer III</i> Municipal Zoning Division
5. Receive the Zoning Certification at the Administrative Section	5. Release the Zoning Certification	None	5 Minutes	<b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>7 Hours and 2 Minutes</b>	

### 3. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Zoning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business Entity			
<b>Who may avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Zoning Division Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service	1. Give the visitors logbook to the client  1.2 Check the completeness of the required information	None	2 Minutes	<b>EDMARK H. DELA VEGA</b> <i>Administrative Aide I</i> Municipal Zoning Division

process flow. Once done, fill out the visitors logbook.				
2. Fill-up and submit the requisition slip to Desk 3	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2 Sign the CA and return it to Desk 3	None	3 Minutes	<b>ENGR. ROY C. LUCBAN</b> <i>Zoning Officer III</i> Municipal Zoning Division
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>ARLENE C. ARTILLAGA</b> <i>Administrative Aide IV</i> Municipal Zoning Division
3. Receive the approved CA at the Desk 3	3. Release the CA to the Client	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	

**MUNICIPAL ENVIRONMENT AND NATURAL  
RESOURCES MANAGEMENT DIVISION  
External Service**

## 1. Request For Certification

Certification is issued to verify the credibility of an information or action. This includes all certifications but not limited to Certificate of Appearance, Certification of No Objection on Cutting Tree, and Other Certification requiring from MENRMD.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Certificate of Appearance</b>				
Travel Order or Letter of Intent (1 original)		Office/Agency of Client		
<b>For Certificate of No Objection on Cutting Tree</b>				
Letter request/intent of the land owner for cutting trees addressed to the Head/OIC of MENRMD and/or Special Power of Attorney (SPA) (1 original)		Client/Client's Attorney		
Barangay Certification (1 photocopy)		Barangay wherein the land/plantation is located		
Authenticated Copy of Land Title (Registry of Deeds) with Sketch Map of Trees		Client		
For fruit bearing trees, please provide Certificate from Municipal Agriculture's Office stating "non-productive trees"		Municipal Agriculture's Office		
<b>For Other Certificates</b>				
Letter request addressed to the Head of MENRMD (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the client logbook and transaction slip	1. Give the client logbook and transaction slip to the client  1.1 Check the completeness of the required information	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources Management Division
2. Submit required documents at Desk 1	2. Receive and review the submitted required documents	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources Management Division



	2.1 For Certification required for Permit to Cut, conduct inspection/verification on location  <i>*For Fruit-bearing trees and coconut trees, certification must be secured from Municipal Agriculture's Office</i>	None	1 Day	<b>EDGAR D. ABARQUEZ</b> <i>Administrative Aide IV</i> Municipal Environment and Natural Resources Management Division
3. Wait for the issuance of certificate	3 Prepare the certificate	None	10 Minutes	<b>EDGAR D. ABARQUEZ</b> <i>Administrative Aide IV</i> Municipal Environment and Natural Resources Management Division
	3.1 Approve the certificate	None	3 Minutes	<b>ANGELA CAMILLE F. SAMARITA</b> <i>Administrative Officer IV</i> Municipal Environment and Natural Resources Management
4. Receive the certificate at Desk 1	4. Release the certificate to the client	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources Management Division
<b>TOTAL</b>			<b>1 Day and 28 Minutes</b>	

## 2. Request For Garbage Collection

Garbage Collection is the primary service rendered by the Municipal Environment and Natural Resources Management Division (MENRMD) to the public in order to promote proper Solid Waste Management and Disposal.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Management Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Any Representative from Barangay LGU
<b>CHECKLIST OF REQUIREMENTS</b>	
Letter of Request for Garbage Collection	Client/Barangay
Documentation/Picture of Temporary Containment Area (TCA)	Client/Barangay

Sketch Map of TCA Location		Client/Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the client logbook and transaction slip	1. Give the client logbook and transaction slip to the client  1.1 Check the completeness of the required information  1.2 Refer to MENRD Focal Person for Garbage Collection	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources Management Division
2. Submit requirements to MENRMD Focal Person for garbage collection	2. Check the availability of service based on the Garbage Collection Schedule  2.1 Arrange agreed garbage collection schedule with the client	None	10 Minutes	<b>RUBI LYN J. SANTOS</b> <i>Administrative Aide I</i> Municipal Environment and Natural Resources Management Division
3. Avail garbage collection services	3. Collect garbage from TCA of the Barangay as per agreed schedule  <i>*Certificate will be released during last schedule of garbage collection each month (30 Days)</i>	None	1 Hour and 30 Minutes per schedule	<b>RUBI LYN J. SANTOS</b> <i>Administrative Aide I</i> Municipal Environment and Natural Resources Management Division
<b>TOTAL</b>		<b>None</b>	<b>1 Hour and 45 Minutes</b>	

### 3. Technical Assistance On Environment And Natural Resources Concerns

Technical Assistance on Environment and Natural Resources Matters is one the services offered by the Municipal Environment and Natural Resources Management Division (MENRMD) to provide helpful information that might be needed by the public.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request/Documentations (optional)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service	1. Give the client logbook and transaction slip to the client  1.1 Check the	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources

process flow. Once done, fill out the client logbook and transaction slip	completeness of the required information  1.2 Refer to MENRD Focal Person			Management Division
2. State your inquiries on environmental concerns	2. Answer client's inquiries thoroughly  2.1 Prepare and provide additional information, documentations and reports as necessary	None	1 Hour to 2 Days depending on request/query	<b>EDGAR D. ABARQUEZ</b> <i>Administrative Aide IV</i> Municipal Environment and Natural Resources Management Division
<b>TOTAL</b>		<b>None</b>	<b>2 Days and 5 Minutes</b>	

#### 4. Wildlife Rescue And Turnover Assistance

Wildlife Rescue and Turnover Assistance is one the services offered by the Municipal Environment and Natural Resources Management Division (MENRMD) to provide helpful immediate assistance on injured wildlife species through coordinating with Community Environment and Natural Resources Office (CENRO) - Roxas, Oriental Mindoro for proper turnover and medication and treatment assistance.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documentations on injure wildlife specie		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the client logbook and transaction slip	1. Give the client logbook and transaction slip to the client  1.1 Check the completeness of the required information  1.2 Refer to MENRD Focal Person	None	5 Minutes	<b>ZORAIDA J. VIRTUCIO</b> <i>Administrative Aide II</i> Municipal Environment and Natural Resources Management Division
2. Show documentation of the wildlife species to be turn over and explain the details	2. Interview client on details regarding wildlife species and its location thoroughly  2.1 Report and coordinate to CENRO-Roxas personnel for action.  2.2 Inform client of the availability of schedule for turn-over based on	None	10 Minutes (depends on availability of CENRO-Roxas personnel)	<b>EDGAR D. ABARQUEZ</b> <i>Administrative Aide IV</i> Municipal Environment and Natural Resources Management Division

	the coordination with CENRO-Roxas			
3. Turn over the wildlife species	3. Proceed to the location of the wildlife species and assist during turnover to CENRO personnel	None	2 Days	<b>EDGAR D. ABARQUEZ</b> <i>Administrative Aide IV</i> Municipal Environment and Natural Resources Management Division
<b>TOTAL</b>		<b>None</b>	<b>2 Days and 10 Minutes</b>	

**MUNICIPAL ENVIRONMENT AND NATURAL  
RESOURCES MANAGEMENT DIVISION  
Internal Services**

## 1. Request For Cleaning Services

Cleaning Services is one of the primary services rendered by the Municipal Environment and Natural Resources Management Division (MENRMD) to the public.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Municipal Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for Cleaning Services (1 original)		Client/Municipal Government Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the client logbook and transaction slip	1. Give the client logbook and transaction slip to the client  1.1 Check the completeness of the required information  1.2 Refer to MENRD Focal Person	None	5 Minutes	<b>RUBI LYN J. SANTOS</b> <i>Administrative Aide I</i> Municipal Environment and Natural Resources Management Division
2. Submit the letter request for cleaning services	2. Check the availability of service or personnel based on the Daily Work Schedule of Street Sweepers  2.1 Arrange agreed cleaning service schedule	None	10 Minutes	<b>RUBI LYN J. SANTOS</b> <i>Administrative Aide I</i> Municipal Environment and Natural Resources Management Division
3. Avail cleaning services	3. Provide cleaning services as per agreed schedule	None	1 Hour	<b>RUBI LYN J. SANTOS</b> <i>Administrative Aide I</i> Municipal Environment and Natural Resources Management Division
<b>TOTAL</b>			<b>1 Hour, 15 Minutes</b>	

**TOURISM and HISTORY DEVELOPMENT  
DIVISION  
External Services**

## 1. Assistance To Local And/Or Foreign Tourists

The Tourism, History and Development Division provides general assistance to inquiring local and foreign tourists.

<b>Office or Division:</b>	Tourism And History Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 For general inquiries, personnel assigned at the Tourist Information Desk may assist the client. For complex inquiries, refer the client to the Tourism Operations Officers' Desk	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Proceed to the Tourism Operations Officer I as assisted by the Tourist Information Desk staff	2. Assist the client in proceeding to the Tourism Operations Officer's Desk	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
3. Re-state inquiry/concern	3. Provide answers to inquiry/concern	None	1 Hour	<b>RANDY S. RODIL</b> <i>Tourism Operations Officer I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour , 10 Minutes</b>	

## 2. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Tourism And History Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government



<b>Who may avail:</b>	All transacting official and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy)		Client		
Requisition Slip (1 original)		THCAU Desk 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Submit the requirements at Desk 1	2.1 Check the completeness of the requirements submitted	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.2 Prepare the CA and forward to the authorized signatory	None	3 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.3 Sign the CA and return to Desk 1	None	3 Minutes	<b>RANDY S. RODIL</b> <i>Tourism Operations Officer I</i> Tourism and History Development Division
3. Receive the approved CA at Desk 1	3. Release CA	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>20 Minutes</b>	

### 3. Evaluation of Requirement of Primary Tourism Enterprise Prior to Issuance of Certificate of Compliance

A certification issued to Primary Tourism Establishments owners/representatives applying for new or renewal of business permits.

<b>Office or Division:</b>	Tourism And History Development Division
<b>Classification:</b>	Simple

<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	All transacting Tourism stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Active TourLISTA Account		Client		
DOT-Accreditation Certificate (1 Photocopy)		Client		
Requisition Slip (1 original)		THCAU Desk 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip 1.1 Check the completeness of the required information	None	4 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Proceed with the validation	2. Validate if the enterprise has an active TourLISTA account and valid DOT-Accreditation	None	15 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.1 Prepare the Certificate of Compliance and forward to authorized signatory	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.2 Sign the Certificate of Compliance and return to Desk 1	None	3 Minutes	<b>RANDY S. RODIL</b> <i>Tourism Operations Officer I</i> Tourism and History Development Division
3. Receive Certificate of Compliance	3. Release Certificate of Compliance	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>32 Minutes</b>	

#### 4. Production of Photo/Video Promotional Materials for DOT-Accredited Establishments

The Tourism and History Development Division shall be primary in charge with the responsibility to encourage, promote, and develop tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to a wider segment of the population with the support, assistance, and cooperation of both the private and public sectors. The local Tourism, History, Culture and Arts section of the Special Concerns Office assures the safe, convenient, enjoyable stay and travel of foreign and local tourists in the municipality.

<b>Office or Division:</b>	TOURISM and HISTORY DEVELOPMENT DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	All DOT-Accredited Tourism Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOT-Accreditation Certificate (1 Photocopy)		Client		
Request Letter (1 original)		Client		
Storage Device		Client		
Personal Appearance		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip 1.1 Check the completeness of the required information	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Give the request letter	2. Forward the request letter to the Tourism Officer and take action on the request	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
3. Discuss preferred concept at Audio-Visual Aids Desk (Desk 3)	3. Conduct consultation with the client regarding the concept of the requested video promotional	None	15 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	3.1 Set a schedule of photo and video shoot	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division

4. Assist personnel from THCAU during the photo/video shoot at the agreed location	4. Conduct photo/video shoot	None	2 Days	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	4.1 Proceed with the pre-processing of the raw clips	None	4 Days	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	4.2 Present the post-processed material to Tourism Officer	None	20 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	4.3 Proceed with revision, if needed	None	1 Day	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	4.5 Prepare the material for presentation to client	None	1 Hour	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	4.6 Notify the client on the availability of the produced material	None	10 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
5. Return to THDD for the presentation of the output and provide storage device	5. Present the output to the client	None	20 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	5.1. Receive the storage device	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division

6. Receive the requested promotional video at Desk 3	6. Release the requested promotional video to the client	None	10 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>7 Days, 2 Hours, 35 Minutes</b>	

## 5. Provision of Information Materials and Media Files on Local Tourism, History, Culture and Arts

The Tourism and History Development Division provides assistance to visiting guests in need of copies of information materials related to local tourism, history, culture and arts.

<b>Office or Division:</b>	Tourism and History Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance		Client		
Requisition Slip (1 original)		Tourism, History, Culture and Arts Unit Desk 1		
Storage Device		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip 1.1 Check the completeness of the required information	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Submit storage device to Desk 3	2. Receive the storage device and provide the requested information/media file	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
3. Receive the copy of the requested document at Desk 3	3. Release the copy to the client	None	20 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>30 Minutes</b>	

**TOURISM and HISTORY DEVELOPMENT  
DIVISION  
Internal Services**

## 1. Provision Of Documentation Services

The office accepts requests from other offices in need of photo and video documentation services for official events and/or activities.

<b>Office or Division:</b>	Tourism and History Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Offices of the Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter indicating the time and date of request (1 original)		Concerned Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Desk 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip 1.1 Check the completeness of the required information	None	5 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
2. Submit the request letter	2. Receive the request letter	None	3 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.1 Check the availability of the date of the requested documentation service. If unavailable, inform the client immediately	None	3 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.2 Take action on the request	None	15 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	2.3 Inform the client on the action to the request and finalize the schedule	None	10 Minutes	<b>JEZREEL M. BERNADIT</b> <i>Audio-Visual Aids Technician I</i> Tourism and History Development Division
	<b>TOTAL</b>	<b>None</b>	<b>36 Minutes</b>	

**OFFICE OF THE MUNICIPAL MAYOR –  
BIDS AND AWARDS COMMITTEE  
External Services**



### 1. Issuance of Bidding Documents to Suppliers/Contractors

One of the functions of the Office of the Bids and Awards Committee (BAC) Secretariat is the issuance of bidding documents to interested bidders for projects, program & activities with approved budget for the contract of more than 200,000.00

<b>Office or Division</b>	Office of the Municipal Mayor - Bids and Awards Committee			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business			
<b>Who may Avail:</b>	All interested bidders			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (1 original, 1 photocopy)		Client		
Official Receipt (1 original, 1 photocopy)		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Bids and Awards Committee Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the visitors' logbook.	1. Give the visitors logbook, list of requirements and application form to the client	None	2 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
	1.2 Check the completeness of the required information			
2. Submit the required documents at Desk 8	2. Receive the required document  2.1 Issue the Order of Payment for bidding documents	None	10 Minutes	
3. Proceed to Municipal Treasury Office (MTO) Window 1, present the Order of Payment, and pay the required fee  <i>*Make sure to secure the Official Receipt</i>	3. Accept payment based on the Order of Payment  3.1 Issue official receipt	Registration per year: P1,000.00	20 Minutes	
		<b>Sale of Bids</b>		
		Projects of P500,000.00 below <b>P500.00</b> More than P500,000 up to P1 Million <b>P1,000.00</b> More than P1 Million up to P5 Million		
				<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

		<b>P5,000.00</b> More than P5 Million up to P10 Million <b>P10,000.00</b> More than P10 Million up to P50 Million <b>P25,000.00</b> More than P50 Million up to P500 Million <b>P50,000.00</b> More than P500 Million <b>P75,000.00</b>		
4. Return to BAC Office Desk 8 and present the Official Receipt	4. Check the official receipt  4.1 Prepare bidding documents	None	1 Hour	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
5. Receive the bidding documents at Desk 8	5. Release the bidding documents	None	1 Hour	
<i>*Make sure to submit bidding documents on or before the deadline and attend the bidding proper on the date, time and venue indicated in the Invitation to Bid</i>	5.1 Advise the client to attend the pre-bid conference if specified in the Invitation to Bid (ITB)	None	10 Minutes	
	<b>TOTAL</b>	<b>Sum of applicable fees</b>	<b>2 Hours, 42 Minutes</b>	

## 2. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Office of the Municipal Mayor - Bids and Awards Committee
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity, G2G – Government to Government
<b>Who may Avail:</b>	All transacting officials and employees
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

Travel Order (1 photocopy)		Client		
Duly Accomplished Requisition Slip (1 original)		Office of the Municipal Mayor - Bids and Awards Committee Division - Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Bids and Awards Committee Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the visitors' logbook.	1. Give the visitors logbook, list of requirements and application form to the client  1.2 Check the completeness of the required information	None	2 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
2. Fill-up and submit the requisition slip at the PACD	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
	2.2 Sign the CA and return it to the PACD	None	3 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
3. Receive the approved CA at the PACD	3. Release the CA	None	2 Minutes	<b>ENRIQUE N. MOCLING</b> <i>Bids and Awards Committee Secretariat</i> Office of the Bids and Awards Committee Secretariat
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	

# **TECH4ED**

## **External Services**

## 1. Electronic Services - With Payment

Pinamalayan Tech4ED Center provides electronic services such as printing, photocopy, CD retail/burn, typing, scan, fax, ink refill, Light Crystal Display (LCD) projector use and computer use.

<b>Office or Division:</b>	Mayor's Office – Tech4ED Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Private Sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (1 original)		Client		
Letter Request for LCD Rental only (1 original)		Client		
Order of payment (2 original)		Pinamalayan Tech4ED Center – Public Assistance and Complaint Desk (PACD)		
Official Receipt (1 original)		Municipal Treasury Office – Window 2		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's request and give Order of Payment Form	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
2. Proceed to Municipal Treasury Office for the payment of required fee  <i>*Make sure to secure the Official Receipt</i>	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	(see Schedule of Fees below)	40 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office
3. Present the Official Receipt at the Tech4ED - PACD and claim the requested service	3. Photocopy Official Receipt and record it to the logbook	None	5 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
	3.1 Start processing the request/services	None	(refer to schedule of processing time below)	
	3.2 Provide the service/s availed			
<b>TOTAL:</b>		<b>Sum of applicable fee</b>	<b>52 Minutes + processing time for each service availed</b>	

Schedule of basic fees and processing time for Electronic Services

DESCRIPTION	AMOUNT	PROCESSING TIME
Print Colored Long/page	PHP 15.00	5 Minutes
Print Colored Short/page	PHP 10.00	5 Minutes
Print Black Long/page	PHP 5.00	5 Minutes
Print Black Short/page	PHP 3.00	5 Minutes
Photo/piece (3R)	PHP 6.00	5 Minutes
Photocopy		
Long/page	PHP 3.00	5 Minutes
Short/page	PHP 2.00	5 Minutes
CD Retailing without case	PHP 15.00	5 Minutes
CD Retailing with case	PHP 20.00	5 Minutes
CD Burning/piece	PHP 30.00	30 Minutes
Typing Long/page	PHP 15.00	30 Minutes
Typing Short/page	PHP 10.00	30 Minutes
Scan/page	PHP 15.00	5 Minutes
Fax/page	PHP 20.00	10 Minutes
Ink Refill Colored/cartridge	PHP 300.00	10 Minutes
Ink Refill Black/cartridge	PHP 200.00	10 Minutes
LCD Use for first 2 Hours	PHP 1,000.00	2 Hours
LCD Use for succeeding Hour	PHP 250.00	1 Hour
LCD Operator for first 2 Hours	PHP 200.00	2 Hours
LCD Operator for succeeding Hour	PHP 25.00	1 Hour
Computer Use Internet/Hour	PHP 20.00	1 Hour
Computer Use Offline/Hour	PHP 15.00	1 Hour

## 2. Electronic Services - Without Payment

Pinamalayan Tech4ED Center provides electronic services such as printing, photocopy, CD retail/burn, typing, scan, fax, ink refill, Light Crystal Display (LCD) projector use and computer use.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Government Sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Job Order Request Form (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's request and give Job Order Request Form	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
3. Fill-up Job Order Request Form and proceed to Mayor's Office for approval	3. Review and affix signature on Job Order Request Form	None	25 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
4. Submit the approved Job Order Request Form at Tech4ED -PACD	4. Start processing the request/services	None	(refer to schedule of processing time below)	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i>

	4.1 Provide the service/s availed			Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>32 Minutes + processing time for each service availed</b>	

Processing Time for Electronic Services	
DESCRIPTION	PROCESSING TIME
Print Colored Long/page	5 Minutes
Print Colored Short/page	5 Minutes
Print Black Long/page	5 Minutes
Print Black Short/page	5 Minutes
Photo/piece (3R)	5 Minutes
Photocopy	
Long/page	5 Minutes
Short/page	5 Minutes
CD Retailing without case	5 Minutes
CD Retailing with case	5 Minutes
CD Burning/piece	30 Minutes
Typing Long/page	30 Minutes
Typing Short/page	30 Minutes
Scan/page	5 Minutes
Fax/page	10 Minutes
Ink Refill Colored/cartridge	10 Minutes
Ink Refill Black/cartridge	10 Minutes
LCD Use for first 2 Hours	2 Hours
LCD Use for succeeding Hour	1 Hour
LCD Operator for first 2 Hours	2 Hours
LCD Operator for succeeding Hour	1 Hour
Computer Use Internet/Hour	1 Hour
Computer Use Offline/Hour	1 Hour

### 3. eTechnology Education - With Payment

Pinamalayan Tech4ED Center providing free computer basic education course to Pinamaleños to increase their eLiteracy in using computer

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
Official Receipt (1 original)		Municipal Treasury Office - Window 2		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office

out the Client Logbook/ Transaction Slip	request and give Order of Payment Form			
2. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fee  <i>*Make sure to secure the Official Receipt (OR)</i>	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Tutorial Fee - PHP100.00 /Hour	40 Minutes	<b>REVENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office
3. Present the Official Receipt at the Tech4ED - PACD	3. Photocopy Official Receipt and record it to the logbook	None	5 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
4. Proceed to the Computer Laboratory	4. Conduct the service requested by walk-in client  <b>Note: Certificate of Attendance is issued upon request</b>	None	1 Hour	
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>1 Hour, 52 Minutes</b>	

#### 4. eTechnology Education - Without Payment

Pinamalayan Tech4ED Center providing free computer basic education course to Pinamaleños to increase their eLiteracy in using computer.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents Only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Commitment Form (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Provide Commitment Form	None	4 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office



2. Accomplish Commitment Form and submit to the personnel at the Tech4ED - PACD	2. Review Commitment Form and record the details of participant  2.1 Include the client in the list of participants in the preferred scheduled date	None	15 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
3. Proceed to the Computer Laboratory at the scheduled date	3. Conduct scheduled training	None	4 Days	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
4. Receive the Certificate of Participation	4. Issue Certificate of Participation after completion	None	10 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 29 Minutes</b>	

### 5. Research and Reference Materials - With Payment

Pinamalayan Tech4ED Center provides official agency-related information/document such as Development Plans and Investment Programs, Statistical Products and other Library Materials. Availability of information/document depends on the submission of the office concerned office/s.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (1 original)		Client		
Order of payment (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
Official Receipt (1 original)		Municipal Treasury Office - Window 2		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's request and give Order of Payment Form	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
2. Proceed to Municipal Treasury Office for the payment of required fees.  <i>*Make sure to secure the</i>	2. Accept the payment based on the Order of Payment	(see schedule of fees below)	40 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal

<i>Official Receipt.</i>	2.1 Issue the Official Receipt			Treasury Office
3. Present the Official Receipt at the Tech4ED - PACD and claim the requested service	3. Photocopy Official Receipt and record it to the logbook	None	5 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
	3.1 Start processing the request/services	None	(refer to schedule of processing time below)	
	3.2 Provide the service/s availed			
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>52 Minutes + processing time for each service availed</b>	

Schedule of basic fees and processing time for Research and Reference Materials			
DESCRIPTION		AMOUNT	PROCESSING TIME
Printing - first page		PHP 20.00	5 Minutes
additional page		PHP 5.00	5 Minutes
Photocopy/page		PHP 10.00	5 Minutes

## 6. Research and Reference Materials - Without Payment

Pinamalayan Tech4ED Center provides official agency-related information/document such as Development Plans and Investment Programs, Statistical Products and other Library Materials. Availability of information/document depends on the submission of the office concerned office/s.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Government Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Order Request Form (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's request and give Job Order Request Form	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
2. Fill-up Job Order Request Form and proceed to Mayor's Office for approval	2. Review and affix signature on Job Order Request Form	None	25 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
3. Submit the approved Job Order Request Form at	3. Start processing the	None	(refer to schedule of	<b>EDCEL V. MARMOL</b>

Tech4ED - PACD	request/services  3.1 Provide the service/s availed		processing time below)	<i>Administrative Aide V Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>32 Minutes + processing time for each service availed</b>	

Schedule of basic fees and processing time for Research and Reference Materials	
DESCRIPTION	PROCESSING TIME
Printing - first page	5 Minutes
additional page	5 Minutes
Photocopy/page	5 Minutes

## 7. Software Maintenance and Hardware Servicing - With Payment

Pinamalayan Tech4ED Center provides technical support to the agency and the public when it comes to ICT-related problem.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card (1 original)		Client		
Order of payment (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
Official Receipt (1 original)		Municipal Treasury Office - Window 2		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V Mayor's Office</i>
	1.1 Check the completeness of the required information  1.2 Verify client's request and give Order of Payment Form			
2. Proceed to Municipal Treasury Office for the payment of required fees.  <i>*Make sure to secure the Official Receipt</i>	2. Accept the payment based on the Order of Payment	Hardware Troubleshooting – PHP 300.00	40 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V Municipal Treasury Office</i>
	2.1 Issue the Official Receipt	Networking – PHP 150.00		
3. Present the Official Receipt at the Tech4ED - PACD	3. Photocopy Official Receipt and record it to the logbook	None	5 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V Mayor's Office</i>
	3.1 Start	None	5 Days	

	processing the request/services			<b>MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
4. Acknowledge the service rendered	4. Notify the client of the action taken, recommendation, and/or completion of the service	None	15 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>5 Days, 1 Hour, 7 Minutes</b>	

### 8. Software Maintenance and Hardware Servicing - Without Payment

Pinamalayan Tech4ED Center provides technical support to the agency and the public when it comes to ICT-related problem.

<b>Office or Division:</b>	Mayor's Office - Tech4ED Center			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Government Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Job Order Request Form (2 original)		Pinamalayan Tech4ED Center - Public Assistance and Complaint Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Client Logbook/ Transaction Slip	1. Give the Client Logbook/ Transaction Slip  1.1 Check the completeness of the required information  1.2 Verify client's request and give Job Order Request Form	None	7 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
2. Fill-up Job Order Request Form and proceed to Mayor's Office for approval	2. Review and affix signature on Job Order Request Form	None	25 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
3. Submit the approved Job Order Request Form at Tech4ED - PACD	3. Start processing the request/services	None	5 Days	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
4. Acknowledge the service rendered	4. Notify the client of the action taken, recommendation, and/or completion of the service	None	15 Minutes	<b>EDCEL V. MARMOL</b> <i>Administrative Aide V</i> Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 47 Minutes</b>	

**OFFICE OF THE VICE MAYOR and  
SANGGUNIANG BAYAN  
External Services**

## 1. Accreditation of Civil Society and Non-Government Organizations

Under the Local Government Code, the Sangguniang Bayan, under existing laws, is mandated to accredit Civil Society Organizations (CSO) and Non-Government Organizations (NGO) with at least one (1) year of existence and operation. The accreditation of these organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All CSOs and NGOs Operating in the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (1 original, 4 photocopy)		Client		
Accomplished Application Form (1 original, 4 photocopy)		Office of the Vice Mayor/SB - Cubicle 3		
Certificate of Accreditation from National Agency with Articles of Incorporation & Constitution and By-Laws (5 photocopy)		National Agency (e.g. Securities Exchange Commission (SEC), Department of Labor and Employment (DOLE), Cooperative Development Authority (CDA), others)		
List of Current Officers and Members (1 original, 4 photocopy)		Client		
Annual Accomplishment Report (1 original, 4 photocopy)		Client		
Current Financial Statement (1 original, 4 photocopy)		Client		
Minutes of the Meeting of the last General Assembly (1 original, 4 photocopy)		Client		
Certification of Barangay Chairman that the organization is presently existing and operating (1 original, 4 photocopy)		Concerned Barangay Hall		
Certification that the Organization is affiliated to a federation, for Non-Cooperative Organizations (1 original, 4 photocopy)		Concerned Federation		
Certificate of Good Standing, for Cooperatives (1 original, 4 photocopy)		Cooperative Development Authority (CDA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Cubicle 6	None	4 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan

2. Submit requirements (in 5 copies- sets by folder) at Cubicle 6	2. Review and assess the completeness of the required documents 2.1 Stamp receive 2.2 Advise the client to wait for the invitation of Committee hearing	None	15 Minutes	<b>LOUVEN G. VIDAL</b> <i>Administrative Aide IV</i> Office of the Vice Mayor/ Sangguniang Bayan
	2.3 Include the application in the calendar of Business under First Reading for referral to the SB Committee on Cooperative, NGO/CSO/PO	None	1 Day	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
3. Attend Committee hearing	3. Study, evaluate and deliberate the application on the scheduled Committee meeting/hearing  3.1 Advise the Client to await notification on the availability of the approved legislative measure	None	1 Day	<b>SANGGUNIANG BAYAN COMMITTEE ON COOPERATIVE</b> Office of the Vice Mayor/ Sangguniang Bayan
	3.2 Endorse the final recommendation to the secretariat for preparation of Committee Report and/or drafting of a Resolution	None	5 Minutes	<b>SANGGUNIANG BAYAN COMMITTEE ON COOPERATIVE</b> Office of the Vice Mayor/ Sangguniang Bayan
	3.3 Prepare Committee Report and Draft Resolution	None	1 Day	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>MA. CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i>

				Office of the Vice Mayor/ Sangguniang Bayan
	3.4 Present on Second, Third and Final Reading, depending on the motion of the proponent	None	5 Days	<b>SANGGUNIANG BAYAN COMMITTEE ON COOPERATIVE</b> Office of the Vice Mayor/ Sangguniang Bayan
	3.5 Approve the resolution on the Final Reading	None	5 Days	<b>HON. RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i>  <b>HON. RIO S. MERCENE</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. DUNHILL</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>MARCELO M. DELMO V</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. ANGELO MARLO D. MADRID</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. MAURO P. HELERA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. ANJUNE A. ZAMORA</b>



				<p><i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. EDWIN G. HERNANDEZ</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JEOFFREY PAUL A. UMBAO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. NAPOLEON M. MANGARING</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANTONIO VICTOR R. OLYMPIA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JOVEN S. VELASO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
	3.6 Finalize the approved resolution and hand to SB Officials for signature	None	1 Day	<p><b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
	3.7 Indorse the resolution to the Municipal Mayor for appropriate action	None	1 Day	

	3.8 Approve the resolution	None	10 Days	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Municipal Government of Pinamalayan
	3.9 Record the approved resolution in the Indexes of Approved Legislative Measures and scan copies for electronic filing	None	1 Day	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.10 Notify the client of the approved request	None	2 Minutes	<b>LOUVEN G. VIDAL</b> <i>Administrative Aide IV</i> Office of the Vice Mayor/ Sangguniang Bayan
4. Receive the approved Resolution & Certification of Accreditation at the Sangguniang Bayan Session Hall	4. Release the approved Resolution & Certification of Accreditation	None	5 Minutes	<b>HON. RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i>  <b>HON. RIO S. MERCENE</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. DUNHILL</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>MARCELO M. DELMO V</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. ANGELO MARLO D. MADRID</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan

				<p><b>HON. MAURO P. HELERA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANJUNE A. ZAMORA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. EDWIN G. HERNANDEZ</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JEOFFREY PAUL A. UMBAO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. NAPOLEON M. MANGARING</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANTONIO VICTOR R. OLYMPIA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JOVEN S. VELASO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
		<b>TOTAL</b>	None	26 Days and 31 Minutes

## 2. Reclassification of Lands

Under the Local Government Code, the Sangguniang Bayan, under existing laws, 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.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business Entity			
<b>Who may avail:</b>	Owners of land located in the municipality or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (1 original, 4 photocopy)		Client		
Tax Declaration (5 photocopy)		Office of the Municipal Assessor -Administrative Section		
Certificate of Original Lot Title/Transfer (5 photocopy)		Client or Registry of Deeds		
Certificate of Tax Payment (5 photocopy)		Municipal Treasury Office		
Zoning Certificate (1 original, 4 photocopy)		Zoning Division - Administrative Section		
Approved Lot Plan (1 original, 1 photocopy)		Client		
Certification from Municipal Agriculture Office that the lot is idle and non-productive for agricultural purposes (1 original, 4 photocopy)		Office of the Municipal Agriculture - Administrative Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Cubicle 1	None	4 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant / Office of the Vice Mayor/ Sangguniang Bayan</i>
2. Submit requirements (in 5 copies- sets by folder) at Cubicle 1	2. Review and assess the completeness of the required documents 2.1 Stamp receive  2.2 Advise the client to wait for the invitation of Committee hearing	None	15 Minutes	

	2.3 Include the request in the calendar of Business under First Reading for referral to the proper SB Committee/s	None	1 Day	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
3. Attend Committee hearing	3. Study, evaluate and deliberate the request on the scheduled committee meeting/hearing  3.1 Advise the Client to await notification on the availability of the approved legislative measure	None	1 Day	<b>SANGGUNIANG BAYAN JOINT COMMITTEES OF LAND UTILIZATION &amp; LEGAL MATTERS</b> Office of the Vice Mayor/ Sangguniang Bayan
	3.2 Conduct ocular inspection at the site/area	None	1 Day	
	3.3 Prepare Draft Ordinance	None	1 Day	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan <i>or</i> <b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.4 Conduct the public hearing	None	10 Days	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan

	3.5 Convene for consolidation of findings and recommendations raised during public hearing	None	1 Day	<b>SANGGUNIANG BAYAN JOINT COMMITTEES OF LAND UTILIZATION &amp; LEGAL MATTERS</b> Office of the Vice Mayor/ Sangguniang Bayan
	3.6 Endorse the final recommendation to the secretariat for preparation of Committee Report and the final draft of Ordinance	None	1 Day	
	3.7 Present on Second, Third and Final Reading depending on the motion of the proponent	None	5 Days	
	3.8 Approve the Ordinance on the Final Reading	None	5 Days	<b>HON. RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i>  <b>HON. RIO S. MERCENE</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. DUNHILL</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>MARCELO M. DELMO V</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. ANGELO MARLO D. MADRID</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang

				<p>Bayan</p> <p><b>HON. MAURO P. HELERA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANJUNE A. ZAMORA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. EDWIN G. HERNANDEZ</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. GEOFFREY PAUL A. UMBAO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. NAPOLEON M. MANGARING</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANTONIO VICTOR R. OLYMPIA</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JOVEN S. VELASO</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
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	3.9 Finalize the approved Ordinance and hand to SB Officials for signature	None	1 Day	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.10 Indorse the ordinance to the Municipal appropriate action	None	1 Day	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.11 Approve the ordinance	None	10 Days	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Municipal Government of Pinamalayan
	3.12 Record the approved Ordinance in the Indexes of Approved Legislative Measures and scan copies for electronic filing	None	1 Day	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>ANA LIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.13 Forward approved Ordinance to the Sangguniang Panlalawigan for appropriate action	None	1 Day	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan



	<p>3.14 Review and approve/disapprove the ordinance</p> <p><i>Note: If no action has been taken by the Sangguniang Panlalawigan within 30 Days from receipt thereof, the same shall be deemed approved</i></p>	None	30 Days	<p><i>Sangguniang Panlalawigan Members</i> Office of the Sangguniang Panlalawigan</p>
	<p>3.15 Certify the approval of Ordinance if the SP has taken no action within 30 Days from the receipt of the ordinance</p>	None	1 Day	<p><b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
	<p>3.16 Post in 3 conspicuous places and facilitate the publication at a newspaper of general circulation for 3 issuances, if the ordinance requires posting and publication</p>	None	14 Days	
	<p>3.17 Notify the client of the approved request</p>	None	2 Minutes	<p><b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan</p>
<p>4. Receive the resolution at the agreed upon location</p>	<p>4. Release the ordinance</p>	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>85 Days, 26 Minutes</b>	

### 3. Application for Development Permit

Under the Local Government Code, the Sangguniang Bayan, under existing laws, is empowered to act on the application for Development Permit for subdivision/housing/memorial park projects in consonance to PD 597, BP 220 and other pertinent laws and regulations.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business Entity			
<b>Who may avail:</b>	Owners of land located in the municipality or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 original, 4 photocopy)		Client		
Certificate of Original Lot Title/Transfer (5 photocopy)		Client or Registry of Deeds		
Tax Declaration (5 photocopy)		Office of the Municipal Assessor -Administrative Section		
Certificate of Tax Payment (5 photocopy)		Municipal Treasury Office		
Zoning Certificate (1 original, 4 photocopy)		Zoning Division - Administrative Section		
Copy of Municipal Ordinance approving Reclassification of subject property (5 photocopy)		Client or Office of the Vice Mayor and Sangguniang Bayan		
Approved Lot Plan (1 original, 4 photocopy)		Client		
Site Development Plan signed by Licensed Engineer/Architect (1 original, 4 photocopy)		Client		
Vicinity Map (1 original, 4 photocopy)		Client		
Topographic Plan (1 original, 4 photocopy)		Client		
Environmental Compliance Certificate (ECC) (1 original, 4 photocopy)		Department of Environment and Natural Resources (DENR)		
Official Receipt for required Fees/Charges (5 photocopy)		Municipal Treasury Office		
Barangay Resolution of No Objection with waver of concerned residents (1 original, 4 photocopy)		Concerned Barangay where the project located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Cubicle 1	None	4 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan

2. Submit requirements (in 5 copies- sets by folder) at Cubicle 1	2. Review and assess the completeness of the required documents 2.1 Stamp receive 2.2 Advise the client to wait for the invitation of Committee hearing	None	5 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan
	2.3 Include the request in the calendar of Business under First Reading for referral to the proper SB Committee/s	None	1 Day	<b>MA. CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
3. Attend Committee hearing	3. Study, evaluate and deliberate the request on the scheduled committee meeting/hearing  3.1. Advise the client to proceed to Municipal Engineering Office for assessment of required fees/charges to be paid at the Municipal Treasury Office  <i>*Make sure to secure Official Receipt</i>	None	1 Day	<b>SANGGUNIANG BAYAN CONCERNED COMMITTEE/S</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.2 Advise the Client to await notification on the availability of the approved legislative measure	None	1 Minute	

	3.3 Endorse the final recommendation to the secretariat for preparation of Committee Report and/or drafting of a Resolution	None	1 Day	
	3.4 Prepare Committee Report and Draft Resolution  <i>* If the Committee agreed not to pass a resolution, notify the client and furnish client a copy of the Committee Report for their information</i>	None	1 Day	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.5 Present on Second, Third and Final Reading, depending on the motion of the proponent	none	5 Days	<b>HON. RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i>  <b>HON. RIO S. MERCENE</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.6 Approve or adopt the resolution on the Final Reading	None	5 Days	<b>HON. DUNHILL</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>MARCELO M. DELMO V</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan  <b>HON. ANGELO MARLO D. MADRID</b> <i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan

				<p><b>HON. MAURO P. HELERA</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANJUNE A. ZAMORA</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. EDWIN G. HERNANDEZ</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. GEOFFREY PAUL A. UMBAO</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. NAPOLEON M. MANGARING</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. ANTONIO VICTOR R. OLYMPIA</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p> <p><b>HON. JOVEN S. VELASO</b>  <i>Sangguniang Bayan Members</i>  Office of the Vice Mayor/ Sangguniang Bayan</p>
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	3.7 Finalize the approved resolution and hand to SB Officials for signature	None	1 Day	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.8 Indorse the ordinance to the Municipal appropriate action	None	1 Day	<b>MA. CORAZON F. MARAYAN</b> <i>Legal Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.9 Approve the resolution	None	10 Days	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Municipal Government of Pinamalayan
	3.10 Record the approved resolution in the Indexes of Approved Legislative Measures, and scan copies for electronic filing	None	1 Day	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan
	3.10 Notify the client of the approved request	None	2 Minutes	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>KATHRIN FAYE M. DELOS SANTOS</b> <i>Administrative Aide VI</i> Office of the Vice Mayor/ Sangguniang Bayan
4. Receive the resolution at the Office of the Vice Mayor and Sangguniang Bayan	4. Release the resolution	None	5 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan

<b>TOTAL:</b>	<b>None</b>	<b>27 Days, 17 Minutes</b>	
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#### 4. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government
<b>Who may avail:</b>	All transacting officials and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Travel Order (1 photocopy)	Client
Requisition Slip (1 original)	Office of the Municipal Vice-Mayor and Sangguniang Bayan - Desk 3

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Cubicle 3	None	4 Minutes	<b>REX M. SALENDREZ</b> <i>Bookbinder III</i> Office of the Vice Mayor/ Sangguniang Bayan
2. Fill-up and submit the requisition slip to Cubicle 3	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2 Sign the CA and return to Cubicle 3	None	3 Minutes	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan
	2.3 Affix dry seal on the approved CA	None	3 Minutes	
3. Receive the approved CA at the Cubicle 3	3. Release the CA to the Client	None	2 Minutes	<b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice

				Mayor/ Sangguniang Bayan
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

### 5. Issuance of Requested Copies of Legislative Documents

The Sangguniang Bayan may, under its mandate, provide copies of its documents to requesting parties as may be authorized by law and under the 2013 New Revenue of Code of Pinamalayan, Oriental Mindoro.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and SB			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government, G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition Slip (1 original)		Office of the Municipal Vice Mayor and SB – PACD		
Official Receipt (1 original)		Municipal Treasury Office (MTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Cubicle 3 or 12	None	4 Minutes	<b>REX M. SALENDRES</b> <i>Bookbinder III</i> Office of the Vice Mayor/ Sangguniang Bayan
2. Submit the duly accomplished requisition slip to Cubicle 3 or 12	2. Receive the requisition slip and check the completeness of the required data/information 2.1 Verify from the records if the requested documents is available 2.2 Issue Order of Payment if document is available. If the document is unavailable, referred to other probable sources of	None	6 Minutes	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan



	information			
<b>Note: For G2G transaction, where payment for fees is exempted as per Section 4A.02 of the 2013 New Revenue Code of Pinamalayan, skip steps 3 and 4.</b>				
3. Proceed to the Municipal Treasury Office, present the Order of Payment and pay the required fees  <i>*Make sure to secure the Official Receipt</i>	3. Accept the payment based on the Order of Payment  3.1 Issue official receipt	Secretary's Fee For Printing: Php 20.00 for the first page and Php 5.00 for the next pages For Photocopy: Php10.00 per page	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to SB Office and present the official receipt at Cubicle 3 or 12 Note: For G2G transaction, payment for fees is exempted as per Section 4A.02 of the 2013 New Revenue Code of Pinamalayan. Skip step 3 and 4.	4. Check the OR  4.1 Print or photocopy the requested document/s	None	1 Minute	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan
5. Receive the copy of document/s	5. Release copy of requested document/s	None	5 Minutes	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan or <b>JASMIN G. TUGADI</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan
		<b>For G2C: Sum of applicable fees</b>	<b>35 Minutes</b>	

<b>TOTAL:</b>	<b>For G2G: None</b>	<b>15 Minutes</b>	
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## 6. Access to Books and Other Reference Source and Conduct Research Study On-Site

Under the Local Government Code, the SB Secretary shall take charge of the custody of the local archives and, where applicable, the local library, and annually account for the same. The Municipal Library, as the public reading facility in the Municipality, provides access of information to the general public through reading materials, journals, references, and the like.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transaction Slip (1 original)		Municipal Library Public Assistance and Complaints Desk (PACD)		
Valid Identification Card (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Desk 2	None	4 Minutes	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan
2. Submit the duly accomplished Transaction/Requisition slip and give the ID at Desk 2	2. Receive the requisition slip and check the completeness of the required data/information 2.1 Get the ID and assist the client to locate the reading materials from the shelves	None	10 Minutes	
3. Conduct researches and return the reading materials once done	3. Receive the reading materials and return the ID to client	None	4 Hours	
4. Claim the ID at the PACD	4. Return reading materials at the shelves	None	5 Minutes	

<b>TOTAL:</b>	<b>None</b>	<b>4 Hours, 19 Minutes</b>	
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## 7. Borrowing Books and Other Reference Source for Home Reading/Study

Under the Local Government Code, the SB Secretary shall take charge of the custody of the local archives and, where applicable, the local library, and annually account for the same. The Municipal Library, as the public reading facility in the Municipality, provides access to information for the general public through reading materials, journals, references, and the like.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transaction Slip (1 original)		Municipal Library Public Assistance and Complaints Desk (PACD)		
Valid Identification Card (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen’s Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Desk 2	None	4 Minutes	<b>ANALIZA S. MAHAGUAY</b> <i>Legislative Staff Officer I</i> Office of the Vice Mayor/ Sangguniang Bayan
2. Submit the duly accomplished Transaction/Requisition slip and give the ID at Desk 2	2. Receive the requisition slip and check the completeness of the required data/information 2.1 Get the ID and locate the reading materials from the shelf	None	15 Minutes	

3. Claim and take home the borrowed books/reference source	3. Record borrowed materials in the logbook/ Index Card/Catalogue  3.1 Hand the reading materials to client	None	2 Days	
4. Return the borrowed reading materials at the PACD	4. Receive the borrowed reading materials	None	5 Minutes	
5. Claim the ID at the PACD	5. Return the ID to client	None	1 Minute	
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 25 Minutes</b>	

## 8. Filing Of Administrative Complaints

Municipal Ordinance No. 03-2022 in pursuant to Local Government Code of 1991 and other pertinent laws, provides rules of procedures in the conduct of Administrative investigation by the Sangguniang Bayan of Pinamalayan, Oriental Mindoro filed by a concerned citizen against barangay elective local official.

<b>Office or Division:</b>	Office of the Municipal Vice-Mayor and Sangguniang Bayan		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Verified Complaint (15 legible copies)		Complainant	
Certification of Non-Forum Shopping (15 original copies)		Complainant	
Documentary evidence and sworn statements and affidavits of witnesses (If any) should be attached as annexes (15 original copies)		Complainant	
Official Receipt of Filing Fee (1 original) or Certificate of Indigency		Municipal Treasury Office (MTO) MSWD (if applicable)	
Proof of Service (1 original copy) A copy of Complaint shall be furnished to each of the following: a) Office of the Municipal Mayor b) Municipal Local Government Operations Officer (MLGOO) assigned at the municipality.		Complainant	
Proof of Service (1 original copy) A copy of Complaint shall be furnished to each of the following: a) Complainant/s through counsel if represented. b) Office of the Municipal Mayor		Respondent	

c) Municipal Local Government Operations Officer (MLGOO) assigned at the municipality.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Requisition Slip	1. Give the Client a Logbook. 1.1 Check the Completeness of the required information 1.2 Refer to Desk 2	None	4 Minutes	<b>REX M. SALENDRES</b> <i>Administrative Assistant I</i> Office of the Vice Mayor/ Sangguniang Bayan
2. Submit the duly accomplished Transaction/Requisition slip and give the ID at Desk 2	2. Receive the requisition slip and check the completeness of the required data/information 2.1 Get the ID and locate the reading materials from the shelf	None	15 minutes	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
3. Claim and take home the borrowed books/reference source	3. Record borrowed materials in the logbook/ Index Card/Catalogue  3.1 Hand the reading materials to client	None	2 Days	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return the borrowed reading materials at the PACD	4. Receive the borrowed reading materials  4.1 Advise the Client to await notification of hearing	None	5 Minutes	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	4.2 Forward copy to the Municipal Vice Mayor with proof of service.	None	48 Hours	
	4.3 Calendar for 1st Reading in the Regular Session of the	None	1 Day	

	Sangguniang Bayan			
	4.3 Elect if En Banc or Ad Hoc; Its composition is by Resolution	None	1 Day	<b>HON. RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i> Office of the Vice Mayor/ Sangguniang Bayan
	4.3 Approve the resolution on the Final Reading	None	5 Days	<i>Sangguniang Bayan Members</i> Office of the Vice Mayor/ Sangguniang Bayan
	Finalize the approved resolution and hand to SB Officials for signature.	None	1 Day	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan
	4.4 Order for Verified Answer from Respondent.	None	15 Days	<b>MIRASOL J. SANTOS</b> <i>Secretary to the Sangguniang Bayan</i> Office of the Vice Mayor/ Sangguniang Bayan
5. (Respondent) Submit requirements (in 2 copies-sets by folder) at Cubicle 13	5.1 Review and assess the authenticity, validity and completeness of received documents	None	15 Minutes	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
	5.2 Calendar for deliberation in the Regular Session of the Sangguniang Bayan upon receipt of verified answer from respondent	None	1 Day	
	5.4 Issuance of Formal Charge.  5.5 Issuance of Summons scheduling Preliminary Conference.	None	13 Days	Ad Hoc/ En Banc

	5.6 Issuance of Preliminary Conference Order			
	5.7 Commencement of Formal Investigation.	None	90 Days	Ad Hoc/ En Banc
	5.8 Finalize written committee report.  5.9 Finalize the approved resolution containing the decision of the Investigating Authority and hand to SB Officials for signature.	None	35 Days	Ad Hoc/ En Banc
	5.10 Release copies of the resolution to the complainant and respondent.	None	1 Day	<b>MARIA CORAZON F. MARAYAN</b> <i>Legislative Staff Officer II</i> Office of the Vice Mayor/ Sangguniang Bayan
<b>TOTAL:</b>		<b>NONE</b>	<b>163 Days, 48 Hours, 50 Minutes</b>	

**BUSINESS PERMITS and LICENSING OFFICE**  
**External Services**



## 1. Issuance of Business Certification

Business certifications are issued to applicants for various purposes as required by government agencies and business entities such as change/transfer of ownership, change of business/trade name, change of location, business closure, among others.

<b>Office or Division:</b>		Business Permits And Licensing Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen, G2B - Government to Business Entity		
<b>Who may avail:</b>		All residents and all businesses operating in the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Residence Certificate (1 original)		Municipal Treasurer's Office-Window 2 and 3		
Official Receipt (1 original)		Municipal Treasurer's Office-Window 2 and 3		
Department of Trade and Industry (DTI) Certification, for change of business/trade name (1 original)		Department of Trade and Industry (DTI)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BPLO Window 2	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
1. Submit the required documents at BPLO Window 2	2.Receive and review the authenticity, validity and completeness of the submitted requirements  1.1 Issue Order of Payment Slip	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
3. Proceed to MTO, present the order of payment and pay the required fees at window 2 or 3  * Make sure to secure OR	3.Accept payment based on the Order of Payment  3.1 Issue the OR	Certificatio n Fee - PHP 50.00  Document ary Stamp Tax-PHP 30.00	30 Minutes	<i>Revenue Collection Officer I</i> Municipal Treasury Office

4. Return to BPLO Window 2 and present the OR	4. Prepare the Certificate upon presentation of OR	None	30 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
	4.1 Sign and approve the certificate	None	5 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office
	4.2 Affix dry seal on the certificate	None	3 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
5. Claim the approved Certificate at Window 2	5. Release the certificate	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
<b>TOTAL</b>		<b>PHP 80.00</b>	<b>1 Hours, 17 Minutes</b>	

## 2. Issuance of Certification of No Business

This certification is issued to clients requesting for scholarship grants and others are for medical purposes.

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All residents in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Residence Certificate (1 original)		Municipal Treasurer's Office-Window 2 and 3		
Barangay Certification (1 original)		Office of the Barangay Captain		
Official Receipt (1 original)		Municipal Treasurer's Office-Window 2 and 3		
Certification of Property (1 original)		Municipal Assessor's Office-PACD Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip</p>	<p>1. Give the client a logbook</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to BPLO Window 2</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office</p>
<p>2. Submit the required documents at BPLO Window 2</p>	<p>2. Receive and review the authenticity, validity and completeness of the submitted requirements</p> <p>2.1 Issue Order of Payment Slip</p>	<p>None</p>	<p>5 Minutes</p>	
<p>3. Proceed to MTO, present the order of payment and pay the required fees at window 2 or 3</p> <p>* Make sure to secure OR</p>	<p>3. Accept payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>Certification Fee - PHP 30.00</p> <p>Documentary Stamp Tax-PHP 30.00</p>	<p>30 Minutes</p>	<p><b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>4. Return to BPLO Window 2 and present the OR</p>	<p>4. Prepare the Certificate upon presentation of OR</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office</p>
	<p>4.1 Sign and approve the certificate</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office</p>
	<p>4.2 Affix dry seal on the certificate</p>	<p>None</p>	<p>3 Minutes</p>	<p><b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office</p>

5. Claim the approved Certificate at Window 2	5. Release the certificate	None	2 Minutes
<b>TOTAL</b>		<b>PHP 60.00</b>	<b>52 Minutes</b>

### 3. Issuance of Certified True Copy of Mayor's Permit

This is issued to clients requesting for a certified true copy of their Mayor's Permit.

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	All business entities in Pinamalayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Mayor's/Business Permit (1 original)		Municipal Treasurer's Office-Window 2 and 3		
Official Receipt for certified true copy (1 original)		Municipal Treasurer's Office-Window 2 and 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BPLO Window 2	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
2. Submit the required documents at BPLO Window 2	2. Receive and review the authenticity, validity and completeness of the submitted requirements  2.1 Issue Order of Payment Slip	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
3. Proceed to MTO, present the order of payment and pay the required fees at window 2 or 3  * Make sure to secure OR	3. Accept payment based on the Order of Payment  3.1 Issue the OR	Certified True Copy Fee - PHP 10.00  Documentary Stamp Tax- PHP 30.00	30 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

4. Return to BPLO Window 2 and present the OR	4. Prepare the Certified True Copy upon presentation of OR	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
	4.1 Sign and approve the Certified True Copy	None	5 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office
	4.2 Affix dry seal on the Certified True Copy	None	3 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
5. Claim the approved Certified True Copy at Window 2	5. Release the Certified True Copy	None	2 Minutes	
<b>TOTAL</b>		<b>PHP 40.00</b>	<b>52 Minutes</b>	

#### 4. Issuance of Tricycle Franchise Cancellation Certificate

Certificate of cancellation is issued to franchise holders who surrendered or dropped their tricycle franchise operations.

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Tricycle Franchise holders operating within the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter for Cancellation of Franchise (1 original)		Client		
Tricycle Franchising and Regulatory Board (TFRB)-issued plate (1 original)		Client		
TFRB-issued Fare Matrix (1 original)		Client		
Notarized Affidavit of Loss, in case of lost TFRB plate and/or fare matrix (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at BPLO Window 2 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BPLO Window 1	None	2 Minutes	<b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office

2. Submit the required documents at BPLO Window 1	2. Receive and review the authenticity, validity and completeness of the submitted requirements  2.1 Issue Order of Payment Slip	None	5 Minutes	
3. Proceed to MTO Window 2 or 3, present the order of payment and pay the required fees  <i>* Make sure to secure OR</i>	3. Accept payment based on the Order of Payment  3.1 Issue the OR	Cancellation fee - PHP 50.00  Documentary Stamp Tax - PHP 30.00	30 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to BPLO Window 1 and present the OR	4. Prepare the Certificate upon presentation of OR	None	15 Minutes	<b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office
5. Proceed to the Tricycle Operators Drivers Association (TODA) President for the signature	5. Receive the cancellation certificate	None	5 Minutes	
	5.1 Sign and approve the certificate	None	30 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office
6. Claim the approved Certificate at BPLO Window 1	6. Release the cancellation certificate	None	2 Minutes	<b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office
<b>TOTAL</b>		<b>PHP 80.00</b>	<b>1 Hours, 29 Minutes</b>	

### 5. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Business Permits And Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
<b>Checklist of Requirements</b>	<b>Where to Secure</b>			
Travel Order (1 photocopy )	Client			
Requisition Slip (1 original )	BUSINESS PERMITS AND LICENSING OFFICE-Window 2			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at BPLO Window 2 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to PLD Window 2	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
2. Submit required documents to PLD Window 2	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
	2.1. Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2. Sign the CA and return to PLD Window 2	None	3 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office
	2.3. Affix dry seal on the approved CA	None	3 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
3. Receive the approved CA at PLD Window 2	3. Release the CA	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	

## 6. Issuance of Market Stall Contract (New and Renewal)

Market Stall Contract is a document awarded to a stall holder occupying stall/s in the Public Market, stating the agreement/conditions between the Local Government Unit (LGU) and the occupant/s before commencement business operation as provided in Section 5A.07 ARTICLE A of CHAPTER V of the New Revenue Code of Pinamalayan Oriental Mindoro 2013

<b>Office or Division:</b>	Business Permits And Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	All Stall Owners at Public Market			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Market Stall Contract Application (4 original)	Business One-Stop-Shop (BOSS)-Cubicle 8			
Residence Certificate (1 original)	Municipal Treasurer's Office-Window 2 and 3			
Indorsement Slip from the Market Supervisor (1 original)	Market Operations Department-Supervisor's Office			
Certificate of Award (1 original)	Municipal Treasurer's Office-Window 2 and 3			
Official Receipt for Application fee (1 original)	Municipal Treasurer's Office-Window 2 and 4			
Official Receipt for Goodwill fee, for transfer (1 original)	Municipal Treasurer's Office-Window 2 and 3			
Waiver of Rights/Deed of Transfer of Rights, in case of transfer (1 original)	Previous Owner			
Previous Contract, for renewal (1 photocopy)	Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at BOSS Office and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BOSS Cubicle 8	None	2 Minutes	<b>BENARDITA S. REYES</b> <i>Administrative Aide VI Business Permits and Licensing Office</i>
2. Submit the required documents at BOSS Cubicle 8	2.Receive and review the authenticity, validity and completeness of the submitted requirements  2.1 Issue Order of Payment Slip	None	10 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I Business Permits and Licensing Office</i>



3. Proceed to MTO Window 2 or 3, present the order of payment and pay the required fees  * Make sure to secure OR	3. Accept payment based on the Order of Payment  3.1 Issue the OR	Application Fee - PHP 50.00	30 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to BOSS Cubicle 8 and present the OR	4. Prepare the Lease Contract upon presentation of OR  4.1 Forward Market Stall Contract to the Office of Municipal Mayor Desk 1 for approval	None	20 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I</i> Business Permits and Licensing Office
	4.2 Sign the Market Stall Contract	None	1 Day, 10 Minutes	<b>HON. ARISTEO A. BALDOS, JR.</b> Municipal Mayor Office of the Municipal Mayor
5. Bring the signed Market Stall Contract to a Notary Public for notarization	5. Instruct the client to have the document notarize	None	1 hour	<i>Notary Public</i> Public Attorney's Office
6. Return to BOSS Cubicle 8 and submit the notarized Market Stall Contract	6. Receive and affix dry seal at the Market Stall Contract	None	5 Minutes	<b>BERNARDITA S. REYES</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
7. Receive the notarized and sealed Market Stall Contract	7. Release the notarized and sealed Market Stall Contract and secure 3 original copies	None	2 Minutes	
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>1 Day, 2 Hours, 19 Minutes</b>	

## 7. Issuance of Mayor's/Business Permit

Business/Mayor's License is issued/granted to an individual or corporation giving a privilege to conduct and operate business within the territorial jurisdiction of the municipality who have successfully complied all requirements imposed by the Local Government Unit (LGU) before commencement of any business operation. Mayor's/Business Permit contains information like the business owner, business name, address and line of business, among others as provided on ARTICLE A, Chapter III of the New Revenue Code of Pinamalayan Oriental Mindoro 2013.

<b>Office or Division:</b>	Business Permits and Licensing Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	All business entities in Pinamalayan
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>for New Business Applicant</b>	
Filled-up Unified Application Form (1 original)	Business One-Stop-Shop (BOSS)-Information Desk
Barangay Business Clearance (1 original)	Concerned Barangay Hall
Department of Trade and Industry (DTI) Registration reflecting Business Name for Sole Proprietorship (1 photocopy)	Department of Trade and Industry (DTI) Satellite Office
Securities and Exchange Commission (SEC) Registration reflecting Corporate Name for Corporation (1 photocopy)	Securities and Exchange Commission (SEC)
Cooperative Development Authority (CDA) Registration reflecting Cooperative Name for Cooperatives (1 photocopy)	Cooperative Development Authority (CDA)
Occupancy Clearance, if business is located inside Public Market (1 Original)	Market Operations Department-Supervisor's Office
Contract of lease, if Lessee (1 photocopy)	Client
<b>for Business Renewal Applicant</b>	
Notarized Sworn Statement of Gross Receipts from the previous Calendar Year (1 original)	Client
Certificate of Exemptions if exempted (1 original)	Client
<b>INCIDENTAL REQUIREMENTS</b>	
Bureau of Internal Revenue (BIR) Clearance for business with DTI Registration (1 original)	Bureau of Internal Revenue (BIR) Satellite Office

Social Security System (SSS) Clearance for business with employee/s (1 original)	Social Security System (SSS) Satellite Office
PHILHEALTH Clearance, for business with employee/s (1 original)	BOSS Office-Cubicle 9
Fertilizers Pesticides Association (FPA) Clearance, for fertilizer and pesticides dealers/retailers (1 original)	Fertilizers Pesticides Association (FPA)
National Food Authority (NFA) Clearance for ricemill and rice dealer/retailer (1 original)	National Food Authority
Department of Social Housing and Urban Development (DSHUD) Clearance, for subdivision owner/operator (1 original)	Department of Social Housing and Urban Development (DSHUD)
Environmental Compliance Certificate (ECC)/Certificate of Non Coverage (CNC) Clearance, for ricemill, hotel, beach resort, gasoline station, quarry and others (1 original)	Community Environment and Natural Resources Office (CENRO)/Department of Environment and Natural Resources (DENR)
BSP Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR), for Pawnshop and Money Remittance	Banko Sentral ng Pilipinas (BSP)
Department of Tourism (DOT Clearance), for Tourism related industries (1 original)	Department of Tourism (DOT)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 . State your purpose at BOSS Office and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BOSS Information Desk	None	5 Minutes	<b>BERNARDITA S. REYES</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
2. Submit required documents in front BOSS information Desk	2. Forward to concerned personnel  *Back Room Process	None	2 Hours	

<p>3. Proceed to BOSS Cubicle 7</p>	<p>3. Assess fees and charges and Issue Statement of Account (one-time assessment)</p> <p>Note: Renewal based on declared gross sale per line/schedule provided in Section 2A.02 ARTICLE A CHAPTER II of the Revised Revenue Code</p> <p>3.1 Forward the Statement of Account to MTO or refer on the eBPLS system</p>	<p>(see schedule of fees for Mayor's/ Business Permit below)</p>	<p>10 Minutes</p>	<p><b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I Licensing Officer I Business Permits and Licensing Office</i></p>
<p>4. Pay the required fees and charges at BOSS Cubicle 6 and Cubicle 13</p> <p><i>* Make sure to secure Official Receipt (OR)</i></p>	<p>4. Accept Payment based on the SOA and issue Official Receipt</p>	<p>(refer to the schedule of fees for Mayor's/Business Permit below)</p>	<p>30 Minutes</p>	<p><b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer Municipal Treasury Office</i></p>
	<p>4.1 Accept payment and issue Official Receipt of payment</p>	<p>PHP 500.00 (minimum)</p>	<p>10 Minutes</p>	<p><i>Municipal Fire Marshall Bureau of Fire Protection</i></p>
	<p>4.2 Prepare the Mayor's/Business Permit upon presentation of OR</p> <p>4.3 Sign the Mayor's/Business Permit</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head I Business Permits and Licensing Office</i></p>
<p>5. Claim approved Mayor's/Business Permit at BOSS Cubicle 1</p>	<p>5 Release the Mayor's/Business Permit</p> <p><i>*for business renewal-issuance of sticker</i></p> <p><i>*for new</i></p>	<p>None</p>	<p>5 Minutes</p>	<p><b>BERNARDITA S. REYES</b> <i>Administrative Aide VI Business Business Permits and Licensing Office</i></p>

	business- issuance of business plate			
<b>Total</b>		<b>Sum of applicable fees</b>	<b>3 Hours, 10 Minutes</b>	

<u>Amount of Gross Sales/Receipts for the Preceding Calendar Year</u>		<u>Tax per Annum</u>
Less than 10,000.00		PHP 190.57
10,000.00 or more but less than	15,000.00	PHP 254.10
15,000.00 or more but less than	20,000.00	PHP 348.60
20,000.00 or more but less than	30,000.00	PHP 508.20
30,000.00 or more but less than	40,000.00	PHP 762.30
40,000.00 or more but less than	50,000.00	PHP 952.87
50,000.00 or more but less than	75,000.00	PHP 1,524.60
75,000.00 or more but less than	100,000.00	PHP 1,905.75
100,000.00 or more but less than	150,000.00	PHP 2,541.00
150,000.00 or more but less than	200,000.00	PHP 3,176.25
200,000.00 or more but less than	300,000.00	PHP 4,446.75
300,000.00 or more but less than	500,000.00	PHP 6,352.50
500,000.00 or more but less than	750,000.00	PHP 9,240.00
750,000.00 or more but less than	1,000,000.00	PHP 11,550.00
1,000,000.00 or more but less than	2,000,000.00	PHP 15,881.25
2,000,000.00 or more but less than	3,000,000.00	PHP 19,057.50
3,000,000.00 or more but less than	4,000,000.00	PHP 22,869.00
4,000,000.00 or more but less than	5,000,000.00	PHP 26,680.50
5,000,000.00 or more but less than	6,500,000.00	PHP 28,153.10
6,500,000.00 or at a rate not exceeding forty three and 0.31 percent of one percent (43.31% of 1%)		

**TAX SCHEDULE FOR WHOLESALERS, DISTRIBUTORS AND DEALERS**

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<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year</u>	<u>Tax Per Annum</u>
Less than 10,000.00	PHP 20.79

1,000.00 or more but less than	2,000.00	PHP 38.12
2,000.00 or more but less than	3,000.00	PHP 57.75
3,000.00 or more but less than	4,000.00	PHP 83.16
4,000.00 or more but less than	5,000.00	PHP 115.50
5,000.00 or more but less than	6,000.00	PHP 139.65
6,000.00 or more but less than	7,000.00	PHP 165.17
7,000.00 or more but less than	8,000.00	PHP 190.58
8,000.00 or more but less than	10,000.00	PHP 215.99
10,000.00 or more but less than	15,000.00	PHP 254.10
15,000.00 or more but less than	20,000.00	PHP 317.63
20,000.00 or more but less than	30,000.00	PHP 381.15
30,000.00 or more but less than	40,000.00	PHP 508.20
40,000.00 or more but less than	50,000.00	PHP 762.30
50,000.00 or more but less than	75,000.00	PHP 1,143.45
75,000.00 or more but less than	100,000.00	PHP 1,524.60
100,000.00 or more but less than	150,000.00	PHP 2,159.85
150,000.00 or more but less than	200,000.00	PHP 2,795.10
200,000.00 or more but less than	300,000.00	PHP 3,811.50
300,000.00 or more but less than	500,000.00	PHP 5,082.20
200,500,000.00 or more but less than	750,000.00	PHP 7,623.00
750,000.00 or more but less than	1,000,000.00	PHP 10,353.00
1,000,000.00 or more but less than	2,000,000.00	PHP 11,550.00
2,000,000.00 or more at a rate not exceeding fifty seven and 0.75 percent (57.75%) of one percent (1%)		

The business enumerated in paragraph (a) above shall no longer be subject to tax on wholesalers, distributors, or dealers herein provided for.

c.) On exporter's and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

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
- d) On retails

### TAX SCHEDULE ON RETAILS

<u>Gross Sales/ Receipts for the Preceding Year</u>	<u>Rate Per Annum</u>
400,000.00 or less	2.31%
More than 400,000.00	1.16%

The rate of 2.31% percent per annum shall be imposed on sale not exceeding Four Hundred Thousand Pesos (Php 400,000.00) while the rate of 1.155 percents per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (Php400,000.00)

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 (Php30,000.00) subject to existing laws and regulations

### TAX SCHEDULE ON CONTRACTORS AND INDEPENDENT CONTRACTORS

<u>Gross Sales/ Receipts for the Preceding Year</u>		<u>Rate Per Annum</u>
Less than 5,000.00		PHP 31.80
5,000.00 or more but less than	10,000.00	PHP 71.15
10,000.00 or more but less than	15,000.00	PHP 120.70
15,000.00 or more but less than	20,000.00	PHP 190.58
20,000.00 or more but less than	30,000.00	PHP 317.63
30,000.00 or more but less than	40,000.00	PHP 444.68
40,000.00 or more but less than	50,000.00	PHP 635.25
50,000.00 or more but less than	75,000.00	PHP 1,016.40
75,000.00 or more but less than	100,000.00	PHP 1,524.60
100,000.00 or more but less than	150,000.00	PHP 2,286.90
150,000.00 or more but less than	200,000.00	PHP 3,049.20
200,000.00 or more but less than	250,000.00	PHP 4,192.65

250,000.00 or more but less than	300,000.00	PHP 5,336.10
300,000.00 or more but less than	400,000.00	PHP 7,114.80
400,000.00 or more but less than	500,000.00	PHP 9,528.75
500,000.00 or more but less than	750,000.00	PHP 10,683.75
750,000.00 or more but less than	1,000,000.00	PHP 11,838.75
1,000,000.00 or more but less than	2,000,000.00	PHP 13,282.00
2,000,000.00 or more at a rate not exceeding sixty six and 0.41 percent (66.41%) of one percent (1%)		

For purposes of this section, the tax on general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts from the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payments, shall be refunded.

The graduated tax on contractors and other independent contractors shall likewise be collected from tax subjects enumerated under Section 19 © of Presidential Decree No. 231, as amended but which are no longer included in the enumeration of “contractor” under Section 131 of Republic Act No. 7160.

1. welding shops
2. service station
3. white/blue printing, recopying, or photocopying services
4. assaying laboratories
5. advertising agencies
6. shops for shearing animals
7. vaciador shops
8. stables
9. construction of motor vehicles, animal drawn vehicles, bicycles, and/or tricycles
10. lathe machine shops
11. furniture shops
18. Subdivision owners/Private Cemeteries and Memorial Parks
19. Private-owned markets
20. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories
21. Cockpit operations (to include placida and cockpit rentals)
22. Operators of Cable Networks System
23. Operators of computer services establishment
24. General consultancy services



25. Arrastre Services

26. Coal Distribution

27. Shipbuilding and Ship repair; Ship melting and wrecking

28. All other similar activities consisting essentially, of the sales of services for a fee.

g.) On banks and other financial institutions, at the rate of fifty five percent of one percent (55% 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.

### TAX SCHEDULE ON LESSORS OF REAL ESTATE

<b>Gross Sales/ Receipts for the Preceding Year</b>		<b>Rate Per Annum</b>
Less than 5,000.00		PHP 60.50
1,000.00 or more but less than	5,000.00	PHP 105.60
5,000.00 or more but less than	10,000.00	PHP 132.00
10,000.00 or more but less than	20,000.00	PHP 302.50
20,000.00 or more but less than	30,000.00	PHP 423.50
30,000.00 or more but less than	40,000.00	PHP 544.50
40,000.00 or more but less than	50,000.00	PHP 665.50
For every 1,000.00 in excess of 50,000.00 for		
Real property for purposes other than residential		PHP 12.00
For every 5,000.00 in excess of 50,000.00 for		
Real property used for residential purposes		PHP 6.05

### TAX SCHEDULE ON CAFES, CAFETERIAS, ICE CREAM AND OTHER REFRESHMENT PARLORS, RESTAURANTS, CARENDERIAS, PANCITERIA, SODA FOUNTAIN BARS AND SIMILAR ESTABLISHMENTS INCLUDING FOOD CATERERS.

<b>WITH GROSS SALES FOR THE PRECEDING CALENDAR YEAR IN THE AMOUNT OF:</b>		<b>AMOUNT OF TAX PER ANNUM</b>
Less than 2,000		PHP 57.75
2,000 or more but less than	3,000	PHP 78.75
3,000 or more but less than	4,000	PHP 103.95
4,000 or more but less than	5,000	PHP 115.50
5,000 or more but less than	6,000	PHP 127.05

6,000 or more but less than	7,000	PHP 150.15
7,000 or more but less than	8,000	PHP 173.25
8,000 or more but less than	9,000	PHP 202.13
9,000 or more but less than	10,000	PHP 231.00
10,000 or more but less than	11,000	PHP 259.88
11,000 or more but less than	12,000	PHP 288.75
12,000 or more but less than	13,000	PHP 317.63
13,000 or more but less than	14,000	PHP 346.50
14,000 or more but less than	15,000	PHP 369.05
15,000 or more but less than	17,000	PHP 404.25
17,000 or more but less than	19,000	PHP 427.35
19,000 or more but less than	21,000	PHP 438.90
21,000 or more but less than	23,000	PHP 462.00
23,000 or more but less than	25,000	PHP 490.88
25,000 or more but less than	27,000	PHP 519.75
27,000 or more but less than	29,000	PHP 548.63
29,000 or more but less than	31,000	PHP 565.95
31,000 or more but less than	33,000	PHP 606.38
33,000 or more but less than	35,000	PHP 635.75
35,000 or more but less than	40,000	PHP 750.75
40,000 or more but less than	50,000	PHP 866.25
50,000 or more but less than	60,000	PHP 981.75
60,000 or more but less than	80,000	PHP 1068.00
80,000 or more but less than	100,000	PHP 1155.00
100,000 or more		1.16%

<b>ON RETAIL DEALERS OR RETAILERS OF MANUFACTURED TOBACCO OR SNUFF INCLUDING CIGARS AND CIGARETTES:</b>		
<b>WITH GROSS SALES FOR THE PRECEDING CALENDAR YEAR IN THE AMOUNT OF:</b>		<b>AMOUNT OF TAX PER ANNUM</b>
Less than 5,000		PHP 33.30
5,000 or more but less than	10,000	PHP 74.50
10,000 or more but less than	15,000	PHP 126.45
15,000 or more but less than	20,000	PHP 199.65
20,000 or more but less than	30,000	PHP 332.75
30,000 or more but less than	40,000	PHP 465.85
40,000 or more but less than	50,000	PHP 665.5
50,000 or more but less than	75,000	PHP 1,064.80

75,000 or more but less than	100,000	PHP 1,597.20
100,000 or more but less than	1,000,000	PHP 12,100.00
For every 100,000 or fraction thereof, in excess of Php1,000,000.		(60.50% of 1%)

#### **FIXED BUSINESS TAXES**

Air-conditioned buses & vans	PHP 500.00 per unit
Buses without air conditioning	PHP 300.00 per unit
“Mini” buses	PHP 200.00 per unit
Passenger jeeps/multicabs	PHP 100.00 per unit
On private detective or security agency	PHP 1,500.00
Security guard	PHP 150.00
Billiard and pool halls, per table	PHP 1,000.00
Madjong per table	PHP 1,500.00

#### **On operation of piggery (per annum)**

<b>1. Backyard piggery</b>	
rural backyard piggery	
1-3 heads	exempted
4-10 heads	PHP 500.00
urban backyard piggery is not allowed	

<b>2. Commercial piggery</b>	
raising 11 to 15 heads	PHP 1,500.00
raising 16 to 30 heads	PHP 1,200.00
raising 31 to 60 heads	PHP 2,750.00
raising 61 to 100 heads	PHP 3,500.00
raising 101 to 500 heads	PHP 5,000.00
raising 501 to 1000 heads	PHP 7,500.00
raising 1001 and above	PHP 10,000.00

#### **Operation of Poultry Raising (per annum)**

Backyard poultry raising from 1 to 50 heads	exempted
<b>Commercial Poultry Raising</b>	
2.1 51 to 100 heads	PHP 100.00
2.2 101 to 200 heads	PHP 300.00

2.3	201 to 500 heads	PHP 700.00
2.4	501 to 1000 heads	PHP 1,400.00
2.5	1001 and above	PHP 3,000.00

On operation of Purse Seine (Baculong/unit)	PHP 2,750.00
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**PERMIT AND REGULATORY FEES  
MAYOR'S PERMIT FEE ON BUSINESS**

IF THE AMOUNT OF BUSINESS TAX PAID IN THE PRECEDING CALENDAR YEAR WAS:		PERMIT FEES PER ANNUM
Less than Php 300.00		PHP 157.50
5,000.00 or more but less than	10,000.00	PHP 71.15
300 or more but less than	500.00	PHP 210.00
500 or more but less than	600.00	PHP 252.00
600 or more but less than	800.00	PHP 294.00
800 or more but less than	1,000.00	PHP 336.00
1,000 or more but less than	2,000.00	PHP 400.00
2,000 or more but less than	3,000.00	PHP 441.00
3,000 or more but less than	4,000.00	PHP 483.00
4,000 or more but less than	5,000.00	PHP 546.00
5,000 or more but less than	10,000.00	PHP 630.00
10,000 or more but less than	20,000.00	PHP 682.50
20,000.00		PHP 735.00
For every Php 1,000 or fraction thereof in Excess of Php 20,000.00, additional		PHP 10.50

***There shall be collected an application fee in the amount of Php50.00 from every applicant as per ARTICLE A Section 3A.01 of the 2013 New Revenue Code of Pinamalayan, Oriental Mindoro***

<b>ON ALL BUSINESS SUBJECT TO FIXED BUSINESS TAXES UNDER ARTICLE B, CHAPTER II OF THIS CODE, THE MAYOR'S PERMIT SHALL BE IN ACCORDANCE WITH THE FOLLOWING:</b>	
1. Peddler	PHP 150.00
2. Terminal/booking office	
-Van	PHP 1,200.00
-Bus	PHP 500.00

3. Security Agency	PHP 1,500.00
4. Billiard Pool	PHP 200.00
5. Mahjong (per table)	PHP 300.00
6. Piggery & Poultry (rural only)	
-backyard	PHP 150.00
-Commercial	PHP 500.00
7. Bakulong/unit	PHP 800.00
<b>If the business starts to operate within the :</b>	<b>Initial Permit fee</b>
1 <sup>st</sup> quarter of the year	PHP 300.00
2 <sup>nd</sup> quarter of the year	PHP 225.00
3 <sup>rd</sup> quarter of the year	PHP 150.00
4 <sup>th</sup> quarter of the year	PHP 75.00

<b>REGULATORY FEES</b>	
Zoning Business Inspection Fee	PHP 150.00
Aggregate Landholding Certification Fee	PHP 20.00
Business Clearance Fee	PHP 30.00
Sanitary Inspection Fee	PHP 50.00
Health Examination	PHP 50.00
Business Plate (for new busines)	PHP 200.00
Sticker (for business renewal)	PHP 30.00
Annual Building Inspection Fee	PHP 495.00(min)
Fire Safety Inspection Fee	PHP 20.00
Application Fee	PHP 50.00
Garbage Collection Fee	PHP 50.00
Mayors Permit Fee	refer to Mayor's Permit fee on business

<b>GARBAGE FEE</b>	
Establishment paying a license fee of PHP 1,000.00 and below	PHP 50.00
1001-1,500	PHP 100.00
5% in excess of 1,500 but not exceeding 10,000.00	

<b>SANITARY INSPECTION FEE</b>	
a) Financial institutions such as banks, pawnshops, lending investors, insurance companies, dealers in securities and foreign exchange	
1. Main Office	PHP 300.00
2. Every branch thereof	PHP 200.00
b) Gasoline service/filling station	PHP 500.00
c) Medical, Dental clinics, Optical, Animal hospital, & the like	PHP 250.00
d) Dwellings & other spaces for lease or rents	
1. Hotels, motels, apartelles, pension inns, drive inns:	
with an area of more than 1500 rooms	PHP 2,000.00
with 100 to 149 rooms	PHP 1,500.00
with 50 to 99 rooms	PHP 1,000.00
with 25 to 49 rooms	PHP 500.00
with less than 25 rooms	PHP 300.00
2. Apartment per door	PHP 50.00
3. Accessories of house for rent	PHP 50.00
e) Institutions of learning	PHP 500.00
f) Administration Offices, display offices and offices of professionals	PHP 100.00
g) Establishment engaged in the manufacture of foods & essential commodities	
1. Business Size	
a) Cottage (100K or less)	PHP 50.00
b) Small (100K-300K)	PHP 100.00
c) Medium A (over 300k-500K)	PHP 200.00
B (over 500K-1M)	PHP 300.00
C (over 1M-2.5M)	PHP 400.00
D (over 2.5M-5M)	PHP 500.00
d) Large A (over 5M-7.5M)	PHP 1,000.00
B (over 7.5 M-12.5 M)	PHP 2,000.00
C (over 12.5 M-20 M)	PHP 3,000.00
D (over 20 M)	PHP 4,000.00
h) On retailers	PHP 50.00

i) On all other establishments whose operation requires Mayor's Permit	PHP 30.00
j) All other businesses, industrial and commercial & agricultural establishments not specifically mentioned above:	
With an area of more than 1000 sq.m.	PHP 800.00
More than 500 but less than 1000 sq.m.	PHP 500.00
More than 200 but less than 500 sq.m.	PHP 300.00
More than 100 but less than 200 sq.m.	PHP 200.00
More than 50 but less than 100 sq.m.	PHP 150.00
More than 25 but less than 50 sq.m.	PHP 100.00
Less than 25 sq.m.	PHP 50.00

### 8. Issuance of Occupational Permit

An individual Occupational Permit is required for workers or employees, before engaging in the exercise or practice of occupation calling within the territorial jurisdiction of the municipality as provided on ARTICLE G, Chapter III of the New Revenue Code of 2013.

<b>Office or Division:</b>	Business Permits And Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Barangay Clearance (1 original)	Concerned Barangay Hall			
Residence Certificate (1 original)	BOSS Office - Cubicle 6			
Medical Clearance (1 original)	BOSS Office - Cubicle 5			
Indorsement from the Market Supervisor, For vendors/helpers/workers of Public Market occupants (1 original)	Market Operations Department - Supervisor's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 . State your purpose at BOSS Office and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to BOSS Cubicle 5	None	2 Minutes	<b>BERNARDITA S. REYES</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office

2. Submit required documents at BOSS Cubicle 5	2. Receive and review the authenticity, validity and completeness of the submitted requirements  2.2 Refer to concerned personnel	None	5 Minutes	<b>FERDINAND T. MAYORES</b> <i>Administrative Assistant I</i> Business Permits and Licensing Office
	2.3 Issue Medical Certificate	None	15 Minutes	<b>DR. NINA KRISTINNE L. PUNZALAN</b> <i>Municipal Health Officer</i> Municipal Health Office
3. Proceed to BOSS Cubicle 5 for the assessment of fees and charges	3. Assess the fees and charges  3.1 Issue order of payment	None	5 Minutes	<b>FERDINAND T. MAYORES</b> <i>Administrative Assistant I</i> Business Permits and Licensing Office
4. Proceed to BOSS Cubicle 6 for the payment of fees and charges.  <i>* Make sure to secure OR</i>	4. Accept payment and Issue Official Receipt	Please refer to schedule of fees for Occupation Permit	30 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Claim approved Occupational Permit at BOSS Cubicle 1	5.1 Prepare Occupational Permit upon presentation of OR  5.2 Approve the Permit	None	15 Minutes	<b>FERDINAND T. MAYORES</b> <i>Administrative Assistant I</i> Business Permits and Licensing Office  <b>EDWIN C. MICIANO</b> <i>Municipal Government</i> <i>Department Head I</i> Business Permits and Licensing Office
	5.3 Release the Occupational Permit	None	2 Minutes	<b>FERDINAND T. MAYORES</b> <i>Administrative Assistant I</i> Business Permits and Licensing Office
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>1 hour, 14 Minutes</b>	



**SCHEDULE OF FEES  
PERMIT FEE ON OCCUPATION/CALLING NOT REQUIRING GOVERNMENT  
EXAMINATION**

<b>GROUP A</b>	<b>AMOUNT</b>
Agriculturist, foresters	PHP 200.00
Automotive mechanics, unless he is a mechanical engineer who has paid his "professional tax"	PHP 200.00
Computer technicians	PHP 200.00
Electrician, unless he is an electrical engineer who has paid his "professional tax"	PHP 200.00
Electronics technician (radio, tv, audio)	PHP 200.00
Hospitality girls, entertainers, hostesses, taxidancers	PHP 200.00
Insurance adjusters, consultants, or agents	PHP 200.00
Interior decorators (professional)	PHP 200.00
Professional embalmer (authorized by DOH)	PHP 200.00
Professional singers, radio broadcasters, announcers, disk jockeys	PHP 200.00
Professional tailors, haberdasher, couturier, modiste, fashion designer and the like	PHP 200.00
Professors, instructors or teachers in private institutions unless they are "professionals" who have paid his "professional tax"	PHP 200.00
Psychic healers, soothsayers, seers	PHP 200.00
Refrigeration and air-conditioning technicians	PHP 200.00
Therapists, unless he is a registered nurse	PHP 200.00
Marine officers, unless he is a Marine Engineer who has paid his "professional Tax"	PHP 200.00
Dietitians, nutritionists	PHP 200.00

<b>GROUP B</b>	<b>AMOUNT</b>
Acupuncturists	PHP 150.00
Bakers (professional)	PHP 150.00
Cattle auctioneers	PHP 150.00
Chef or head cook	PHP 150.00
Club managers	PHP 150.00
Dance instructor/instructress	PHP 150.00
Florists	PHP 150.00
Hairdresser or hairstylists	PHP 150.00
Heavy equipment operators	PHP 150.00
Master carpenters	PHP 150.00
Master plumbers	PHP 150.00
Professional beauticians, make-up artists	PHP 150.00
Professional boxers	PHP 150.00
Professional butchers	PHP 150.00
Professional manicurist	PHP 150.00
Professional masons, welders, pipefitters	PHP 150.00
Professional masseurs	PHP 150.00
Professional stevedores	PHP 150.00

Professional waiters or waitress	PHP 150.00
Swimming instructors	PHP 150.00
Telegraph operators	PHP 150.00
Telephone operators	PHP 150.00
Typewriter repairmen	PHP 150.00
Watch repairmen	PHP 150.00
Other similar occupation or callings	PHP 150.00

### SECTION 3N. 02

Bet Taker	PHP 150.00
Pit Manager	PHP 300.00
Bet Manager	PHP 300.00
Gaffer	PHP 300.00
Promoter	PHP 300.00

## 9. Issuance of Special Mayor's Permit

Special Mayor's Permit may be granted to any person or corporation after satisfactorily meet minimum requirements before the conduct of any program or activity. To secure this, there should be an approved letter-request indicating the purpose and schedule or time of the activity as provided on ARTICLE S, Chapter III of the New Revenue Code of Pinamalayan Oriental Mindoro 2013.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 . State your purpose at BPLO Window 2 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
2. Submit required documents at BPLO Window 2  <i>- Submit copy of OR for Motorboat and Operator License</i>	2. Receive and review the authenticity, validity and completeness of the submitted documents	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
	2.1 Assess fees and charges  2.2 Issue order of payment	None	5 Minutes	
3. Proceed to MTO Window 2 or 3 for the payment of fees and charges.  <i>*Make sure to secure OR</i>	3. Accept payment based on the order of payment and issue OR	Please refer to schedule of fees for Special Mayor's Permit	30 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

	3.1 Prepare the Special Mayor's Permit	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
	3.2 Sign the Special Mayor's Permit	None	5 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government</i> <i>Department Head I</i> Business Permits and Licensing Office
4. Claim the Special Mayor's Permit at BPLO Window 2	4. Release the approved Special Mayor's Permit	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office
<b>TOTAL</b>		<b>Sum of applicable fee</b>	<b>55 Minutes</b>	

<b>SCHEDULE OF FEES FOR SPECIAL MAYOR'S PERMIT</b>	
IMPOSITION FEE	AMOUNT
used of roads, streets, sidewalks, alleys and patios	PHP 40.00/sq.m./day
used of covered court, plaza, parks	PHP 2,500.00/day
Dances	PHP 750.00
Coronation and Ball	PHP 750.00
Promotional Sales	PHP 500.00
Parade and Motorcade	PHP 500.00
Other group activities	PHP 500.00
Transient Amusement Devices like circuses, carnivals and the like, merry go-rounds, roller coaster, ferries wheels, shooting galleries and other contrivances	PHP 5,000.00 for the first 15 days and additional PHP 300.00/day for the succeeding days
Sports Contest Promotion	PHP 300.00/day
Promotional Motorcade	PHP 250.00/day
2 cock Derby	PHP 1,500.00
3 cock Derby	PHP 2,000.00
4 cock Derby	PHP 3,000.00
	*for every cock in excess of 4, an additional PHP 1,000.00/cock
Hackfight	PHP 1,000.00/day
Special Offers	PHP 30.00/day an additional of PHP 20.00 per day thereafter

### 10. Issuance of Tricycle Franchise Permit

Motorized Tricycle Operators Permit is issued to individuals giving them a franchise or license/permit to operate as tricycle-for-hire after successfully completing all the required documents as provided on ARTICLE F, Chapter III of the New Revenue Code of Pinamalayan Oriental Mindoro 2013.

<b>Office or Division:</b>	Business Permits And Licensing Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen

<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance (1 photocopy)		Concerned Barangay Hall		
Certification of Registration (1 photocopy)		Land Transportation Office (LTO)		
Official Receipt (1 photocopy)		LTO		
Insurance Certificate of the Unit (1 photocopy)		LTO-Insurance Company		
Medical Clearance (1 original)		Business One-Stop-Shop (BOSS) Office-Cubicle 5		
Membership Certificate (1 original)		Tricycle Operators and Drivers Association (TODA)		
Residence Certificate (1 photocopy)		Municipal Treasurer's Office Window 2 or 3		
Road Worthy Certificate (1 original)		Philippine National Police (PNP)		
<b>Additional Requirements for new applicants</b>				
2 X 2 picture (2 original)		Client		
Voter's Affidavit (1 photocopy)		Commission on Elections (COMELEC) Office		
<b>INCIDENTAL REQUIREMENTS</b>				
<b>In the absence of Voters Affidavit</b>				
Marriage Contract (1 photocopy)		Client		
Birth Certificate (1 photocopy)		Client		
<b>In case the unit was acquired thru sale</b>				
Deed of Sale (1 photocopy)		Client		
Certification of Repossession (1 photocopy)		Motorcycle Dealer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 . State your purpose at BPLO Window 1 or 2 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information	None	2 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office  Or <b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office
2 .Submit required documents at BPLO Window 1 or 2	2.Receive and review the authenticity, validity and completeness of the submitted requirements	None	5 Minutes	

	2.1 Assess the fees and charges  2.2 Issue order of payment	None	10 Minutes	
3. Proceed to MTO Window 8 for the payment of required fees and charges  <i>*Make sure to secure OR</i>	3. Receive the TFRB assessment and accept payment  3.1 Issue OR	Please refer to schedule of fees for Tricycle Franchise	30 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to BPLO Window 1 or 2 and present the OR	4. Prepare the Special Authority Permit upon presentation of OR	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office  <i>Or</i> <b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office
	4.1 Sign and approve the Permit	None	5 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government</i> <i>Department Head I</i> Business Permits and Licensing Office
5. Claim the Approved Tricycle Franchise at BPLO Window 1 or 2  - For the release of the plate and fare matrix for new franchise holder, attend the TFRB orientation at the date, time and venue advise by the BPLO	5. Release the approved Tricycle Franchise Permit	None	5 Minutes	<b>RIZZA S. DELA VEGA</b> <i>Administrative Aide VI</i> Business Permits and Licensing Office  <i>Or</i> <b>FLORIFEL F. FABREGAS</b> <i>Administrative Aide I</i> Business Permits and Licensing Office
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>1 Hour, 2 Minutes</b>	

#### SCHEDULE OF FEES

1. Tricycle Operator's Permit	PHP 150.00
2. Annual Franchise Fee	PHP 100.00
3. Mayor's Permit Fee	PHP 100.00

4. TFRB Plate (for new franchise)	PHP 150.00
5. Sticker (for franchise renewal)	PHP 30.00
6. Occupation Fee (for driver and operator)	PHP 50.00
7. Medical Fee	PHP 50.00
8. Application Fee	PHP 50.00
9. Fare Matrix	PHP 75.00
10. Road Worthy Fee	PHP 50.00
11. Sanitary Fee	PHP 50.00
12. Transfer Fee (in case of transfer of franchise)	PHP 500.00

**HUMAN RESOURCE MANAGEMENT OFFICE**  
**External Services**

## 1. Admission of Student Interns

The Municipal Government of Pinamalayan serves as a partner of educational institutions in the municipality, by means of accepting student interns (senior high School students for Work Immersion Program and college students for On-the-Job Training Course) for a period of time agreed by both school and the agency.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	Secondary and Tertiary Educational Institutions in the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Work Immersion Program:</b>				
School's letter of request addressed to the Municipal Mayor, reflecting details such as student names, course or strand, number of training Hours to undergo (1 original)		School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/ Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk #12 or #13	None	6 Minutes	<b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office
2. Present the Transaction Slip and submit the required document at Desk #12 or #13  <i>*You may also present your receiving copy which shall be stamped 'received' by the assigned personnel.</i>	2. Review and receive the school's letter of request.  <i>*If requested, stamp the receiving copy to be provided by the client</i>	None	10 Minutes	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office
	2.1 Coordinate with offices to determine if there is available office assignment for interns	None	1 Day	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office



	<p>2.2 Indorse the letter of request to the Office of the Mayor, with the recommendation to approve or disapprove the request</p> <p><i>*The recommendation of the office to approve or disapprove the request is based on the availability of office assignment.</i></p>	None	4 Hours	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p> <p><b>NEMIA B. MONSANTO</b> <i>Municipal Government</i> <i>Department Head I</i> Human Resource Management Office</p>
	2.3 Act on the school's request	None	1 Day, 1 Hour, 12 Minutes	<p><b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor</p>
	2.4 Receive the action on the school's request	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
	2.5 Prepare, review/sign, and disseminate the letters to the school and to assigned office/s	None	5 Hours	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p> <p><b>NEMIA B. MONSANTO</b> <i>Municipal Government</i> <i>Department Head I</i> Human Resource Management Office</p>
<p>3. Return to HRMO with the student interns for the Orientation Program on the date, time and venue stated on the letter</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the</i></p>	<p>3. Conduct the Orientation Program</p> <p>3.1 Advise the students to proceed to their assigned offices</p>	None	1 Hour	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>

<i>document. You may or may not accomplish the form.</i>				
<b>TOTAL</b>		<b>None</b>	<b>3 Days, 3 Hours, 3 Minutes</b>	

## 2. Preparation of Documents in Availing the Terminal Leave Benefit

Terminal Leave Benefits (TLB) refer to the payment of the money value of a separated employee's accumulated leave credits during his/her service. This benefit may be claimed by the retiree or separated employee upon completion of all requirements and only within 10 years after separation from the service.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Retiree or Separated Employee of the Agency, or their Beneficiary			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form using CS Form 6 - Revised 2020 (4 original)		Client		
Clearance Form using CS Form No. 7 Revised 2018 (4 original)		Human Resource Management Office (HRMO)		
Leave Card (4 original)		Human Resource Management Office (HRMO)		
Summary of Leave (4 original)		Human Resource Management Office (HRMO)		
Service Record (1 original, 3 photocopy)		Human Resource Management Office (HRMO)		
Latest Statement of Assets, Liabilities, and Networth (SALN) (4 photocopies)		Client		
Appointment (4 photocopies)		Client		
Latest Notice of Salary Adjustment (NOSA) (4 photocopies)		Client		
Letter of intent to retire, if the claimant separated from the service through retirement (4 photocopies)		Client		
Resignation, if the claimant separated from the service through resignation (4 photocopies)		Client		
Acceptance of Resignation, if the claimant separated from the service through resignation (4 photocopies)		Client		
Clearance from GSIS (4 photocopies)		Client		
Affidavit of No Pending Administrative or Criminal Case Form (1 original/notarized, 4 photocopies)		Client		
Proof of Kinship, for claimant of a deceased separated employee (4 photocopies)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 10</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk 10</p>	<p>2. Review and receive the submitted documents, and check its validity, authenticity and completeness</p>	None	5 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
	<p>2.1 Prepare the necessary attachments</p> <ul style="list-style-type: none"> <li>- Computation of Leave Credits</li> <li>- Obligation Request</li> <li>- Disbursement Voucher</li> </ul>	None	1 Day	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p> <p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
	<p>2.2 Sign the Computation of Leave Credits</p>	None	4 Hours	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
	<p>2.3 Forward the disbursement voucher and its attachments to concerned offices</p>	None	5 Days	<p><b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office</p> <p><b>JUDY D. MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office</p> <p><b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p> <p><b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor</p>

3. Claim the check and acknowledge receipt at the Municipal Treasury Office  <i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>	3. Release the check to the client	None	10 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
<b>TOTAL</b>		<b>None</b>	<b>6 Days, 5 Hours, 31 Minutes</b>	

### 3. Provision of Assistance in the Implementation of the Enhanced Pinamalayan Scholarship Program – Admission of Applicants

The Enhanced Pinamalayan Scholarship Program (EPSP) is the scholarship program being offered by the Municipal Government of Pinamalayan to underprivileged but deserving incoming college students. This program is being implemented through the Municipal Scholarship Committee (MSC), with the Human Resource Management Office (HRMO) as its secretariat.

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Incoming College Students – Pinamalayan Residents only
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
EPSP Application Form (1 original)	Human Resource Management Office
Birth Certificate (1 photocopy)	Philippine Statistics Authority (PSA)
Certificate of Residency for at least 5 years in Pinamalayan (1 original)	Concerned Barangay
Certificate of Good Moral Character (1 original)	Concerned School
Income Tax Return of Parents whose annual gross won't exceed Php. 250, 000 or Certification of Tax Exemption, for the absence of any of these documents, Certificate of No Property (1 original)	Bureau of Internal Revenue (BIR) Revenue District Office No. 63, Calapan City/ Municipal Assessor's Office
Report Card (1 original, 1 photocopy)	Concerned School
Medical Certificate (1 original)	Municipal Health Office

Municipal Trial Court Clearance (1 original)		Municipal Trial Court		
National Assessment Test rating/National Career Assessment Exam rating, if available (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 6</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk 6</p>	<p>2. Review and receive the submitted documents, and check its validity, authenticity and completeness</p>	None	15 Minutes	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
	<p>2.1 Advise the client to await notification for the screening procedures</p> <p>2.2 Record the applicant's profile in the scholarship applicants database</p>	None	15 Minutes	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
<b>TOTAL</b>		None	<b>36 Minutes</b>	

#### 4. Provision of Assistance in the Implementation of the Enhanced Pinamalayan Scholarship Program – Screening Procedures

The Enhanced Pinamalayan Scholarship Program (EPSP) is the scholarship program being offered by the Municipal Government of Pinamalayan to underprivileged but deserving incoming college students. This program is being implemented through the Municipal Scholarship Committee (MSC), with the Human Resource Management Office (HRMO) as its secretariat.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Incoming College Students – Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance of the applicant at the Written Examination		Client		
Personal Appearance of the applicant at the Essay Writing Examination and Interview, if the applicant passed the Preliminary Stage of Application		Client		
Personal Appearance of the applicant with a parent/guardian at the Orientation Activity, if the applicant was selected as a scholar		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Acknowledge the receipt of the notification to be given by the HRMO	1. Notify all applicants whether they met the required examination rating to be qualified in the next procedures. For those who are qualified, include details such as the Panel Interview schedule  <i>Note: Notification may be through phone call, text message or email for practicality purposes</i>	None	3 Days	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office

<p>2. Attend the Essay Writing Activity and Panel Interview on the date, time and venue stated on the notification</p> <p><i>*Make sure to bring your valid ID card and a ballpen</i></p>	<p>2. Facilitate the Essay Writing Activity and Panel Interview</p>	<p>None</p>	<p>2 Days</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p> <p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p> <p><b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor</p>
	<p>2.1 Consolidate the ratings. Tabulate and rank the results</p>	<p>None</p>	<p>3 Days</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
	<p>2.2 Indorse the result to the MSC for approval</p>	<p>None</p>	<p>4 Hours</p>	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
<p>3. Acknowledge the receipt of the notification to be given by the HRMO</p>	<p>3. Notify the new scholarship grantees of the result</p>	<p>None</p>	<p>2 Days</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
<p>4. Attend the Orientation Activity together with a parent, or a guardian (if without parent) on the date, time, venue stated on the notification</p>	<p>4. Conduct the Orientation Activity</p>	<p>None</p>	<p>1 Day</p>	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p> <p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
	<p>4.1 Record the new scholars in the database and file their document on the scholarship 201 file</p>	<p>None</p>	<p>1 Day</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
<b>TOTAL</b>		<p><b>None</b></p>	<p><b>12 Days, 4 Hours</b></p>	

## 5. Admission of Application for a Regular Position

The Municipal Government of Pinamalayan agency seeks to attract diverse applicants for its vacant plantilla positions to ensure that the agency gets to recruit and appoint asset-employees. The Human Resource Management Office (HRMO) represents the agency in upholding equality in our recruitment, selection and placement processes to eradicate discrimination, prejudice and impartiality in the conduct of these processes.

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Application Letter specifying the desired position's position title and item number (1 original)	Client
Fully accomplished Personal Data Sheet (PDS) using <b>CS Form No. 212 Revised 2017</b> subscribed by a Notary Public or Authorized Officer (1 original)	Downloadable at the <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
Work Experience Sheet using the prescribed form <b>Attachment to CS Form No. 212</b>	Downloadable at the <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
Certificate of Eligibility or License authenticated by the issuing agency, if required by the position (1 original/ authenticated copy)	Issuing agency such as the Civil Service Commission, Professional Regulation Commission, Land Transportation Office, etc.
Proof of highest educational attainment (1 photocopy)	School attended
Birth Certificate (1 photocopy)	Philippine Statistics Authority or Local Civil Registry Office
Marriage Certificate, if the applicant is a married woman (1 photocopy)	Client or Philippine Statistics Authority or Local Civil Registry Office
Training Certificates (1 photocopy each)	Issued by training/seminar provider
Certificates of Employment (1 photocopy each)	Issued by employer
2 most recent approved Individual Performance Commitment and Review (IPCR) with ratings of at least Very Satisfactory, if applying for promotion/ transfer (1 photocopy)	Client
Accomplished Background Check Authorization Form	HRMO
Certificate of Residency, if applying for a Department Head position or to a position equivalent to a department head (1 original)	Concerned Barangay



2 most recent validated and approved Individual Performance Commitment and Review (IPCR) with rating of at least Very Satisfactory, if applying for promotion/ transfer (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk #12 or #13</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk #12 or #13</p> <p><i>*You may also present your receiving copy which shall be stamped 'received' by the assigned personnel.</i></p>	<p>2. Review and receive the applicant's requirements, and check its validity, authenticity and completeness.</p> <p><i>*If requested, stamp the receiving copy to be provided by the client</i></p>	None	15 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>
<p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i></p>	<p>2.1 Advise the client to await notification for the screening procedures.</p> <p>2.2 Add the client's profile to the applicants' database</p> <p><i>*The applicant shall be notified through an Application Acknowledgment</i></p>	None	15 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>

	<i>Letter after the closing date of the publication period. If an external applicant, he/she shall be furnished with the letter through the email address provided in the PDS.</i>			
<b>TOTAL</b>		<b>None</b>	<b>36 Minutes</b>	

## 6. Facilitation of Appointment to a Regular Position

After the application process and screening procedures, come the final service of the Human Resource Management Office (HRMO) pertaining to Recruitment, Selection and Placement. From this point forward, the applicant or candidate who was selected by the appointing officer shall be referred to as the appointee or employee.

<b>Office or Division:</b>	Human Resource Management Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government		
<b>Who may avail:</b>	Appointee		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Pre-Appointment Requirements:</b>			
<b><i>For original appointee:</i></b>			
NBI Clearance (1 original)	National Bureau of Investigation (NBI) Region IV-B, Sta. Isabel, Calapan City		
Medical Certificate using <b>CS Form 211 revised 2018</b> issued by a Government Physician with attached original copy of test results for blood test, urinalysis, chest x-ray and drug test (1 original)	Any accredited laboratory and clinic within the province (Drug Testing is currently available only in Calapan City.)		
ID Card Profile	Client		
<b><i>For transferee:</i></b>			
NBI Clearance (1 original)	NBI Region IV-B, Sta. Isabel, Calapan City		
Medical Certificate using <b>CS Form 211 revised 2018</b> issued by a Government Physician with attached original copy of test results for blood test, urinalysis, chest x-ray and drug test (1 original)	Any accredited laboratory and clinic within the province (Drug Testing is currently available only in Calapan City.)		
Service Record from the former Agency	Former Agency		
Leave Card from the former Agency	Former Agency		
ID Card Profile	Client		
<b><i>For promotee:</i></b>			
ID Card Profile	Client		

<b>Post-Appointment Requirements:</b>				
Fully accomplished Position Description Form, signed on the date of assumption to duty (3 original)		Assigned Office		
Certification for Attending the Office-Level Onboarding		Assigned Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk #12 or #13</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents (Pre-Appointment Requirements) at Desk #12 or #13</p> <p><i>*You may also present your receiving copy which shall be stamped 'received' by the assigned personnel.</i></p> <p><i>*Submit only the post-appointment requirements on the</i></p>	<p>2. Review and receive the applicant's requirements, and check its validity, authenticity and completeness.</p> <p><i>*If requested, stamp the receiving copy to be provided by the client</i></p>	None	15 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>
	<p>2.1 Advise the client to return to HRMO on the effectivity date of appointment for assumption to duty</p>	None	5 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>

<p><i>dates specified in the letter received from the HRMO.</i></p>	<p>2.2 Prepare the appointment document</p> <p>2.3. Review and sign the appointment document</p> <p><i>*The HRMO shall process the initial signing of the documents by other signatories.</i></p>	<p>None</p>	<p>1 Day</p>	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p> <p><b>NEMIA B. MONSANTO</b> <i>Municipal Government</i> <i>Department Head I</i> Human Resource Management Office</p>
<p>3. Return to HRMO on the effectivity date of appointment</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i></p>	<p>3. Give the client the appointment document for signing by the appointee and the Head-of-Office</p> <p><i>*The Oath-taking Ceremony is scheduled on the Monday nearest to the effectivity date of appointment.</i></p> <p><i>*An Onboarding Program shall be provided to the appointee on the last week of the quarter.</i></p>	<p>None</p>	<p>5 Minutes</p>	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>
<b>TOTAL</b>		<p><b>None</b></p>	<p><b>1 Day, 31 Minutes</b></p>	

### 7. Facilitation of Appointment to a Non-Regular Position

The Municipal Government of Pinamalayan addresses the need to hire the services of additional personnel under Job Order and Contract of Service status of hiring, as reinforcement to the current workforce of the agency. This is to ensure the continuous and efficient delivery of government programs and services, to employ personnel with skills and/or expertise that are not currently available in the agency, and to make sure that time-bounded projects shall be implemented as scheduled.

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Office requesting for a non-regular staff
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Pre-appointment:</b>	

Directive from the Mayor signifying the order for the processing of hiring (1 original)	Office of the Municipal Mayor			
Accomplished template on the office's request for Job Order personnel	Requesting Office			
Personal Data Sheet (1 original)	Hiree			
Civil Service Commission (CSC) Certificate of Eligibility, or Philippine Regulatory Commission (PRC) License, or Technical Education and Skills Development Authority (TESDA) National Certificate, if any (1 photocopy)	Hiree			
Proof of highest educational attainment (1 photocopy)	Hiree			
<b>Post-appointment:</b>				
BIR Form 0605 (1 photocopy)	Hiree			
BIR Annual Registration Official Receipt (1 original, 2 photocopy)	Hiree			
Notarized BIR form 1905 and Annex B-2 with attached Documentary Stamp worth PHP 30.00 (1 original)	Hiree/ Human Resource Management Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 4</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk #4</p> <p><i>*You may also present your</i></p>	<p>2. Review and receive the requirements, and check its validity, authenticity and completeness.</p> <p><i>*If requested,</i></p>	None	15 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>

<i>receiving copy which shall be stamped 'received' by the assigned personnel.</i>	<i>stamp the receiving copy to be provided by the client</i>			
	2.1 Prepare 2 copies of the appointment document, and attach the requirements to the document	None	10 Minutes	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office
	2.2 Review the appointment document and attachments	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
3. Receive the unsigned appointment document, and usher the recommended hiree at the Office of the Mayor	3. Hand the reviewed appointment document over to the client  <i>*If not around, contact the recommended hiree to be present during the signing of the appointment document.</i>	None	1 Day, 10 Minutes	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office  <b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
4. Return to HRMO with the hiree and submit the signed appointment document at the HRMO Desk #4	4. Reproduce the appointment document and log the details in the computer	None	5 Minutes	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office

<p>5. Receive copy of the signed appointment document at HRMO Desk #4</p> <p><i>*The hiree may request for copy of the post-appointment forms at the HRMO Desk #4</i></p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i></p>	<p>5. Release the office's and employee's copy of appointment document</p> <p>5.1 Advise the new hiree to update his/her BIR Account and to pay the annual registration at the BIR, and to submit the post-appointment requirements at the HRMO once made available.</p> <p><i>*An Orientation Activity on the agency's internal policies shall be conducted by the HRMO once all the employment requirements of the hiree are finalized.</i></p>	None	5 Minutes	<b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 4 Hours, 51 Minutes</b>	

### 8. Taking Action on Request for an Official Document

The Human Resource Management Office (HRMO) issues official documents such as Certificate of Employment (COE) and Service Record (SR) upon request of present and former employees. As part of the document preparation, requesting individuals are being requested to disclose the purpose of such request for inclusion in the document.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	Former and Present Employees of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fully accomplished Transaction Slip signed by requesting employee signifying the request for the document, (1 original)		HRMO Public Assistance and Complaints Desk (PACD)		
Authorization Letter, if the request is made through a representative (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk #12 or #13</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Submit the duly accomplished Transaction Slip TO Desk 12 or 13</p>	<p>2 Prepare the requested document</p> <p><i>*In rare instances when an issue arises during the document preparation, this step may take a longer time to afford the office with ample time to coordinate with concerned offices</i></p>	None	30 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>
	<p>2.1 Review and sign the document</p>	None	4 Hours	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
	<p>2.2 File a copy of the signed document and record the details in the computer</p>	None	5 Minutes	<p><b>EUNICE P. MAGCULANG</b> <i>Administrative Officer V</i> Human Resource Management Office</p>
<p>3. Receive the document at the HRMO PACD</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick</i></p>	<p>3. Release the document to the concerned employee</p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>



<i>Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>				
<b>TOTAL</b>	<b>None</b>	<b>4 Hours, 46 Minutes</b>		

# **HUMAN RESOURCE MANAGEMENT OFFICE**

## **Internal Services**

## 1. Certification and Processing of Applications for Leave

Employees who are holders of regular plantilla positions are entitled to file for leave of absence, with or without pay. There are different types of leave that employees may avail, depending on their need. These include vacation leave (VL), sick leave (SL), special leave privileges (SLP), maternity and paternity leave, gynecological leave, solo parent leave, compensatory time-off (CTO), and other types of leave that are stated in the omnibus rules for leave or other special law.

<b>Office or Division:</b>	Human Resource Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Regular Employees of the Agency only	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Vacation Leave within the country, Mandatory/Forced Leave, Sick Leave of less than 5 days, and Special Leave Privileges:</b>		
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client	
<b>For Sick Leave of more than 5 days, and for Gynecological Leave:</b>		
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client	
Medical Certificate (1 original, 3 photocopy)	Accredited hospital or clinic	
<b>For Vacation Leave outside the country:</b>		
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client	
Clearance Form using CS Form No. 7 Revised 2018 signed by concerned signatories (4 original)	Human Resource Management Office (HRMO)	
<b>For Maternity Leave:</b>		
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client	
Medical Certificate (1 original, 3 photocopy)	Accredited hospital or clinic	
Clearance Form using CS Form No. 7 Revised 2018 signed by concerned signatories (4 original)	HRMO	
<b>For Paternity Leave:</b>		
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client	
Marriage Certificate (4 photocopy)	Client	

Medical Certificate of Wife (1 original, 3 photocopy)	Accredited hospital or clinic			
<b>For Solo Parent Leave:</b>				
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client			
Solo Parent Identification Card (1 original, 4 photocopies)	Municipal Social Welfare and Development Office (MSWDO)			
Birth Certificate of Child (4 photocopies)	Client			
<b>For Compensatory Time-Off:</b>				
Application for Leave using CS Form 6 - Revised 2020, signed by Head-of-Office (4 original)	Client			
Certificate of Overtime Credits (1 original, 4 photocopy)	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 7 or 10</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> Administrative Aide III Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk 7 or 10</p> <p><i>*Make sure to file</i></p>	<p>2. Review and receive the submitted documents, and check its validity, authenticity and completeness</p>	None	5 Minutes	<p><b>JULIE ANN G. ABLING</b> Administrative Aide IV Human Resource Management Office</p>

<p><i>your application for leave on the required timeliness of filing:</i></p> <ul style="list-style-type: none"> <li>•VL - at least 5 days before absence</li> <li>•SL - immediately upon return to work</li> <li>•SLP - at least 5 days before absence (if personal transaction or personal milestone) and 1 day before absence (if emergency cases such as parental obligations, filial obligations, and domestic emergencies)</li> <li>•SPL - at least 1 day before absence</li> <li>•CTO - at least 1 day before absence</li> <li>•Maternity Leave/ Paternity Leave - before or after childbirth</li> <li>•Gynecological Leave - before the absence</li> </ul>	<p>2.1 Update the employee leave card</p>	None	5 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
	<p>2.2 Encode leave credits computation in the application for leave form</p>	None	4 Hours	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
	<p>2.3 Encode in the logbook for leave applications</p>	None	10 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
	<p>2.4 Sign the leave application form</p>	None	10 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
	<p>2.5 Indorse to the Office of the Mayor or Vice Mayor</p>	None	1 Day, 10 Minutes	<p><b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor</p> <p><b>RODOLFO M. MAGSINO</b> <i>Municipal Vice Mayor</i> Office of the Municipal Vice Mayor</p>
	<p>2.6 Approve or disapprove the application for leave, and return document to the HRMO</p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2.7 Notify the client on the availability of the document</p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>	
<p>3. Receive application for leave at HRMO Desk 1</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before</i></p>	<p>3. Release application for leave</p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>

<i>the release of the document. You may or may not accomplish the form.</i>				
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 4 Hours and 46 Minutes</b>	

## 2. Facilitation of Compensation for Approved Overtime Services Rendered

An overtime service rendered may be compensated through monetary and non-monetary means. Non-monetary compensation comes in a form of Certificate of Overtime Credit (COC), in lieu of money as payment. An office whose staff has to render overtime services has to send a request to the Municipal Mayor and has to see to it that it is approved prior to the overtime service to be rendered, except for rare emergency situations when advanced request is impractical. Only approved overtime requests (and with appropriate legislative action for monetary claim) shall be accommodated by the Human Resource Management Office (HRMO) for preparation of compensation documents.

<b>Office or Division:</b>	Human Resource Management Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	Employees of the Agency only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For monetary compensation:</b>			
Letter request to render overtime service, approved by the Municipal Mayor (3 photocopy)	Concerned Office		
Sangguniang Bayan (SB) Ordinance, for regular employees (3 photocopy)	Concerned Office; Office of the Vice Mayor and SB		
Sangguniang Bayan (SB) Resolution, for non-regular employees (3 photocopy)	Concerned Office; Office of the Vice Mayor and SB		
Daily Time Record (DTR) based on the Biometrics Attendance Monitoring System and accomplishment report signed by the Head-of-Office or the authorized personnel who supervised the overtime service (3 photocopy)	Concerned Office		
<b>For non-monetary compensation:</b>			
Letter of request to render overtime service, approved by the Municipal Mayor (2 photocopy)	Concerned Office		
Daily Time Record (DTR) based on the Biometrics Attendance Monitoring System and signed by the Head-of-Office or the authorized personnel who supervised the overtime service (2 photocopy)	Concerned Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 10 or 3</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk 10 for non-monetary payment, or at Desk 3 for monetary payment of overtime service</p> <p><i>*You may also present your receiving copy which shall be stamped 'received' by the assigned personnel.</i></p>	<p>2. Review and receive the submitted documents, and check its validity, authenticity and completeness</p> <p>2.1 Prepare the compensation documents</p> <p>- For monetary payment, prepare the payroll based on the DTR and its equivalent Hours/days</p>	None	1 Day	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p> <p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>

	- For non-monetary payment, prepare the computation of overtime credits, with its equivalent Hours in the Certificate of Overtime Credits (COC)	None	1 Day	
	2.2 Review and sign the document	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I Human Resource Management Office</i>
3. Receive the compensation document at the HRMO PACD- If payroll, forward the disbursement voucher to concerned signatories- If COC, give the copy to concerned individual for future use in applying for Compensatory Time-Off  <i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>	3. Release the compensation document to concerned office		5 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV Human Resource Management Office</i>  <b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III Human Resource Management Office</i>
<b>TOTAL</b>		<b>None</b>	<b>2 Days, 4 Hours, 10 Minutes</b>	



### 3. Provision of Assistance in Identifying Attendees to External Learning and Development Activities

The Municipal Government of Pinamalayan acknowledges the importance of Learning and Development (L&D) interventions to employees. To ensure that L&D opportunities are distributed to employees who need and deserve a particular kind of learning and development intervention, Human Resource Development Committee (HRDC) convenes every week to deliberate on the nominations to these interventions. The Human Resource Management Office (HRMO) as the secretariat does all the coordinative works and maintains the employee L&D database of the agency.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Regular Employees and Other Authorized Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Scanned copy of the original Nomination Slip signed by the Head-of-Office  <i>*Scanned Copy should be in a Portable Document Format (PDF)</i>		Concerned office		
Scanned copy of the Invitation letter citing the title, date, and venue of the Learning and Development activity to attend  <i>*Scanned Copy should be in a Portable Document Format (PDF)</i>		Concerned office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to HRMO submission portal and Click the link beside the <i>Nomination to trainings/seminars/workshop/convention</i> and read the Citizen's Charter to be informed of the service process flow. Once done, continue with the filling out the data needed for the submission.	1. Review and receive the submitted documents, and check its validity, authenticity and completeness  1.1 Include the nomination in the topics to be tackled by the HRDC on its weekly regular meeting	None	5 Minutes	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office

<p><i>*You may skip reading the Citizen's Charter if you are already aware of the process.</i></p>	<p>1.2 Assist in the conduct of the HRDC deliberation</p>	<p>None</p>	<p>5 Days</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
	<p>1.3 Prepare the HRDC resolution for the approved and disapproved nominations</p> <p>1.4 Indorse HRDC Resolution/s to members for signing</p> <p>1.5 Indorse HRDC Resolution/s to the Local Chief Executive for approval</p>	<p>None</p>	<p>1 Day</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>
	<p>1.6 Sign the HRDC Resolution/s</p>	<p>None</p>	<p>1 Day, 10 Minutes</p>	<p><b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Human Resource Management Office</p>
<p>2. Receive a copy of HRDC resolution from the HRMO Desk 6</p> <p><i>*The concerned office shall prepare the Travel Order for the rank-and-file employees and for the Travel Order of Heads-of-Office, forward to the Office of the Municipal Mayor</i></p> <p><i>*For us to improve our process on this service, you will be requested to</i></p>	<p>2. Release the documents</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office</p>

<i>accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>				
	<b>TOTAL</b>	<b>None</b>	<b>8 Days, 20 Minutes</b>	

#### 4. Review of Calibrated Individual Performance Commitment and Review (IPCR)

This service is an essential part of performance management, as the IPCR reflects individual accomplishments and actual output. Reviewing submitted IPCRs ensures that targets are aligned with the calibrated commitment of the concerned office, making the targets and commitments appropriately set for each employee at the beginning of a performance period.

<b>Office or Division:</b>	Human Resource Management Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	All Regular Rank-and-File Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b><i>For Offices – Regular Rating Period:</i></b>			
Complete IPCRs of all personnel of an office, based on Performance Management Team (PMT)-calibrated Office/Division Performance Commitment and Review (OPCR/DPCR) for review with transmittal (2 original)	Concerned office		
Finalized IPCRs with transmittal to be submitted after the review (3 original)	Concerned office		
<b><i>For Appointees undergoing Probationary Period:</i></b>			
IPCR based on PMT-calibrated OPCR/DPCR for review with transmittal (2 original)	Appointee/Probationer		
Finalized IPCR with transmittal, to be submitted after the review (3 original)	Appointee/Probationer		
<b><i>For Employees assigned with Intervening Tasks:</i></b>			
IPCR based on PMT-calibrated OPCR/DPCR for review with transmittal (2 original)	Concerned Employee		
Officer Order/ Memorandum indicating the assignment to intervening tasks	Concerned Employee		
Finalized IPCR with transmittal, to be submitted after the review (3 original)	Concerned Employee		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.</p> <p><i>*You may skip reading the pamphlet if you are already aware of the process.</i></p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 10</p>	None	6 Minutes	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Present the Transaction Slip and submit the required documents at Desk 10</p>	<p>2. Receive and review the required documents, and check its completeness</p>	None	5 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
	<p>2.1 Evaluate the content of each IPCR by the concerned office based on their PMT-calibrated OPCR/DPCR and IPCR Performance Standard Guide</p>	None	2 Days	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>
<p>3. Receive the reviewed IPCR/s from HRMO Desk 4, and comply with the findings/recommendations, if any</p>	<p>3. Return reviewed document to office and advise for printing of three copies</p>	None	5 Minutes	<p><b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office</p>

4. Submit the revised IPCRs at the HRMO Desk 10	4. Receive, check the completeness and review if the findings are complied	None	1 Hour	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office
	4.1 Sign the reviewed IPCR	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
5. Receive the signed IPCR at the HRMO Desk 10	5. Return signed document to concerned office	None	5 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office
6. Submit the finalized IPCRs at HRMO Desk 10  <i>*Secure the HRMO-stamped copies of the document and make sure to keep the final reviewed copy for record purposes. Furnish the Office of the Municipal Mayor with 1 copy of the finalized documents</i>	6. Receive, record and file the document	None	15 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office
	<b>TOTAL</b>	None	<b>2 Days, 5 Hours and 36 Minutes</b>	

### 5. Review of Validated Individual Performance Commitment and Review (IPCR)

This service is the culmination of the HRMO's role in performance management for every performance period. Review of the IPCR as validated by the Performance Management Team assures correctness of the document before its approval, as the IPCR bears substantial weight in promotion, rewards, and learning and development opportunities for employees.

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All Regular Rank-and-File Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For Offices – Regular Rating Period:</b>	

Complete IPCRs of all personnel of an office, based on Performance Management Team (PMT)-validated ratings with transmittal (2 original)		Concerned office		
Finalized IPCR with transmittal, to be submitted after the review (3 original)		Concerned office		
<b>For Appointees undergoing Probationary Period:</b>				
IPCR rated by the employee and the supervisor, with transmittal (2 original)		Appointee/Probationer		
Finalized IPCR with transmittal, to be submitted after the review (3 original)		Appointee/Probationer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 10	None	6 Minutes	<b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office
2. Present the Transaction Slip and submit the required documents at Desk 10	2. Receive and review the required documents, and check its completeness	None	5 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office
	2.1 Evaluate the content of each IPCR by the concerned office as validated by the PMT	None	2 Days	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV</i> Human Resource Management Office

	2.2 Take action on the evaluated IPCR	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I Human Resource Management Office</i>
3. Receive the reviewed IPCR/s at HRMO Desk 10, and comply with the findings/ recommendations, if any	3. Return reviewed document to office	None	5 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV Human Resource Management Office</i>
4. Submit the revised IPCRs at the HRMO Desk 10	4. Receive, check the completeness and review if the findings are complied with	None	1 Hour	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV Human Resource Management Office</i>
	4.1 Sign the reviewed IPCR	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I Human Resource Management Office</i>
5. Receive the signed IPCR at the HRMO Desk 10	5. Return signed document to the concerned office	None	5 Minutes	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV Human Resource Management Office</i>
6. Submit the finalized IPCR/s at HRMO Desk 10 for approval  <i>*Secure the HRMO-signed and stamped copies of the document and make sure to keep the final reviewed copy for record purposes. Furnish the Office of the Municipal Mayor with 1 copy of the finalized documents</i>	6. Receive, record and file the document	None	1 Hour	<b>JULIE ANN G. ABLING</b> <i>Administrative Aide IV Human Resource Management Office</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Days, 2 Hour, 21 Minutes</b>	

## 6. Provision of Assistance in the Implementation of the Local Scholarship Program – Admission of Applicants

The Local Scholarship Program (LSP) is a scholarship program for the municipal government employees in either skills course, baccalaureate or graduate studies. The Human Resource Management Office (HRMO), as the Secretariat, assists the Human Resource Development Committee (HRDC) in implementing this program. Any regular employee may apply, provided that he/she meets all the eligibility requirements as of the LSP Manual and that the application is recommended by his/her Head-of-Office.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Regular Employees of the Agency only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Recommendation Form (1 original)		Head of Concerned Office		
Application Form (Annex C) (1 original)		Client		
Intent Letter (1 original)		Client		
Updated Personal Data Sheet (1 original)		Client		
2 most recent validated and approved Individual Performance Commitment and Review (IPCR) (1 photocopy)		Client		
Service Record (1 original)		HRMO		
Authenticated Transcript of Records reflecting the General Weighted Average (1 photocopy)		Client		
Appointment Paper (1 photocopy)		Client		
Latest Individual Development Plan (1 photocopy)		Client		
If selected as a scholar after the procedures, Medical Certificate using CS Form 211 (1 original)		HRMO; Government Physician		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.  <i>*You may skip reading the</i>	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 7 or 11	None	6 Minutes	<b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office



<i>pamphlet if you are already aware of the process.</i>				
2. Present the Transaction Slip and submit the required documents at Desk 11	2. Review and receive the submitted documents, and check its validity, authenticity and completeness	None	15 Minutes	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office
<i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>	2.1 Advise the client to await notification for the screening procedures  2.2 Add the client's profile to the LSP applicants' database.	None	15 Minutes	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office
<b>TOTAL</b>		<b>None</b>	<b>36 Minutes</b>	

## 7. Provision of Assistance in the Implementation of the Local Scholarship Program – Screening Procedures

The screening procedures for the Local Scholarship Program (LSP) for employees start with a Pre-Screening of Applicants to be conducted by the Human Resource Development Committee (HRDC). Employee-applicants who pass this stage shall move on to the rest of the screening procedures, and are to be rated by invited panelists from the academe sector. It is the duty of the Human Resource Management Office to coordinate and facilitate the overall conduct of these procedures.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Regular Employees of the Agency only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance of the Applicant on the Panel Interview		Client		
Personal Appearance of the Applicant on the Awarding and Contract Signing		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Acknowledge the receipt of the notification to be given by the Human Resource Management Office (HRMO)	1. Notify the applicants of the pre-screening result	None	1 Day	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office
2. Attend the Panel Interview on the time, date and venue stated on the notification  <i>*Master's Degree applicants are required to communicate in the English language, while Bachelor's Degree and Skills Course applicants are allowed to speak in either English or Filipino languages</i>	2. Facilitate the conduct of the Panel Interview	None	1 Day	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office  <b>DANIEL Q. FRUELDA</b> <i>OIC – Municipal Administrator's Office</i> Municipal Administrator's Office
	2.1 Consolidate the ratings, and prepare HRDC Resolution recommending candidate to the Local Chief Executive	None	2 Days	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office
	2.2 Indorse the results to HRDC members for signature, and indorse the signed resolutions and results to the Local Chief Executive for approval	None	2 Days	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	2.3 Sign the HRDC resolution	None	1 Day, 10 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
3. Acknowledge the receipt of application result	3. Notify the employee-applicants of their application result	None	1 Day	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office

4. Attend the Awarding, Contract Signing and Orientation Activity on the date, time and venue to be advised by the HRMO	4. Facilitate the conduct of the Awarding, Contract Signing and Orientation	None	1 Day	<b>CAMILLE M. MALACAS</b> <i>Administrative Aide V</i> Human Resource Management Office  <b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
<b>TOTAL</b>		<b>None</b>	<b>9 Days, 10 Minutes</b>	

### 8. Provision of Assistance in Giving On-the-Spot Awards

An On-the-Spot Award is given outright to employees being commended for their honesty, courtesy, promptness, efficiency and dedication to duty. This may also include commendation to employees for having achieved career development-related milestones such as passing the licensure and eligibility examinations, successfully completing a post-graduate degree, and special citations for external recognitions for the award received in international, national, regional and provincial level. This award is given to awardee, upon request of the concerned office, or upon reporting of any individual or group by accomplishing a form at the Human Resource Management Office (HRMO) and or after being recognized during the traditional flag raising ceremony.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All offices of the Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
On-the-Spot Award Form signed by the Head-of-Office (1 original) Indorsement Letter Any proof of attachment		Concerned office or individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit HRMO Online Submission Portal (OSP)	1. Online Submission Portal (OSP) is available at this link: <i>bit.ly/HRMOSubmissionPortal</i>	None	1 Minute	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office

<p>2. Read the Citizen's Charter by clicking the link of the service you want to avail to know the details of the process flow. Once done, fill out the required data.</p> <p><i>*You may skip reading the service charter if you are already aware of the process.</i></p>	<p>2. Citizen Charter is provided and readily available at the OSP.</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
<p>3. Select the service you want to avail and upload the document/report in PDF file format</p> <p><i>*A copy of your submitted document will be sent to the provided email address.</i></p>	<p>3. Step by step instruction is available in the OSP.</p> <p><i>*A computer generated copy of the accomplished form is sent to the provided email address.</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
<p>4. . Click Submit button once done; however, click Back to review accomplished form before submitting.</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback which is part of the submission process in the OSP before the release of the document. You may or may not accomplish the online form..</i></p>	<p>4. Review the submitted documents, and check its validity, authenticity and completeness</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
	<p>4.1 Prepare the Certificate of Recognition</p>	<p>None</p>	<p>1 Hour</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>

	4.2 Indorse the Certificate of Recognition to the Office of the Municipal Mayor for approval	None	10 Minutes	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I Human Resource Management Office</i>
	4.3 Sign the Certificate of Recognition	None	1 Day, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor Office of the Municipal Mayor</i>
	<b>TOTAL</b>	<b>None</b>	<b>1 Day, 2 Hours, 32 Minutes</b>	

### 9. Provision of Assistance in the Implementation of the Annual Program on Awards and Incentives for Service Excellence

The Municipal Government of Pinamalayan recognizes the significant impact of rewards and recognition for the employees, hence the conduct of the Annual PRAISE Recognition. Each year, the PRAISE Committee conducts series of meetings and deliberations particularly for this purpose, to identify and improve existing awards sets of awards, and to deliberate on all nominations to such. The Human Resource Management Office (HRMO) as the secretariat performs all the coordinative works and maintains the rewards and recognition database of the agency.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All offices of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Nomination Slip signed by the Head-of-Office (1 original) Indorsement/Transmittal Letter Any proof of attachment		Concerned office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit HRMO Online Submission Portal (OSP)	1. Online Submission Portal (OSP) is available at this link: <i>bit.ly/HRMOSubmissionPortal</i>	None	1 Minute	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II Human Resource Management Office</i>

<p>2. Read the Citizen's Charter by clicking the link of the service you want to avail to know the details of the process flow. Once done, fill out the required data.</p> <p><i>*You may skip reading the service charter if you are already aware of the process.</i></p>	<p>2. Citizen Charter is provided and readily available at the OSP.</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
<p>3. Select the service you want to avail and upload the document/report in PDF file format</p> <p><i>*A copy of your submitted document will be sent to the provided email address.</i></p>	<p>3. Step by step instruction is available in the OSP.</p> <p><i>*A computer generated copy of the accomplished form is sent to the provided email address.</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
<p>4. Click Submit button once done; however, click Back to review accomplished form before submitting.</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback which is part of the submission process in the OSP before the release of the document. You may or may not accomplish the online form.</i></p>	<p>4. Review the submitted documents, and check its validity, authenticity and completeness</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
	<p>4.1 Include the nomination in the topics to be tackled by the PRAISE Committee on the pre-screening</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>
	<p>4.2 Assist in the conduct of PRAISE Pre-screening</p>	<p>None</p>	<p>5 Days</p>	<p><b>KOLLINS A. LOLONG</b> Administrative Officer II Human Resource Management Office</p>

	4.3 Prepare notification in form of a Resolution to Heads-of-Office and qualified nominees for the conduct of deliberation, as well as the notification to Heads-of-Office with unqualified nominee/s	None	30 Minutes	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
	4.4 Sign the Resolution	None	1 Day, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	4.5 Disseminate the notifications	None	2 Hours	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
	4.6 Prepare the official list of nominees and post at the 3 conspicuous areas of the agency for at least 5 days	None	2 Hours	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
5. Instruct the nominee to attend the deliberation on the date, time and venue stated on the notification	5. Assist in the conduct of PRAISE deliberation	None	5 Days	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
	5.1 Send electronic file (link) of rating and consolidation sheets to offices for rating of the employees	None	10 Minutes	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office

<p>6. Submit accomplished soft copy (Refer to Step 1-3) and hard copy of rating and consolidation sheets to the HRMO</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback which is part of the submission process in the OSP before the release of the document. You may or may not accomplish the online form.</i></p>	<p>6. Review the completeness of ratings and consolidation sheets from offices, as rated by the employees</p> <p>6.1 Consolidate ratings of the Heads-of-Office</p> <p>6.2 Finalize consolidation of ratings by all raters</p>	None	5 Days	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
	6.3 Indorse to PRAISE Committee for validation	None	2 Days	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	6.4 Indorse final list of awardees to the Office of the Municipal Mayor for approval	None	10 Minutes	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	6.5 Approve the final list of awardees	None	1 Day, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	<b>TOTAL</b>	<b>None</b>	<b>19 Days, 4 Hours, 50 Minutes</b>	

### 10. Provision of Assistance in the Recognition of Best Employees of the Month

Best Employee of the Month is an award being conferred to an individual who has demonstrated exemplary performance in a particular period in his or her assigned office. All Heads-of-Offices are given the opportunity to nominate 1 regular and 1 non-regular personnel among her staff for them to be recognized by the agency as the Best Employee of the Month in their office under regular and non-regular categories. Awardees of this award shall be qualified to be nominated by his or her Head-of-Office to the Best Employee of the Quarter award. Kindly refer to the approved calendar schedule of the monthly recognition.

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All offices of the Agency
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Nomination Slip signed by the Head-of-Office (1 original) Indorsement/Transmittal Letter	Concerned office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit HRMO Online Submission Portal (OSP)	1. Online Submission Portal (OSP) is available at this link: <i>bit.ly/HRMOSubmissionPortal</i>	None	1 Minute	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
2. Read the Citizen's Charter by clicking the link of the service you want to avail to know the details of the process flow. Once done, fill out the required data.  <i>*You may skip reading the service charter if you are already aware of the process.</i>	2. Citizen Charter is provided and readily available at the OSP.	None	5 Minutes	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
3. Select the service you want to avail and upload the document/report in PDF file format  <i>*A copy of your submitted document will be sent to the provided email address.</i>	3. Step by step instruction is available in the OSP.  <i>*A computer generated copy of the accomplished form is sent to the provided email address.</i>	None	10 Minutes	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
4. Click Submit button once done; however, click Back to review accomplished form before submitting.  <i>*For us to improve our process on this service, you will be requested to accomplish a quick</i>	4. Review the submitted documents, and check its validity, authenticity and completeness  4.1 Prepare the list of the best employees of the month and certificates	None	10 Minutes  1 Day	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office

<i>Client Satisfaction Feedback which is part of the submission process in the OSP before the release of the document. You may or may not accomplish the online form.</i>	4.2 Indorse final list of awardees to the PRAISE Committee Members	None	2 Days	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	4.3 Indorse final list of awardees to the Office of the Municipal Mayor for approval	None	10 Minutes	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	4.4 Approve the final list of awardees	None	1 Days, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	<b>TOTAL</b>	<b>None</b>	<b>4 Days, 1 Hour, 48 Minutes</b>	

### 11. Provision of Assistance in the Recognition of Best Employee of the Quarter

Best Employee of the Quarter is an award being granted to an individual who has excelled among peers in a functional group, position or profession among all the offices of the agency. All Heads-of-Offices are given the opportunity to nominate 1 regular and 1 non-regular personnel among her staff who were previously nominated as Best Employees of the Month in their office during the same quarter. Only 1 Best Employee of the Quarter for both regular and non-regular categories shall be awarded. This award is confer during the flag-raising ceremony on the first Monday of the ensuing quarter except only for last quarter where it is awarded before the year ends. Kindly refer to the approved calendar schedule of the quarterly recognition.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All offices of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Nomination Slip signed by the Head-of-Office (1 original) Indorsement/Transmittal Letter		Concerned office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit HRMO Online Submission Portal (OSP)	1. Online Submission Portal (OSP) is available at this link: <i>bit.ly/HRMOSubmissionPortal</i>	None	1 Minute	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office

<p>2. Read the Citizen's Charter by clicking the link of the service you want to avail to know the details of the process flow. Once done, fill out the required data.</p> <p><i>*You may skip reading the service charter if you are already aware of the process.</i></p>	<p>2. Citizen Charter is provided and readily available at the OSP.</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office</p>
<p>3. Select the service you want to avail and upload the document/report in PDF file format</p> <p><i>*A copy of your submitted document will be sent to the email address provided.</i></p>	<p>3. Step by step instruction is available in the OSP.</p> <p><i>*A computer generated copy of the accomplished form is sent to the email address provided by the client.</i></p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office</p>
<p>4. Click Submit button once done; however, click Back to review accomplished form before submitting.</p>	<p>4. Review the submitted documents, and check its validity, authenticity and completeness</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office</p>
<p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback which is part of the submission process in the OSP before the release of the document. You may or may not accomplish the online form.</i></p>	<p>4.1 Prepare the official list of nominees</p>	<p>None</p>	<p>1 Hour</p>	<p><b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office</p>
	<p>4.2 Indorse final list of awardees to the PRAISE Committee Members</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
	<p>4.3 Indorse final list of awardees to the Office of the Municipal Mayor for approval</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>

	4.4 Approve the final list of awardees	None	1 Days, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
5. Attend the deliberation on the date, time and venue stated on the notification	5. Assist in the conduct of PRAISE deliberation	None	5 Days	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
6. Submit accomplished soft copy (Refer to Step 1-3) and hard copy of rating and consolidation sheets to the HRMO	6. Review and receive the completeness of ratingsi	None	2 Days	<b>KOLLINS A. LOLONG</b> <i>Administrative Officer II</i> Human Resource Management Office
	6.1 Consolidate ratings of the PRAISE Committee			
	6.2 Consolidate ratings of the Heads-of-Office			
	6.3 Finalize consolidation of ratings by all raters			
	6.4 Indorse to PRAISE Committee for validation	None	2 Days	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	6.5 Indorse final list of awardees to the Office of the Municipal Mayor for approval	None	10 Minutes	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office
	6.6 Approve the final list of awardees	None	1 Day, 1 Hour, 12 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	<b>TOTAL</b>	None	<b>13 Days, 3 Hours, 20 Minutes</b>	

## 12. Signing of Employee Clearance to Work-Related Accountability

Employees secure the Clearance from Money, Property and Work-Related Accountabilities from different signatories. This serves as a requirement in availing the Terminal Leave Benefit of a retiree or an employee who separated from the service; in applying for Vacation Leave outside the country; in applying for Maternity Leave; and in applying for Leave without Pay (LWOP) exceeding 1 month. The Human Resource Management Office (HRMO) gives the employee the clearance for accountabilities related to work and other human resource-related matters through the HRMO's signature.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees of the Agency only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For claiming the Terminal Leave Benefit:</b>				
Filled-up Clearance Form using <b>CS Form No. 7 Revised 2018</b> (3 original)		Client		
Validated and approved IPCR for the last rating period (1 photocopy)		Client		
Transaction Slip on Exit Interview (1 photocopy)		HRMO		
<b>For other purposes:</b>				
Filled-up Clearance Form using CS Form No. 7 Revised 2018 (3 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/requisition slip.  <i>*You may skip reading the pamphlet if you are already aware of the process.</i>	1. Give the Client Logbook/Transaction Slip 1.1 Check the completeness of the required information 1.2 Refer the client to the HRMO	None	6 Minutes	<b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office
2. Bring the Clearance Form at the Office of the HRMO, and present the form for signing	2. Get the Clearance Form, interview the client, and sign the form	None	4 Hours	<b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office

<p><i>*The client may be asked to leave and return for the document, if the signatory is unavailable.</i></p>	<p>2.1 Secure a photocopy of the signed document, and record the details in the computer</p> <p><i>*If the client left the document, contact the client on the contact information provided.</i></p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> Administrative Aide III Human Resource Management Office</p>
<p>3. Receive the signed clearance form from the HRMO PACD</p> <p><i>*For us to improve our process on this service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i></p>	<p>3. Release the signed clearance form to the client</p>	None	5 Minutes	<p><b>CATHERINE O. SAPUSAO</b> Administrative Aide III Human Resource Management Office</p>
<b>TOTAL</b>		<b>None</b>	<b>4 Hours, 11 Minutes</b>	

### 13. Taking Action on Loan Applications

The Government Service Insurance System (GSIS), Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industria at Gobyerno (Pag-IBIG) and Landbank of the Philippines (LBP) are among the biggest government agencies providing various types of loans to government employees. They also offer financial assistance to government employees. The Human Resource Management Officer, as the authorized officer of the agency, certifies/ authenticates/ approves loan application applications/documents of regular employees who meet the minimum net take home pay requirement (PHP 5,000.00) to avail such loans and have met the required number of years in service by the loan-granting agency.

<b>Office or Division:</b>	Human Resource Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Regular Employees of the Agency only	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For GSIS Loans:</b>		
Accomplished Loan Application Clearance Form (1 original)	Human Resource Management Office (HRMO) Public Assistance and Complaints Desk (PACD)	

<b>For Pag-IBIG Multi-Purpose Loan:</b>				
Accomplished Loan Application Clearance (1 original)		HRMO PACD		
Latest payslips equivalent to a month's wage (Authenticated) (1 photocopy)		Municipal Treasury Office		
Accomplished Pag-IBIG HQP-SLF-065 Form (1 original)		Downloadable at <a href="http://www.pagibig.gov.ph">www.pagibig.gov.ph</a>		
2 Signature-bearing valid IDs with 3 specimen signature (2 photocopy)		Client		
<b>For Pag-IBIG Calamity Loan:</b>				
Accomplished Loan Application Clearance (1 original)		HRMO PACD		
Accomplished Pag-IBIG HQP-SLF-066 Form (1 original)		Downloadable at <a href="http://www.pagibig.gov.ph">www.pagibig.gov.ph</a>		
Accomplished and approved HQP-HLF-453 or Declaration of Being Affected by Calamity (1 original)		Downloadable at <a href="http://www.pagibig.gov.ph">www.pagibig.gov.ph</a>		
2 Signature-bearing valid IDs with 3 specimen signature (2 photocopy)		Client		
<b>For Landbank Electronic Salary Loan:</b>				
Accomplished Loan Application Clearance (1 original)		HRMO Public Assistance and Complaints Desk (PACD)		
LANDBANK Salary Loan  Application/Agreement Form (BCL1.4_Agency_203-0342)		Landbank of the Philippines (LBP) - Pinamalayan Branch		
Service Record (2 photocopy) Blank CD and Long Brown Envelop (1 piece) <i>*Vary on Bank latest requirements</i>		Client		
Request Letter		Municipal Treasury Office (MTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. Fill-up the Client Logbook and the Transaction Slip at the Human Resource Management Office (HRMO) Public Assistance and Complaints Desk (PACD)</p>	<p>1. Give the Client Logbook and a Transaction Slip, and check the completeness of the information</p> <p>1.2 Provide the Loan Application Clearance Form</p> <p>1.3 Refer to the concerned HRMO personnel</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
<p>2. Fill-up Loan Application Clearance and submit to Desk 1</p>	<p>2. Review, receive and check completeness of Loan application clearance</p>	<p>None</p>	<p>15 Minutes</p>	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>
	<p>2.1 Update current and new Net Take Home Pay (NTHP)</p>	<p>None</p>	<p>15 Minutes</p>	
	<p>2.2. Take action on the loan application</p> <p>- For GSIS Loans, confirm on the Authorized Agency Officer (AAO) Dashboard</p> <p>- For Pag-IBIG Loans and Landbank Loan Saver, sign the documents for certification and authentication</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p> <p><b>NEMIA B. MONSANTO</b> <i>Municipal Government Department Head I</i> Human Resource Management Office</p>
<p>3. Receive loan documents at the HRMO PACD</p> <p><i>*For us to improve our process on this</i></p>	<p>3. Release loan documents</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>CATHERINE O. SAPUSAO</b> <i>Administrative Aide III</i> Human Resource Management Office</p>



<i>service, you will be requested to accomplish a quick Client Satisfaction Feedback before the release of the document. You may or may not accomplish the form.</i>				
	<b>TOTAL</b>	<b>None</b>	<b>47 Minutes</b>	

# **MARKET OPERATIONS DEPARTMENT**

## **External Services**

### 1. Endorsement for Renovation of Stall/Booth/Table

This is given to legitimate owners of stall/booth/table who wishes to have changes to their stalls. It can either be hot works or total renovation. If hotworks, they will be endorsed to Bureau of Fire Protection (BFP) and if renovation, they will be endorsed to Municipal Engineering Office (MEO).

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Legitimate owners of stall/table/booth only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Hotworks:</b>				
Fire Safety Clearance Hot Works Operation (1 photocopy)		Bureau of Fire Protection		
<b>For Renovation:</b>				
Renovation Permit (1 photocopy)		Municipal Engineering Office - Building Permit Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 6	None	3 Minutes	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department
2. Go to Desk 6, submit the slip and state details of renovation	2. Get the slip, check the legitimacy of the client, and assess details of renovation	None	8 Minutes	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department
	2.1 Refer the concern to the Market Supervisor	None	5 Minutes	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department
	2.2 Approve/disapprove the request	None	5 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
	2.3 Prepare the endorsement	None	3 Minutes	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department

	2.4 Sign the endorsement	None	5 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
3. Claim Endorsement Slip and proceed to BFP if hotworks. Claim Endorsement Slip and proceed to MEO if renovation, demolition or removal	3. Issue Endorsement Slip to BFP if hotworks. Issue Endorsement slip to MEO if renovation, demolition or removal	None	3 Minutes	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department
	3.1 Refer the client thru telephone call to concerned office	None	1 Minute	<b>ROFEL J. DE CHAVEZ</b> <i>Administrative Aide III</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>33 Minutes</b>	

## 2. Endorsement for Promotional Activities

This is issued to all kinds of business who wish to conduct one time sale at the Public Market to promote their goods and/or services.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	All business entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request with complete details of promo activities such as plan and health protocol (1 original)		Respective business entity		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2 or 5	None	2 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  Or  <b>JEANIAH Y. MEMBROT</b> <i>Administrative Assistant II</i> Market Operations Department

2. Submit letter request at Desk 2 or 5	2. Assess the content of the letter and refer to Market Supervisor	None	10 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  Or  <b>JEANIAH Y. MEMBROT</b> <i>Administrative Assistant II</i> Market Operations Department
	2.1 Approve/ disapprove the request	None	5 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
	2.3 Prepare the endorsement	None	3 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  Or  <b>JEANIAH Y. MEMBROT</b> <i>Administrative Assistant II</i> Market Operations Department
	2.4 Sign the endorsement	None	5 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
3. Claim endorsement form  <i>*Return with Special Mayor's Permit on or before the conduct of activity or event</i>	3. Issue endorsement form upon referral to the Market Supervisor  3.1 Advise client to bring the form to the Mayor's Office to secure Special Mayor's Permit and once done, submit 1 photocopy of such document to this Office	None	5 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  Or  <b>JEANIAH Y. MEMBROT</b> <i>Administrative Assistant II</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	

### 3. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy )		Client		
Requisition Slip (1 original )		MOD - Public Assistance and Complaint Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook	None	2 Minutes	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
	1.1 Check the completeness of the required information			
	2. Receive and verify the completeness of requirements	None	2 Minutes	
*If incomplete, advise the client to return once documents are secured				
2.1. Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department	
2.2. Sign the CA and return to PAC Desk	None	3 Minutes		<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
3. Receive the approved CA at Desk 1	3. Release the CA	None	2 Minutes	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	

#### 4. Issuance of Stall Occupancy Clearance

This is issued to legitimate owners of stall/booth/table at the Public Market with no existing arrears. It is also one of the requirements for the renewal of business permit.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Legitimate owners of stall/booth/table only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certification with No Outstanding Balance (1 original)		Municipal Treasury Office - Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 6	None	2 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department
2. Go to Desk 6 and submit the required document	2. Receive the slip and the required document, check client's legitimacy and verify that there is no outstanding balance  <i>- If the client has outstanding balance, instruct the client to settle the account</i>	None	40 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department
	2.1 Prepare the clearance	None	5 Minutes	
	2.2 Sign the Occupancy Clearance	None	3 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
3. Receive the Occupancy Clearance at the same desk	3. Release the clearance	None	1 Minute	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>51 Minutes</b>	

## 5. Public Assistance for Public Announcement

This service caters all citizens, residents or visitors, and also other government agencies. This aims to help the public who lost an item or person within the vicinity of Public Market thru a Public Announcement. It also supports other agencies in their Information, Education, and Communication (IEC) campaign.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Public Assistance and Complaint Desk (PACD) Form (1 original)		Market Operations Department - PACD		
Content of Announcement or Communication to be announced (1 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook	None	2 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  <i>Or</i> <b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department
	1.1 Check the completeness of the required information			
	1.2 Refer to Desk 6			
2. Go to Desk 6 and submit the required documents	2. Receive and assess the submitted documents	None	5 Minutes	<b>MARIA RUZELL M. SEDANO</b> <i>Administrative Aide I</i> Market Operations Department  <i>Or</i> <b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department
	2.1 Fill up request slip for approval of the Market Supervisor	None	10 Minutes	
	2.2 Approve the request	None	3 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
	2.3 Proceed with the requested announcement			18 Minutes



				Or <b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>38 Minutes</b>	

## 6. Public Assistance for CCTV Review

Closed-circuit Television (CCTV) cameras that is crime deterrent and monitor activities that transpired within 24 Hours only can be reviewed upon valid request of clients. Copy of CCTV footage may be provided upon presentation of the required documents.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen and G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Public Assistance and Complaint Desk (PACD) Form (1 original)		Market Operations Department - PACD		
Valid Identification Card (1 original)		Client		
<b>For securing copy of CCTV footage:</b>				
Letter request from Philippine National Police (1 original)		Municipal Police Station concerned		
Storage Device, no virus (flash drive)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 4	None	2 Minutes	<b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department
3. Go to Desk 4 and submit the required documents	3. Receive the documents and conduct short interview with the client	None	7 Minutes	<b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department
	3.1 Fill out request slip for approval of the Market Supervisor	None	10 Minutes	<b>LAILANI Q. MALUBAG</b> <i>Administrative Aide III</i> Market Operations Department

	3.2 Approve/disapprove the request	None	3 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
4. Watch the CCTV footage	4. Facilitate review of the CCTV footage upon approval	None	25 Minutes	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
<b>Note: To secure copy of the CCTV footage, continue with step 4. If there is no need for a copy, the transaction ends at this point.</b>				
4. Submit letter request from PNP and storage device to the transacting personnel	4. Receive and refer document for information of the Market Supervisor	None	1 Minute	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
5 Receive copy of the footage	5. Provide copy of the footage	None	10 Minutes	<b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
<b>TOTAL:</b>		<b>None</b>	<b>57 Minutes</b>	

## 7. Request for Repair and Maintenance Services

This service is specifically for repair and maintenance of defective bulb, concrete slabs, steel cover, nego cart, and other facilities within the Public Market.

<b>Office or Division:</b>	Market Operations Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business			
<b>Who may avail:</b>	Legitimate owners of stall/table/booth only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Repair and Maintenance Request Slip		MOD - Desk 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk 1st floor or 2nd floor of Consumer Affairs and Trading Center (CAFTC) Building and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	2. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 3 or 4	None	2 Minutes	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department

2. Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/MOD Transaction Slip	2. Give the client a MOD Transaction Slip and once filled-out, check the completeness of the information  2.1 Refer to Desk 3 or 4	None	1 Minute	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department
3. Go to Desk 3 or Desk 4, submit the filled out slip and accomplish Repair and Maintenance Slip	3. Receive accomplished slip and verify the details of the request	None	5 Minutes	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department  <i>Or</i> <b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
4. Complete the details of request and submit to transacting personnel	4. Refer to the Market Supervisor for approval	None	5 Minutes	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department  <i>Or</i> <b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
	4.1 Approve/disapprove the request	None	3 Minutes	<b>ALAN MICHAEL V. ANSALDO</b> <i>OIC-Market Supervisor V</i> Market Operations Department
	4.2 Provide necessary service/s	None	1 Hour	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department  <i>Or</i> <b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department
5. Sign/Acknowledge the service being provided	5. Get the signature of the client for acknowledgement	None	10 Minutes	<b>RANDY M. AGBAY</b> <i>Administrative Aide I</i> Market Operations Department

				<p style="text-align: center;"><i>Or</i></p> <p style="text-align: center;"><b>JOHN MICHAEL O. DEOCAMPO</b> <i>Administrative Aide I</i> Market Operations Department</p>
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour and 24 Minutes</b>	

**MUNICIPAL ACCOUNTING OFFICE**  
**Internal Services**

## 1. Issuance Of Municipal Accountant's Advice For Cheque Disbursements (MAACD)

MAACD is issued to Government Depository Bank for proper verification of checks drawn by the Municipality.

<b>Office or Division:</b>	Municipal Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Municipal Treasury Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Approved Disbursement Voucher(2 original)		Municipal Treasury Office		
Cheque (1 original, 2 photocopy)		Municipal Treasury Office		
Request Form (1 original)		Municipal Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents at the Desk 2	2. Record in the MAACD log book.	None	10 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Prepare the MAACD	None	40 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.2 Check and Verify the MAACD	None	20 Minutes	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	2.3 Review and Approve the MAACD	None	2 Hours	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
3. Receive the Approved MAACD	3. Release the Approved MAACD	None	3 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		None	<b>3 Hours, 15 Minutes</b>	

## 2. Issuance Of Certificate Of Availability Of Funds (CAF)

CAF is issued to assure the availability of funds for implementation of various Programs, Projects and Activities (PPAs) of the municipality.

<b>Office or Division:</b>	Municipal Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Concerned Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter(1 original)		Concerned Office		
Approved Purchase Request (1 photocopy)		Concerned Office		
Approved Program of Works for infrastructure project (1 photocopy)		Municipal Engineering Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. 1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
3. Submit the required documents at Desk 2	3.1 Check and record in the CAF Logbook	None	10 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	3.2 Verify and prepare the CAF	None	1 hour	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	3.3 Review and Approve the CAF	None	4 Hours	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
4. Receive the CAF at the PACD	4. Release the Approved CAF	None	3 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		<b>None</b>	<b>5 Hours, 12 Minutes</b>	

## 3. Issuance Of Certificate Of Net Take Home Pay

Certificate of Net Take Home Pay is issued to officials and employees of the municipality to support loan applications and other personal financial transactions.

<b>Office or Division:</b>	Municipal Accounting Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government

<b>Who may avail:</b>	All LGU Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents at Desk 2.	2. Record the request in the Net Take Home Pay Logbook	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Verify and prepare the Net Take Home Pay	None	4 Hours	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	2.2 Review and Approve the Certificate of Net Take Home Pay	None	2 Hours	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
3. Receive the approved Certificate of Net Take Home Pay at the PACD	3. Release the Approved Certificate of Net Take Home Pay	None	3 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		None	<b>6 Hours, 7 Minutes</b>	

#### 4. Certification Of Purchase Orders(POS) As To Availability Of Funds

The Municipal Accountant certifies on the availability of funds on all POs to ensure existence of available funds for the purpose.

<b>Office or Division:</b>	Municipal Accounting Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Concerned Office
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



Obligation Request certified by Municipal Budget Officer (7 original)		Municipal Budget Office		
Approved Purchase Request (1 original)		Concerned Office		
Purchase Order (7 original)		Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents at Desk 2	2. Record the transaction in the PO Logbook	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Check the accuracy of the details in the PO	None	30 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.2 Verify the availability of funds for the purpose	None	2 Hours	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	2.3 Review and Approve the PO	None	1 Day	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
3. Receive the approved PO at the PACD	3. Release the Approved PO	None	3 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 2 Hours, 37 Minutes</b>	

### 5. Processing Of Financial Claims(Simple)

Disbursement Voucher (DV) for payment of miscellaneous expenses are processed and pre-audited in the Municipal Accounting Office. Financial transactions classified as SIMPLE are payments for financial assistance and utility expenses.

<b>Office or Division:</b>	Municipal Accounting Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Concerned Office

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>FINANCIAL ASSISTANCE - Assistance to Individuals in Crisis Situation (AICS)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Barangay Certificate of Indigency (1 original, 1 authenticated photocopy)	Client / Concerned Barangay
General Intake Sheet (1 original, 1 authenticated photocopy)	Municipal Social Welfare and Development Office
Medical Certificate (1 original, 1 authenticated photocopy)	Client
Hospital Bills for Php 5,000 and above (1 original, 1 authenticated photocopy)	Client
Official Receipt, for Php 5,000 and above, for post audit purposes (1 original, 1 authenticated photocopy)	Client
Death Certificate, if applicable (1 original, 1 authenticated photocopy)	Client
<b>FINANCIAL ASSISTANCE - Emergency Shelter Assistance(ESA)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Certification of Barangay Indigency (1 original, 1 authenticated photocopy)	Client / Concerned Barangay
Certification of Damaged Property by Barangay Captain or Bureau of Fire Protection Report (1 original, 1 authenticated photocopy)	Client / Concerned Barangay / Bureau of Fire Protection
Colored Picture (1 original, 1 authenticated photocopy)	Client
<b>FINANCIAL ASSISTANCE - Local Government Units(LGUs) / National Government Agencies(NGAs)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Official Request or Resolution (1 original, 1 authenticated photocopy)	Concerned LGUs or NGAs
Activity Design or Project Proposal (1 original, 1 authenticated photocopy)	Concerned LGUs or NGAs
Program of Works for infrastructure projects (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Plans for infrastructure projects (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Official Receipt for post audit purposes (1 original, 1 authenticated photocopy)	Concerned LGUs or NGAs
Liquidation Report, if applicable (1 original, 1 authenticated photocopy)	Concerned LGUs or NGAs

<b>FINANCIAL ASSISTANCE - Non-Governmental Organizations (NGOs) / Peoples Organizations (PO)</b>				
Disbursement voucher (4 original)		Concerned Office		
Duly Approved Obligation Request (4 original)		Concerned Office / Municipal Budget Office		
Official Request or Resolution (1 original, 1 authenticated photocopy)		Concerned NGO/PO		
Department of Labor and Employment(DOLE) or Department of Trade and Industries(DTI) Registration (1 original, 1 authenticated photocopy)		Concerned NGO/PO		
Sangguniang Bayan(SB) Accreditation (1 original, 1 authenticated photocopy)		Concerned NGO/PO		
Official Receipt for post audit purposes (1 original, 1 authenticated photocopy)		Concerned NGO/PO		
Liquidation Report, if applicable (1 original, 1 authenticated photocopy)		Concerned NGO/PO		
<b>Utility Expenses</b>				
Disbursement voucher (4 original)		Concerned Office		
Duly Approved Obligation Request (4 original)		Concerned Office / Municipal Budget Office		
Statement of Account/Bill(for pre-audit purpose) (1 original, 1 authenticated photocopy)		Concerned Office		
Invoice/Official Receipt or machine validated statement of account/bill(for post-audit purposes) (1 original, 1 authenticated photocopy)		Concerned Office		
<b>Telephone/Communication Expenses</b>				
Disbursement voucher (4 original)		Concerned Office		
Duly Approved Obligation Request (4 original)		Concerned Office / Municipal Budget Office		
Statement of Account/Bill (1 original, 1 authenticated photocopy)		Concerned Office		
Certification by Agency Head or his authorized representative that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls. (1 original, 1 authenticated photocopy)		Concerned Office		
Invoice/Official Receipt or machine validated statement of account (for post-audit purposes), if reimbursement (1 original, 1 authenticated photocopy)		Concerned Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents at Desk 2	2. Record in the DV Logbook	None	30 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Check the supporting documents, compute mandatory taxes, and perform mathematical computation.	None	4 Hours	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.2 Verify availability of funds and post on the registry	None	1 hour	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	2.3 Perform pre-audit services	None	4 Hours	<b>ACE BRIAN A. ALIMURONG</b> <i>Municipal Government Assistant Department Head I</i> Municipal Accounting Office
	2.4 Review and Approve the Disbursement Voucher	None	1 Day	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
	2.5 Forward the Certified DV to the Municipal Treasury Office	None	30 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		<b>None</b>	<b>2 Day, 2 Hours, 2 Minutes</b>	

## 6. Processing Of Financial Claims(Complex)

Disbursement voucher (DV) for payment of goods, services and infrastructure are processed and pre-audited in the Municipal Accounting Office. Financial transactions classified as COMPLEX are payment for salaries and wages, and all procurement not subject to bidding.

<b>Office or Division:</b>	Municipal Accounting Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Concerned Office	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>SALARY</b>		
<b>First Salary</b>		
Disbursement voucher (4 original)		Concerned Office
Duly Approved Obligation Request (4 original)		Concerned Office / Municipal Budget Office
Certified True Copy of Duly Approved Appointment (1 original, 1 authenticated photocopy)		Human Resource Management Office
Assignment Order, if applicable (1 original, 1 authenticated photocopy)		Human Resource Management Office
Certified True Copy of Oath of Office (1 original, 1 authenticated photocopy)		Human Resource Management Office
Certificate of Assumption (1 original, 1 authenticated photocopy)		Human Resource Management Office
Statement of Assets, Liabilities and Net Worth (1 original, 1 authenticated photocopy)		Human Resource Management Office
Approved Daily Time Records(DTR) (1 original, 1 authenticated photocopy)		Human Resource Management Office
Bureau of Internal Revenue withholding Certificates (1 original, 1 authenticated photocopy)		Human Resource Management Office
Payroll Information on New Employee, if computerized payroll (1 original, 1 authenticated photocopy)		Human Resource Management Office
<b>Transferees</b>		
Disbursement voucher (4 original)		Concerned Office
Duly Approved Obligation Request (4 original)		Concerned Office / Municipal Budget Office
Clearance from Money, Property and Legal Accountabilities from the previous office (1 original, 1 authenticated photocopy)		Human Resource Management Office

Certified True Copy of Disbursement Voucher of Last Salary from previous office and or Certification by the Chief Accountant of last salary received (1 original, 1 authenticated photocopy)	Human Resource Management Office
BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certificate of Available Leave Credits (1 original, 1 authenticated photocopy)	Human Resource Management Office
Service Record (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Salary Differential due to Promotion and/or Step Increment</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Certified True Copy of Approved Appointment in case of promotion or Notice of Salary Adjustment in case of Step Increment/Salary Increase(1 original, 1 authenticated photocopy)	Human Resource Management Office
Certificate of Assumption (1 original, 1 authenticated photocopy)	Human Resource Management Office
Approved Daily Time Record(DTR) or Certification that the employee has not incurred leave without pay (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certification by the LCE, in case of LGUs that the promotion/step increment is still within the PS limitation prescribed under Section 25(2) of RA No. 7160 (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Last Salary</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Clearance from Money, Property and Legal Accountabilities (1 original, 1 authenticated photocopy)	Human Resource Management Office
Approved DTR (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Additional requirements, if due to heirs of deceased employee</b>	
Death Certificate authenticated by Philippine Statistics Authority(PSA) (1 original, 1 authenticated photocopy)	Human Resource Management Office

Marriage Contract authenticated by PSA, if applicable (1 original, 1 authenticated photocopy)	Human Resource Management Office
Birth Certificates of surviving legal heirs authenticated by PSA (1 original, 1 authenticated photocopy)	Human Resource Management Office
Designation of next-of-kin (1 original, 1 authenticated photocopy)	Human Resource Management Office
Waiver of right of children 18 years old and above (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Maternity Leave</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Certified True Copy of approved application for leave (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certified True Copy of Maternity leave clearance (1 original, 1 authenticated photocopy)	Human Resource Management Office
Medical Certificate for maternity leave (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Salaries and Wages - General claim through the Automated Teller Machine(ATM)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Salary Payroll (1 original, 1 authenticated photocopy)	Human Resource Management Office
Payroll Register, hard and soft copy (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Letter to the Bank to credit employees' account of their salaries or other claims (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Validated deposit slips (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Representation and Transportation Allowances(RATA)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Certificate or evidence of service rendered or approved DTR (2 original)	Client
RATA Payroll (2 original)	Human Resource Management Office
Payroll Register (2 original)	Municipal Treasury Office
Letter to the Bank to credit employees' account of their RATA claims, if applicable (2 original)	Municipal Treasury Office
Validated deposit slip, if applicable (2 original)	Municipal Treasury Office
<b>Clothing/Uniform Allowance</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Clothing/Uniform allowance payroll(2 original)	Human Resource Management Office
Payroll Register (2 original)	Municipal Treasury Office

Letter to the Bank to credit employees' account of their salaries or other claims (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Validated deposit slip (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Subsistence, Laundry and Quarters Allowances</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (2 original)	Human Resource Management Office
Approved DTR (2 original)	Human Resource Management Office
Authority to collect (for initial claim) (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Productivity Incentive Allowance (PIB)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
PIB payroll (2 original)	Human Resource Management Office
List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of duration. Except if the penalty meted out is only a reprimand (2 original)	Human Resource Management Office
List of personnel dismissed within the year (2 original)	Human Resource Management Office
List of personnel on Absent Without Official Leave (AWOL) (2 original)	Human Resource Management Office
Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (2 original)	Human Resource Management Office
Payroll Register (2 original)	Municipal Treasury Office
Letter to the Bank to credit employees' account of their PIB claims (2 original)	Municipal Treasury Office
Validated deposit slips (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Honoraria - Government Personnel involved in Government Procurement</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Office Order creating and designating the Bids and Awards Committee(BAC) composition and authorizing the members to collect honoraria (1 original, 1 authenticated photocopy)	Bids and Awards Committee(BAC)



Minutes of BAC Meeting (1 original, 1 authenticated photocopy)	Bids and Awards Committee(BAC)
Notice of award to the winning bidder of procurement activity being claimed (1 original, 1 authenticated photocopy)	Bids and Awards Committee(BAC)
Certification that the procurement involves competitive bidding (1 original, 1 authenticated photocopy)	Bids and Awards Committee(BAC)
Attendance Sheet listing names of attendees to the BAC meeting (1 original, 1 authenticated photocopy)	Bids and Awards Committee(BAC)
<b>Honoraria - Lecturer/Coordinator</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Office Order (1 original, 1 authenticated photocopy)	Concerned office
Coordinator's Report on Lecturer's schedule (1 original, 1 authenticated photocopy)	Concerned office
Course Syllabus/Program of Lectures (1 original, 1 authenticated photocopy)	Concerned office
Duly approved DTR in case of claims by the coordinator and facilitators (1 original, 1 authenticated photocopy)	Concerned office
<b>Honoraria - Special Projects</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Performance evaluation plan formulated by project management used as basis for rating the performance of members (1 original, 1 authenticated photocopy)	Concerned office
Office Order designating members of the special project (1 original, 1 authenticated photocopy)	Concerned office
Terms of Reference (1 original, 1 authenticated photocopy)	Concerned office
Certificate of completion of project deliverables (1 original, 1 authenticated photocopy)	Concerned office
Special Project Plan (1 original, 1 authenticated photocopy)	Concerned office

Certificate of acceptance by the agency head of the deliverables per project component (1 original, 1 authenticated photocopy)	Concerned office
<b>Hazard Duty Pay</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Certification by the Secretary of the Department of Science and Technology(DOST)/Department of Health(DOH)/Department of National Defence(DND)/ Director of the Philippine Institute of Volcanology and Seismology that the place of assignment/travel is a strife-torn/embattled/disease infected/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption (1 original, 1 authenticated photocopy)	Human Resource Management Office
Duly accomplished time record of employees or travel report (1 original, 1 authenticated photocopy)	Human Resource Management Office
Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas (1 original, 1 authenticated photocopy)	Human Resource Management Office
Approved DTR/Service Report (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Longevity Pay</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Service Record (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certification issued by the Personnel Officer that the claimant has not incurred more than 15 Days of vacation leave without pay (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Overtime Pay</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Overtime authority stating the necessity and urgency of the work to be done and the duration of overtime work (1 original, 1 authenticated photocopy)	Human Resource Management Office

Overtime work program (1 original, 1 authenticated photocopy)	Human Resource Management Office
Quantified Overtime accomplishment duly signed by the employee and supervisor (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certificate of service or duly approved DTR (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Year-end Bonus(YEB) and Cash Gift(CG)</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
YEB and CG payroll (1 original, 1 authenticated photocopy)	Human Resource Management Office
Payroll Register (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Letter to the Bank to credit employees account of their YEB and CG claims (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Deposit Slips (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Terminal Leave Benefits</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/Human Resource Management Office(HRMO) (1 original, 1 authenticated photocopy)	Human Resource Management Office
Approved leave application (1 original, 1 authenticated photocopy)	Human Resource Management Office
Complete service record (1 original, 1 authenticated photocopy)	Human Resource Management Office
Statement of Assets, Liabilities and Net Worth(SALN) (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certified photocopy of appointment/Notice of Salary Adjustment(NOSA) showing the highest salary received if the salary under the last appointment is not the highest (1 original, 1 authenticated photocopy)	Human Resource Management Office

Computation of terminal leave benefits duly signed/certified by the accountant (1 original, 1 authenticated photocopy)	Human Resource Management Office
Applicant's authorization(in affidavit form) to deduct all financial obligations with the employer/agency/LGU (1 original, 1 authenticated photocopy)	Human Resource Management Office
Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her(RA No. 3019) (1 original, 1 authenticated photocopy)	Human Resource Management Office
In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Additional requirements in case of death of claimant</b>	
Death certificate authenticated by Philippine Statistics Authority(PSA) (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
Marriage contract authenticated by PSA (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
Birth Certification of all surviving legal heirs authenticated by PSA (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
Designation of next-of-kin (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
Waiver of rights of children 18 years old and above (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
<b>Monetization</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved leave application(ten Days) with leave credit balance certified by the Human Resource Office (1 original, 1 authenticated photocopy)	Human Resource Management Office
Request for leave covering more than ten Days duly approved by the Head of Agency (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>For monetization of 50 percent or more:</b>	
Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. (1 original, 1 authenticated photocopy)	Client / Human Resource Management Office
<b>Loyalty Cash Award/Incentive</b>	

Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Loyalty Cash Award/Incentive Payroll (1 original, 1 authenticated photocopy)	Human Resource Management Office
Payroll Register(hard and soft copy) (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Letter to the Bank to credit employees' account of their salaries or other claims (1 original, 1 authenticated photocopy)	Municipal Treasury Office
Deposit slips (1 original, 1 authenticated photocopy)	Municipal Treasury Office
<b>Collective Negotiation Agreement(CNA) Incentive</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive (1 original, 1 authenticated photocopy)	Human Resource Management Office
Comparative statement of DBM approved level of operating expenses and actual operating expenses (1 original, 1 authenticated photocopy)	Human Resource Management Office
Proof of remittance to the National Treasury of its 50% dividends share or percentage approved by the Department of Finance on the annual earnings for income-generating GOCCs/GFIs (1 original, 1 authenticated photocopy)	Human Resource Management Office
Copy of CNA (1 original, 1 authenticated photocopy)	Human Resource Management Office
Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/ productivity/ income improvement (1 original, 1 authenticated photocopy)	Human Resource Management Office
Proof that the planned programs/ activities/ projects have been implemented and completed in accordance with targets for the year (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>Labor Payroll</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
<b>For Job Order and Contract of Service Employees</b>	
Appointment (1 original, 1 authenticated photocopy)	Human Resource Management Office
Labor Payroll (1 original, 1 authenticated photocopy)	Human Resource Management Office

Duly Approved DTR (1 original, 1 authenticated photocopy)	Human Resource Management Office
Accomplishment Report (1 original, 1 authenticated photocopy)	Human Resource Management Office
<b>For Infrastructure Projects</b>	
Program of Work (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Appointment of laborers indicating the Project Title, rate/Day and period covered (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Labor Payroll (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Statement of Work Accomplished (1 original, 1 authenticated photocopy)	Municipal Engineering Office
Pictures (1 original, 1 authenticated photocopy)	Municipal Engineering Office
<b>TRAVELING EXPENSES</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Invitation Letter/Notice of Meeting (1 original, 1 authenticated photocopy)	Concerned office
Approved Travel Order (1 original, 1 authenticated photocopy)	Concerned office
Duly Approved Itinerary of Travel (1 original, 1 authenticated photocopy)	Concerned office
Duly Approved Itinerary of Travel (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Travel Completed (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Appearance (1 original, 1 authenticated photocopy)	Concerned office
Copy of previously approved itinerary of travel (1 original, 1 authenticated photocopy)	Concerned office
Paper/electronic plane, boat or bus tickets, boarding pass and terminal fee, if applicable (1 original, 1 authenticated photocopy)	Concerned office
Reimbursement Expense Receipts (1 original, 1 authenticated photocopy)	Concerned office
Official Receipt in case of refund or excess cash advance (1 original, 1 authenticated photocopy)	Concerned office
Hotel room/lodging bills with official receipts (1 original, 1 authenticated photocopy)	Concerned office
Certification by the Head of Agency as to the absolute necessity of the expenses incurred for official travel if it exceeds the prescribed rate per Day (1 original, 1 authenticated photocopy)	Concerned office

Post Travel Report (1 original, 1 authenticated photocopy)	Concerned office
Certificate of expenses not requiring receipts, if applicable (1 original, 1 authenticated photocopy)	Concerned office
<b>TRAINING EXPENSES</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved Travel Order (1 original, 1 authenticated photocopy)	Concerned office
Duly Approved Itinerary of Travel (1 original, 1 authenticated photocopy)	Concerned office
Invitation Letter (1 original, 1 authenticated photocopy)	Concerned office
Nomination Letter (1 original, 1 authenticated photocopy)	Concerned office
HRDC Resolution (1 original, 1 authenticated photocopy)	Concerned office
Certification of Accountant that the previous cash advance has been liquidated and accounted for in the books (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Travel Completed (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Attendance/Participation (1 original, 1 authenticated photocopy)	Concerned office
Official Receipts (Trainings/ Seminars/ Workshops) (1 original, 1 authenticated photocopy)	Concerned office
Paper/electronic plane, boat or bus tickets, boarding pass and terminal fee, if applicable (1 original, 1 authenticated photocopy)	Concerned office
Reimbursement Expense Receipt, if applicable (1 original, 1 authenticated photocopy)	Concerned office
Certification on expenses not requiring receipts (if applicable) (1 original, 1 authenticated photocopy)	Concerned office
Hotel room/lodging bills with official receipts (1 original, 1 authenticated photocopy)	Concerned office
Learning Application Plan (1 original, 1 authenticated photocopy)	Concerned office
<b>In-House Training Expenses - FOOD EXPENSES FOR SEMINARS AND MEETINGS</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office

Training or Activity Design (1 original, 1 authenticated photocopy)	Concerned office
Approved Purchase Request (1 original, 1 authenticated photocopy)	Concerned office
Request for Quotation(RFQ) (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS posting of RFQ, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
BAC Secretariat Certification of posting of RFQ in PhilGEPS, Agency Website and three conspicuous places, if Php 50,00 and above (1 original, 1 authenticated photocopy)	Concerned office
Notice of Proposed Procurement in PhilGEPS, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
Abstract of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Acceptance of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Notice of Award(NOA) (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS posting of NOA, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
BAC Secretariat Certification of posting of NOA in PhilGEPS, Agency Website and three conspicuous places, if Php 50,00 and above (1 original, 1 authenticated photocopy)	Concerned office
Purchase Order or Contract (1 original, 1 authenticated photocopy)	Concerned office
Sales Invoice or Statement of Account (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Acceptance and Inspection (1 original, 1 authenticated photocopy)	Concerned office
Attendance Sheet (1 original, 1 authenticated photocopy)	Concerned office
Picture (1 original, 1 authenticated photocopy)	Concerned office
Mayor's Permit (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS Registration (1 original, 1 authenticated photocopy)	Concerned office
Omnibus Sworn Statement, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
<b>Advertising Expenses</b>	
Disbursement voucher (4 original)	Concerned Office



Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved Purchase Request (1 original, 1 authenticated photocopy)	Concerned office
Request for Quotation (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS posting of RFQ, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
BAC Secretariat Certification of posting of RFQ in PhilGEPS, Agency Website and three conspicuous places, if Php 50,00 and above (1 original, 1 authenticated photocopy)	Concerned office
Abstract of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Acceptance of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Notice of Award(NOA) (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS posting of NOA, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
BAC Secretariat Certification of posting of NOA in PhilGEPS, Agency Website and three conspicuous places, if Php 50,00 and above (1 original, 1 authenticated photocopy)	Concerned office
Purchase Order or Contract (1 original, 1 authenticated photocopy)	Concerned office
Delivery Receipt/ Sales Invoice/ Charge Invoice (1 original, 1 authenticated photocopy)	Concerned office
Inspection and Acceptance Report (1 original, 1 authenticated photocopy)	Concerned office
Copy of Newspaper (1 original, 1 authenticated photocopy)	Concerned office
Mayor's Permit (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS Registration (1 original, 1 authenticated photocopy)	Concerned office
Omnibus Sworn Statement, if Php 50,000 and above (1 original, 1 authenticated photocopy)	Concerned office
<b>Fuel, Oil and Lubricants Expenses</b>	
Disbursement voucher (4 original)	Concerned Office

Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved Purchase Request (1 original, 1 authenticated photocopy)	Concerned office
Purchase Order (1 original, 1 authenticated photocopy)	Concerned office
Requisition and Issue Voucher (1 original, 1 authenticated photocopy)	Concerned office
Inspection and Acceptance Report (1 original, 1 authenticated photocopy)	Concerned office
Charge Invoices (1 original, 1 authenticated photocopy)	Concerned office
Statement of Account (1 original, 1 authenticated photocopy)	Concerned office
Driver's Trip Ticket or Itinerary (1 original, 1 authenticated photocopy)	Concerned office
Summary of Gasoline Expenses consumed per vehicle/equipment (1 original, 1 authenticated photocopy)	Concerned office
Mayor's Permit (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS Registration (1 original, 1 authenticated photocopy)	Concerned office
Official Receipts, for post audit (1 original, 1 authenticated photocopy)	Concerned office
<b>REPAIR OF PROPERTY, PLANT AND EQUIPMENT</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved Purchase Request (1 original, 1 authenticated photocopy)	Concerned office
Request of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Abstract of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Acceptance of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Purchase Order/Job Order (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Repair (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Acceptance and Inspection (1 original, 1 authenticated photocopy)	Concerned office

Waste Material Report, if applicable (1 original, 1 authenticated photocopy)	Concerned office
Sales Invoice/Official Receipt, for post audit (1 original, 1 authenticated photocopy)	Concerned office
Mayor's Permit (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS Registration (1 original, 1 authenticated photocopy)	Concerned office
<b>Additional Requirements for Government Vehicle</b>	
Pre-Repair Inspection (1 original, 1 authenticated photocopy)	Concerned office
Post Inspection Report(1 original, 1 authenticated photocopy)	Concerned office
Warranty Certificate (1 original, 1 authenticated photocopy)	Concerned office
<b>PROCUREMENT OF GOODS</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request (4 original)	Concerned Office / Municipal Budget Office
Approved Purchase Request (1 original, 1 authenticated photocopy)	Concerned office
Request for Quotation (1 original, 1 authenticated photocopy)	Concerned office
PHILGEPS posting of RFQ, if P50, 000.00 and above (1 original, 1 authenticated photocopy)	Concerned office
BAC Secretariat Certification of posting of RFQ in PhilGEPS, Agency Website and 3 conspicuous places ( if P50,000.00 and above) (1 original, 1 authenticated photocopy)	Concerned office
Abstract of Quotation (1 original, 1 authenticated photocopy)	Concerned office
Certificate of Acceptance of Quotation/BAC Resolution (1 original, 1 authenticated photocopy)	Concerned office
Purchase Order (1 original, 1 authenticated photocopy)	Concerned office
Notice of Award(NOA) (1 original, 1 authenticated photocopy)	Concerned office
PhilGEPS Posting of NOA (if P50, 000.00 and above) (1 original, 1 authenticated photocopy)	Concerned office

BAC Secretariat Certification of posting of NOA in PhilGEPS, Agency Website and 3 conspicuous places ( if P50,000.00 and above) (1 original, 1 authenticated photocopy)		Concerned office		
Delivery Receipt/Sales Invoice/Charge Invoice (1 original, 1 authenticated photocopy)		Concerned office		
Inspection and Acceptance Report (1 original, 1 authenticated photocopy)		Concerned office		
Mayor's Permit (1 original, 1 authenticated photocopy)		Concerned office		
PhilGEPS Registration (1 original, 1 authenticated photocopy)		Concerned office		
Omnibus Statement ( if P50,000.00 and above) (1 original, 1 authenticated photocopy)		Concerned office		
Official Receipt, for post audit purposes (1 original, 1 authenticated photocopy)		Concerned office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents Desk 2	2. Record in the DV Logbook	None	30 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Check the supporting documents, compute mandatory taxes, and perform mathematical computation.	None	1 Day	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.2 Verify availability of funds and post on the registry	None	4 Hours	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office

	2.3 Perform pre-audit services	None	1 Day	<b>ACE BRIAN A. ALIMURONG</b> <i>Municipal Government Assistant Department Head I</i> Municipal Accounting Office
	2.4 Review and Approve the Disbursement Voucher	None	1 Day	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
	2.5 Forward the Certified DV to the Municipal Treasury Office	None	30 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		<b>None</b>	<b>3 Days, 5 Hours, 2 Minutes</b>	

## 7. Processing Of Financial Claims (Highly Technical)

Disbursement voucher (DV) for payment of consulting services and procurement of goods and infrastructure projects are processed and pre-audited in the Municipal Accounting Office. Financial transactions classified as HIGHLY TECHNICAL are those procured thru public bidding and negotiated procurement.

<b>Office or Division:</b>	Municipal Accounting Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	LGU clients
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Procurement through Public Bidding</b>	
Disbursement voucher (4 original)	Concerned Office
Duly Approved Obligation Request, except Trust Fund (4 original)	Concerned Office / Municipal Budget Office
Authenticated photocopy of the approved Annual Procurement Program (APP) or Project Procurement Management Plan (PPMP) (1 original, 2 authenticated photocopy)	General Services Office (GSO)
Approved Purchase Request (1 original, 1 authenticated photocopy) (1 original, 2 authenticated photocopy)	General Services Office (GSO)
Certificate of Availability of Funds (CAF) (1 original, 2 authenticated photocopy)	General Services Office (GSO)
Approved Budget for Contract (ABC) (1 original, 2 authenticated photocopy)	General Services Office (GSO)

Minutes of Pre-procurement Conference for projects costing above Php 5 million for infrastructure, Php 2 million and above for goods, and Php 1 million and above for consulting services (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Attendance of Pre-procurement Conference (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Invitation letter for Pre-bid Conference received by three observers (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Minutes of Pre-bid Conference for projects costing Php 1 million and above (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Attendance of Pre-bid Conference (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Transmittal Letter Of Documents For Bidding Received By Comission on Audit(COA) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Invitation to Bid(ITB) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bid Notice Abstract of Invitation to Bid (1 original, 2 authenticated photocopy)	General Services Office(GSO)
BAC Secretariat Certification of posting of ITB in PhilGEPS, Agency Website and three conspicuous places (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Invitation letter for the Bid Opening received by three observers (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Instruction to Bidder (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bid Data Sheet(BDS) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Official Receipt Of Sale Of Bidding Documents (Authenticated Reproduced Copy) (3 authenticated photocopy)	General Services Office(GSO)

<p>Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) For cooperatives, or any proof of such registration as stated in the BDS. (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>Valid Mayor's Permit/Business Permit (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>Valid Tax Clearance (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>PhilGEPS registration certificate(Platinum Enterprises) (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>List of Ongoing Government &amp; Private Contracts Including Contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as stated in the Bidding Documents. Projects listed must be supported with Contract Agreement and Notice of Award and/or Notice to Proceed. (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>Statement of all Government &amp; Private Contracts completed which are similar in nature Projects listed must be supported with Contract Agreement and Notice of Award and/or Noticed to Proceed (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>Single Largest Completed Contract(SLCC) (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>Audited Financial Statement, showing among others the prospective bidder's total and Current assets and liabilities, stamped "received "by the BIR or its duty accredited and Authorized institutions, for the preceding calendar year which should not be earlier than (2) Years from the date of bid submission. (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>
<p>The Prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) Or a commitment from Universal Commercial Bank to extend a credit line in favor of the Prospective bidder if awarded the contract to the bid (1 original, 2 authenticated photocopy)</p>	<p>General Services Office(GSO)</p>

Valid Joint Venture Agreement if applicable.(Each partner of the joint venture shall submit the legal eligibility documents by any of the Joint venture partners contributes compliance) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bid Security (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Conformity with technical specification (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Authority of the signatory (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Omnibus Sworn Statement by the prospective bidder or its duly authorized Representative the form prescribed by the GPPB (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Production on Delivery Schedule (1 original, 2 authenticated photocopy)	General Services Office(GSO)
After Sales Service (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Notice Of Eligibility/Ineligibility To The Bidders (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed Financial Proposal (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bid Form (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bill of Quantities (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Price schedules (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Abstract Of Bids As Read (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Abstract Of Bids Calculated (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Minutes Of Opening Of Bids (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Attendance Sheet Of Opening Of Bids (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Bid Evaluation Report (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Post Qualification Evaluation Report. (1 original, 2 authenticated photocopy)	General Services Office(GSO)



Post Qualification Evaluation Summary Report (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Notice Of Post Qualification Evaluation (1 original, 2 authenticated photocopy)	General Services Office(GSO)
BAC Resolution Declaring Lowest Calculated Responsive Bid (LCRB) And Recommending Approval. (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Notice of Award (1 original, 2 authenticated photocopy)	General Services Office(GSO)
PhilGEPS Award Notice Abstract For The Notice Of Award. (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certification From The Head Of The Secretariat That The NOA Was Posted In PhilGEPS And Agency Website And Three Conspicuous Places In The Premises Of Municipality. (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Performance Bond (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Purchase Order(PO) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Notice To Proceed(NTP) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
PhilGEPS Award Notice Abstract For Notice To Proceed (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certification From The Secretariat That The NTP Was Posted In The Conspicuous Places In The Premises Of The Municipality (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Sales Invoice/Charge Invoice/Delivery Receipt (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Inspection And Acceptance Report(IAR) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional Requirements for Infrastructure project</b>	
Program of Works(POW) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Plan (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Computation Of Calendar Days To Complete The Project (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Technical Specification (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Construction Schedule and S-Curve (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Programme Evaluation Review Technique (PERT) - Critical Path Method (CPM) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Detailed Bill of Materials and Cost Estimate (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Valid Philippines Contractors Accreditation Board (PCAB) license and registration (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly Signed Organizational Chart for the contract to be bid (1 original, 2 authenticated photocopy)	General Services Office(GSO)
List of contractor's personnel to be assigned to the contract to be bid, with their complete Qualification and experienced data (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Key Personnel's Affidavit of Commitment for the Work for the Contract (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly Signed List of contractor's equipment units, which are owned, leased, and/or under purchase agreement, supported by certification of availability of equipment from the equipment lessor /vendor for the duration of the project (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Proof of ownership, such as Official Receipt and Certificate of Registration (ORCR) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Lease Agreement, supported by certification of availability of equipment from the equipment lessor for the duration of the project (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed Construction method and S-curved (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed Manpower Schedule (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed Equipment Utilization Schedule (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Duly signed Construction Safety & Health Program approved by the Department of Labor and Employment(DOLE) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Affidavit of Site Inspection (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed Construction Method in narrative form (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly signed PERT-CPM (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Detailed Estimates (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Cash Flow and Payment Schedule (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Sangguniang Bayan(SB) Resolution granting authority to the Local Chief Executive(LCE) to enter into contract. (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Contract Agreement (1 original, 2 authenticated photocopy)	General Services Office(GSO)
General condition of the contract (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Special condition of the contract (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Contractors All Risk Policy(CARP) (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Letter request from contractor for advance/progress/final payment for substitution in case of release of retention money (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements for 15% Mobilization</b>	
Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements for Partial/Final Payment</b>	
Contractor's Letter Request for Partial/Final Inspection and Partial/Final Payment (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Letter request to the Commission on Audit for inspection of completed project (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Statement of Account (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Statement of Work Accomplished(SWA) /Progress Billing (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Construction Schedule of S-Curve (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Inspection Report by Agency's Authorized Engineer (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Result of Test Analysis (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Statement of Time Elapsed (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Monthly Certificate of Payment (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Contractor's Affidavit of Payment of Laborers and materials (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Laborer's Joint Affidavit (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certificate from the Provincial Treasurer Office(PTO) that the corresponding sand and Gravel fees have been paid (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Picture before, during and after construction of items of work especially the embedded items (1 original, 2 authenticated photocopy)	General Services Office(GSO)
As-built plans (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certificate of completion (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certificate of Project Turn Over (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certification of Project Acceptance (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Warranty Security (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Photocopy of vouchers of all previous payments (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements if Variation Order</b>	
Copy of Approved Change Order(CO)/Extra Work Order(EWO) (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Copy of the approved original plans indicating the affected portion of the project (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Copy of the agency's report establishing the necessity/justifications for the need of such CO and/or EWO which shall include: (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Date of inspection conducted and the results of such inspection (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Detailed estimate of the unit cost of such item of work for new unit costs including those expressed in volume/are/lump-sum/lot (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Approved/Revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject CO/EWO (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Copy of the approved detailed breakdown of contract cost for the variation order (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Copy of the COA Technical Evaluation Report for the original contract (1 original, 2 authenticated photocopy)	General Services Office(GSO)
If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation order, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation order (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Additional performance security in the prescribe form and amount if variation order exceeds 10 percent of the original contract cost (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements for Release of Retention Money</b>	
Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Certification from the end-user that the project is completed and inspected (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements for Consulting Services</b>	
If not in the Term of Reference(TOR), appropriate approved documents indicating the expected outputs/deliverables (1 original, 2 authenticated photocopy)	General Services Office(GSO)
If not in the Term of Reference(TOR), appropriate approved documents indicating the expected outputs/deliverables (1 original, 3 authenticated photocopy)	General Services Office(GSO)
Copy of the curriculum vitae of the consultants and staff (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Letter request for payment from the consultant (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Approved Consultancy Progress/Final Report, and/or output required under the contract (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Progress/Final Billing (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Contract of Infrastructure Project subject of Project Management Consultancy Services (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>Additional requirements for Supplies, Materials, Equipment and Motor Vehicle</b>	
Certificate of Exclusive Distributorship, if applicable (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Samples and brochures/photographs, if applicable (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>For Imported Items:</b>	
Consular Invoice/Pro forma invoice of the foreign supplier with the corresponding details (1 original, 2 authenticated photocopy)	Bids and Awards Committee(BAC)
Home Consumption Value of the items (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Breakdown of the expenses incurred in the importation (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Original Copy of Dealers/Suppliers Invoice showing the quantity, description of the articles, unit and total value duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered. (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Result of Test Analysis, if applicable (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment supplied or sold to the government (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Property Acknowledgement Receipt for equipment (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Warranty Security for a minimum period of three months, in case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (1 original, 2 authenticated photocopy)	General Services Office(GSO)
Request for purchase of supplies, materials and equipment duly approved by proper authorities (1 original, 2 authenticated photocopy)	General Services Office(GSO)
<b>In case of motor vehicles:</b>	
Agency head and Secretary of Department of Budget and Management(DBM), or Office of the President(OP) depending on the type of vehicle being provided (1 original, 2 authenticated photocopy)	General Services Office(GSO)

Local Chief Executives, including Punong Barangay, for types of vehicle being enumerated under Section 7 of AO No. 233 sourced from their unencumbered local funds and if chargeable under the GAA, either from the DBM or OP depending on the type of vehicles purchased (1 original, 2 authenticated photocopy)		General Services Office(GSO)		
<b>For procurement of drugs and medicine:</b>				
Certificate of product registration from Food and Drug Administration(FDA) (1 original, 2 authenticated photocopy)		General Services Office(GSO)		
Certificate of good manufacturing practice from FDA (1 original, 2 authenticated photocopy)		General Services Office(GSO)		
Batch Release Certificate from FDA (1 original, 2 authenticated photocopy)		General Services Office(GSO)		
If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items (1 original, 2 authenticated photocopy)		General Services Office(GSO)		
<b>Additional requirements for Fund Transfers</b>				
Other documents as maybe required under memorandum of Agreement entered into between the Local Government Unit and Funding Agency				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	2 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
2. Submit the required documents Desk 2	2. Record in the DV Logbook	None	30 Minutes	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office
	2.1 Check on the supporting documents, compute mandatory taxes, and perform mathematical computation.	None	4 Days	<b>JUDITH M. HERNANDEZ</b> <i>Bookbinder II</i> Municipal Accounting Office



	2.2 Verify availability of funds and post on the registry	None	2 hour	<b>GENRELLE H. DIMAANDAL</b> <i>Administrative Aide VI</i> Municipal Accounting Office
	2.3 Perform pre-audit services	None	4 Days	<b>ACE BRIAN A. ALIMURONG</b> <i>Municipal Government Assistant Department Head I</i> Municipal Accounting Office
	2.4 Review and Approve the Disbursement Voucher	None	4 Days	<b>JUDY DE GUZMAN MORENTE</b> <i>Municipal Accountant</i> Municipal Accounting Office
	2.5 Forward the Certified DV to the Municipal Treasury Office	None	30 Minutes	<b>ELVER S. LOLONG</b> <i>Messenger</i> Municipal Accounting Office
<b>TOTAL</b>		<b>None</b>	<b>12 Days, 3 Hours, 2 Minutes</b>	

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**  
**External Services**

## 1. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Office of the Municipal Administrator					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government					
<b>Who may Avail:</b>	All transacting officials and employees					
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>				
Travel Order (1 photocopy )		Client				
Requisition Slip (1 original )		Office of the Municipal Administrator-Cubicle 1				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>		
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office		
	1.1 Check the completeness of the required information					
	1.2 Refer to Cubicle 7					
2. Submit the duly accomplished requisition slip to Cubicle 7	2. Receive the duly accomplished requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office		
	2.1 Prepare the CA and forward to the authorized signatory				5 Minutes	
	3.2 Sign the CA and return to Cubicle 7				3 Minutes	<b>DANIEL Q. FRUELDA</b> <i>OIC- Municipal Administrator</i> Municipal Administrator's Office
	3.3 Affix dry seal on the approved CA				3 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office

4. Receive the approved CA at the Cubicle 7	3. Release the CA to client	None	2 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	

## 2. Provision of a Copy of Legal Document

This document pertains to Executive Order and Memorandum Order issued by the Local Chief Executive. This also includes all kinds of Contracts entered into by the Local Chief Executive such as Memorandum of Agreement, Memorandum of Understanding, Deed of Donation, Deed of Absolute Sale, Contract of Service and Contract of Sale.

<b>Office or Division:</b>	Office of the Municipal Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request approved by the Municipal Mayor (1 original)		Client		
Requisition Slip (1 original)		Office of the Municipal Administrator -Cubicle 1		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 2	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office
2. Submit the duly accomplished requisition slip to Cubicle 2	2. Receive the requisition slip and check the completeness of the required data/information	None	5 Minutes	<b>LYN T. OZAR</b> <i>Administrative Officer III</i> Municipal Administrator's Officer
	2.1 Print, authenticate and affix dry seal on the requested legal document	None	10 Minutes	
3. Receive the requested legal document at Cubicle 2	3. Release the requested legal document	None	5 Minutes	<b>LYN T. OZAR</b> <i>Administrative Officer III</i> Municipal Administrator's Officer
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	

### 3. Advisory and Technical Assistance

The Municipal Administrator's Office provides technical assistance to all municipal functionaries, barangay officials, personnel from National Agencies, Civil Society Organizations, People's Organizations and other walk-in clients regarding guidelines formulation, drafting memorandum of agreement/understanding, fiscal recommendations, good practices replication, preparation of executive order, memorandum, implementing rules and regulations and resolution of problems requiring the attention of the Mayor

<b>Office or Division:</b>	Office of the Municipal Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (1 original)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 2	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office
2. Proceed to Cubicle 2	2. Provide the needed policy advice or technical assistance	None	1 Hour	<b>DANIEL Q. FRUELDA</b> <i>OIC-Municipal Administrator</i> Municipal Administrator's Office or <b>LYN T. OZAR</b> <i>Administrative Officer III</i> Municipal Administrator's Office
3. Acknowledge the services rendered	4. Advise the client to proceed to the next steps leading to the resolution of the issue	None	5 Minutes	<b>DANIEL Q. FRUELDA</b> <i>OIC-Municipal Administrator</i> Municipal Administrator's Office  <b>LYN T. OZAR</b> <i>Administrative Officer III</i> Municipal Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 7 Minutes</b>	

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**  
**Internal Services**

## 1. Review and Controlling of Purchase Order and Disbursement Voucher (DV)

The Office of the Municipal Administrator is tasked to record, review and control all Purchase Order and Disbursement Voucher prior to the approval of the Local Chief Executive

<b>Office or Division:</b>	Office of the Municipal Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may Avail:</b>	Concerned Office of the LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Purchase Order (PO):</b>				
Purchase Order certified by the Municipal Accountant and controlled by the General Services Office (5 original)		Concerned Office		
Approved and Conformed Notice of Award (NOA) (1 original)		Concerned Office		
<b>For Disbursement Voucher (DV)</b>				
Disbursement Voucher certified by the Municipal Accountant and Municipal Treasurer (4 original)		Concerned Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 6 for DV and Cubicle 7 for PO	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office
2. Submit the required documents to Cubicle 6 for DV and Cubicle 7 for PO	2. Receive the submitted documents and attach Review Slip	None	10 Minutes	<b>REINALYN M. LOLONG</b> <i>Administrative Aide II</i> Municipal Administrator's Office
	2.1 Encode the details of the PO/DV	None	30 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office

	2.2 Review the content of the PO/DV	None	4 Hours	<b>DANIEL Q. FRUELDA</b> <i>OIC- Municipal Administrator</i> Municipal Administrator's Office  <b>LYN T. OZAR</b> <i>Administrative Officer III</i> Municipal Administrator's Office
	2.3 Affix control number at the PO/DV and forward to Municipal Mayor for approval/disapproval	None	30 Minutes	<b>REINALYN M. LOLONG</b> <i>Administrative Aide II</i> Municipal Administrator's Office  <b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office
	2.4. Forward to MO for approval of the Municipal Mayor  <i>* For PO, release to end-user</i> <i>* For DV, release to Municipal Treasury Office</i>	None	1 day, 10 Minutes	<b>ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	2.5. Notify the client of the availability of the document	None	10 Minutes	<b>REINALYN M. LOLONG</b> <i>Administrative Aide II</i> Municipal Administrator's Office  <b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office



3. Receive the PO at Cubicle 7 and the DV at Cubicle 6	3. Release the document	None	10 Minutes	<b>REINALYN M. LOLONG</b> <i>Administrative Aide II</i> Municipal Administrator's Office  <b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 5 Hours, 42 Minutes</b>	

## 2. Review and Recommendation of Application for Leave

The Office of the Municipal Administrator is tasked to record, review and control all leave application of all permanent personnel of the LGU. Recommendation on the Application for Leave of all Department Heads and Division Chiefs was also delegated to the Municipal Administrator.

<b>Office or Division:</b>	Office of the Municipal Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may Avail:</b>	LGU Regular Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form (CSC Form 6) certified by the Human Resource Management Officer III (4 original)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 7	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office
3. Submit the required document to Cubicle 7	3. Receive and review the submitted document	None	5 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal

	3.1 Encode and affix control number at the Application for Leave  <b>Note: If the applicant is not a Department Head or Division Chief, skip Step 2.2</b>	None	20 Minutes	Administrator's Office
	3.2 Recommend the approval/disapproval of the Application for Leave	None	30 Minutes	<b>DANIEL Q. FRUELDA</b> <i>OIC-Municipal Administrator</i> Municipal Administrator's Office
	3.3 Approve/Disapprove the application for leave	None	1 Day, 10 Minutes	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
	3.4 Forward the Application for Leave to Human Resource Management Office-Desk 2	None	15 Minutes	<b>MENEFHIE J. SALAMAT</b> <i>Administrative Aide V</i> Office of the Municipal Mayor
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 1 Hour, 22 Minutes</b>	

### 3. Signing of Daily Time Record of Head of Office

Signing of Daily Time Record of Department Heads and Chiefs-of-Office is delegated to the Municipal Administrator by virtue of Memorandum Order No. 05-2023 dated January 17, 2023

<b>Office or Division:</b>	Office of the Municipal Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may Avail:</b>	All Head of Office of the Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Daily Time Record (Civil Service Form No. 48 (7 original))		Concerned Personnel		
Approved Travel Order (1 photocopy), if applicable		Concerned Personnel		
Approved Application for Leave (1 photocopy), if applicable		Concerned Personnel		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 7	None	2 Minutes	<b>ANA ROSE E. MORALES</b> <i>Administrative Assistant II</i> Municipal Administrator's Office
2. Submit the required documents to Cubicle 7	2. Receive and review the submitted documents	None	5 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Municipal Administrator's Office
	2.1 Encode and attached Action Slip at the Daily Time Record	None	20 Minutes	
	2.2 Take action on the DTR	None	30 Minutes	<b>DANIEL Q. FRUELDA</b> <i>OIC- Municipal Administrator</i> Office of the Municipal Administrator
3. Receive the DTR at Cubicle 7	3. Release the DTR	None	5 Minutes	<b>ROSARIO M. SALENDREZ</b> <i>Administrative Aide II</i> Office of the Municipal Administrator
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 2 Minutes</b>	

# **MUNICIPAL AGRICULTURE OFFICE**

## **External Services**

## 1. Issuance of Animal Inspection Certificate

All livestock animals to be slaughtered and to be shipped outside the municipality shall be issued an Animal Inspection Certificate as mandated by the RA 9296, known as the Meat Inspection Code of the Philippines, to ensure food security and provide safe and quality meat products.

<b>Office or Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	Livestock raisers, meat vendors and traders

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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### ***For animals to be slaughtered:***

Certificate of Point of Origin of Livestock (1 original)	Concerned Barangay Captain
Transaction Slip	Municipal Agriculture Office Public Assistance and Complaints Desk (PACD)

### ***For animals to be shipped outside the municipality:***

Certificate of Point of Origin of Livestock (1 original)	Concerned Barangay Hall
Official Receipt (1 original)	Municipal Treasury Office
Transaction Slip	Municipal Agriculture Office Public Assistance and Complaints Desk (PACD)

### **Additional requirements for large cattle:**

<ul style="list-style-type: none"> <li>• Certificate of Ownership ( 1 photocopy)</li> </ul>	Municipal Treasury Office - Public Assistance and Complaints Desk
<ul style="list-style-type: none"> <li>• Certificate of Transfer of Ownership (1 photocopy)</li> </ul>	Municipal Treasury Office - Public Assistance and Complaints Desk

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Refer to the concerned technician	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness	None	5 Minutes	<b>RICHELLE M. DEGALA</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
3. Assist the livestock inspector in animal inspection	3. Inspect the animal and validate the information based on the submitted requirements	None	10 Minutes	<b>RICHELLE M. DEGALA</b> <i>Agricultural Technologist</i> Municipal Agriculture Office

**Note: For slaughter purposes, please skip steps 4 to 6**

4. Receive the Order of Payment at PACD	4. Issue Order of Payment	None	10 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
5. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	5. Accept payment based on order of payment  5.1 Issue Official Receipt	Certification Fee - PHP 30.00  Documentary Stamp Tax - PHP 30.00	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
6. Return to the Municipal Agriculture Office and present the Official Receipt at the PACD	6. Prepare the animal inspection certificate	None	15 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	6.1 Review and approve the certificate	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
7. Claim the certificate at the PACD	7. Release the certificate to the client	None	5 Minutes	<b>RICHELLE M. DEGALA</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
<b>TOTAL FOR SHIPPING PURPOSES:</b>		Certification Fee - PHP 30.00  Documentary Stamp Tax - PHP 30.00	<b>5 Hours, 9 Minutes</b>	
<b>TOTAL FOR SLAUGHTER PURPOSES:</b>		<b>None</b>	<b>24 Minutes</b>	

## 2. Issuance of Auxiliary Invoice

All fishery products to be shipped outside the municipality shall be issued with auxiliary invoice as mandated by the Municipal Ordinance No. 02-2010 and RA 10654 Philippine Fishery Code, to establish the point of origin of the fishery products and to assure that the product is fit for human consumption.

<b>Office or Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity

<b>Who may avail:</b>	Fishery Product Shippers and Traders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt (1 original)		Municipal Treasury Office		
Auxiliary Invoice Form (1 original)		Municipal Agriculture Office –Desk 1		
Transaction Slip		Municipal Agriculture Office Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	1.1 Check the completeness of information			
	1.2 Refer to the concerned technician			
	1.3 Provide the Auxiliary Invoice form and assist the shipper in filling up the form	None	5 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
2. Proceed to the area and assist in the inspection of fish catch	2. Proceed to the area, inspect the fish catch and verify declared information	None	30 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
	2.1 Review and approve the Auxiliary Invoice	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
3. Return to Municipal Agriculture Office and receive the Order of Payment at the PACD	3. Issue Order of Payment	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
4. Proceed to Municipal Treasury Office present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	4. Accept payment based on order of payment  4.1 Issue Official Receipt	Auxiliary Invoice - PHP 10.00/box	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

5. Return to the Municipal Agriculture Office and present the Official Receipt at Desk 1	5. Receive the OR and secure copy for record purposes	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
6. Claim the Auxiliary Invoice at Desk 1	6. Release the approved Auxiliary Invoice	None	2 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>Auxiliary Invoice - PHP 10.00/box</b>	<b>5 Hours, 11 Minutes</b>	

### 3. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	All transacting officials and employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order (1 photocopy)		Client		
Requisition Slip (1 original)		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
2. Submit the accomplished requisition slip at Desk 1	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	2.2 Sign the CA and return it to the PACD	None	3 Minutes	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office



	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
3. Receive the approved CA	3. Release the CA	None	2 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

#### 4. Issuance of Certificate to Agricultural Company

This certification is issued to agricultural companies or entities applying to conduct meeting or agricultural product promotion to Pinamalayan Farmers. This certificate is a partial requirement for the issuance of special mayor's permit to conduct their activity in the municipality.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	All Agricultural Companies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter, duly approved by the Municipal Mayor (1 original)		Mayor's Office - Public Assistance and Complaints Desk (PACD)		
Updated Mayor's Permit (1 photocopy)		Client or Business One Stop Shop (BOSS)		
Community Tax Certificate, for presentation of CTC Number (1 original)		Municipal Treasury Office		
Official Receipt (1 original)		Municipal Treasury Office		
Fertilizer and Pesticide Authority Permit, if applicable (1 photocopy)		Fertilizer and Pesticide Authority		
Transaction Slip		Municipal Agriculture Office - Public Assistance and Complaints Desk 1- (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
3. Receive the Order of Payment at the PACD	3. Issue Order of Payment	None	2 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
4. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	4. Accept payment based on order of payment  4.1 Issue Official Receipt	Certification Fee - PHP 30.00  Documentary Stamp Tax - PHP 30.00	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Return to the Municipal Agriculture Office and present the Official Receipt	5. Receive and record the Official Receipt	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	5.1 Prepare the certificate	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	5.2 Review and approve the certificate	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
6. Claim the certificate at the PACD	6. Release the certificate	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>PHP 80.00</b>	<b>4 Hours, 46 Minutes</b>	

### 5. Issuance of Certificate to Commercial Fishing Vessel

This certification is given to commercial fishing vessel operators as partial requirement for the application of Mayor's Permit for them to operate within the commercial fishing zone of the Municipal Waters of Pinamalayan.

<b>Office or Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Commercial Fishing Vessel Operators of Pinamalayan

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Certificate of Vessel Registration (1 photocopy)		Maritime Industry Authority		
Community Tax Certificate, for presentation of CTC Number (1 original)		Municipal Treasury Office		
Official Receipt (1 original)		Municipal Treasury Office		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness	None	5 Minutes	
3. Receive the Order of Payment at Desk 1	3. Issue Order of Payment	None	5 Minutes	
4. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	4. Accept payment based on order of payment  4.1 Issue Official Receipt	Certification Fee - PHP 30.00  Documentary Stamp Tax - PHP 30.00	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Return to the Municipal Agriculture Office and present the Official Receipt at Desk 1	5. Receive and record the Official Receipt No.	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	5.1 Prepare the certificate	None	10 Minutes	
	5.2 Review and approve the certificate	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
6. Claim the certificate at Desk 1	6. Release the certificate	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

<b>TOTAL:</b>	<b>Certificati on Fee - PHP 30.00</b>  <b>Documen tary Stamp Tax - PHP 30.00</b>	<b>4 Hours, 54 Minutes</b>	
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### 6. Issuance of Certificate to Fruit-Bearing Trees (Subject for Cutting)

This certification is a partial requirement for the application of cutting permit of fruit bearing trees to the Department of Environment and Natural Resources. The agency shall certify the status of the tree/s being applied for and may oppose to the request if the tree/s is still on its productive stage.

<b>Office or Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen-G2C
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Certificate (1 original )	Concerned Barangay Captain
Land Title or Tax Declaration (1 photocopy)	Owner/Municipal Assessor's Office
Proof of Tax Payment (1 photocopy)	Municipal Treasury Office
Request Letter, duly approved by the Municipal Mayor (1 original)	Prepare by the Client
Official Receipt (1 original)	Municipal Treasury Office
Community Tax Certificate (1 photocopy)	Municipal Treasury Office
Transaction Slip	Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Refer to assigned technician	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

3. Guide the technician during the site inspection	3. Conduct ocular inspection and measurement survey of the tree/s  3.1 Prepare and submit inspection report	None	3 Days	<b>Agricultural Technologist assigned in the concerned barangay</b> Municipal Agriculture Office
4. Return to the Municipal Agriculture Office and receive the Order of Payment at the PACD	4. Notify the client to return to Municipal Agriculture Office for payment of required fees	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	4.1 Issue Order of Payment upon return of the client	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
5. Proceed to Municipal Treasury Office Window 2, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	5. Accept payment based on order of payment  5.1 Issue Official Receipt	Certification Fee - PHP 30.00  Documentary Stamp Tax - PHP 30.00  Transport Fee PHP - 00.5/board feet (coco) 0.10 (good lumber) to be shipped outside the municipality)	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
6. Return to the Municipal Agriculture Office and present the Official Receipt at the PACD	6. Receive and record the OR number	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
	6.1 Prepare the certificate	None	10 Minutes	
	6.2 Review and approve the certificate	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office

7. Claim the certificate at the PACD for signature of the Municipal Mayor	7. Release the certificate  7.1 Advise the client to proceed to secure the approval of the Municipal Mayor	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>3 Days, 4 Hours, 59 Minutes</b>	

## 7. Municipal Fishing Vessel Registration

All municipal fishing vessels of Pinamalayan Fisherfolks, whether motorized or non-motorized, are mandated to secure vessel registration through the Executive Order 305 and Municipal Ordinance No. 02-2010 before engaging to their fishing activity. Failure to comply fishing vessel registration is a violation of RA 10654 and Municipal Fishery Ordinance with corresponding penalties and liabilities.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Municipal Fishing Vessel Operators of Pinamalayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of BFARMC Membership (1 original)		Concerned BFARMC Chairman		
Certificate of Residency (1 original)		Concerned Barangay Captain		
Certification of No Pending Case (1 original)		Pinamalayan Municipal Police Station- PNP Maritime		
Community Tax Certificate/Cedula (1 photocopy)		Municipal Treasury Office		
2x2Colored ID Picture ( 1 original)		Provide by the Client		
4R-size Colored Picture of Owner with Fishing Vessel (indicating the name of boat) (1 original)		Provide by the Client		
Standard Vessel Application Form (1 original)		Municipal Agriculture Office - Desk 1		
Official Receipt (1 original)		Municipal Treasury Office		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
3. AdMeasurement	3. Conduct Actual Admeasurement of Boat	None	2 Days	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
	3.1 Check the boat specification in the BOATR database	None	20 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
	3.2 Provide Standard Fishing Vessel Application Form	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
4. Accomplish the Standard Fishing Vessel Application Form at the PACD	4. Assist the client in accomplishing form	None	10 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
	4.1 Approve the Standard Fishing Vessel Application Form	None	4 Hours	<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
	4.2 Assign Municipal Fishing Vessel Registration Number generated from BOATR System	None	20 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
5. Receive the Order of Payment	5. Issue Order of Payment	None	5 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
6. Proceed to Municipal Treasury Office present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	6. Accept payment based on order of payment  6.1 Issue Official Receipt	Application Fee - PHP 20.00  Ad Measurem	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

		ent and Inspection Fee - PHP 40.00  Certificate of Number for Fishing Vessel - PHP 20.00  Permit to Operate - PHP 150.00  Additional Fees for Motorized Boats Registrati on Fee - PHP 40.00 (10.01 HP above ) PHP 20.00 (10.00 HP below)  Motorboat Operator License - PHP 200.00		
7. Proceed to the BPLO, present Official Receipt and claim Special Mayor's Permit	7. Receive and record OR number  7.1 Prepare and issue Special Mayor's Permit	None	45 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head / Business Permits and Licensing Office</i>
8. Return to the Municipal Agriculture Office and present the Special Mayor's Permit	8. Record the registration details and secure a copy of OR and Mayor's Permit	None	5 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist Municipal Agriculture Office</i>
	8.1 Print Certificate of Number for signature of the Mayor	None	15 Minutes	



	8.1 Instruct client to wait for the duly signed Certificate of number and Schedule of Official Number and Logo Printing  <b>Note: The Official Number Printing Schedule depends on the availability of the BFAR System</b>			
9. Acknowledge the notification	9. Once the assigned Official Number is available, contact the fisherman to notify the schedule date of printing 1 day before	None	1 Day	<b>KEY ANN N. MOCLING</b> Agricultural Technologist Municipal Agriculture Office
10. Receive the official number and logo, and the Certificate of Number of Fishing Vessel	10. Print the official number and release Certificate of Number to the client	None	1 Day	<b>KEY ANN N. MOCLING</b> Agricultural Technologist Municipal Agriculture Office
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>4 Days, 6 Hours, 29 Minutes</b>	

### 8. Municipal Fishing Vessel Registration Renewal and Motorboat Operator License Renewal

All registered municipal fishing vessels of Pinamalayan are mandated to renew their registration annually before engaging to their fishing activity. Failure of registration renewal is a violation of Municipal Fishery Code.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Municipal Fishing Vessel Operators of Pinamalayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Recent Special Mayor's Permit (1 photocopy)		Provide by the Client/ Business Permit and Licensing Office BPLO		
Official Receipt (1 original)		Municipal Treasury Office – Window 1		
Duly filled up boat renewal form		Municipal Agriculture Office		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook</p>	<p>1. Give the client the logbook</p> <p>1.1 Check the completeness of information</p>	<p>None</p>	<p>4 Minutes</p>	<p><b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office</p>
<p>2. Submit the required documents at the PACD</p>	<p>2. Receive and verify the documents for completeness</p> <p>2.1 Refer to fishery focal</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office</p>
<p>3. Filled up the renewal form</p>	<p>3. Assist the client in filling up the renewal form</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office</p>
<p>4. Receive order of payment</p>	<p>4. Issue order of payments</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist</i> Municipal Agriculture Office</p>
<p>5. Proceed to Municipal Treasury Office, present the Order of Payment and pay the required fees</p> <p><i>*Make sure to secure Official Receipt (OR)</i></p>	<p>5. Accept payment based on order of payment</p> <p>5.1 Issue Official Receipt</p>	<p>Annual Renewal Fee for Motorized Boat - PHP 200.00</p> <p>Annual Renewal Fee for Non-motorized - PHP 150.00</p> <p>Additional Payment for Late Renewal Penalty - PHP 50.00 /year of late renewal</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>

6. Proceed to the BPLO, present Official Receipt and claim the Special Mayor's Permit	6. Receive and record OR number  6.1 Prepare and Issue Special Mayor's Permit	None	45 Minutes	<b>EDWIN C. MICIANO</b> <i>Municipal Government Department Head / Business Permits and Licensing Office</i>
7. Return to the Municipal Agriculture Office and present the Special Mayor's Permit at the PACD	7. Record the registration renewal details and secure a copy of Mayor's Permit and official receipt	None	10 Minutes	<b>KEY ANN N. MOCLING</b> <i>Agricultural Technologist Municipal Agriculture Office</i>
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>1 Hour, 39 Minutes</b>	

### 9. Provision of Agricultural Intervention

The office is providing Agricultural intervention to all qualified beneficiaries based on the criteria of each program. In most cases, the office is providing farm input supports such as *palay* seeds, planting materials and fertilizer to farmers, while the office is providing fishing gears, fishing paraphernalia and fish production inputs to fisher folks.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Registered Farmers and Fisherfolks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Government-Issued Identification Card of the requesting individual for presentation (1 original)		Provide by the Client		
Intervention Request Form (1 original)		Municipal Agriculture Office - Desk 1		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Refer to the concerned technician	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV Municipal Agriculture Office</i>

2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Check if the Client is included in the masterlist 2.2 Provide the Intervention requested if any	None	10 Minutes	<b>Assigned Agricultural Technologist at the concerned barangay</b> Municipal Agriculture Office
3. Sign intervention acknowledgment form or recipients' masterlist and receive the intervention at the PACD	3. Release the intervention	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
<i>*If the stock is in the Agricultural Center and Breeding Station (ACBS) in Barangay Sto. Niño, secure a claim stub and proceed in the ACBS to claim the intervention</i>	<i>*If the stock is in the ACBS, release the claim stub, and advise the client to claim the intervention at the ACBS</i>			<b>IAN PAUL A. PANTOJA</b> <i>Agricultural Technologist</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

### 10. Provision of Technical Assistance

The office is providing technical assistance to the fisherfolks and farmers of Pinamalayan in form of sharing of knowledge, expertise, skills, and technology transfer. The office will also assess the clients' needs based on the concern, study the situation and give recommendations and solutions.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Refer to the concerned technician	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

2. Proceed to desk of the assigned technician of the area	2. Conduct interview and assessment  2. 1 Conduct area assessment  2.2 Provide technical assistance to the client	None	1 Day	<b>Agricultural Technologist assigned to the concerned barangay</b> Municipal Agriculture Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 4 Minutes</b>	

## 11. Provision of Tractor Services

The Municipal Agriculture Office is providing tractor operation services to all farmers of Pinamalayan engaged in high-value commercial crop production. This service enables HVCC farmers to avail affordable tractor services such as harrowing, plowing and plotting for their land preparation.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	High value commercial crop farmers of Pinamalayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate, for presentation of CTC Number (1 original)		Municipal Treasury Office - Window 2 or 3		
Tractor Operation Slip (1 original)		Municipal Agriculture Office - Desk 1		
Official Receipt (1 original)		Municipal Treasury Office - Window 1		
Transaction Slip		Municipal Agriculture Office – Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Refer to assigned technician	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
3. Proceed to the desk of the assigned technician for area assessment	3. Assess and validate the area where the tractor shall be used	None	1 Day	<b>Agricultural Technologist assigned to concerned barangay</b> Municipal Agriculture Office
	3.1 Discuss the Tractor Service Guidelines to the client	None		

	3.2 Sign the Tractor Operation Slip	None		<b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
	3.3 Instruct the client to proceed to Office of the Municipal Mayor for approval	None	5 Minutes	<b>Agricultural Technologist assigned to concerned barangay</b> Municipal Agriculture Office
4. Proceed to the Office of the Municipal Mayor PACD and present the Tractor Operation Slip for the approval of the request	4. Approve the request	None	1 Day, 10 Minutes	<b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Office of the Municipal Mayor
5. Upon approval of the Tractor Operation Slip, return to the Municipal Agriculture Office and present the approved slip at the PACD	5. Receive and enlist the tractor service application  5.1 Issue the Tractor Operation Slip - Client's Copy  5.2 Advise to await the notification on the schedule of tractor operation  <b>Note: The schedule depends on the availability of the tractor and the operator</b>	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
6. Acknowledge the notification	6. Contact the farmer to notify and remind about the schedule a day before the operation	None	1 Day	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office
7. Return to the Municipal Agriculture Office and secure Order of Payment at the PACD	7. Issue Order of Payment	None	5 Minutes	<b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office

<p>8. Proceed to the Municipal Treasury Office Window 1, present the Order of Payment and pay the required fees</p> <p><i>*Make sure to secure the Official Receipt (OR)</i></p>	<p>8 Accept the payment based on the Order of Payment</p> <p>8.1 Issue the OR</p>	<p>PHP 1,500.00 per hectare (Incidental expenses and fuel are shouldered by the farmer)</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUIADO</b> <i>MGDH I</i> Municipal Treasury Office</p>
<p>10. Present the Official Receipt at the Municipal Agriculture Office PACD</p>	<p>10. Secure the OR number for record purposes</p> <p>10.1 Instruct to proceed to the area of operation</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>MILA D. LIM</b> <i>Administrative Officer IV</i> Municipal Agriculture Office</p>
<p>11. Assist and guide the operator during tractor operation</p>	<p>11. Conduct tractor operation</p>	<p>None</p>	<p>8 Hours</p>	<p><b>IAN PAUL A. PANTOJA</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office</p>
<b>TOTAL:</b>		<p><b>Sum of applicable fees</b></p>	<p><b>4 Days, 59 Minutes</b></p>	

# **MUNICIPAL ASSESSOR'S OFFICE**

## **External Services**



## 1. Appraisal of Land Declared for the First Time, Building and Other Structures, Machineries and Equipment

All real property units such as land, building, machineries and improvements thereon that are not declared shall be subject for declaration at the Office of the Municipal Assessor for appraisal and assessment for taxation purposes.

<b>Office or Division:</b>	Municipal Assessor's Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity & G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Untitled Property:</b>		
Official receipts for Current RPT Payment and back taxes (1 photocopy)		Municipal Treasury Office (MTO) - Window 5
Community Tax Certificate of the Owner (1 photocopy)		MTO - Window 2
Proof of Exemption (1 original)		Client
Approved survey plan (2 photocopy)		Land Management Bureau (LMB) DENR
		Dept. of Environment and Natural Resources (DENR)
		Land Registration Authority (LRA)
Alienable and Disposable Certification (2 photocopy)		Community Environment and Natural Resources (CENRO)
Affidavit of ownership/Sworn Statement of Market Value (1 original)		Municipal Assessor's Office (MAssO)
Barangay Certification as to possession and occupants (2 photocopy)		Barangay where the property is located
Sworn Certifications from the Adjoining owners (2 photocopy)		Barangay where the property is located
Certification from National Commission on Indigenous people (NCIP), in case of public domain occupied by National Cultural Communities (1 original, 1 photocopy)		National Commission on Indigenous People (NCIP)
Letter of Request for Inspection (1 original, 1 photocopy)		Client
Request Form		MAssO Public Assistance and Complaints Desk (PACD)
<b>For Titled Property:</b>		
Official receipts for Current RPT Payment and back taxes (1 photocopy)		MTO - Window 5
Community Tax Certificate of the Owner (1 photocopy)		MTO - Window 2
Proof of Exemption (1 original)		Client
Certified True Copy of free patent, Homestead or Miscellaneous Sales or Certified True Copy of Title (RD) (2 photocopy)		Client
Approved Plan (2 photocopy)		Client/Geodetic Engineer
Letter of Request for Inspection (1 original, 1 photocopy)		Client
Request Form		MAssO Public Assistance and Complaints Desk (PACD)
<b>For Building and Other Structures:</b>		

Official receipts for Current RPT Payment and back taxes (1 photocopy)	MTO - Window 5			
Community Tax Certificate of the Owner (1 photocopy)	MTO - Window 2			
Proof of Exemption (1 original)	Client			
Updated Real Property Tax (RPT) payment (1 photocopy) or Tax Clearance (1 original)	MTO - Window 5			
Letter Request (1 original, 1 photocopy)	Client			
Title (1 photocopy)	Client			
Approved Building Permit (1 photocopy)	Client			
Approved Building Plan (1 photocopy)	Client			
Certificate of Completion or Occupancy (1 photocopy)	Client			
Accomplish Affidavit of ownership or Sworn Statement of the market value of the property, in the absence of building permit (1 original, 1 photocopy)	Client/Municipal Assessor's Office			
Request Form	MAssO Public Assistance and Complaints Desk (PACD)			
<b>For Machineries and Equipment:</b>				
Official receipts for Current RPT Payment and back taxes (1 photocopy)	MTO - Window 5			
Community Tax Certificate of the Owner (1 photocopy)	MTO - Window 2			
Proof of Exemption (1 original)	Client			
Sales Invoice (1 photocopy)	Client			
Accomplish Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)	Client/Municipal Assessor's Office			
Request Form	MAssO Public Assistance and Complaints Desk (PACD)			
<b>Additional Requirement for Representative:</b>				
Special Power of Attorney (1 original, 1 photocopy)	From the Owner of the Land/or Building			
Valid Identification Card (1 original)	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Provide the request form	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office

2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Forward the documents to the Appraisal and Assessment Division for verification of documents and location in the tax maps	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	2.2 Verify the documents in the tax map	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office  or <b>CONRADO M. BALDOZA</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
	2.3 Issue Order of Payment of back taxes for land declared for the first time which shall not exceed 10 years from the year of initial assessment plus the current year	None	30 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
3. Prepare and submit letter request for inspection to Administrative Unit	3. Assist the client in the preparation of letter request for inspection	None	2 Minutes	<b>JAMICA F. JAMILLA</b> <i>Administrative Aide III</i> Municipal Assessor's Office
	3.1 Take action on the request  3.2 Advise the client to pay RPT	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
4. Proceed to Municipal Treasury Office Window 2 and 5, present Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	4. Accept payment based on the assessment  4.1 Issue Official Receipt	Back Taxes = Assessed Value (AV) x 1% x 10 x 2 (Basic + SEF)	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

		Current = AV x 1% x 1 x 2 (Basic + SEF)		
5. Return to the Municipal Assessor's Office and submit photocopy of Official Receipts of RPT payments at the Administrative Unit	5.1 Receive the submitted OR and attach to the client's file	None	1 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	5.1 Notify the client of the schedule of inspection	None	5 Minutes	
	5.2 Attach the original copy of letter request to client's file, file the duplicate copy and record in the incoming logbook	None	5 Minutes	
	4.3 Conduct ocular inspection/investigation and prepare the corresponding report	None	2 Days	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
	4.4 Attach the investigation report to the documents on file	None	2 Minutes	
	4.5 Prepare TD and Field Appraisal and Assessment Sheet (FAAS) (3 sets)	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	4.6 Prepare Tax Map Action Slip	None	15 Minutes	<b>NELSON L. MANAO</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
	4.7 Check the prepared TDs and FAAS for completeness of supporting documents and correctness of the entries	None	10 Minutes	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
5. Return to Municipal Assessor's Office and affix signature to printed TDs and FAAS at Assessment and Appraisal Unit	5. Notify the clients to return to MAssO to sign the additional supporting documents, if warrants	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	5.1 Conduct final review on TDs and FAAS and sign the documents for	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office

	recommendation for approval of the Provincial Assessor			Office
	5.2 Record the TDs/FAAS at Transaction Book	None	2 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
6. Receive the documents and affix signature in the transaction book at Administrative Unit	6. Prepare acknowledgement receipt and release the documents to the clients	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
7. Submit to Provincial Assessor's Office for approval	7. Advise the client to submit TDs and FAAS in the Provincial Assessor's Office	None	1 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL</b>		<b>Back Taxes = Assessed Value (AV) x 1% x 10 x 2 (Basic +SEF)</b>	<b>3 Days, 2 Hours, 29 Minutes</b>	
		<b>Current = AV x 1% x 1 x 2 (Basic +SEF)</b>		
<b>Note: The owner/declarant may secure temporary copy of prepared tax declaration upon review of the Municipal Assessor</b>				

## 2. Correction of Tax Declaration

The client may request correction of Tax Declaration upon submission of legitimate documents to support his/her claims. This is also one way of updating records on file in the office.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity & G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Owner:</b>	
Title (2 photocopy)	Client
Approved Technical Description (2 photocopy)	Client, Land Registration Authority (LRA), Land Management Bureau (LMB)
Official receipts for Current RPT Payment (1 photocopy) or Tax Clearance (1 original)	Client
Request Form	Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)

<b>If Representative:</b>				
Title (2 photocopy)		Client		
Approved Technical Description (2 photocopy)		Client, Land Registration Authority (LRA), Land Management Bureau (LMB)		
Official receipts for Current RPT Payment (1 photocopy) or Tax Clearance (1 original)		Client		
Letter Request from the owner (1 original, 1 photocopy)		Owner of the Land		
Special Power of Attorney or Authorization Letter from the property owner (1 original)		Client/Owner		
Valid Identification Card for verification (1 original)		Client		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Provide the request form	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
2. Submit the required documents at the PACD  <i>Note: If with updated RPT or Tax Clearance, skip step 3</i>	2. Receive and verify the documents for completeness 2.1 Forward the documents to the Appraisal and Assessment Division for verification of documents and location in the tax maps	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	2.2 Verification of documents in the tax maps	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office  or <b>CONRADO M. BALDOZA</b> <i>Administrative Aide IV</i> Municipal Assessor's Office

	2.3 Prepare Order of Payment for Service Fee	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
3. Proceed to Municipal Treasury Office, present Order of Payment and pay the required fees  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment based on Order of Payment  3.1 Issue Official Receipt	Tax Clearance - PHP 50.00  Documentary Stamp - PHP 30.00  Service Fee – PHP 75.00	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to Municipal Assessor's Office and submit photocopy of Official Receipts of RPT payments and/or Tax Clearance	4. Receive the OR and attach to the client's file	None	3 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	4.1 Prepare Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) (3 sets)	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	4.2 Check the prepared TDs and FAAS for completeness of supporting documents and correctness of the entries	None	5 Minutes	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
5. Affix signature at the printed TDs and FAAS at Assessment and Appraisal Unit	5. Conduct final review on TDs and FAAS and sign the documents for recommendation for approval of the Provincial Assessor	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
	5.1 Record the TDs/FAAS at Transactions Book	None	3 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
6. Receive and affix signature in the transaction book	6. Prepare acknowledgement receipt and release the documents to the clients	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office

7. Submit to Provincial Assessor's Office for approval	7. Advise the client to submit TDs and FAAS in the Provincial Assessor's Office	None	1 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL</b>		<b>PHP 155.00</b>	<b>5 Hours, 15 Minutes</b>	
<b>Note: The owner/declarant may secure temporary copy of prepared tax declaration after review and signing of the Municipal Assessor</b>				

### 3. Issuance of Certified True Copy of Tax Declaration and Other Certifications (Non-existing Improvement, Property Holding, Aggregate Landholdings and No liens)

Certified True Copy of Tax Declaration is issued to clients for personal file, for transfer of ownership of property, documents required by lending institution or for any legal purpose the documents may serve. Certificate of Aggregate Land Holdings is a listing of all land properties of a person or juridical person with property. Certificate of No Improvement is issued for declared land holding without any improvements such as buildings or machinery. Certificate of Property Holdings is listings of all properties such as land, buildings and machinery. Certificate of No liens is certification issued for no encumbrances annotated in the declarants' tax declaration. It may be used in the transfer of ownership of property, renewal of business permits, for availing of scholarship program and medical assistance and for the teachers as reference in filing their Statement of Assets Liabilities and Net worth (SALN).

<b>Office or Division:</b>	Municipal Assessor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Owner:</b>				
Official receipts for Certification (1 original)		Municipal Treasury Office Window 2		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		
<b>For Representative:</b>				
Official receipts for Certification (1 original)		Municipal Treasury Office Window 2		
Authorization Letter from the property owner (1 original)		Client		
Valid Identification Card (1 original)		Client		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Provide the request form	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office



2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Forward the documents to the Administrative Division for verification of records and validation of submitted documents	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	2.2 Verification and validation	None	10 Minutes	
	2.3 Prepare Order of Payment for Certification Fees	None	5 Minutes	
3. Proceed to Municipal Treasury Office Window 2, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	3. Accept payment based on order of payment  3.1 Issue Official Receipt	(see Schedule of Fees below)	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to Municipal Assessor's Office and present the Official Receipt at Administrative Unit	4. Receive the OR and record the OR number in the logbook and action slip  4.1 Review and mark the document as Certified True Copy and record in Record Book	None	10 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	4.2 Review and sign the document	None	4 Hours	
5. Receive the document at Administrative Unit and affix signature in the Record Book	5. Release the document	None	2 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL</b>		<b>Sum of Applicable Fees</b>	<b>4 Hours, 56 Minutes</b>	
<b>Note: Documentary Stamp Tax (DST) of PHP 30.00 for every document is required as per Revenue Memorandum Circular No. 3-2018</b>				

<b>SCHEDULE OF FEES</b>	
Certified True Copy	PHP 50.00 per page

Certification of Non-existing improvement	PHP 50.00
Certification of Property Holding	PHP 50.00
Certification of Assessment	PHP 50.00
Certification of Aggregate Landholding	PHP 50.00
Certification of Liens	PHP 50.00
Certification of Ownership	PHP 50.00
Certificate of Aggregate Landholding	PHP 20.00
Others	PHP 20.00
Photocopy of the same Tax Declaration	PHP 20.00
Documentary Stamp Tax	PHP 30.00

#### 4. Provision of Assistance on Research of Tax Declaration and Other Assessment Documents

The Municipal Assessor may assist the clients to conduct valid research on information from any available documents on file.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity & G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>For Owner:</b>				
Official receipts for Research fee and other fees (1 original)		Municipal Treasury Office Window 2		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		
<b>For Representative:</b>				
Official receipts for Research fee and other fees (1 original)		Municipal Treasury Office Window 2		
Authorization Letter from the property owner (1 original)		Client		
Valid Identification Card for verification (1 original)		Client		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Provide the request form	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
2. Submit the required documents at the PACD	2. Receive and verify the documents for completeness 2.1 Forward the	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal

	documents to the Administrative Division for verification of records and validation of submitted documents			Assessor's Office
	2.2 Verify and validate submitted documents	None	10 Minutes	<b>SULPICIO M. CONDE</b> <i>Administrative Aide I</i> Municipal Assessor's Office
	2.3 Prepare Order of Payment for Certification Fees	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
3. Proceed to Municipal Treasury Office Window 2, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	3. Accept payment based on order of payment  3.1 Issue Official Receipt	(see Schedule of Fees below)	20 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office
4. Return to Municipal Assessor's Office and present the Official Receipt at Administrative Unit	4. Receive the OR and record the OR number in the logbook and action slip  4.1 Reproduce necessary documents  4.2 Review and mark the document as Authenticated Xerox copies, and record in Record Book	None	20 Minutes	<b>SULPICIO M. CONDE</b> <i>Administrative Aide I</i> Municipal Assessor's Office
	4.3 Review and sign the document	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
5. Receive the documents and affix signature in the Record Book at Administrative Unit	5. Release the document	None	1 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL</b>		<b>Sum of applicable fees</b>	<b>5 Hours, 5 Minutes</b>	

<b>SCHEDULE OF FEES</b>	
Research and Verification Fee	PHP 50.00
Authenticated photo copy of title back to back	PHP 50.00

Succeeding pages	PHP 5.00 per page
Authenticated Xerox Copy of Tax map	PHP 100.00 per section

## 5. Transfer of Ownership of Tax Declaration

All real property units acquired such as land, building, machineries and making improvements thereon shall be subject for declaration to the Office of the Municipal Assessor to be appraised and assessed for taxation purposes.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity & G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Land:</b>	
Land Title (2 photocopy)	Client
Deed of Conveyance (2 photocopy)	Client
Certificate of Authorizing Registration (CAR) (2 photocopy)	Bureau of Internal Revenue
Community Tax Certificate of the Owner (1 photocopy)	MTO – Window 2
Official receipts for Current RPT Payment (1 photocopy) or Tax Clearance (1 original)	MTO – Window 5
Transfer Tax (1 photocopy)	MTO – Window 2
Transfer Fees (1 photocopy)	
Subdivision Fees, if subdivided (1 photocopy)	
Consolidation Fees, if consolidated (1 photocopy)	
Approved subdivision plan, if subdivided (2 photocopy)	Owner's Copy/Geodetic Engineer
Approved Consolidation plan, if consolidated (2 photocopy)	
Accomplished Affidavit of ownership or Sworn Statement of the market value of the property, in the absence of building permit for building (1 original, 1 photocopy)	Client/Municipal Assessor's Office
Request Form	Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)
<b>For Building and Other Structures:</b>	
Deed of Conveyance (2 photocopy)	Client
Certificate of Authorizing Registration (CAR) (2 photocopy)	Client/Bureau of Internal Revenue
Community Tax Certificate of the Owner (1 photocopy)	MTO – Window 2
Official receipts for Current RPT Payment (1 photocopy) or Tax Clearance (1 original)	MTO – Window 5
Transfer Tax (1 photocopy)	MTO – Window 2
Transfer Fees (1 photocopy)	MTO – Window 2
Accomplished Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)	Municipal Assessor's Office (MAssO)
Request Form	Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)
<b>For Machineries and Equipment:</b>	

Deed of Conveyance (2 photocopy)		Client		
Accomplished Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)		Client		
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)		
<b>Additional Requirements for Authorized Representative:</b>				
Special Power of Attorney (1 original, 1 photocopy)		From the Owner of the Land/or Building		
Valid Identification Card, for verification (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook 1.1 Check the completeness of information 1.2 Provide the request form	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
2. Submit the required documents at the PACD <i>Note: If with updated Real Property Tax (RPT), skip Step 3</i>	2. Receive and verify the documents for completeness 2.1 Forward the documents to the Appraisal and Assessment Division for verification and location in the tax maps	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	2.2 Verification and location in the tax maps	None	10 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	2.3 Prepare Order of Payment for Transfer Tax, Provincial Transfer Fee, Municipal Transfer Fee, Subdivision Fees or Consolidation Fee	None	10 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>Note: For G2G Transaction, where payment for fees is exempted as per Section 4A.02 of New Code of Pinamalayan 2013, skip steps 3 and 4</b>				
3. Proceed to Municipal Treasury Office Window 2 and 5, present the Order of Payment and	3. Accept payment based on order of payment	(see Schedule of Fees below)	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal

pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	3.1 Issue Official Receipt			Treasury Office
4. Return to Municipal Assessor's Office and submit photocopy of Official Receipts for Transfer Tax, Transfer Fee, Subdivision Fee or Consolidation Fee at the Appraisal and Assessment Division	4. Receive the OR and attach on the documents on file	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	4.1 Prepare Tax Declaration (TD) and Field Appraisal and Assessment Sheet (FAAS) (3 sets)	None	10 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	4.2 Check/review the prepared TDs and FAAS for completeness of supporting documents and correctness of the entries	None	5 Minutes	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
5. Affix signature at the printed TDs and FAAS at the Assessment and Appraisal Unit	5. Review and sign the document for recommendation for the approval of the Provincial Assessor	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
	5.1 Record the TDs/FAAS at Transactions Book	None	1 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
6. Receive and affix signature in the transaction book at the Administrative Unit	6. Prepare acknowledgement receipt and release the documents to the client	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
7. Submit to Provincial Assessor's Office for approval	7. Advise the client to submit TDs and FAAS to the Provincial Assessor's Office	None	1 Minute	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL FOR G2C AND G2B TRANSACTIONS</b>		<b>Sum of applicable fees</b>	<b>5 Hours, 10 Minutes</b>	
<b>TOTAL FOR G2G TRANSACTIONS</b>		<b>None</b>	<b>4 Hours, 33 Minutes</b>	
<b>Note: The owner/declarant may secure temporary copy of prepared tax declaration after review and signing of the Municipal Assessor</b>				

<b>SCHEDULE OF FEES</b>	
Transfer Tax	55% of 1% of Market Value (MV) as per TD or actual sale (SV)

	whichever is higher
Provincial Transfer Fee	PHP 100.00
Municipal Transfer Fee	PHP 50.00
Tax Clearance	PHP 50.00
Documentary Stamp	PHP 30.00
Subdivision Fees	PHP 200.00 per parcel
Consolidation Fee	PHP 200.00
Surcharge	25% of basic Transfer Tax interest of 2% not to exceed 36 months
Penalty Fee for late filing	PHP 500 (within 60 Days after notarial date)

## 6. Updating of Declaration of Real Property Tax Units as to Actual Use of Property

Updating as to actual use of real property is the way of re-appraisal of property to update its current status as to its classification with corresponding updated Assessed Value. These maybe either as per request of the client or by discovery of the Municipal Assessor or its authorized representative on its changes.

<b>Office or Division:</b>	Municipal Assessor's Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity & G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Land:</b>		
Letter Request (1 original, 1 photocopy)		Client
Title (1 photocopy)		Client
Updated Real Property Tax (RPT) receipt (1 photocopy) or Tax Clearance (1 original)		Client/Municipal Treasurer's Office (MTO) – Window 5
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)
<b>For Building:</b>		
Letter Request (1 original, 1 photocopy)		Client
Updated Real Property Tax (RPT) receipt (1 photocopy) or Tax Clearance (1 original)		Client/MTO – Window 5
Accomplished Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)		Client/Municipal Assessor's Office
Request Form		Municipal Assessor's Office Public Assistance and Complaints Desk (PACD)
<b>For Machinery and Equipment:</b>		
Letter Request (1 original, 1 photocopy)		Client
Updated Real Property Tax (RPT) receipt (1 photocopy) or Tax Clearance (1 original)		Client/MTO – Window 5

Accomplished Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)		Client/Municipal Assessor's Office (MAssO)		
Request Form				
<b>Additional requirements for representative:</b>				
Letter Request from the owner (1 original, 1 photocopy)		Client		
Title (1 photocopy)		Client		
Updated Real Property Tax (RPT) receipt (1 photocopy) or Tax Clearance (1 original)		Client		
Accomplished Affidavit of ownership or Sworn Statement of the market value of the property (1 original, 1 photocopy)		Client/Municipal Assessor's Office		
Special Power of Attorney or Authorization Letter from the property owner (1 original)		Client		
Valid Identification Card for verification (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and request form	1. Give the client the logbook	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	1.1 Check the completeness of information			
2. Submit the required documents at the PACD <i>Note: If with updated RPT or Tax Clearance, Skip 3</i>	1.2 Provide the request form	None	5 Minutes	
	2. Receive and verify the documents for completeness			
	2.1 Forward the documents to the Appraisal and Assessment Division for verification and location in the tax maps	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i>  or <b>CONRADO M. BALDOZA</b> <i>Administrative Aide I</i>
	2.2 Verification and location in the tax maps			



				Municipal Assessor's Office
	2.3 Prepare Order of Payment for Certification Fees	None	5 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
3. Proceed to Municipal Treasury Office Window 5, present the Order of Payment and pay the required fees  <i>*Make sure to secure Official Receipt (OR)</i>	3. Accept payment based on order of payment  3.1 Issue Official Receipt	Tax Clearance - PHP 50.00  Documentary Stamp - PHP 30.00)	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to Municipal Assessor's Office and submit photocopy of the Official Receipt at Administrative Unit	4. Receive the OR and attach to the client's file	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	4.1 Notify the client of the schedule of inspection	None	1 Minute	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal Assessor's Office
	4.2 Attach the original copy of letter request to client's file, file the duplicate copy and record in the incoming documents logbook	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
	4.3 Conduct ocular inspection/investigation and prepare the corresponding report	None	2 Days	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
	4.4 Take action on the report	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
	4.5 Attach the investigation report to the documents on file	None	2 Minutes	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
	4.6 Prepare Tax Declaration (TD) and Field Appraisal and Assessment Sheet	None	15 Minutes	<b>DIOMEDES S. GARCIA</b> <i>Administrative Aide VI</i> Municipal

	(FAAS) (3 sets)			Assessor's Office
	4.7 Check/review the prepared TDs and FAAS for completeness of supporting documents and correctness of the entries	None	10 Minutes	<b>CEASAR IAN P. LACDANG</b> <i>Administrative Aide IV</i> Municipal Assessor's Office
5. Return to Municipal Assessor's Office and affix signature at the printed TDs and FAAS at Assessment and Appraisal Unit	5. Notify the clients to return to MAssO to sign the additional supporting documents, if warrants	None	15 Minutes	
	5.1 Conduct final review on TDs and FAAS and sign the documents for recommendation for approval of the Provincial Assessor	None	4 Hours	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
	5.2 Record the TDs/FAAS at Transactions Book	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
6. Receive and affix signature in the transaction book at Administrative Unit	6. Prepare acknowledgement receipt and release the documents to the clients	None	2 Minutes	
7. Submit to Provincial Assessor's Office for approval	7. Advise the client to submit TDs and FAAS in the Provincial Assessor's Office	None	1 Minute	
<b>TOTAL</b>		<b>PHP 80.00</b>	<b>3 Days, 1 Hour, 41 Minutes</b>	
<b>Note: The owner/declarant may secure temporary copy of prepared tax declaration after review and signing of the Municipal Assessor</b>				

## 7. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Assessor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail:</b>	All transacting officials and employees
<b>CHECKLIST OF REQUIREMENTS</b>	
Travel Order (1 photocopy)	Client
Requisition Slip (1 original)	Municipal Agriculture Office - Desk 1

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook and requisition slip	1. Give the client the logbook  1.1 Check the completeness of information  1.2 Provide the requisition slip	None	4 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
2. Submit the requisition slip at the PACD	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>LEONIDA I. CLANZA</b> <i>Administrative Assistant IV</i> Municipal Assessor's Office
	2.2 Sign the CA and return it to the PACD	None	3 Minutes	<b>CARLITO M. MEJICO</b> <i>Municipal Assessor</i> Municipal Assessor's Office
	2.3. Affix dry seal on the approved CA	None	3 Minutes	<b>LEONIDA I. CLANZA</b> <i>Administrative Assistant IV</i> Municipal Assessor's Office
3. Receive the approved CA at Desk 1	3. Release the CA	None	2 Minutes	<b>NERISSA M. JUMPAY</b> <i>Bookbinder I</i> Municipal Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

**MUNICIPAL BUDGET OFFICE**  
**External Services**

## 1. Review of Barangay and Sangguniang Kabataan Budgets

The Municipal Budget Office (MBO) is task to assist the Local Sangguniang Bayan in the review of 37 Barangay and Sangguniang Kabataan (SK) Budgets

<b>Office/Division:</b>	Municipal Budget Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Barangay Officials and Sangguniang Kabataan Members	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><i>For Barangay Annual Budget:</i></b>		
Annual Budget (1 original, 2 photocopy) which consist of the following:		Concerned Barangay
Transmittal Letter		
Budget Message		
Appropriation Ordinance		
Barangay Budget Preparation Form No. 1 - Budget of Expenditures and Sources of Financing		
BBP Form No. 2 - Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results		
BBP Form No. 2-A - List of Projects Chargeable Against the 20% Development Fund		
BBP Form No. 3 - Plantilla of Personnel		
Barangay Ordinance if there are creations of new plantilla position		
BBP Form No. 4 - Statement of Indebtedness		
Annex G - Annual Budget Form		
Approved Barangay Development Plans and Investment Program (3 photocopy)		Concerned Barangay
Department of Internal Local Government (DILG)-reviewed Barangay Children's Protection Plan (3 photocopy)		Concerned Barangay
DILG-endorsed Gender and Development Plan and Budget (3 photocopy)		Concerned Barangay
Barangay Disaster Risk Reduction and Management Plan reviewed and certified by the appropriate reviewing authority consistent with RA No. 10121, its IRR, and pertinent issuances of the NDRRMC (3 photocopy)		Concerned Barangay
Annual Supplies Procurement Plan (3 photocopy)		Concerned Barangay
Annual Equipment Procurement Plan (3 photocopy)		Concerned Barangay
Project Procurement Management Plan (3 photocopy)		Concerned Barangay
Registry of Appropriation and Commitments (1 photocopy)		Concerned Barangay
<b><i>For Barangay Supplemental Budget:</i></b>		

Supplemental Budget (1 original, 2 photocopy) which consist of the following:	Concerned Barangay
Transmittal Letter	
Appropriation Ordinance	
Local Budget Preparation Form No. 8 - Statement of Funding Source	
Local Budget Preparation Form No. 9 - Statement of Supplemental Appropriation	
Ulat ng Pananalapi	
Statement of Savings	
Approved Barangay Development Plans and Investment Program (3 photocopy)	Concerned Barangay
Approved Supplemental Investment Plan, if there is a newly identified Programs, Projects & activities (3 photocopy)	Concerned Barangay
<b><i>For Sangguniang Kabataan Annual Budget:</i></b>	
Annual SK Budget (1 original, 2 photocopy) which consist of the following:	Concerned Barangay
Transmittal Letter	
Certification of Barangay Captain and Treasurer	
Budget Message	
SK Resolution	
Barangay Budget Preparation Form No. 1 - Budget of Expenditures and Sources of Financing	
BBP Form No. 2 - Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results	
Local Youth Development Office-reviewed Annual Barangay Youth Investment Plan (3 photocopy)	Concerned Barangay
Local Youth Development Office-reviewed Comprehensive Barangay Youth Development Plan (3 photocopy)	Concerned Barangay
Annual Supplies Procurement Plan (3 photocopy)	Concerned Barangay
Annual Equipment Procurement Plan (3 photocopy)	Concerned Barangay
Project Procurement Management Plan (3 photocopy)	Concerned Barangay
<b><i>For SK Supplemental Budget:</i></b>	
Supplemental Budget (1 original, 2 photocopy) which consist of the following:	Concerned Barangay
Transmittal Letter	
SK Resolution	
Local Budget Preparation Form No. 8 - Statement of Funding Source	
Local Budget Preparation Form No. 9 - Statement of Supplemental Appropriation	
Ulat ng Pananalapi	

Statement of Savings				
Local Youth Development Office-reviewed Annual Barangay Youth Investment Plan (3 photocopy)		Concerned Barangay		
Local Youth Development Office-reviewed Supplemental Barangay Youth Development Plan if there is newly identified PPAs (3 photocopy)		Concerned Barangay		
<b>For Barangay Realignment of Fund/Augmentation:</b>				
Appropriation Ordinance (1 original, 2 photocopy) with following attached:		Concerned Barangay		
Transmittal Letter		Concerned Barangay		
Statement of Savings		Concerned Barangay		
Ulat ng Pananalapi		Concerned Barangay		
Approved Barangay Development Plans and Investment Program (3 photocopy)		Concerned Barangay		
Approved Supplemental Investment Plan, if there is a newly identified Programs, Projects & activities (3 photocopy)		Concerned Barangay		
<b>For SK Fund Realignment/Augmentation:</b>				
SK Resolution (1 original, 2 photocopy) with attached		Concerned Barangay		
Transmittal Letter		Concerned Barangay		
Statement of Savings		Concerned Barangay		
Local Youth Development Office-reviewed Annual Barangay Youth Development Plan (3 photocopy)		Concerned Barangay		
Local Youth Development Office-reviewed Supplemental Barangay Youth Investment Plan if there is newly identified PPAs (3 photocopy)		Concerned Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office

2. Submit Requirements to Barangay Budgets Focal (Desk #15)	2. Receive the Budget	None	30 Minutes	<b>NORMITA R. GUBOT</b> <i>Municipal Government Assistant Department Head I</i> Municipal Budget Office
	2.1 Conduct comprehensive review  <b>Note: Return to concerned barangay in case of deficiency and inconsistency of documents and figures</b>	None	20 Days	
	2.2 Prepare Review Letter	None	1 Day	
	2.3 Forward the Review Letter to Local Finance Committee for approval	None	8 Days	Local Finance Committee:  <b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office  <b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasurer's Office  <b>JUDY G. MORENTE, CPA</b> <i>Municipal Accountant</i> Municipal Accounting Office  <b>ROSENIO A. TORIANO, EnP</b> <i>Municipal Planning &amp; Development Coordinator</i> Municipal Planning and Development Office
	2.4 Indorse the reviewed Barangay and/or Sangguniang Kabataan Annual and/or Supplemental Budget to the Sangguniang Bayan for legislative action		5 Minutes	<b>NORMITA R. GUBOT</b> <i>Municipal Government Assistant Department Head I</i> Municipal Budget Office
<b>Legal Basis: Local Government Code (RA 7160) Section 333 (a)</b>				
<b>TOTAL:</b>		<b>None</b>	<b>29 Days, 39 Minutes</b>	



## 2. Technical Assistance on Budgetary Matters

The Municipal Budget Office (MBO) provides consultation service and renders technical assistance by clarifying and answering budget-related queries of government offices within the municipality. This includes provision of assistance in the preparation of Barangay and Sangguniang Kabataan Annual and Supplemental Budgets.

<b>Office/Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Government Offices within the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Barangay Budget Preparation:</b>				
Approved Barangay Development Plans and Investment Program (1 photocopy)		Concerned Barangay		
Draft Barangay Annual and Supplemental Budget Documents (1 original)		Concerned Barangay		
<b>For Sangguniang Kabataan Budget Preparation:</b>				
Local Youth Development Office-reviewed Annual Barangay Youth Development Plan (1 photocopy)		Concerned Barangay		
Local Youth Development Office-reviewed Comprehensive Barangay Youth Development Plan (1 photocopy)		Concerned Barangay		
Draft SK Annual and Supplemental Budget Documents (1 original)		Concerned Barangay		
<b>For Other Budget-related Inquiries:</b>				
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
	1.1 Check the completeness of information			
	1.2 Refer the client to service focal			
	1.3 Provide the requested assistance			
	• Verify or check the Registry of Appropriations, Allotments and Obligations (RAAO) for queries on balances of appropriations and allotment (Desk #2, Desk #3, Desk #6 and Desk #14)	None	5 Minutes	<b>DAYANA ROSE M. TADEO</b> <i>Administrative Aide IV</i> Municipal Budget Office

	<ul style="list-style-type: none"> <li>• Assist in the preparation of Barangay and Sangguniang Kabataan budget (Desk #15)</li> </ul>	None	1 Day	<p><b>NORMITA R. GUBOT</b> <i>Municipal Government Assistant Department Head I</i> Municipal Budget Office</p> <p><b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office</p>
	<ul style="list-style-type: none"> <li>• Assist the client on other budget-related inquiries (Desk #1, Desk # 2, Desk #3, Desk #4 Desk #5, Desk #6, Desk #7 and Desk # 9)</li> </ul>	None	1 Hour	<p><b>DAYANA ROSE M. TADEO</b> <i>Administrative Aide IV</i></p> <p><i>or</i></p> <p><b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i></p> <p><i>or</i></p> <p><b>MA. CORAZON P. DINGLASAN</b> <i>Administrative Officer IV</i> Municipal Budget Office</p> <p><i>or</i></p> <p><b>NORMITA R. GUBOT</b> <i>Municipal Government Assistant Department Head I</i></p> <p><i>or</i></p> <p><b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office</p>
<p><b>Note: In cases where a query needs research or referral to other agency or office, inform the client when the concern has been clarified</b></p>				
<b>TOTAL:</b>		None	<b>1 Day, 9 Minutes</b>	

### 3. Issuance of Certificate of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order (1 photocopy )		Client		
Requisition Slip (1 original )		Office of the Municipal Budget Office - PACD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
	1.1 Check the completeness of information			
	1.2 Refer the client to concerned personnel			
2. Submit the accomplished requisition slip to Desk #7	2.1 Review the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>MA. CORAZON P. DINGLASAN</b> <i>Administrative Officer IV</i> Municipal Budget Office
	2.2 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.3 Sign the CA and return to Desk #7	None	3 Minutes	
	2.4 Affix dry seal on the approved CA	None	3 Minutes	
3. Receive the approved CA at the PACD - Desk #1	3. Release the CA to client	None	2 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

**MUNICIPAL BUDGET OFFICE**  
**Internal Services**

## 1. Certification of Existence of Appropriation for Financial Claims

The Municipal Budget Office (MBO) certifies the existence of appropriation/allotment that has been legally made for the purpose

<b>Office/Division:</b>	Municipal Budget Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Government Offices with Appropriation in the Executive Budget	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><i>For salary, bonuses, honoraria and other benefits claims of employees:</i></b>		
Obligation Request (ObRe) signed by the Head of Office/Authorized Representative (7 original)	Concerned Office	
Approved Payroll (4 original)	Human Resource Management Office (HRMO)	
<b><i>For first salary claims under original appointment:</i></b>		
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO	
Disbursement Voucher (3 original)	HRMO	
Daily Time Record (DTR) (3 original)	HRMO	
Certified True Copy of Appointment (2 photocopy)	HRMO	
Oath of Office (2 photocopy)	HRMO	
Statement of Assets, Liabilities and Net worth (SALN) (2 photocopy)	HRMO	
<b><i>For salary differential under promotional appointment:</i></b>		
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO	
Disbursement Voucher (3 original)	HRMO	
Daily Time Record (DTR) (3 original)	HRMO	
Certified True Copy of Appointment (2 photocopy)	HRMO	
Oath of Office (2 photocopy)	HRMO	
SALN (2 photocopy)	HRMO	
<b><i>For clothing allowance claims of new appointees:</i></b>		
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO	
Disbursement Voucher (3 original)	HRMO	
Certified True Copy of Appointment (2 photocopy)	HRMO	
<b><i>For monetization of Leave Credits:</i></b>		
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO	
Disbursement Voucher (3 original)	HRMO	
Approved Leave Form (2 original)	HRMO	
<b><i>For Labor and other Claims of Non Regular Employees:</i></b>		
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO	
Approved Payroll (4 original)	HRMO	
Daily Time Record (DTR) (3 original)	HRMO	

Approved Accomplishment Report (2 original)	HRMO
Approved Plantilla of Job Order, whenever there is a renewal of appointment (2 photocopy)	HRMO
<b><i>For first labor claims of Non-Regular Employee:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	HRMO
Disbursement Voucher (3 original)	HRMO
Daily Time Record (DTR) (3 original)	HRMO
Certification of Appointment (2 photocopy)	HRMO
Sangguniang Bayan Resolution for Contract of Service (2 photocopy)	HRMO
Accomplishment Report (2 photocopy)	HRMO
<b><i>For cash advances of travelling/training expenses:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Travel Order (1 original, 1 photocopy)	Concerned Office
Approved Itinerary of Travel (2 original)	Concerned Office
Invitation Letter (1 original, 1 photocopy)	Concerned Office
Approved HRDC Resolution, for external learning and development activities (2 photocopy)	Concerned Office
<b><i>For reimbursement of expenses incurred during the official travel:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Travel Order (1 original, 1 photocopy)	Concerned Office
Approved Itinerary of Travel (2 original)	Concerned Office
Invitation Letter (1 original, 1 photocopy)	Concerned Office
Certificate of Appearance/Attendance (1 original, 1 photocopy)	Concerned Office
Certificate of Participation, for trainings/seminar/workshop expenses (2 photocopy)	Concerned Office
Official receipts (1 original, 1 photocopy)	Concerned Office
Approved HRDC Resolution, for external learning and development activities (2 photocopy)	Concerned Office
<b><i>For cash advances of registration fee:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Travel Order (1 original, 1 photocopy)	Concerned Office
Invitation Letter (1 original, 1 photocopy)	Concerned Office
Approved HRDC Resolution, for external learning and development activities (2 photocopy)	Concerned Office
<b><i>For reimbursement of registration fee:</i></b>	

ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Invitation Letter (1 original, 1 photocopy)	Concerned Office
Approved Travel Order (1 original, 1 photocopy)	Concerned Office
Certificate of Appearance/Attendance (1 original, 1 photocopy)	Concerned Office
Official receipts (1 original, 1 photocopy)	Concerned Office
Approved HRDC Resolution, for external learning and development activities (2 photocopy)	Concerned Office
<b>For Cash Advance</b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Approved Project/activity Design (2 photocopy)	Concerned Office
<b>For in-house Training/Seminars:</b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Approved Project/activity Design (2 photocopy)	Concerned Office
<b>For Direct Payment of Utility Expenses:</b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Billing Statement (1 original, 1 photocopy)	Concerned Office
Certification of Official Call for Telephone expense	Concerned Office
<b>For Reimbursement of Utility Expenses:</b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Billing Statement (1 original, 1 photocopy)	Concerned Office
Official receipts (1 original, 1 photocopy)	Concerned Office
Certification of Official Call for Telephone expense	Concerned Office
<b>For reimbursement of payment for Telephone-Mobile Expenses:</b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Billing Statement (1 original, 1 photocopy)	Concerned Office
Official receipts (1 original, 1 photocopy)	Concerned Office
Certification of Official Call for mobile expense	Concerned Office
<b>For Purchase of Materials, Supplies and Equipment:</b>	

ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Annual Procurement Plan - only required on the first quarter of the year (2 photocopy)	Concerned Office
<b><i>For Payment of Fuel, Oil and Lubricant Consumption:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Approved Purchased Order (4 original)	Concerned Office
Inspection Report (2 original)	Concerned Office
Driver's Trip Ticket (1 original, 1 photocopy)	Concerned Office
Issuance of Fuel, Oil and Lubricant Slip (1 original, 1 photocopy)	Concerned Office
Sales Invoice (1 original, 1 photocopy)	Concerned Office
<b><i>For repairs of office equipment, furniture &amp; fixtures, IT hardware &amp; software, communication equipment or other machineries:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
<b><i>For repair of motor vehicles and heavy equipment:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
<b><i>For repairs of buildings, roads and infrastructure:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Program of Works, if the amount is above Php 5,000.00 (1 photocopy)	Municipal Engineering Office
<b><i>For Assistance to Individual in Crisis Situation:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Certification of Barangay Indigency (1 original, 2 photocopy)	Concerned Office
In-take Sheet for Financial Assistance (1 original, 1 photocopy)	Concerned Office



Medical Certificate in case of medical assistance (1 original, 2 photocopy)	Concerned Office
Death Certificate in case of burial assistance (3 photocopy)	Concerned Office
<b><i>For Emergency Shelter Assistance:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Certification of Barangay Indigency (1 original, 2 photocopy)	Concerned Office
Certification of Damaged Property by Barangay Captain/Bureau of Fire Protection Report (1 original, 2 photocopy)	Concerned Office
Colored Picture (3 original )	Concerned Office
<b><i>For material assistance:</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Approved Purchased Request (1 original, 1 photocopy)	Concerned Office
Approved Letter Request (1 original)	Concerned Office
Approved Resolution, if the requesting entity is a barangay within the Municipality (1 original)	Concerned Barangay
Approved Annual Investment Plan, if the requesting entity is a barangay within the Municipality (1 photocopy)	Concerned Barangay
Approved School Improvement Plan, if the requesting entity is a Public School within the Municipality (1 photocopy)	Concerned School
Program of Works, if the amount is above Php 5,000.00 (1 photocopy)	Municipal Engineering Office
<b><i>For Infrastructure Projects thru Public Bidding - Materials</i></b>	
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office
Disbursement Voucher (3 original)	Concerned Office
Eligibility Requirements (1 original, 1 photocopy)	Concerned Office
Bid Documents (1 original, 1 photocopy)	Concerned Office
Abstract of Bids (1 original, 1 photocopy)	Concerned Office
Resolution of Award (1 original, 1 photocopy)	Concerned Office
Performance Bond/Security (1 original, 1 photocopy)	Concerned Office
Approved Contract (1 original, 1 photocopy)	Concerned Office
Notice to Proceed (1 original, 1 photocopy)	Concerned Office
Program of Works & Detailed Estimates (1 original, 1 photocopy)	Concerned Office
Colored Pictures (1 original, 1 photocopy)	Concerned Office
Statement of Work Accomplishment (1 original, 1 photocopy)	Concerned Office
Inspection Report of the Inspection Team (1 original, 1 photocopy)	Concerned Office

Certificate of Acceptance by the end-user (1 original, 1 photocopy)	Concerned Office			
<b>For Infrastructure Projects thru Public Bidding - Labor</b>				
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office			
Disbursement Voucher (3 original)	Concerned Office			
Approved Payroll (4 original)	Concerned Office			
Certificate of Completion(1 original, 1 photocopy)	Municipal Engineering Office			
<b>For Transfer of Funds:</b>				
ObRe signed by the Head of Office/Authorized Representative (7 original)	Concerned Office			
Disbursement Voucher (3 original)	Concerned Office			
Approved Resolution/Letter Request approved by Municipal Mayor(1 original, 1 photocopy)	Concerned Barangay			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
2. Submit the Obligation Request with complete attached documents	2. Receive and check the attached documents as to completeness (Desk #3 or Desk #6 for General Fund and Local Economic Enterprise, Desk #14 for 20% Development Fund)	None	5 Minutes	<b>DAYANA ROSE M. TADEO</b> <i>Administrative Aide IV</i>  or <b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
	2.1 Verify the availability of allotment	None	15 Minutes	
	2.2 Identify the class of expenditure and post the same to the ObRe and Registry of Appropriation Allotment and Obligations (RAAO)	None	1 Hour	
	2.3 Assign Obligation Request Number and replicate in the ObRe	None	15 Minutes	
	2.4 Certify the Obligation Request	None	4 Hours	<b>ZAIDA D. MICIANO</b> <i>Municipal Budget Officer</i> Municipal Budget Office

3. Receive the certified ObRe (Desk #1)	3. Release the certified ObRe	None	3 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours, 42 Minutes</b>	

## 2. Posting of Proper Account Code to Purchase Request

The Municipal Budget Office (MBO) posts proper accounting code to purchase request to prove the existence of PPAs and the availability of appropriation/allotment.

<b>Office/Division:</b>	Municipal Budget Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	Government Offices with Appropriation in the Executive Budget	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><i>For Purchase of Supplies and Equipment:</i></b>		
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original copy)		Concerned Office
Annual Procurement Plan -for first quarter of the year (2 photocopy)		Concerned Office
<b><i>For In-house Trainings and Local Activities:</i></b>		
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office
Approved Activity/Training Design (2 photocopy)		Concerned Office
<b><i>For Material Assistance:</i></b>		
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office
Approved Letter Request (1 original)		Concerned Office
Approved Resolution, if the requesting entity is a barangay within the Municipality (1 original)		Concerned Barangay
Approved Annual Investment Plan, if the requesting entity is a barangay within the Municipality (1 photocopy)		Concerned Barangay
Approved School Improvement Plan, if the requesting entity is a Public School within the Municipality (1 photocopy)		Concerned School
Program of Works, if the amount is above Php 5,000.00 (1 photocopy)		Municipal Engineering Office
<b><i>For repair of motor vehicles and heavy equipment:</i></b>		
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office
Certification of Municipal Mechanic (1 original)		Concerned Office
<b><i>For repairs of office equipment, furniture &amp; fixtures, IT hardware &amp; software, communication equipment or other machineries:</i></b>		

Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office		
<b>For repairs of buildings, roads and infrastructure:</b>				
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office		
Approved Program of Works, if the amount is above Php 5,000.00 (1 photocopy)		Municipal Engineering Office		
<b>For Infrastructure Projects:</b>				
Purchase Request (PR) signed by the Head of Office/Authorized Representative (7 original)		Concerned Office		
Approved Program of Works (1 photocopy)		Municipal Engineering Office		
Project Procurement Management Plan - for the first quarter of the year (2 photocopy)		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook  1.1 Check the completeness of information	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
2. Submit the PR with complete attached documents	2.1 Receive and check the attached documents as to completeness (Desk #3 o Desk #6 for General Fund and Local Economic Enterprise, Desk #14 for 20% Development Fund)	None	5 Minutes	<b>DAYANA ROSE M. TADEO</b> <i>Administrative Aide IV</i>  <i>or</i> <b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
	2.2 Verify the availability of allotment	None	5 Minutes	
	2.3 Identify the class of expenditure and post the same to the PR and Registry of Appropriation Allotment and Obligations (RAAO)	None	15 Minutes	
	2.4. Assign PR Number and replicate in the PR	None	15 Minutes	
3. Receive the coded PR (PACD Desk #1)	3. Release the coded PR	None	3 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office

<b>TOTAL:</b>	<b>None</b>	<b>47 Minutes</b>	
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### 3. Issuance of Budget Certification

The Municipal Budget Office (MBO) issues certification on the existence or availability of appropriation/allotment

<b>Office/Division:</b>	Municipal Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All concerned offices of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request (1 original)	Client
Requisition Slip (1 original)	MBO Public Assistance and Complaint Desk (PACD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaint Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook	1. Give the client the logbook	None	4 Minutes	<b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office
	1.1 Check the completeness of information			
	1.2 Refer the client to service focal	None	3 Minutes	<b>DAYANA ROSE M. TADEO</b> <i>Administrative Aide IV</i> Municipal Budget Office  or  <b>LOVELY JANE V. BASCO</b> <i>Administrative Aide IV</i> Municipal Budget Office  or  <b>MA. CORAZON P. DINGLASAN</b> <i>Administrative Officer IV</i> Municipal Budget Office
	<i>For General Fund (Desk #3 or Desk #6)</i>			
	<i>For 20% Development Fund (Desk #14)</i>			
	<i>For Barangay and Sangguniang Kabataan Annual and Supplemental Budgets (Desk #15)</i>			
	<i>For SEF (Desk #1)</i>			
1.3 Verify the existence of appropriation/allotment	None	7 Minutes		
1.4 Prepare Certification	None	5 Minutes		
1.5. Review and affix signature	None	4 Hours		
2. Receive the signed certification from service focal	2. Release the certification to the clients	None	2 Minutes	or  <b>NORMITA R. GUBOT</b> <i>Municipal</i>

				<i>Government Assistant Department Head I Municipal Budget Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 21 Minutes</b>	

**MUNICIPAL CIVIL REGISTRY OFFICE**  
**External Services**

## 1. Issuance of Marriage License

Marriage License is one of the essential requisites for a valid marriage between a man and a woman of legal age without legal impediment. It shall be issued by the Local Civil Registry Office of the place where either or both of the contracting parties formally reside. The marriage license, once issued, shall be valid in any part of the Philippines for 120 days from the date of issuance. No license shall be necessary for the marriage of a man and a woman who have lived together as husband and wife for at least five years and without any legal impediment to marry each other. (Article 34 of the Family Code)

<b>Office or Division</b>	Municipal Civil Registry Office			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Groom and Bride			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b><i>If the Contracting Parties are both Filipino Citizen:</i></b>				
Duly accomplished Marriage License Application Form (1 original)	Municipal Civil Registry Office (MCR) - Public Assistance and Complaints Desk			
Certificate of No Marriage (CENOMAR) of contracting parties (1 original, 1 photocopy) CENOMAR is Valid only for 3 Months	Client			
Original or Certified True Copies of Birth Certificates or in the absence thereof, the Baptismal Certificates of the Contracting Parties (1 Original)	Client			
Valid Community Tax Certificate of contracting parties (1 photocopy)	Client or Municipal Treasury Office/Barangay Treasurer			
Parental Consent, if one or both of the contracting parties is/are 18 to 24 years of age (2 original)	Client			
Parental Advice, if one or both of the contracting parties is/are 25 years of age and above (2 original)	Client			
Death of Certificate of Parents, if there is no and the guardian and the contracting parties' parents are both deceased (1 original, 1 photocopy)	Client, PSA or MCR			
Official Receipt (1 original)	Municipal Treasury Office – Window 2			
Pre-Marriage Counselling Certificate (1 original)	Pre-Marriage Counselling Team (PMC)			
Copy of Proof of Termination of Previous Marriage, if applicable such as Death Certificate, Decree of Presumptive Death, Annulment of Marriage (1 original, 2 photocopies)	Client			
Personal Appearance of contracting parties and parents/nearest kin	Client			
<b><i>Additional Documents If one of the Contracting Parties is Foreigner:</i></b>				
Certificate of Legal Capacity to Marry/ No Impediment (1 original, 2 photocopies)	Client			
Passport (1 original, 2 photocopies)	Client			
Decree of Divorce, if applicable (1 original, 2 photocopies)	Client			
Official Receipt (1 original)	Municipal Treasury Office – Window 2			
Personal Appearance of contracting parties and parents/nearest kin	Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip</p>	<p>1. Give the Client Logbook/Information Slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Window 1</p>	None	4 Minutes	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
<p>2. Submit the requirements at Window 1</p>	<p>2. Receive the required documents</p>	None	3 Minutes	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p>2.1 Check the authenticity, validity and completeness of all attached requirements</p>	None	10 Minutes	
<p>3. Receive the Order of Payment at MCR Window 1</p>	<p>3. If complete, issue the order of payment. If not complete, return the documents, end of transaction</p>	None	3 Minutes	
<p>4. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 2 or 3</p> <p><i>*Make sure to secure the Official Receipt</i></p> <p><b>Note: Pay the Solemnization Fee only if the marriage is to be solemnized by the Municipal Mayor</b></p>	<p>4. Accept the payment based on the Order of Payment</p> <p>4.1 Issue the OR</p>	(see schedule of fees below)	20 Minutes	<p><b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>5. Return to MCR Window 1 and submit the OR</p>	<p>5. Receive the OR / Certificate of Indigency and attach to the requirements</p>	None	5 Minutes	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p>5.1 Prepare and encode the Application for Marriage License</p>	None	20 Minutes	
<p>6. Request parents/ guardian to sign Parents'/ Guardian's Advice/Consent</p> <p><b>Note: If parents are both</b></p>	<p>6. Instruct the client to request the parents/guardian to sign Parents'/ Guardian's Advice/ Consent</p>	None	5 Minutes	

deceased, submit Death Certificate of parents	6.1 Prepare the Notice of Posting for Application for Marriage License and post at the MCR Bulletin Board for 10 days	None	10 Days, 5 Minutes	
7. Proceed to Municipal Health Office and attend the Pre-Marriage Counselling Session at the MHO Family Planning Unit  <i>*Make sure to secure the Pre-Marriage Counselling Certificate</i>	7. Conduct Pre-Marriage Counselling Session with the Municipal Health Officer, Municipal Social Welfare and Development Officer, and Municipal Agriculturist	None	8 Hours	<b>DR. NINA KRISTINNE L. PUNZALAN</b> <i>Municipal Health Officer</i> Municipal Health Office  <b>GRACE EUNICE F. FABELLA</b> <i>Municipal Social Welfare and Development Officer</i> Municipal Social Welfare and Development Office  <b>DANNY S. VILLACRUSIS</b> <i>Municipal Agriculturist</i> Municipal Agriculture Office
8. Return to MCR Window 1 and submit the Pre-Marriage Counselling Certificate	8. Receive the Pre-Marriage Counselling Certificate	None	5 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	8.1 Prepare the Marriage License	None	10 Minutes	
	8.2 Sign the Marriage License	None	30 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	8.3 Notify the client of the availability of the Marriage License	None	5 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
9. Return to MCR Window 1, receive the Marriage License and acknowledge its receipt	9. Record and Release the Marriage License to the client	None	5 Minutes	
	<b>TOTAL</b>	<b>Sum of applicable fees</b>	<b>10 Days, 10 Hours and 10 Minutes</b>	

**This service is not applicable under Article 34 of the Family Code**

**Schedule of Fees**

Marriage Application Fee	PHP 200.00
Marriage License Fee	PHP 348.00
Family Planning	PHP 100.00
Pre-Marriage Counselling Fee	PHP 100.00
Solemnization Fee	PHP 500.00

## 2. Registration of Marriage

Marriage is a special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life. In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage while in marriages exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

<b>Office or Division</b>	Municipal Civil Registry Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Solemnizing Officer

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>For Timely Registration of Marriage:</b>		
Duly accomplished and signed Certificate of Marriage (4 original)	Client	
Certificate of No Marriage (CENOMAR) of contracting parties (1 original, 2 photocopies)	Client	
Official Receipt (1 original)	Municipal Treasury Office – Window 2	
Valid Identification Card( 1 front and back copy)	Client	
Valid Community Tax Certificate of contracting parties (1 photocopy)	Client	
<b>For Delayed Registration of Marriage:</b>		
Duly accomplished and signed Certificate of Marriage (4 original copies)	Client	
Certificate of No Marriage (CENOMAR) of contracting parties (1 original, 2 photocopies)	Client	
Birth Certificate of Children, if any (3 photocopies)	Client	
Official Receipt (1 original Copy)	Municipal Treasury Office – Window 2	
<b>Additional Requirement for reconstructions of Certificate of Marriage</b>		
Wedding Pictures	Client	
Affidavit of Principal Sponsors	Client	
Any document cited the date and place of Marriage	Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Window 1	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office

2. Submit the requirements at Window 1	2. Receive the document and verify the completeness of information	None	10 Minutes		
	2.1 Issue the order of payment	None	3 Minutes		
3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 1-5  <i>*Make sure to secure official receipt</i>	3. Accept the payment based on the Order of Payment	Certificate of Marriage - PHP 100.00  <b>For Delayed Registration: Surcharge Fee – PHP 40.00 and Penalty – PHP 10.00 per year</b>	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office	
	3.1 Issue the OR				
4. Return to MCR Registration Section and submit the OR	4. Prepare the Certificate of Marriage through the Philippine Civil Registry Information System (PhilCris)	None	15 Minutes	<b>ASTRID ANNE F. MARAYAN</b> <i>Administrative Assistant I</i> Municipal Civil Registry Office	
	4.1 For delayed registration, prepare the Notice of Posting for Delayed Registration of Marriage Certificate and post at the MCR Bulletin Board for 10 days  <b>Note: For timely registration of marriage, skip this step</b>	None	10 Days, 5 Minutes		
	4.2 Approve the Certificate of Marriage	None	30 Minutes		<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	4.3 Assign registry number	None	5 Minutes		
	4.4 Record the Certificate of Marriage	None	5 Minutes		<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil

5. Return to MCR Window 2, receive the Certificate of Marriage, and acknowledge its receipt	5. Release the Certificate of Marriage	None	5 Minutes	Registry Office
	<b>TOTAL</b>	<b>Certificate of Marriage - PHP 100.00</b>  <b>For Delayed Registration: Surcharge Fee – PHP 40.00 and Penalty – PHP 10.00 per year</b>	<b>For timely registration: 1 hour, 37 Minutes</b>  <b>For delayed registration: 10 days, 1 hour, 42 Minutes</b>	

### 3. Registration of Live Birth

A birth record is a source of vital information and provides legal proof and facts of the identity of an individual. The birth of a child must be registered within 30 days from the time of birth in the Local Civil Registry Office of the place where the birth occurred. If the birth was reported after 30 days from the time of birth, it is considered as delayed registration.

<b>Office or Division</b>	Municipal Civil Registry Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Parents of child born within the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
Accomplished Certificate of Live Birth signed by physician/midwife, if born in a hospital or clinic (4 original Copies)	Concerned Hospital/Lying-in Clinic/Birthing Center
Accomplished Information Sheet, if born at home (4 original Copies)	Municipal Civil Registry Office - Window 1
Certificate of Marriage, if parents are married (1 photocopy) or Birth Certificate of siblings wherein date of marriage of parents is reflected, in the absence of certificate of marriage (1 photocopy)	Philippine Statistics Authority or Municipal Civil Registry Office
Death Certificate, if both parents are deceased (1 photocopy)	Philippine Statistics Authority or Municipal Civil Registry Office
Notarized Affidavit of Whereabouts, if one of the parent's whereabouts are unknown (1 original)	Client
Valid Identification Card/ Barangay Certification cited the personal information of the requester, if the requester has no valid id (1 front and back copy)	Client
Valid Community Tax Certificate (1 photocopy)	Municipal Treasury Office/Barangay Treasurer
Official Receipt (1 original)	Municipal Treasury Office
<b>Additional requirements for Delayed Registration of Live Birth</b>	

Negative Certification of live birth – (1 original, 2 photocopies)	Philippine Statistics Authority			
Joint Affidavit of Birth of 2 Disinterested Persons (3 original Copies)	Municipal Trial Court /Regional Trial Court			
<b>Additional requirements for Delayed Registration of Live Birth if one of the parents is a foreigner</b>				
Birth certificate of the parents	Clients			
Passport of both parents	Clients			
<b>Additional requirements for Delayed Registration of Live Birth are filed on behalf of another person</b>				
Authorization Letter of document owner	Client			
Valid Identification Card of the document owner and the authorized applicant (1 photocopy)	Client			
Affidavit of the document owner or the registrant in case the document owner is already deceased stating the reasons why he/she cannot personally file the application.	Client			
<b>Any of the following that shows full name of applicant:</b>				
Baptismal Certificate (3 photocopies)	Client			
School Record Form 137 (3 photocopies)	Client			
Medical Records (3 photocopies)	Client			
PhilHealth Member data record (3 photocopies)	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip	None	4 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
	1.1 Check the completeness of the required information			
1.2 Refer to Window 1				
2. Submit the requirements at Window 1	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements	None	10 Minutes	
	2.1 Issue the order of payment	None	3 Minutes	

<p>3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 2 or 3</p> <p><i>*Make sure to secure the Official Receipt</i></p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>Certificate of Live Birth Fee – PHP50.00</p> <p><b>For Delayed Registration: Surcharge Fee – PHP 40.00 and Penalty – PHP 10.00 per year</b></p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>4. Return to MCR Window 1 and submit the OR</p>	<p>4. Prepare and encode the data in Philippine Civil Registry Information System (PhilCris)</p>	<p>None</p>	<p>15 Minutes</p>	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p>4.1 For delayed registration, prepare the Notice of Posting for Delayed Registration of Live Birth and post at the MCR Bulletin Board for 10 days</p> <p><b>Note: For timely registration of live birth, skip this step</b></p>	<p>None</p>	<p>10 Days, 5 Minutes</p>	
	<p>4.2 Approve the Certificate of Live Birth</p>	<p>None</p>	<p>30 Minutes</p>	<p><b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office</p>
	<p>4.3 Assign a registry number</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p>4.4 Record the Certificate of Live Birth</p>	<p>None</p>	<p>5 Minutes</p>	
<p>5. Receive the Certificate of Live Birth and acknowledge its receipt at Window 2</p>	<p>5. Release the approved Certificate of Live Birth</p>	<p>None</p>	<p>5 Minutes</p>	

	<b>TOTAL</b>	<b>Certificate of Live Birth Fee – PHP50.00</b>  <b>For Delayed Registration: Surcharge Fee – PHP 40.00 and Penalty – PHP 10.00 per year</b>	<b>For timely registration: 1 hour, 37 Minutes</b>  <b>For delayed registration: 10 days, 1 hour, 42 Minutes</b>	
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#### 4. Out-of-Town Registration of Certificate of Live Birth (Incoming)

Out-of-Town (incoming) reporting of birth occurs when the Certificate of Live Birth is presented to the civil registrar of a city or municipality which is not the place of birth, not for the city or municipality but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered.

<b>Office or Division</b>	Municipal Civil Registry Office			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	Concerned Local Civil Registry Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly prepared Certificate of Live Birth with all the requirements attached (4 original Copies)		Concerned Local Civil Registry Office		
Affidavit of Parents (3 original Copies)		Client		
Valid Identification Card ( 1 front and back copy)		Client		
Valid Community Tax Certificate (1 original)		Client		
Negative Certification of live birth (1 original, 2 photocopies)		Client		
Registration Fee		Client		
Courier Fee for document, if the client shall request for a copy of the approved document (amount varies depending on the location of the client)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transact with Municipal Government of Pinamalayan MCR through landline telephone number: (043) 738-9670 or email at <i>civilregistrar@pinamalayan.gov.ph</i>	1. Get client details and provide all necessary information about the service and fill out the information slip  1.1 Advise the transacting Local Civil Registry Office to	None	10 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office



	send requirement of through courier service			
<p>2. Send all the requirements through courier service at business address:</p> <p><i>Municipal Government of Pinamalayan, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro, 5208</i></p>	2. Receive the documents, and check for the authenticity, validity and completeness of all submitted requirements	None	10 Minutes	<p><b>ENRIQUE N. MOCLING</b>  <i>OIC - Municipal Civil Registry Office</i>  Municipal Civil Registry Office</p>
	<p>2.1 Prepare Order of Payment</p> <p>2.2 Forward the Order of Payment to the Municipal Treasury Office for payment</p>	None	5 Minutes	<p><b>MARILAC D. MOGOL</b>  Administrative Aide II  Municipal Civil Registry Office</p>
<p><b>Note: Payment was sent by the client in advance through courier service</b></p>	<p>2.3 Accept the payment based on the Order of Payment</p> <p>2.4 Issue the OR</p>	<p>Surcharge Fee – PHP 40.00</p> <p>Delayed Registration Fee – PHP 10.00 per year</p>	20 Minutes	<p><b>PLARIDEL S. CUPIADO</b>  <i>Municipal Treasurer</i>  Municipal Treasury Office</p>
	2.5 Assign a registry number	None	5 Minutes	<p><b>MARILAC D. MOGOL</b>  Administrative Aide II  Municipal Civil Registry Office</p>
	2.6 Encode the civil registry document in Philippine Civil Registry Information System (PhilCris)	None	20 Minutes	
	2.7 Approve the Out-of-Town Registration of Certificate of Live Birth	None	30 Minutes	<p><b>ENRIQUE N. MOCLING</b>  <i>OIC - Municipal Civil Registry Office</i>  Municipal Civil Registry Office</p>
	2.8 Prepare the Notice of Posting and post at the MCR Bulletin Board for 10 days upon receipt of the document	None	10 Days, 5 Minutes	<p><b>MARILAC D. MOGOL</b>  Administrative Aide II  Municipal Civil Registry Office</p>
	2.9 Record the approved Out-of-Town Registration of Certificate of Live Birth	None	5 Minutes	

	2.10 Notify the transacting Local Civil Registry Office of the availability of the document	None	5 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
3. Receive the approved Out-of-Town Registration of Certificate of Live Birth to the transacting Local Civil Registry Office through courier service	3. Release the approved Out-of-Town Registration of Certificate of Live Birth together with the original copy of the Official Receipt to the transacting Local Civil Registry Office through courier service	None	5 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	<b>TOTAL</b>	<b>For Delayed Registration: Surcharge Fee – PHP 40.00 and Penalty – PHP 10.00 per year</b>	<b>10 Days, 2 Hours</b>	

### 5. Out-of-Town Registration of Certificate of Live Birth (Outgoing)

Out-of-Town (out-going) reporting of birth occur when the Certificate of Live Birth is presented to the civil registrar of a city or municipality which is not the place of birth, not for the city or municipality but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered.

<b>Office or Division</b>	Office of the Municipal Civil Registrar
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Document Owner or Parents
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Negative Certification of Live Birth (1 original, 2 photocopies)	Client
Joint Affidavit of Birth of 2 Disinterested Persons (3 original Copies)	Client
Notarized Affidavit for Out-of-Town Registration of Birth (3 original Copies)	Client
Valid Community Tax Certificate (1 original)	Municipal Treasury Office - Windows 1
Official Receipt for Endorsement Fee (1 original)	Municipal Treasury Office - Windows 2 or 3
Service Fee of receiving Local Registry Office through Postal Money Order (Surcharge Fee of PHP 40.00 and Delayed Registration Fee of PHP 10.00 per every year of delay)	Philippine Post Office
Courier Fee for Document (amount varies depending on the location of the receiving Local Registry Office)	Client

Courier Fee for Document, if the client shall request for a copy of the approved document (amount varies depending on the location of the receiving Local Registry Office)		Client		
Baptismal Certificate (3 photocopy) or School Record Form 137 (3 photocopies)		Client		
Certificate of Marriage, if the document owner is married (3 photocopies)		Client		
Certificate of Marriage of Parents, if the parents of the document owner are married (3 photocopies)		Client		
Valid Identification Card or Residence Certificate of the acknowledging father, if the parents of the document owner are not married (3 photocopies)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Window 1	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
2. Submit the requirements at Window 1	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements	None	10 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	2.1 Issue the Order of Payment	None	3 Minutes	
3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 1-5  <i>*Make sure to secure official receipt (OR)</i>	3. Accept the payment based on the Order of Payment  3.1 Issue the OR	Endorsement Fee – PHP 100.00	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to MCR Window 1 and submit the OR	4. Prepare the Endorsement of Out-of-Town Registration of Certificate of Live Birth and attach to the submitted requirements	None	20 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	4.1 Sign the Endorsement of Out-of-Town Registration of Certificate of Live Birth	None	10 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office

5. Receive a copy of the endorsement letter	5. Give the client a copy of the endorsement letter, and inform client to wait for notification on the availability of the out-of-town registration	None	5 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	5.1 Mail the documents and the service fee to the receiving Local Registry Office through courier service	None	5 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	<b>TOTAL</b>	<b>Endorsement Fee – PHP 100.00</b>	<b>1 Hour, 17 Minutes</b>	

## 6. Registration of Death

Death is a permanent disappearance of all evidence of life at any time after live birth has taken place. Registration of Death shall be made in the Local Civil Registry Office of the place where it occurred within 30 days from the time of death. If the death was reported after 30 days from the time of death, it shall be deemed as delayed registration.

<b>Office or Division</b>	Municipal Civil Registry Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Nearest Kin of the deceased who died within the Municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For Timely Registration of Death:</b>	
Duly accomplished Death Information Sheet (1 original)	Municipal Civil Registry Office (MCR) – Public Assistance and Complaints Desk (PACD)
Barangay Certification of death, if the deceased died without medical attendance (1 original, 1 photocopy)	Concerned Barangay
Official Receipt (1 original)	Municipal Treasury Office (MTO) Window 2
Valid Identification Card (1 front and back copy)	Client
<b>For Delayed Registration of Death:</b>	
Duly accomplished Death Information Sheet (1 original)	Municipal Civil Registry Office (MCR) – Public Assistance and Complaints Desk (PACD)
Negative Certification of Death (1 original, 2 photocopies)	Client
Notarized Informant's Affidavit of Delayed Registration of Death (1 original, 2 photocopies)	Client
Official Receipt (1 original)	Municipal Treasury Office (MTO) Window 2
<b>Additional Requirement</b>	
Photo of Tomb	Client
Marriage Certificate of parents	Client
Birth Certificate Children citing the date and place of Marriage	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Window 1	None	4 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
2. Submit the requirements at Window 1	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements  2.1 Issue the order of payment	None	3 Minutes	
3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 1-5  <i>*Make sure to secure the Official Receipt</i>	3. Accept the payment based on the Order of Payment  3.1 Issue the OR	(see schedule of fees below)	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to MCR Window 1 and submit the OR	4. Prepare the Certificate of Death through the Philippine Civil Registry Information System (PhilCris)	None	20 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
	4.1 For delayed registration, prepare the Notice of Posting for Delayed Registration of Death and post at the MCR Bulletin Board for 10 days  <b>Note: For timely registration of death, skip this step</b>	None	10 Days, 5 Minutes	

5. Receive the unsigned Certificate of Death.  <i>*For timely registration of death of a deceased who died in the hospital, secure the signature of the attending physician</i>	5. Hand the unsigned Certificate of Death for signature of concerned personnel  5.1 For timely registration of death of a deceased who died in the hospital, instruct the client to secure the signature of the attending physician	None	5 Minutes	
6. Secure the signature of the Municipal Health Officer at the Municipal Health Office	6. Sign the Certificate of Death	None	15 Minutes	<b>DR. NINA KRISTINNE L. PUNZALAN</b> <i>Municipal Health Officer</i> Municipal Health Office
7. Secure the signature of the embalmer at the agreed place	7. Instruct the client to secure the signature of the embalmer	None	5 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
8. Return to MCR and submit the signed Certificate of Death at Window 1	8. Receive and check the signed Certificate of Death	None	5 Minutes	
	8.1 Sign the Certificate of Death	None	10 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	8.2 Assign the registry number	None	5 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
	8.3 Record the Certificate of Death	None	5 Minutes	
9. Receive the Certificate of Death and acknowledge its receipt at Window 1	9. Release the registered Certificate of Death	None	5 Minutes	
	<b>TOTAL</b>	<b>Sum of applicable fees</b>	<b>For timely registration: 1 hour, 45 minute</b>  <b>For delayed registration: 10 days, 1 hour, 50 Minutes</b>	

**Schedule of Fees**

Death Registration Fee	PHP 50.00
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Burial Fee, for timely registration	PHP 30.00
Surcharge Fee, for delayed registration	PHP 40.00
Penalty for every year of delay, for delayed registration	PHP 10.00

## 7. Registration of Court Order/Decree

In case of a court order/decree concerning the status of a person, the successful petitioner, upon the advice of the court, shall file for the registration of the decree/order in the Local Civil Registry Office where the court is functioning, within 10 days after the decree has become final. The following are registrable court decrees: Nullity of Marriage, Correction/Cancellation of Entries, Adoption, Presumptive Death and Other Amended Civil Registry Documents.

Registration of Court Order/Decree is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753

<b>Office or Division</b>	Municipal Civil Registry Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certified true copy of Petition / Order (4 sets)		Concerned Regional Trial Court (RTC) or Municipal Trial Court (MTC)		
Certified true copy of Court Order Decision (4 sets)		Concerned RTC or MTC		
Certified true copy of Certificate of Finality (4 original copies)		Concerned RTC or MTC		
Indorsement letter from concerned RTC/MTC (2 original copies)		Concerned RTC or MTC		
Official Receipt (1 original)		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	1.1 Check the completeness of the required information			
2. Submit the requirements at MCR Window 1	1.2 Refer to Window 1	None	15 Minutes	<b>CECILIA M. NABONG</b> <i>Administrative Aide III</i> Municipal Civil Registry Office
	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements			
	2.1 Issue the order of payment	None	3 Minutes	

<p>3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 2 or 3</p> <p><i>*Make sure to secure the Official Receipt</i></p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>(see schedule of fees below)</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>4. Return to MCR Window 1 and submit the OR</p>	<p>4. Prepare the certificate of registration of court order, certificate of authenticity and the documents to be corrected with annotation and with endorsement letter of court/decreed order to the Philippine Statistics Authority (PSA)</p>	<p>None</p>	<p>30 Minutes</p>	<p><b>CECILIA M. NABONG</b> <i>Administrative Aide III</i> Municipal Civil Registry Office</p>
	<p>4.1 Certify court order documents as true copies</p>	<p>None</p>	<p>15 Minutes</p>	<p><b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office</p>
	<p>4.2 Approve the registration of the Court Order/Decree</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office</p>
	<p>4.3 Record on the Registry Book of Court Order</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>CECILIA M. NABONG</b> <i>Administrative Aide III</i> Municipal Civil Registry Office</p>
<p>5. Receive the registered Court Order/Decree at the MCR Window 1</p>	<p>5. Release the client's copy and PSA copy of the registered Court Order/Decree</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>CECILIA M. NABONG</b> <i>Administrative Aide III</i> Municipal Civil Registry Office</p>
	<p>5.1 Instruct client to submit the PSA copy of the registered Court Order/Decree at the PSA in Quezon City</p>	<p>None</p>	<p>5 Minutes</p>	
	<p><b>TOTAL</b></p>	<p><b>Sum of applicable fees</b></p>	<p><b>1 Hour, 57 Minutes</b></p>	

<b>Schedule of Fees</b>	
Annulment of Marriage	PHP 1000.00
Legal Separation/Divorce	PHP 1000.00



Presumptive Death	PHP 500.00
Adoption	PHP 350.00
Correction/Cancellation of Entries	PHP 300.00
Marriage/Birth Certification Fee	PHP 50.00
Certificate of Authenticity	PHP 100.00

## 8. Registration of Legal Instruments

Legitimation by subsequent marriage of parents is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. Affidavit to Use the Surname of the Father (AUSF) this is an act allowing illegitimate children to use the Surname of the Father amending for the purpose of Article 176 of the Family Code. The revised IRR shall apply to all illegitimate children born on or after 19 March 2004 the effectivity of RA 9255.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Parent of illegitimate children			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Legitimation by Subsequent Marriage of Parents:</b>				
Certificate of Live Birth (3 photocopies)		Philippine Statistic Authority (PSA)		
Affidavit to Use the Surname of the Father (AUSF) executed by mother or the Child 7 years old above (3 original Copies)		Client		
Joint Affidavit of Legitimation (3 original Copies)		Municipal Civil Registry Office (MCR)		
Certificate of Marriage(3 photocopies), if applicable or personal appearance of both parents		Client		
Sworn Attestation		Client		
Affidavit of Admission of Paternity		Client		
Valid Community Tax Certificate of both parents (1 original)		Client		
Valid Identification Card( 1 front and back copy)		Client		
Official Receipt (1 original)		Municipal Treasury Office (MTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Window 1	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
2. Submit the requirements at Window 1	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements	None	5 Minutes	

	2.1 Issue the Order of Payment	None	3 Minutes	
3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 1-5  <i>*Make sure to secure the Official Receipt</i>	3. Accept the payment based on the Order of Payment  3.1 Issue the OR	Legal Instrument Fee – PHP 100.00	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
4. Return to MCR Window 1 and submit the OR	4. Prepare a copy of annotated and unannotated legitimated birth, and encode the assigned Registry Number at the upper right side of the legal instrument	None	30 Minutes	<b>ELOISA S. SILLA</b> Administrative Officer I Municipal Civil Registry Office
	4.1 Approve the registration of the legal instrument	None	10 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
5. Receive the document at the MCR Window 1	5. Release the copy of annotated and unannotated legitimated birth	None	5 Minutes	<b>MARILAC D. MOGOL</b> Administrative Aide II Municipal Civil Registry Office
	<b>TOTAL</b>	<b>PHP 100.00</b>	<b>1 Hour, 17 Minutes</b>	

### 9. Filing of Petition for Change of First Name

Any person of legal age, who has direct and personal interest in the change on his/her first name in the civil register, may file at the Municipal Civil Registry Office, pursuant to the provisions of Republic Act 9048. To avail of the remedy on one's First Name under RA No. 9048, the petitioner must meet one of the three factual circumstances: (1) the petitioner finds the first name to be ridiculous, tainted with dishonor or extremely difficult to write or pronounce; (2) the new first name has been habitually and continuously used by the petitioner and he has been publicly known by that first name in the community; or (3) the change will avoid confusion.

<b>Office or Division</b>	Municipal Civil Registry Office
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	All Filipino Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Affidavit of Change of First Name in Prescribed Form (1 original, 3 photocopies )	Municipal Civil Registry Office (MCR) - Record Section
Birth Certificate (1 original, 3 photocopies )	Philippine Statistics Authority or Municipal Civil Registry Office
Certificate of Marriage, if married (3 photocopies )	Philippine Statistics Authority or Municipal Civil Registry Office
Valid Community Tax Certificate (1 photocopy)	Municipal Treasury Office/Barangay Treasurer

Barangay Certificate of Indigency (1 original, 2 photocopies ), if applicant is indigent	Concerned Barangay Hall			
National Bureau of Investigation Clearance (1 original, 3 photocopies )	NBI			
Police Clearance (1 original, 3 photocopies )	Philippine National Police			
Affidavit of Publication from a publisher of general circulation (1 original, 3 photocopies )	Concerned Publisher			
Proof of Publication(1 original, 3 photocopies )	Concerned Publisher			
Official Receipt (1 original)	Municipal Treasury Office			
<b>At least two (2) of the following documents showing the correct entry/ies:</b>				
Baptismal Certificate (3 photocopies )	Church			
Voters Certification (3 photocopies )	Client			
GSIS Identification Card (3 photocopies )	Client			
SSS Identification Card (3 photocopies )	Client			
PhilHealth Member Data Record (3 photocopies )	PhilHealth Office			
Medical Record (3 photocopies )	Client or concerned medical facility			
Business Record (3 photocopies )	Client			
School Records (3 photocopies )	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Records Section	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
2. Submit all the requirements at the Records Section	2. Receive the required documents	None	5 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative Officer I</i> Municipal Civil Registry Office
	2.1 Check for the authenticity, validity and completeness of all attached requirements	None	10 Minutes	
<b>Note: Section 8 of RA 9048 exempts indigent petitioners from payment of the petition fee. For indigent clients, skip step 3 to 5.</b>				
3. Receive the Order of Payment at MCR Records Section	3. Issue the order of payment	None	3 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative Officer I</i> Municipal Civil Registry Office
4. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 2 or 3  <i>*Make sure to secure</i>	4. Accept the payment based on the Order of Payment  4.1 Issue the OR	CFN Fee – PHP 3,000.00  Fee for Change of Sex/Day&Mont	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

<i>the Official Receipt</i>		h in the Birth Certificate – PHP 3,000.00		
5. Return to MCR Records Section and submit the OR	5. Receive the OR and attach to the requirements	None	5 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative Officer I</i> Municipal Civil Registry Office
	5.1 Prepare and encode the Petition for Change of First Name/Nickname	None	30 Minutes	
6. Affix signature in the Petition Form for Change of First Name and return document upon signing at the MCR Records Section	6. For Signature of the Client	None	5 Minutes	
	6.1 Prepare Record Sheet for posting	None	5 Minutes	
	6.2 Prepare the Notice of Posting and post at the MCR Bulletin Board for 10 days	None	10 days, 5 Minutes	
	6.3 Prepare the Certificate of Posting	None	5 Minutes	
7. Receive the copy of Notice of Posting from MCR Records Section, and proceed to any publisher of national circulation for posting for at least 2 consecutive weeks  <i>*Directly pay the accredited publisher for the Publication Fee.</i>	7. Give the client a copy of the Notice of Posting for posting to any publisher of national circulation for posting for at least 2 consecutive weeks	None	5 Minutes	
	7.1 Take action on the petition	None	20 Days	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	7.2 Indorse the Petition to the Legal Service Division of the Philippine Statistics Authority in Quezon City through courier service	None	15 Minutes	
	<b>TOTAL</b>	<b>CFN Fee – PHP 3,000.00</b>  <b>Fee for Change of Sex/Day&amp;Month in the Birth Certificate – PHP 3,000.00</b>	<b>30 Days, 1 Hour, 57 Minutes</b>	

## 10. Filing of Petition for Correction of Clerical Error or Typographical Error under RA. 9048 and RA. 10172

Any person of legal age, who has direct and personal interest in the correction of clerical error or typographical error in the civil register, may file at the Municipal Civil Registry Office, pursuant to the provisions of Republic Act 9048.

Only the following persons are considered to have a direct and personal interest in the correction of clerical error: (a) Owner of the record that contains the error to be corrected; (b) Owner's spouse, children, parents, brothers, sisters, grandparents, guardian, or any other person duly authorized by law or by the owner of the document sought to be corrected.

<b>Office or Division</b>	Municipal Civil Registry Office			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	All Filipino Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Application for Correction of Clerical Error Information Sheet		Municipal Civil Registry Office (MCR) - Record Section		
Civil Registry Documents to be corrected (3 photocopies)		Philippine Statistics Authority (PSA) or Municipal Civil Registry Office (MCR)		
Certificate of Marriage, Birth Certificate of Parents, whichever is applicable (3 photocopies)		PSA or MCR		
Valid Community Tax Certificate (1 photocopy)		Municipal Treasury Office/Barangay Treasurer		
Barangay Certificate of Indigency (1 original, 2 photocopies), if applicant is indigent		Concerned Barangay Hall		
Official Receipt (1 original)		Municipal Treasury Office		
<b>At least two (2) of the following documents showing the correct entry/ies:</b>				
Baptismal Certificate (3 photocopies)		Church		
Voters Certification (3 photocopies)		Client		
GSIS Identification Card (3 photocopies)		Client		
SSS Identification Card (3 photocopies)		Client		
PhilHealth Member Data Record (3 photocopies)		PhilHealth		
Medical Record (3 photocopies)		Client or concerned medical facility		
Business Record (3 photocopies)		Client		
Employment Record (3 photocopies)		Client		
School Records (3 photocopies)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip  1.1 Check the completeness of the required information  1.2 Refer to Petitions Section	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
2. Submit all the requirements at the	2. Receive the required documents	None	5 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative</i>

Petitions Section	2.1 Check for the authenticity, validity and completeness of all attached requirements	None	10 Minutes	<i>Officer I</i> Municipal Civil Registry Office
<b>Note: Section 8 of RA 9048 exempts indigent petitioners from payment of the petition fee. For indigent clients, skip step 3 to 5.</b>				
3. Receive the Order of Payment at MCR Petitions Section	3. Issue the order of payment	None	3 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative Officer I</i> Municipal Civil Registry Office
4. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 2 or 3  <i>*Make sure to secure the Official Receipt</i>	4. Accept the payment based on the Order of Payment  4.1 Issue the OR	CCE Fee – PHP 1,000.00	20 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Return to MCR Petitions Section and submit the OR	5. Receive the OR and attach to the requirements	None	5 Minutes	<b>ELOISA S. SILLA</b> <i>Administrative Officer I</i> Municipal Civil Registry Office
	5.1 Prepare and encode the Petition for Correction of Clerical Error	None	20 Minutes	
6. Affix signature in the Petition Form for Correction of Clerical Error or Typographical Error and return document upon signing at the MCR Petitions Section	6. For Signature of the Client	None	5 Minutes	<b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office
	6.1 Prepare Record Sheet for posting	None	5 Minutes	
	6.2 Prepare the Notice of Posting and post at the MCR Bulletin Board for 10 days	None	10 Days, 5 Minutes	
	6.3 Prepare the Certificate of Posting	None	5 Minutes	
	6.4 Take action on the petition	None	20 Days	
	6.5 Sign the Indorsement of the Petition address to the Legal Service Division of the Philippine Statistics Authority in Quezon City through courier service	None	15 Minutes	
	<b>TOTAL</b>	<b>PHP 1,000.00</b>	<b>30 Days, 1 Hour, 42 Minutes</b>	

### 11. Issuance of Certified Copy of Birth, Marriage and Death Certificate

Civil Registry documents such as birth, marriage and death certificate may be availed of by a securing certified transcript from the Municipal Civil Registry Office.

<b>Office or Division</b>	Municipal Civil Registry Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Information Slip (1 original)		Municipal Civil Registry Office (MCR) - Public Assistance and Complaints Desk (PACD)		
Birth, Marriage or Death Certificate (1 photocopy)		Client		
Valid Identification Card of the requesting individual (1 original, 1 photocopy)		Client		
Valid Identification Card of the representative, if requesting through a representative (1 original, 1 photocopy)		Client		
Authorization Letter, if requesting through a representative (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Information Slip	1. Give the Client Logbook/Information Slip	None	4 Minutes	<b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office
	1.1 Check the completeness of the required information			
	1.2 Refer to Window 1			
2. Submit the requirements at MCR Window 1	2. Receive the documents, and check for the authenticity, validity and completeness of all attached requirements	None	15 Minutes	
	2.1 Search the requested civil registry document in the civil registry book or in CRIS/PhilCris program. If no document is found, inform the client immediately and advise to proceed to PSA Calapan City	None	20 Minutes	
	2.2 Issue Order of Payment	None	3 Minutes	

<p>3. Proceed to the Municipal Treasury Office, present the Order of Payment, and pay the required fees at Window 1-5</p> <p><i>*Make sure to secure official receipt</i></p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>Certification Fee – PHP 50.00</p> <p>Documentary Stamp Tax – PHP 30.00</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office</p>
<p>4. Return to MCR Window 1 and submit the OR</p>	<p>4. Prepare the requested civil registry document</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p>4.1 Approve the document</p>	<p>None</p>	<p>15 Minutes</p>	<p><b>ENRIQUE N. MOCLING</b> <i>OIC - Municipal Civil Registry Office</i> Municipal Civil Registry Office</p>
<p>5. Receive the document at the MCR Window 2</p>	<p>5. Release the document</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>MARILAC D. MOGOL</b> <i>Administrative Aide II</i> Municipal Civil Registry Office</p>
	<p><b>TOTAL</b></p>	<p><b>Certification Fee – PHP 50.00</b></p> <p><b>Documentary Stamp Tax – PHP 30.00</b></p>	<p><b>1 Hour, 3 Minutes</b></p>	



**MUNICIPAL DISASTER RISK REDUCTION AND  
MANAGEMENT OFFICE  
External Services**

### 1. Conduct of Drills/Simulation Exercises/Trainings, Seminar and Workshop

This pertains to requests for resource speaker and conduct of drills/simulation exercises/trainings, seminar and workshop in relation to disaster management and to establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrences and disasters. It also aims to enhance the overall resilience of all concerned government agencies against all hazards present.

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B- Government to Business Entity, G2G- Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Letter with endorsement (1 original)		Office of the Municipal Mayor- Desk 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Administrative and Training Unit.	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
2. Submit the approved Request Letter to the Administrative and Training Unit.	2. Receive and record the Approved Request Letter	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
	2.1 Check the availability of schedule and take action on the request	None	6 Minutes	<b>EDISON A. DELAS ALAS</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
	2.2 Inform the Requesting Agency/Citizen on the status of the request.  *In case of conflict of schedule, advise the requesting agency/citizen on the available schedule for adjustment.	None		

3. Secure the confirmation slip at the Administrative and Training Unit	3. Give the confirmation slip	None	3 Minutes	<b>LORELYN Q. MAAS</b> <i>Administrative Aide IV</i> Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>		<b>None</b>	<b>13 Minutes</b>	

## 2. Provision Of Database/References, Reports, Photos, Documentaries And Other Related DRRM Materials

The request for available information in any form from the MDRRM Office provides an ideal venue for information transparencies and dissemination. It ensures all information available to be subjected for review by anyone and open for discussion and publication even for other government agencies.

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B- Government to Business Entity, G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Request Letter with endorsement (1 original)		Office of the Municipal Mayor- Desk 1		
Storage Device if requesting for soft copy		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Research and Planning Unit	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
2. Submit the Approved Request Letter at Research and Planning Unit for processing	2. Receive and verify the request letter	None	2 Minutes	<b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer I</i> Municipal Disaster Risk Reduction and Management Office

	2.1 Prepare the requested document	None	10 Minutes	<b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer</i> / Municipal Disaster Risk Reduction and Management Office
3. Receive the requested document at the Research and Planning Unit	3. Release the requested document	None	2 Minutes	<b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer</i> / Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>		<b>None</b>	<b>16 Minutes</b>	

### 3. Provision Of Emergency Response Service

Emergency response services of the MDRRM Office being the most common service provided to the public is readily available at any given time 24 Hours a day and 7 days a week. The MDRRM Office of Pinamalayan is committed to provide the best approach and implementation of emergency services. It is without a doubt prescribed in the most effective and timely manner.

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B- Government to Business Entity, G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data/Information of Emergency		Concerned Citizen/Caller		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. Inform the MDRRMO thru the following means of communication: Phone calls/Messages., Social Media or Personal Appearances</p> <p><i>Note:</i> MDRRMO Smart No: 09218514855 MDRRMO Globe No: 09056490380 Telephone No: (043)284-4514 (043)748-6465 Email Address: mdrmo@pinamalayan.gov.ph Facebook Page: MDRRMO Pinamalayan</p>	<p>1. Record emergency details provided by the concerned citizen</p> <p>1.1 Validate the information given by the concerned citizen/walk-in clients and coordinate with the concerned barangay/agency for investigation</p> <p>1.2 Proceed to the site/location of incident</p>	None	10 Minutes	<p><b>MARLO C. ROSALES</b> <i>Municipal Government Department Head I</i> Municipal Disaster Risk Reduction and Management Office</p> <p><i>Or</i></p> <p><b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer I</i> Municipal Disaster Risk Reduction and Management Office</p> <p><i>Or</i></p> <p><b>ROLANDO S. LABAY, JR.</b> <i>Local Disaster &amp; Risk Reduction Management Assistant</i> Municipal Disaster Risk Reduction and Management Office</p>
	<p>1.3 Conduct Search, Rescue and Retrieval Operation to the victim</p> <p>1.4 Transfer the victim to the nearest hospital/Hospital of Choice</p>	None	5 Minutes	<p><i>Or</i></p> <p><b>EDISON A. DELAS ALAS</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office</p>
	<p>1.5 Record the incident in the Blotter Book</p>	None	3 Minutes	<p><i>Or</i></p> <p><b>JHON RUSSEL J. SADIWA</b> <i>Administrative Aide IV</i> Municipal Disaster Risk Reduction and Management Office</p> <p><i>Or</i></p> <p><b>MANNY M. DELA CRUZ</b> <i>Administrative Aide III</i> Municipal Disaster</p>

				Risk Reduction and Management Office  <i>or</i>  <b>RODEL M. JASA</b> <i>Administrative Aide III</i> Municipal Disaster Risk Reduction and Management Office  <i>Or</i>  <b>REYNALD M. BONIFACIO</b> <i>Administrative Aide II</i> Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>			<b>None</b>	<b>18 Minutes</b>

#### 4. Issuance Of Certification (Certificate Of Compliance In Accordance To RA 10121)

The request and issuance of certification of all individuals or entity concerned guarantees authenticity and dependability of documents provided with original signatories. (Certificate of Compliance in accordance to RA 10121).

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B- Government to Business Entity, G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Certificate of Compliance in accordance to RA 10121</b>				
Request Letter (1 original copy)		Client		
Valid Identification Card (1 original)		Client		
Barangay Certification (1 original)		Concerned Barangay		
<b>Other Certifications</b>				
Request Letter (1 original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook  1.1 Check the completeness of the required information  1.2 Refer to Administrative and Training Unit	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office

2. Submit the required documents to Administrative and Training Unit	2. Receive and check documents for assessment and evaluation  2.1 Prepare the requested certification	None	17 Minutes	<b>EDISON A. DELAS ALAS</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
	2.2 Sign the Certification	None	2 Minutes	<b>MARLO C. ROSALES</b> <i>Municipal Government Department Head I</i> Municipal Disaster Risk Reduction and Management Office
3. Receive the signed Certification at the Administrative and Training Unit	3. Release the signed certification to the client	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	

## 5. Lending of MDRRM Vehicles, Equipment, Tools, Gears, Machineries and others

The lending of vehicles, equipment, tools, gears and machineries provides concrete and distinct measures in ensuring the coping capacity of all concerned government agencies by means of using available tangibles and manpower towards utmost disaster resilience.

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B- Government to Business Entity, G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Request Letter with endorsement (1 original)		Office of the Municipal Mayor- Desk 1		
Borrower's Form		MDRRM Office- Operation and Warning Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at PACD and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook and submit the Approved Request Letter at the Operation and Warning Unit	1. Give the client a logbook and Borrower's Form  1.1 Check the completeness of the required information	None	5 Minutes	<b>REYNALD M. BONIFACIO</b> <i>Administrative Aide II</i> Municipal Disaster Risk Reduction and Management Office  Or <b>EDISON A. DELAS ALAS</b>

				<i>Administrative Aide VI Municipal Disaster Risk Reduction and Management Office</i>
2. Submit the duly accomplished Borrower's Form at the Operation and Warning Unit	2. Check and verify the completeness of Accomplished Borrower's Form	None	5 Minutes	<b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer I Municipal Disaster Risk Reduction and Management Office</i>
	3.1 Approve the Borrower's Form	None	2 Minutes	<b>MARLO C. ROSALES</b> <i>Municipal Government Department Head I Municipal Disaster Risk Reduction and Management Office</i>
	3.2 Check the condition of the particular item	None	3 Minutes	<b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer I Municipal Disaster Risk Reduction and Management Office</i>
4. Receive the specific items to be borrowed and secure a Client's Borrower's Form copy	4. Release the specific items to be borrowed together with the approved Client's Borrower's Form copy	None	10 Minutes	<b>EDISON A. DELAS ALAS</b> <i>Administrative Aide VI Municipal Disaster Risk Reduction and Management Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	

## 6. Review And Approval Of All DRRM Related Plans

To review all DRRM related plans of each barangays within the municipality of Pinamalayan. This helps ensure the proper implementation of all DRRM related plans guided by existing laws and regulations of the National Government.

<b>Office or Office:</b>	Municipal Disaster Risk Reduction and Management Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All Barangay within the Municipality
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Barangay Disaster Risk Reduction Management Plan approved by the Barangay Disaster Risk Reduction and Management Committee (1 Original)	Concerned Barangay
Barangay Disaster Risk Reduction Management Fund Investment Plan Barangay Disaster Risk Reduction and Management Committee(1 Original)	Concerned Barangay



Community-Based Disaster Risk Reduction Management Action Plan Barangay Disaster Risk Reduction and Management Committee(1 Original)		Concerned Barangay		
Contingency Plan Barangay Disaster Risk Reduction and Management Committee(1 Original)		Concerned Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and Read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill-out the Logbook/Requisition Slip	1. Give the client a logbook	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
	1.1 Check the completeness of the required information  1.2 Refer to Administrative and Training Unit			
2. Submit the Original copy of the plan to the Administrative and Training Unit	2. Receive the Original copy of the plan	None	2 Minutes	<b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office
	2.1 Forward to concerned Focal Person	None	1 Minute	<b>LORELYN Q. MAAS</b> <i>Administrative Aide IV</i> Municipal Disaster Risk Reduction and Management Office

	<p>2.2 Review the received Plan and take action</p> <p>* Inform the client if the plan is subject for revision</p>	None	6 days	<p><b>EDISON A. DELAS ALAS</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office or <b>ROLANDO S. LABAY, JR.</b> <i>Local Disaster &amp; Risk Reduction Management Assistant</i> Municipal Disaster Risk Reduction and Management Office or <b>NEIL ADRIAN C. ABRENICA</b> <i>Local Disaster &amp; Risk Reduction Management Officer I</i> Municipal Disaster Risk Reduction and Management Office</p>
3. Receive the Reviewed Plan together with the certification	3. Release the reviewed plan together with the certification to the client	None	5 Minutes	<p><b>GINA D. ESCAREZ</b> <i>Administrative Aide VI</i> Municipal Disaster Risk Reduction and Management Office</p>
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 10 Minutes</b>	

**MUNICIPAL ENGINEERING OFFICE**  
**External Services**

## 1. Issuance of Building Permit

Presidential Decree 1096, popularly known as the National Building Code of the Philippines, has achieved the purpose of enforcing uniform standards and requirements on building design, construction, use, occupancy and maintenance in line with the policy of the state to safeguard life, health, property and public welfare.

This is an official approval issued by the Building Official that allows with the construction or remodeling project on your property. It is intended to ensure that the project plans comply with local standards for land use, zoning and construction.

<b>Office or Division:</b>	Municipal Engineering Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen , G2B - Government to Business Entity, G2G - Government to Government	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Building Plan duly signed and sealed by a Civil or Structural Engineer, Sanitary Engineer, Electrical Engineer (4 original)	Client
	Building Plans duly signed and sealed by a Mechanical Engineer for Construction project with Mechanical / Electronic Installation (4 original)	Client
	License ID issued by Professional Regulation Commission (PRC) (4 photocopy)	Client
	Professional Tax Receipt (PTR) of all involved professionals (4 photocopy)	Client
	Bill of Materials and Cost Estimate duly signed and sealed by a Civil or Structural Engineer, Sanitary Engineer, Electrical Engineer (4 original)	Client
	Specifications duly signed and sealed by a Civil or Structural Engineer, Sanitary Engineer, Electrical Engineer (4 original)	Client
	Social Acceptability of Affected Property Owners for environmentally critical projects (1 original)	Client
	Notarized Unified Application Form duly signed and sealed by a Civil or Structural Engineer, Sanitary Engineer, Electrical Engineer and Mechanical Engineer (4 original)	Municipal Engineering Office / Business One Stop Shop / One Stop Shop for Construction Permit
	Locational Clearance (1 original)	Client or Zoning Division - Administrative Section
	Barangay Clearance for Building Construction (1 original, 3 photocopy)	Concerned Barangay Hall
	Official Receipt of Updated Real Property Tax Payment (1 original, 3 photocopy)	Municipal Treasury Office - PACD
	Updated Tax Declaration (1 original, 3 photocopy)	Client or Municipal Assessor's Office - PACD

Tax Receipt (1 original, 3 photocopy)		Municipal Treasury Office - PACD		
Certification of Updated Tax (1 original, 3 photocopy)		Municipal Treasury Office - PACD		
Environmental Compliance Certificate or Certificate of Non-Coverage for environmentally critical projects (1 original)		Department of Environment and Natural Resources		
Proof of Ownership - either Title (1 Authenticated Photocopy) or Notarized Absolute Deed of Sale (1 original)		Client or Registry of Deeds		
Notarized Absolute Deed of Sale (1 original)		Client		
Authorization Letter, for representative (1 original)		Client		
Valid ID of authorized representative (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip.	1. Give the Client Logbook/ Transaction Slip  1.2 Check the completeness of the required information  1.2 Refer to Cubicle 2	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant</i>  One Stop Shop for Construction Permits - Municipal Engineering Office
2. Submit the accomplished application forms and requirements in 4 sets to Cubicle 2	2. Review the completeness of the submitted documents	None	30 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
	2.1 Receive the submitted documents	None	2 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
	2.2 Verify the authenticity and validity of the submitted documents and inform the client to await for the notification on the status of the	None	45 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office  <b>CARLITO M. MEJICO</b>

	application.			<i>Municipal Assessor</i> Municipal Assessor's Office  <b>ENGR. ROY C. LUCBAN</b> <i>Zoning Officer III/OIC</i> <i>Motorpool Supervisor</i> Zoning Division
	2.3 Review the details of the submitted plans and specifications	None	2 Days	ENGR. MAY ANNE L. BRIONES Sanitary Engineer Municipal Engineering Office Or <b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
	2.4 Conduct ocular inspection  2.5 Notify the client on the findings of Inspection Team that may be the grounds for disapproval.	None	3 Days	<b>ENGR. MAY ANNE L. BRIONES</b> Sanitary Engineer Municipal Engineering Office Or <b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
3. Acknowledge the receipt of notification	3. Advise the client to return to OSCP Cubicle 2.	None	5 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
4. Receive the order of payment at Cubicle 2 and Cubicle 13	4. Release of order of payment	None	10 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
5. Present order of payment and pay the required fees at Cubicle 6 and Cubicle 13	5. Accept payment based on the order of payment.	None	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> One Stop Shop for Construction Permits - Municipal Treasury Office  <b>SFO4 BENJAMIN H.</b>

				<b>NAVARRO</b> <i>Municipal Fire Marshal</i> Bureau of Fire Protection
	5.1 Issue official receipt	Please refer to Schedule of Fees and Other Charges	10 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> One Stop Shop for Construction Permits - Municipal Treasury Office  <b>SFO4 BENJAMIN H. NAVARRO</b> <i>Municipal Fire Marshal</i> Bureau of Fire Protection
6. Present the Official Receipts at Cubicle 2	6. Prepare the Building Permit	None	1 Hour	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
	6.1 Approve the Building Permit	None	10 Minutes	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer</i> One Stop Shop for Construction Permits - Municipal Engineering Office
7. Receive the permit by affixing signature to the logbook at Cubicle 2	7. Release the approved building permit	None	3 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits - Municipal Engineering Office
<b>TOTAL</b>			<b>5 Days, 3 Hours and 19 Minutes</b>	

**SCHEDULE OF FEES AND OTHER CHARGES**

<b>Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:</b>	
<b>a. Division A-1</b>	
<b>Area in sq. meters</b>	<b>Fee per sq. meter</b>
i. Original complete construction up to 20.00 sq.meters	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. meters to 100.00 sq. meters	4.80
v. Above 100.00 sq. m to 150 sq. meters	6.00
vi. Above 150.00 sq. meters	7.20
<b>b. Division A-2</b>	
<b>Area in sq. meters</b>	<b>Fee per sq. meter</b>

i. Original complete construction up to 20.00 sq. meters	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	8.00
v. Above 150.00 sq. meters	8.40
<b>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</b>	
<b>Area in sq. meters</b>	<b>Fee per sq. meter</b>
i. Up to 5,000	23.00
ii. Above 5,000 to 6,000	22.00
iii. Above 6,000 to 7,000	20.50
iv. Above 7,000 to 8,000	19.50
v. Above 8,000 to 9,000	18.00
vi. Above 9,000 to 10,000	17.00
vii. Above 1,000 to 1,500	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
<b>d. 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</b>	
<b>Area in sq. meters</b>	<b>Fee per sq. meter</b>
i. Up to 5,000	12.00
ii. Above 5,000 to 6,000	11.00
iii. Above 6,000 to 7,000	10.20
iv. Above 7,000 to 8,000	9.60
v. Above 8,000 to 9,000	9.00
vi. Above 9,000 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
<b>e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories</b>	
<b>Electrical Fees</b>	
<b>a. Total Connected Load (kVA)</b>	
i. 5 kVA or less	200.00
ii. Over 5 kVA to 50 kVA	200.00 + 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
<b>b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)</b>	



i. 5 kVA or less	40.00	
ii. Over 5 kVA to 50 kVA	40.00 + 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	
<b>c. Pole/Attachment Location Plan Permit</b>		
i. Power Supply Pole Location	30.00/pole	
ii. Guying Attachment	30.00/attachment	
<b>d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:</b>		
<b>Use or Character of Occupancy</b>	<b>Electric Meter</b>	<b>Wiring Permit Issuance</b>
Residential	15.00	15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00
<b>Mechanical Fees</b>		
<b>a. Refrigeration, Air Conditioning and Mechanical Ventilation:</b>		
i. Refrigeration (cold storage), per ton or fraction thereof	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	
<b>b. Escalators and Moving Walks, funiculars and the like:</b>		
i. Escalator and moving walk, per kW or fraction thereof	10.00	
ii. Escalator and moving walks up 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		
(a) Per lineal meter travel	20.00	
v. Cable car, per kW or fraction thereof	40.00	
(a) Per lineal meter travel	5.00	
<b>c. Elevators, per unit:</b>		
i. Motor driven dumbwaiters	600.00	
ii. Construction elevators for material	2000.00	
iii. Passenger elevators	5000.00	
iv. Freight elevators	5000.00	
v. Car elevators	5000.00	
<b>d. Boilers, per kW:</b>		
i. Up to 7.5 kW	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	1200.00
v. Above 52 kW to 67 kW	1400.00
vi. Above 67 kW to 74 kW	1600.00
vi. Every kW or fraction thereof above 74 kW	5.00
<b>e. Pressurized water heaters, per unit</b>	200.00
<b>f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof</b>	60.00
<b>g. Automatic fire sprinkler system, per sprinkler head</b>	4.00
<b>h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:</b>	
i. Every kW up to 50 kW	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	20.00
j. Gas Meter, per unit	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	4.00
<b>l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:</b>	
i. Up to 50 kW	10.00
ii. Above 50 kW to 100 kW	12.00
iii. Every above 100 kW or fraction thereof	3.00
<b>m. Pressure Vessels, per cu. meter or fraction thereof</b>	60.00
<b>n. Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof</b>	60.00
<b>o. Pneumatic tubes, Conveyors, Monorails</b> for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal metes or fraction thereof	10.00
<b>p. Weighing Scale Structure, per ton or fraction thereof</b>	50.00
<b>Plumbing Fees</b>	
<b>Every fixture</b> in excess of one unit:	
i. Each water closet	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
<b>c. Special Plumbing Fixtures:</b>	
i. Each slop sink	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	2.00
i. 12 to 25 mm $\emptyset$	8.00
ii. Above 25 mm $\emptyset$	10.00
<b>e. Construction of septic tank, applicable in all Groups</b>	
i. Up to 5.00 cu. meters of digestion chamber	24.00
ii. Every cu. meter or fraction thereof In excess of 5.00 cu. Meters	7.00
<b>Electronics Fees</b>	
a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, and other types/forms of wired or wireless communications	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	1, 000.00 per location
c. Automated teller machines, ticketing, vending and 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 and testing purposes and other similar electronic or electronically- controlled apparatus or devices, whether located indoors or outdoors	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 and communications services, irrespective of whether a user terminal is connected	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 and similar types of electronic or electronically-controlled installations whether a user terminal is connected	2.40 per termination
f. Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	1,000.00 per structure
h. Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
i. Poles and attachment:	
i. Per Pole (to be paid by pole owner)	20.00
ii. 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	50.00 per unit
<b>Accessories of the Building/Structure Fees</b>	
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	
<b>b. Buildings with a height of more than 8.00 meters</b> 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 girts, whichever applies.	
<b>c. Bank and Records Vaults</b> with interior volume up to 20.00 cu. Meters	20.00
i. In excess of 20.00 cu. Meters	8.00
<b>d. Swimming Pools</b> , per cu. meter or fraction thereof:	
i. GROUP A Residential	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) Per unit or fraction thereof	60.00
(b) Residential GROUP A	6.00
(c) GROUP B, E, F, G,	18.00
(d) GROUP C, D, H,	12.00
<b>e. Construction of firewalls</b> separate from the building:	
i. Per sq. meter or fraction thereof	3.00
ii. Provided, that the minimum fee shall be	48.00

<b>f. Construction/erection of towers:</b> 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	500.00		150.00
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height	2,400.00		240.00
(a) Every meter or fraction thereof in excess of 10.00 meters	120.00		12.00
iii. 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
<b>g. Storage Silos</b> , up to 10.00 meters in height	2,400.00		
i. Every meter or fraction thereof in excess of 10.00 meters	150.00		
ii. Silos with platforms or floors shall be charged an additional fee			
<b>h. Construction of Smokestacks and Chimneys</b> for Commercial/Industrial Use Groups B, E, F and G:			
i. Smokestacks, up to 10.00 meters in height, measured from the base			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
<b>i. Construction of Commercial/Industrial Fixed Ovens</b> , per sq. meters or fraction thereof of interior floor areas			48.00
<b>j. Construction of Industrial Kiln/Furnace</b> , per cu. meter or fraction thereof of volume			12.00
<b>k. Construction of reinforced concrete or steel tanks</b> 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			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
<b>l. Construction of Water and Waste Water Treatment Tanks:</b>			
(Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume			7.00

<b>m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:</b>	
I. Above ground, up to 10.00 cu. Meters	480.00
Every cu. m or fraction thereof in excess of 10.00 cu. Meters	24.00
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
<b>n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:</b>	
i. Underground, per cu. meter or fraction thereof of excavation	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.	
<b>o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:</b>	
i. Construction of permanent type	10.00
ii. Construction of temporary type	5.00
iii. Inspection of knock-down temporary type, per unit	24.00
<b>p. Construction of buildings and other accessory structures within cemeteries and memorial parks:</b>	
i. Tombs, per sq. meter of covered ground areas	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. Totally enclosed mausoleums, per sq. meter of floor area	5.00
v. Columbarium, per sq. meter	18.00
<b>Accessory Fees</b>	
<b>a. Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters</b>	
i. Every meter or fraction thereof in excess of 10.00 meters	2.00
<b>b. Ground Preparation and Excavation Fee</b>	
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	200.00
(b) Per cu. meters of excavation	3.00
(c) 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
<b>c. Fencing Fees:</b>	
i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction	4.00

thereof		
iii Made of indigenous materials, barbed, chicken or hog wires, per linear meter		2.40
<b>d. Construction of Pavements</b> , up to 20.00 sq. meters		24.00
<b>e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use</b> , such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		3.00
<b>f. Use of Streets and Sidewalks</b> , Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month		240.00
i. Every sq. meter or fraction thereof in excess of ]20.00 sq. meters		12.00
<b>g. Erection of Scaffoldings Occupying Public Areas</b> , per calendar month.		
i. Up to 10.00 meters in length		150.00
ii. Every lineal meter or fraction thereof in excess of 10.00 meters		12.00
<b>h. Sign Fees:</b>		
i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area		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:		
<b>Type of Sign</b>	<b>Display Business Signs</b>	<b>Advertising Signs</b>
Neon	36.00	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:		
<b>Type of Sign</b>	<b>Display Business Signs</b>	<b>Advertising Signs</b>
Neon	P 36.00, min. fee shall be P124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P72.00	P 38.00, min. fee shall be P150.00
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
<b>I. Repairs Fees:</b>		
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		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)		

<b>Penalty:</b>	
Without prejudice to the provisions of the preceding Sections, the Building Official is hereby also authorized to impose a penalty or surcharge in the following cases in such amount and in the manner as hereunder fixed and determined:	
For constructing, installing, repairing, altering or causing any change in the occupancy/use of any building/structure or part thereof or appurtenances thereto without any permit, there shall be imposed a surcharge of 100% of the building fees; Provided, that when the work in the building/structure is started pending issuance of the Building Permit by the Building Official, the amount of the surcharge shall be according to the following:	
Excavation for foundation	10% of the building permit fees
Construction of foundation (Including pile driving and laying of reinforcing bars)	25% of the building permit fees
Construction of superstructure up to 2.00 meters above established grade	50% of the building permit fees
Construction of superstructure above 2.00 meters	100% of the building permit fees
For failure to pay the annual inspection fee within thirty (30) Days from the prescribed date, a surcharge of 25% of the inspection fee shall be imposed.	

## 2. Issuance of Certificate of Appearance (CA)

The Certificate of Appearance (CA) is a certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may Avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy )		Client		
Duly accomplished Requisition Slip (1 original )		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Requisition Slip.	1. Give the Client Logbook/ Requisition Slip  1.1 Check the completeness of the required information  1.2 Refer to Admin Division	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office



2. Submit the required documents at Admin Division	2. Receive and verify the documents for completeness  <i>*If incomplete, advise to return once missing documents are secured</i>	None	2 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
	2.1. Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
	2.2. Sign the CA and return to PACD	None	3 Minutes	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer</i> Municipal Engineering Office
	2.3 Affix dry seal on the approved CA	None	3 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
3. Receive the approved CA at Admin Division	3. Release the CA	None	2 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

### 3. Issuance of Certificate of Completion for Barangay Projects

One functions of Municipal Engineering Office is to certify and assure that the project has been satisfactorily completed in accordance with the Program of Work and Plans.

<b>Office or Division:</b>	Municipal Engineering Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All concerned barangay in the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Program of Work and Plan (1 photocopy)	Client
Laborer's Plantilla (1 original)	Client
Timebook Labor Payroll (1 original)	Client
Statement of Work Accomplished (3 original)	Client
Colored Pictures of Before, During, After Construction (1 original)	Client
Approved Purchase Request (1 photocopy)	Client
Approved Purchase Order (1 photocopy)	Client
Approved Inspection and Acceptance Report (1 photocopy)	Client
Request Form (1 original)	Municipal Engineering Office - PACD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Requisition Slip.	1. Give the Client Logbook/ Requisition Slip  1.1 Check the completeness of the required information  1.2 Refer to Quality Control Division Desk	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
2. Submit the required documents at Quality Control Division Desk	2. Receive and verify the documents for completeness  <i>*If incomplete, advise to return once missing documents are secured</i>	None	2 Minutes	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering Office  Or <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
	2.1 Review the required documents and inform the client to await notification on the availability of document	None	1 Hour	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering Office  Or <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
	2.2 Conduct ocular inspection	None	3 Days	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering Office  Or <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
	2.3 Prepare the Certification	None	15 Minutes	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering

				Office  Or  <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
	2.4 Approve the Certificate of Completion	None	1 Day	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer</i> Municipal Engineering Office
3. Acknowledge the receipt of notification	3. Notify the client on the availability of documents	None	5 Minutes	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering Office  Or  <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
4. Receive the approved Certificate of Completion by affixing the signature on the slip and logbook	4. Release the Certificate of Completion	None	5 Minutes	<b>ENGR. BERNARD GABAYNO</b> <i>Engineer I</i> Municipal Engineering Office  Or  <b>ENGR, RHEA ANN C. DIMACULANGAN.</b> <i>Engineer III</i> Municipal Engineering Office
<b>TOTAL</b>		<b>None</b>	<b>4 Days, 1 Hour and 31 Minutes</b>	

#### 4. Issuance of Demolition Permit

Presidential Decree 1096, popularly known as the National Building Code of the Philippines, has achieved the purpose of enforcing uniform standards and requirements on building design, construction, use, occupancy and maintenance in line with the policy of the state to safeguard life, health, property and public welfare. This is an official approval issued by the Building Official that certifies that the building is structurally unsafe and otherwise constitutes a hazard to safety of health or public welfare because of inadequate maintenance and therefore is declared dangerous to human life and must be demolished.

<b>Office or Division:</b>	Municipal Engineering Office
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<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen , G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notarized Application Form for Demolition Permit duly signed and sealed by Civil Engineer or Architect		Municipal Engineering Office / Business One Stop Shop / One Stop Shop for Construction Permit		
Colored Pictures of 4 Sides of the Structure (1 original)		Client		
Proof of Ownership - either Title (1 Authenticated Photocopy) or Notarized Absolute Deed of Sale (1 original)		Client or Registry of Deeds		
Notarized Absolute Deed of Sale (1 original)		Client		
Authorization Letter for authorized representative (1 original)		Client		
Valid ID of authorized representative (1 original)		Client		
Notarized Application Form for Demolition Permit duly signed and sealed by Civil Engineer or Architect		Municipal Engineering Office / Business One Stop Shop / One Stop Shop for Construction Permit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip.	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Regulatory Division Desk	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office
2. Submit the accomplished application forms and requirements at Regulatory Division Desk	2. Review the completeness of the submitted documents	None	30 Minutes	<b>ENGR. MAY ANNE L. BRIONES</b> , <i>Sanitary Engineer</i> Municipal Engineering Office Or  <b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> Municipal Engineering Office
	2.1 Receive the submitted documents	None	2 Minutes	<b>ENGR. MAY ANNE L. BRIONES</b> , <i>Sanitary Engineer</i> Municipal Engineering Office Or  <b>RICHARD Z. GARCIA</b>

				<i>Draftsman II Municipal Engineering Office</i>
	2.2 Inform the client to wait for the notification on the status of the application.	None	3 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
	2.3 Conduct ocular inspection	None	3 Days	<b>ENGR. MAY ANNE L. BRIONES</b> , <i>Sanitary Engineer Municipal Engineering Office</i>  Or  <b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
2. Acknowledge the receipt of notification	3. Advise the client to return to Regulatory Division Desk	None	5 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
4. Receive the order of payment at Regulatory Division Desk	4. Release of order of payment	None	10 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
5. Present order of payment and pay the required fees at Municipal Treasury Office	5. Accept payment based on the order of payment.	None	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer Municipal Treasury Office</i>
6. Present the Official Receipts at Regulatory Division Desk	6. Prepare the Demolition Permit	None	45 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
	6.1 Approve the Demolition Permit	None	10 Minutes	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer Municipal Engineering Office</i>
7. Receive the permit by affixing signature to the logbook at Regulatory Division Desk	7. Release the approved demolition permit	None	3 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II Municipal Engineering Office</i>
<b>TOTAL</b>		<b>None</b>	<b>3 Days, 2 Hours and 12 Minutes</b>	

**SCHEDULE OF FEES AND OTHER CHARGES**

### Demolition/Moving of Buildings/Structures Fees

i. Buildings in all Groups per sq. meter floor area	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

### 5. Issuance of Occupancy Permit

Presidential Decree 1096, popularly known as the National Building Code of the Philippines, has achieved the purpose of enforcing uniform standards and requirements on building design, construction, use, occupancy and maintenance in line with the policy of the state to safeguard life, health, property and public welfare. This is an official approval issued by the Building Official that serves as a proof that the structure built completed all the building work.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen , G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Completion according to Civil Works and Electrical Works duly signed and sealed by the duly licensed Architect or Civil Engineer and Electrical Engineer in-charge of construction (3 original)		Municipal Engineering Office / Business One Stop Shop / One Stop Shop for Construction Permit		
Professional Regulation Commission ID of all involved professionals (1 photocopy)		Client		
Official Receipt for Locational Clearance (1 photocopy)		Client		
Approved Building Permit (1 photocopy)		Client		
Construction Logbook (1 original)		Client		
As-Built Plan duly signed and sealed by a Civil or Structural Engineer, Sanitary Engineer, Electrical Engineer (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip.	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Cubicle 2	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> One Stop Shop for Construction Permits - Municipal Engineering Office

2. Submit all the accomplished application forms and requirements to Cubicle 2	2. Review the authenticity, validity and completeness of the submitted documents	None	30 Minutes	<b>ENGR. MAY ANNE L. BRIONES</b> , <i>Sanitary Engineer</i> Municipal Engineering Office Or <b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> Municipal Engineering Office
	2.1 Receive the submitted documents and inform the client to await notification issue on the availability of document.	None	30 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits -Municipal Engineering Office
	2.2 Conduct ocular inspection  *Notify the client on the findings of Inspection Team that may be the grounds for disapproval.	None	3 Days	<b>ENGR. MAY ANNE L. BRIONES</b> , <i>Sanitary Engineer</i> Municipal Engineering Office Or <b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> Municipal Engineering Office
3. Receive the order of payment at Cubicle 2 and Cubicle 13	3. Release the order of payment	None	10 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> Municipal Engineering Office  <b>SFO4 BENJAMIN H. NAVARRO</b> <i>Municipal Fire Marshal</i> Bureau of Fire Protection
4. Present order of payment and pay the required fees at Cubicle 6 and Cubicle 13	4. Accept payment based on the order of payment.	None	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office  <b>SFO4 BENJAMIN H. NAVARRO</b> <i>Municipal Fire Marshal</i> Bureau of Fire Protection

	4.1 Issue official receipt	Please refer to Schedule of Fees and Other Charges	10 Minutes	<b>PLARIDEL S. CUIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office  <b>SFO4 BENJAMIN H. NAVARRO</b> <i>Municipal Fire Marshal</i> Bureau of Fire Protection
5. Present the Official Receipt at Cubicle 2	5. Prepare the Occupancy Permit	None	1 Hour	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits -Municipal Engineering Office
	5.1 Approve the Occupancy Permit	None	10 Minutes	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer</i> One Stop Shop for Construction Permits -Municipal Engineering Office
6. Receive the permit by affixing signature to the logbook at Cubicle 2	6. Release the approved Occupancy permit	None	3 Minutes	<b>RICHARD Z. GARCIA</b> <i>Draftsman II</i> One Stop Shop for Construction Permits -Municipal Engineering Office
<b>TOTAL</b>			<b>3 Days, 2 Hours and 57 Minutes</b>	

**SCHEDULE OF FEES AND OTHER CHARGES**

**Certificates of Use or Occupancy**

<b>a. Division A-1 and A-2 Buildings:</b>	
i. Costing up to P150,000.00	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>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:</b>	
i. Costing up to P150,000.00	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
<b>c. Divisions C-1, 2/D-1, 2, 3 Buildings:</b>	
i. Costing up to P150,000.00	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
<b>d. Division J-I Buildings/structures:</b>	
i. With floor area up to 20.00 sq. meters	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	1200.00
With floor area above 10,000.00 sq. meters	2400.00
<b>e. Division J-2 Structures:</b>	
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 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	800.00
(b) Every meter or fraction thereof in excess of 10.00 meters	50.00
<b>f. Change in Use/Occupancy</b> , per sq. meter or fraction thereof of area affected	5.00

## 6. Preparation of Program of Works/Plans

One function of Municipal Engineering Office is to provide assistance to all concerned government offices in the municipality in implementation of the projects. This document indicates the project titles, location, description, materials, durations allocated to tasks and the design of the project.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All concerned government offices in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Sangguniang Barangay Resolution or Request Letter (1 original)		Client		
AIP Form indicating the project and description (1 photocopy)		Client		
Request Form (1 original)		Municipal Engineering Office - PACD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) and read the Citizen's Charter	1. Give the Client Logbook/Requisition Slip	None	4 Minutes	<b>MARY ANN JOYCE B. FRASDILLA</b> <i>Administrative Assistant I</i> Municipal Engineering Office

Handbook to be informed of the service process flow. Once done, fill out the logbook/Requisition Slip.	1.1 Check the completeness of the required information  1.2 Refer to Planning Division Desk			
2. Submit the required documents at Planning Division Desk	2. Receive and verify the documents for completeness  <i>*If incomplete, advise to return once missing documents are secured</i>	None	10 Minutes	<b>ENGR. JOEMER L. ROMERO</b> <i>Administrative Assistant II</i> Municipal Engineering Office
	2.1 Review the required documents and inform the client to await notification on the availability of document	None	2 Days	<b>ENGR. JOEMER L. ROMERO</b> <i>Administrative Assistant II</i> Municipal Engineering Office
	2.2 Conduct ocular inspection	None	10 Days	<b>ENGR. JOEMER L. ROMERO</b> <i>Administrative Assistant II</i> Municipal Engineering Office
	2.3 Prepare the POW / Plan	None	3 Days	<b>ENGR. ERIC Z. STA. ROMANA</b> <i>Municipal Assistant Engineer / MGADH I</i> Municipal Engineering Office
	2.4 Approve the POW / Plan	None	1 Day	<b>ENGR. MANOLITO E. MASCULINO</b> <i>Municipal Engineer</i> Municipal Engineering Office  <b>HON. ARISTEO A. BALDOS, JR.</b> <i>Municipal Mayor</i> Municipal Mayor's Office
3. Acknowledge the receipt of notification	3. Notify the client on the availability of documents	None	5 Minutes	<b>ENGR. ERIC Z. STA. ROMANA</b> <i>Municipal Assistant Engineer / MGADH I</i> Municipal Engineering Office

4. Receive the approved POW/Plan by affixing the signature on the slip and logbook	4. Release the POW/Plan	None	5 Minutes	<b>ENGR. ERIC Z. STA. ROMANA</b> <i>Municipal Assistant Engineer / MGADH I</i> Municipal Engineering Office
<b>TOTAL</b>		<b>None</b>	<b>16 Days and 24 Minutes</b>	

# **MUNICIPAL HEALTH OFFICE**

## **External Services**

## 1. Outpatient Consultation

This service caters to the primary health care needs of our constituents. It includes consultation, diagnosis and provision of appropriate medical and minor surgical services as well as follow-up check up.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD)-Triage Area and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Transaction Slip  *For emergency cases, patient may skip steps 2, 3 and 4 and immediately proceed to Medical Consultation Room	1. Give the Client Logbook/Transaction Slip	None	4 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
	1.1 Check the completeness of the required information  1.2 Conduct initial assessment of patient and refer immediately to Physician on duty, for emergency cases		2 Minutes	
2. Receive the waiting number card at PACD - Triage Area and wait for queue at Outpatient Department waiting area	2. Give waiting number card to patient	None	1 Minute	
	2.1 Call waiting number card in sequence	None	45 Minutes	
3. Undergo initial medical interview at Outpatient Department Information Desk	3. Get personal data, medical history and vital signs of patient	None	3 Minutes	
	3.1 Record patient's information on patient's chart and logbook	None	2 Minutes	

4. Undergo complete medical assessment and management at Medical Consultation Room	4. Call patient's name in sequence	None	1 Hour	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	4.1 Conduct physical assessment, diagnosis, management and treatment of patient	None	5 Minutes	
	4.2 Record findings and management on patient's chart	None	2 Minutes	
5. Receive the requested document/s and/or medications at Pharmacy Room and affix signature on the Logbook	5. Call patient's name in sequence	None	10 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
	5.1 Prepare requested document/s and/or medications and take action on the requested document/s	None	5 Minutes	
	5.2 Release the signed requested document/s and/or medications and provide Logbook	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours and 19 Minutes</b>	
	<b>TOTAL for Emergency cases:</b>	<b>None</b>	<b>18 Minutes</b>	

## 2. Dental Health Program Services

Dental Health Program Services provide dental consultation, oral examinations, preventive, promotive and curative dentistry. It also promotes special dental care for kids.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Dental Clinic and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Transaction Slip</p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p>	<p>None</p>	<p>4 Minutes</p>	<p><b>JESS F. VITTO</b> <i>Dental Aide</i> Municipal Health Office</p>
<p>2. Receive the waiting number card at Dental Clinic and wait for queue at Dental Clinic waiting area</p>	<p>2. Give the waiting number card to patient</p> <p>2.1 Call waiting number card in sequence</p>	<p>None</p> <p>None</p>	<p>1 Minute</p> <p>30 Minutes</p>	
<p>3. Undergo dental interview, complete assessment and management at Dental Clinic</p>	<p>3. Get personal data, medical history and vital signs of patient</p> <p>3.1 Record patient's information on patient's chart and logbook</p>	<p>None</p> <p>None</p>	<p>2 Minutes</p> <p>1 Minute</p>	<p><b>JESS F. VITTO</b> <i>Dental Aide</i> Municipal Health Office</p>
	<p>3.2 Provision of dental services (oral exam, dental health counseling, oral prophylaxis and tooth extraction)</p> <p>3.3 Record findings and management on patient's chart</p> <p>3.4 Prepare and take action on the applicable document/s</p>	<p>None</p> <p>None</p> <p>None</p>	<p>30 Minutes</p> <p>2 Minutes</p> <p>2 Minutes</p>	<p><b>ROMER M. MACARAIG, DMD</b> <i>Dentist I</i> Municipal Health Office</p>
<p>4. Receive the requested document/s and/or acknowledge the services availed at Dental Clinic</p>	<p>4. Release signed prescription/ medical certificate/ referral letter to patient</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>JESS F. VITTO</b> <i>Dental Aide</i> Municipal Health Office</p>
	<p><b>TOTAL:</b></p>		<p><b>1 Hour and 14 Minutes</b></p>	

### 3. Provisions Of Laboratory Services

This Unit provides services to all constituents of Pinamalayan who are in need of laboratory examination, provided that they have a laboratory request signed by their attending physician. The service includes Urinalysis, Fecalalysis, Bleeding time, Fasting Blood Sugar/Random Blood Sugar, Cholesterol, Blood Uric Acid and Complete blood count. Meanwhile, the tests for Dengue, Malaria, Human Immunodeficiency Virus (HIV), Syphilis and Hepatitis B are provided for free.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory request signed by Attending Physician (1 original)		Attending Physician of Client		
Official Receipt (1 original)		Municipal Treasury Office - Window 2 or 3		
Specimens in separate containers for urine or stool (1 original)		Client		
Specimen for Blood Test (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Laboratory Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office or <b>ALLEN A. MABANSAG, RMT</b> <i>Medical Technologist I</i> Municipal Health Office
2. Submit the laboratory request to Laboratory Unit	2. Receive and evaluate the laboratory request. <b>Upon successful evaluation, issue Order of Payment. For those who failed the evaluation, return the Laboratory Request to patient and advise for necessary action</b>	None	2 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office or <b>ALLEN A. MABANSAG, RMT</b> <i>Medical Technologist I</i> Municipal Health Office



<p>3. Proceed to Municipal Treasury Office-Window 2 or 3, present Order of Payment and pay the required fees.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment.</p>	<p>3. Accept payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>Complete Blood Count - PHP 60.00</p> <p>Urinalysis - PHP 30.00</p> <p>Fecalysis- PHP 30.00</p> <p>Clotting &amp; Bleeding Time - PHP 40.00</p> <p>FBS/RBS - PHP 50.00</p> <p>Blood Typing - PHP 50.00</p> <p>Blood Chemistry - PHP 250.00</p> <p>Newborn screening - PHP 300.00</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> <b>Municipal Treasury Office</b></p>
<p>4. Return to the Municipal Health Office-Laboratory Unit and present the Official Receipt</p>	<p>4. Collect needed specimen from patient</p> <p>4.1 Process and analyze specimen</p> <p>4.2 Encode and print the result/s</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 Minutes</p> <p>1 Hour</p> <p>2 Minutes</p>	<p><b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office or <b>ALLEN A. MABANSAG, RMT</b> <i>Medical Technologist I</i> Municipal Health Office</p>
<p>5. Receive the result/s from the Laboratory Unit and affix signature in the Logbook</p>	<p>5. Release the result/s and provide the Logbook</p>	<p>None</p>	<p>2 Minutes</p>	
	<p><b>TOTAL:</b></p>	<p><b>None</b></p>	<p><b>1 Hour and 33 Minutes</b></p>	

#### 4. Tuberculosis Directly Observed Treatment Short Course (TB DOTS)

##### Consultation

This service provides screening, assessment, treatment and management of pediatric and adult TB patients of Pinamalayan. Patients are also provided with oral and injectable anti-TB medications.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chest Xray result (1 original)		Facility of choice with Licensed Radiologist		
Referral slip ( 1 original)		Physician of referring hospital or private clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
2. State your purpose at the Public Assistance and Complaints Desk (PACD) - TB DOTS Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip	None	4 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office
	1.1 Check the completeness of the required information			
2. Receive waiting number card at TB DOTS unit and wait for queue at the TB DOTS waiting area	2. Give waiting number card to patient	None	1 Minute	
	2.1 Call waiting number card in sequence	None	20 Minutes	
3. Undergo initial medical interview at TB DOTS Unit	3. Create/ Retrieve Medical Record of patient	None	2 Minutes	
	3.1 Take personal data, medical history and vital signs of patient	None	3 Minutes	
	3.2 Record patient's information on patient's chart and logbook	None	2 Minutes	
4. Undergo complete assessment and management at Medical	4. Conduct physical assessment, diagnosis, management and	None	5 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b>

Consultation Room	treatment of patient			<i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	4.1 Record findings and management on patient's chart	None	2 Minutes	
5. Return to TB DOTS clinic for the release of requested document/s and/or medications	5. Register patient in the TB Registry Logbook/NTP Card	None	15 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office
	5.1 Prepare the applicable document/s and/or medications	None	3 Minutes	
	5.2 Take action on the prepared document/s	None	2 Minutes	
6. Receive the requested document/s and/or medications at the TB DOTS Unit and affix signature in the Dispensing Logbook	6. Release signed requested document/s and/or medications and provide Dispensing Logbook	None	1 Minute	
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour</b>	

## 5. Provision Of Laboratory Services - Direct Sputum Smear Microscopy And Genexpert Test

This service involves receiving of sputum for Direct Sputum Smear Microscopy (DSSM) and GeneXpert test, forwarding the specimen to laboratory for testing and releasing of results to patients. DSSM is the primary diagnostic tool in TB case finding. All presumptive TB patients shall undergo GeneXpert test prior to treatment initiation. Likewise, GeneXpert is used to TB diagnosis among presumptive Drug Resistant-TB patients, People Living with HIV (PLHIV) with signs and symptoms of TB, smear-negative adults with chest xray findings suggestive of TB, smear- negative children and Extrapulmonary Tuberculosis patients. DSSM test is used for follow-up cases of Pulmonary Tuberculosis and those seeking sanitary permit and health certificate prior to employment.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Sputum specimen (2 original)		Client		
Claim Stub (1 original)		Municipal Health Office - Laboratory Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. State your purpose at the Public Assistance and Complaints Desk (PACD) - Laboratory Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office or <b>ALLEN A. MABANSAG, RMT</b> <i>Medical Technologist I</i> Municipal Health Office
3. Submit the sputum specimen at Laboratory Unit	3. Receive sputum specimen and check for completeness of label  3.1 Get patient's data and record on National Tuberculosis Program (NTP) Laboratory Register Logbook	None  None	2 Minutes  2 Minutes	
4. Receive the Claim stub at Laboratory unit	4. Issue claim stub  4.1 Conduct DSSM or Genexper	None  None	2 Minutes  3 Days	
5. Return to Laboratory Unit on the date and time indicated on the Claim Stub and present Claim Stub	5. Receive and check the claim stub	None	2 Minutes	

6. Receive the results at the Laboratory Unit and affix signature in the logbook	6. Release the results and provide the Logbook	None	2 Minutes	
	<b>TOTAL:</b>		<b>3 Days and 12 Minutes</b>	

## 6. Issuance Of Sanitary Permit To Operate And Health Certificate

This services provides sanitary permit to operate for all business entities, establishment and facilities being used by general population to ensure all business, establishment and facilities are complaint with PD 856 (Sanitary Code of the Philippines). This service also involves provision of health certificate to client securing business permit.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business Owners Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished application form (1 original)		Business One Stop Shop (BOSS)		
Chest xray result (1 original)		Licensed Facility of Choice		
Hepatitis B SAg result (1 original)		Licensed Facility of Choice		
Typhidot result (1 original)		Municipal Health Office - Laboratory Unit		
Sputum test result (1 original)		Municipal Health Office - Laboratory Unit		
Official Receipt (1 original)		Municipal Treasury Office - Window 2 or 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - BOSS Cubicle 5/ Environmental Sanitation Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.3 Check the completeness of the required information	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office

2. Submit the required documents at BOSS Cubicle 5/ Environmental Sanitation Unit	2. Receive and review the authenticity and validity of the submitted documents	None	5 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	2.1 Prepare the Sanitary Permit and Health Certificate	None	10 Minutes	
	2.2 Take action on the prepared document	None	5 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
3. Receive the Sanitary Permit and Health Certificate at BOSS Cubicle 5/Environmental Sanitation Unit	3. Release the Sanitary Permit and Health Certificate	None	2 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
<b>TOTAL:</b>		<b>None</b>	<b>26 Minutes</b>	

## 7. Issuance Of Health Certificate For Pre-Employment And Application For Scholarship

This service provides clients who are in-need of medical certificate as a requirement in employment and scholarship application.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All students and work applicants in the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
Complete filled- out Application Form (1 original)	Concerned institution
Chest xray result (1 original)	Licensed Facility of Choice
Hepatitis B SAg result (1 original)	Licensed Facility of Choice
Typhidot result (1 original)	Municipal Health Office - Laboratory Unit
Sputum test result (1 original)	Municipal Health Office - Laboratory Unit

Drug test result (1 original)		DOH Accredited Laboratory		
Neurological examination result (1 original)		Licensed Neurologist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Environmental Sanitation Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
2. Submit the required documents at the Environmental Sanitation Unit	2. Receive and evaluate the submitted documents. Upon successful evaluation, issue Order of Payment. For those who failed the evaluation, immediately inform the client and advise to take necessary action	None	5 Minutes	
3. Proceed to Municipal Treasury Office Window 2 or 3, present order of payment and pay the required fees  *Make sure to secure Official Receipt that will be issued upon payment.	3. Accept payment based on the Order of Payment  3.1 Issue the Official Receipt	Medical Certificate for Work- PHP100.00  School/ Student Medical Certificate - PHP50.00	20 Minutes	<b>PLARIDEL S. CUIPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

4. Return to Municipal Health Office- Environmental Sanitation Unit and present the Official Receipt	4. Prepare the Health Certificate	None	3 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	4.1 Take action on the prepared document	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
5. Receive the Health Certificate at Environmental Sanitation Unit and affix signature on the Logbook	5. Release the Health Certificate and provide the Logbook	None	2 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
<b>TOTAL:</b>		<b>None</b>	<b>36 Minutes</b>	

## 8. Issuance Of Health Certificate For Tricycle Franchise Application

This services provides clients who are in-need of medical certificate as a requirement in tricycle franchise application.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All tricycle operators and drivers within the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate (1 original)		Client or Municipal Treasury Office- Window 2 or 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - BOSS Cubicle 5/ Environmental Sanitation Unit and read the Citizen's Charter Handbook to be informed of the service	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office



process flow. Once done, fill out the logbook/Transaction Slip				
2. Submit the required document/s at <b>BOSS Cubicle 5/ Environmental Sanitation Unit</b>	2. Receive and review the authenticity and validity of the submitted document	None	3 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	2.1 Prepare the Certification	None	2 Minutes	
	2.2 Take action on the prepared document	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
3. Receive the Medical Certificate at BOSS Cubicle 5/ Environmental Sanitation Unit	3. Release the Health Certificate	None	2 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	<b>TOTAL:</b>		<b>13 Minutes</b>	

### 9. Review And Signing Of Certificate Of Death

This service caters residents and non- residents of Pinamalayan who died at home or in health facility in this Municipality.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Accomplished Certificate of Death (5 original)	Office of the Municipal Civil Registrar - Window 1
Barangay Certification of Death (1 original), for	Concerned Barangay Hall

those who died at home				
Medical Records (1 original), for those who died at home		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Environmental Sanitation Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
2. Submit the required documents at Environmental Sanitation Unit	2. Receive and check submitted documents	None	2 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	2.1 Take action on the Certificate of Death	None	10 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
3. Receive the signed Certificate of Death at Environmental Sanitation Unit	3. Release signed Certificate of Death	None	1 Minute	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
<b>TOTAL:</b>			<b>17 Minutes</b>	

## 10. Issuance Of Certificate To Open Tomb Or Transfer Of Cadaver

This service cater to residents and non- residents of Pinamalayan. The Certificate to Open Tomb is for those who plan to open the tomb of their relative who has been buried for 5 years. On the other hand, the Certificate to Transfer of Cadaver is for those who want to transfer the cadaver of their relative from this Municipality to other City or Municipality.

<b>Official Receipt</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Certificate of Death or Death Certification (1 original)		Office of the Municipal Civil Registrar - Window 1		
Official Receipt (1 original)		Municipal Treasury Office Window 2 or 3		
Request Letter (1 original), for Certificate to Open Tomb		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Environmental Sanitation Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
2. Submit required documents at Environmental Sanitation Unit	2. Receive and review the authenticity, validity and completeness of the submitted documents	None	5 Minutes	
3. Accept Order of Payment	3. Issue order of payment	None	1 Minute	
4. Proceed to Municipal Treasury Office Window 2 or 3, present Order of Payment and pay the required fees  *Make sure to secure Official Receipt that will be issued upon payment	4. Accept payment based on the Order of Payment  4.1 Issue Official Receipt	Open Tomb fee-PHP 250.00  Transfer of Cadaver fee - PHP200.00	20 Minutes	<b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office

5. Return to Municipal Health Office- Environmental Sanitation Unit and present the Official Receipt	5. Prepare the Certification	None	5 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	5.1 Take action on the Certification	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
6. Receive the signed certificate at Environmental Sanitation Unit	6. Release signed certificate	None	1 Minute	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
<b>TOTAL:</b>		<b>None</b>	<b>38 Minutes</b>	

## 11. Request For Post Mortem Examination

This service caters to residents of Pinamalayan and nearby Municipalities who want physical examination to be done on the deceased body of their relative. Postmortem examination may be used to help determine the cause and manner of death.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (2 original)		Concerned Municipal Police Station		
Official Receipt (1 original)		Municipal Treasury Office - Window 2 or 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Environmental Sanitation Unit and read the Citizen's Charter Handbook to be	1. Give the Client Logbook/Transaction Slip	None	4 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office

informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1.1 Check the completeness of the required information			
2. Submit required documents at Environmental Sanitation Unit	2. Receive and check required documents	None	2 Minutes	<b>OFELIA D. JALOS</b> <i>Sanitary Inspector</i> Municipal Health Office
	2.1 Conduct post-mortem examination on cadaver	None	1 Hour	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office
	2.2 Record post-mortem examination findings	None	10 Minutes	or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
3. Forward the received letter request to concerned MPS and inform the Police Officer on the availability of document  *Make sure to secure a copy of Post Mortem report at the concerned MPS	3. Notify the client to forward the received letter request to the concerned MPS and to inform the Police Officer on the availability of the document	None	2 Minutes	<b>YOLENDAS. ROSALES</b> <i>Nursing Attendant I</i> Municipal Health Office
	3.1 Prepare and print Post Mortem report	None	8 Minutes	

	3.2 Take action on the prepared Post Mortem report	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	3.3 Release a signed copy of Postmortem Report to concerned Police Officer	None	2 Minutes	<b>YOLENDAS. ROSALES</b> <i>Nursing Attendant</i> / Municipal Health Office
	<b>TOTAL:</b>		<b>1 Hour and 30 Minutes</b>	

## 12. Issuance Of Medicolegal Certificate

This service caters residents from Pinamalayan and nearby municipalities who needs medical attention and certificate for legal purposes. The certificate can be used in Civil and Criminal cases, personal injury claims and liability matters. Once tendered as evidence in the court case, the medicolegal certificate provides the material upon which to make findings as to the nature and extent of the condition or injuries and their effect upon the injured person.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (2 original)		Concerned Municipal Police Station (MPS)		
Official Receipt (1 original)		Municipal Treasury Office - Window 2 or 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Triage Area and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Outpatient Department Desk	None	4 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office

2. Submit the required documents at Outpatient Department Desk	2. Receive and check required documents  2.1 Get personal data, medical history and vital signs of patient and record the information on Patient's Chart and logbook	None  None	2 Minutes  3 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
3. Undergo complete assessment and management at Medical Consultation Room	3. Conduct physical assessment, diagnosis, management and treatment of patient	None	5 minute	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> Municipal Health Officer Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> Rural Health Physician Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> Medical Officer III Municipal Health Office
	3.1 Record physical assessment, diagnosis, management and treatment of patient on patient's chart	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> Municipal Health Officer Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> Rural Health Physician Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> Medical Officer III Municipal Health Office

4. Receive the signed prescription and/or medications at Pharmacy Room and affix signature on the Logbook  *Make sure to secure a copy of medicolegal certificate at the concerned MPS	4. Prepare prescription and/or medications and take action on the prepared prescription	None	5 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
	4.1 Release the signed prescription and/or medications and provide Logbook	None	2 Minutes	
	4.2 Prepare the medicolegal certificate	None	5 Minutes	<b>YOLENDAS. ROSALES</b> <i>Nursing Attendant</i> / Municipal Health Office
	4.3 Take action on the prepared medicolegal certificate	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	4.4 Release Medicolegal Certificate to concerned MPS	None	30 Minutes	<b>YOLENDAS. ROSALES</b> <i>Nursing Attendant</i> / Municipal Health Office
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour</b>	

### 13. Issuance Of Medical Certificate For Person With Disability (PWD) Identification Card (ID) Application

This service caters residents of Pinamalayan who needs medical certificate as a requirement for PWD ID application.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen



<b>Who may avail:</b>	All residents of Pinamalayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Person with Disability Application form (1 original)		Municipal Social Welfare and Development Office		
Medical records (1 original), if available		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Triage Area and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Outpatient Department Information Desk	None	4 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
2. Undergo initial medical interview at Outpatient Department Information Desk	2. Get personal data, medical history and vital signs of patient	None	3 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
	2.1 Record patient's information on patient's chart and logbook	None	2 Minutes	
3. Undergo complete assessment and management at Medical Consultation Room	3. Conduct physical assessment, diagnosis, management and treatment of patient	None	5 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	3.1 Record physical assessment, diagnosis, management and treatment of patient on patient's chart	None	2 Minutes	
4. Receive the medical certificate at Pharmacy Room and affix signature on the Logbook	4. Prepare the requested document	None	3 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office

	4.1 Take action on the requested document	None	2 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	4.2 Release the signed medical certificate and provide Logbook	None	3 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
	<b>TOTAL:</b>		<b>24 Minutes</b>	

#### 14. Mental Health Consultation

Persons with Psychiatric conditions needs comprehensive evaluation of the psychosocial behavior. This also seeks to establish access to comprehensive and integrated mental health services, while protecting the rights of people with mental disorders.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Persons with Psychiatric Disturbance			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Triage Area and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information  1.2 Refer to Outpatient Department Information Desk	None	4 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office

2. Undergo initial medical interview at Outpatient Department Information Desk	2. Get personal data, medical history and vital signs of patient	None	3 Minutes	<b>MICHAEL P. NAADAT, RN</b> <i>Nurse III</i> Municipal Health Office
	2.1 Record patient's information on patient's chart and logbook	None	2 Minutes	
3. Undergo complete assessment and management at Medical Consultation Room	3. Conduct physical assessment, diagnosis, management and treatment of patient	None	10 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office
	3.1 Record physical assessment, diagnosis, management and treatment of patient on patient's chart	None	2 Minutes	
4. Receive the requested document/s and/or medications at Pharmacy Room and affix signature on the Logbook	4. Prepare requested document/s and/or medications and take action on the requested document/s	None	5 Minutes	<b>MICHAEL P. NAADAT, RN</b> <i>Nurse III</i> Municipal Health Office
	4.1 Release the signed requested document/s and/or medications and provide Logbook	None	3 Minutes	
<b>TOTAL:</b>			<b>29 Minutes</b>	

### 15. Provision Of Maternal Care Services

Maternal Care is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goals. Hence, this service offers basic and regular prenatal check-up to would-be and expectant mothers in order to ensure a safe delivery and achieve a zero maternal mortality rate. It also includes vaccination and supplementation of pregnant women.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All pregnant in the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

Mother's Booklet (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Triage Area and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
2. Receive the waiting number card at PACD/ Triage Area	2. Give waiting number card to patient	None	1 Minute	
3. Proceed to Outpatient Department waiting area and wait for que	3. Call waiting number card in sequence	None	45 Minutes	
4. Undergo initial medical interview at Outpatient Department Information Desk	4. Get personal data, obstetrical history and vital signs of patient	None	3 Minutes	
	4.1 Record patient's information on patient's chart and logbook	None	2 Minutes	
5. Undergo complete assessment and management at Family Planning Consultation Room	5. Conduct physical assessment including height and weight measurement, breast exam, abdominal measurement, abdominal palpation, fetal heart monitoring and internal examination  5.1 Record physical assessment and management on patient's chart and mother's booklet	None	15 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>MARC JAYSON F. CASTRO, MD</b> <i>Rural Health Physician</i> Municipal Health Office or <b>KATHRIN ALMA VICTORIA M. ALANO, MD</b> <i>Medical Officer III</i> Municipal Health Office

	5.2 Conduct health teaching and counselling	None	2 Minutes	<b>BERNADETTE L. MASCULINO</b> <i>Nursing Attendant</i> / Municipal Health Office
6. Receive the requested document/s and/or medications at Pharmacy Room and affix signature on the Dispensing Logbook	6. Call patient's name in sequence	None	10 Minutes	
	6.1 Prepare requested document/s and/or medications and take action on the requested document/s	None	5 Minutes	
	6.2 Release the signed requested document/s and/or medications and provide Dispensing Logbook	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour and 34 Minutes</b>	

## 16. Implementation Of Expanded Program On Immunization

This service caters eligible population of 0-12 months old babies for routine expanded program on immunization. This includes BCG, OPV, IPV, Penta, PCV and Measles.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	GC2 - Government to Citizen			
<b>Who may avail:</b>	All residents of Pinamalayan included in the eligible population			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Mother - Baby booklet or immunization card (1original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.State your purpose at the Public Assistance and Complaints Desk (PACD) - Family Planning Room and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>MARILYN R. PEDRAZA, RM</b> <i>Midwife III</i> Municipal Health Office
2. Present mother - baby booklet or immunization card	2. Receive and check mother-baby booklet or immunization card	None	2 Minutes	

	2.1 Create or retrieve medical record at Target Client List (TCL)	None	3 Minutes	
3. Undergo vaccination	3. Administer the vaccine	None	5 Minutes	
4. Acknowledge the service availed	4. Conduct health teaching and counselling	None	5 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>19 Minutes</b>	

### 17. Provision Of Responsible Parenthood And Reproductive Health Services

This service provides health education and counselling to men and women of reproductive age of Pinamalayan. This is to assist them to plan and control the number of children they wish to have so as to prevent unintended pregnancies. This also provides basic infertility services that focus on improvement of women's and men's health.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Men and women of reproductive age Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Family Planning Card, for Current Family Planning User		Client		
Accomplished Family Planning Form (1 original)		Municipal Health Office - Family Planning Room		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.State your purpose at the Public Assistance and Complaints Desk (PACD) - Family Planning Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office or <b>MARILYN R. PEDRAZA, RM</b> <i>Midwife III</i> Municipal Health Office

2. Present Family Planning Card if current user or fill out the family planning form if new user	2. Receive Family Planning Card from current user or give family planning form to new user	None	3 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office or <b>MARILYN R. PEDRAZA, RM</b> <i>Midwife III</i> Municipal Health Office
	2.1 Create or retrieve medical record at Target Client List	None	3 Minutes	
3. Undergo initial assessment at the Family Planning Room	3. Conduct history taking and vital signs	None	3 Minutes	
	3.1 Record history and vital signs on patient's chart	None	2 Minutes	
4. Receive chosen family planning method	4. Conduct health teaching and counselling	None	3 Minutes	
	4.1 Provide the chosen family planning method	None	10 Minutes	
5. Acknowledge the service availed and affix signature in Dispensing Logbook at Family Planning Unit	5. Provide Dispensing Logbook	None	1 Minute	
<b>TOTAL:</b>		<b>None</b>	<b>29 Minutes</b>	

### 18. Provision Of Responsible Parenthood And Reproductive Health Services- Papanicolaou Test

This service entails conduct of Papanicolaou test, also known as Pap smear. This is a method of cervical screening use to detect potentially precancerous and cancerous processes in the cervix. Pap smear is recommended for women starting at age 21 to be done every three years.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Women of reproductive age Residents

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Planning Card (1 original), for Current Family Planning User		Client		
Official Receipt (1 original)		Municipal Treasury Office Window 2 or 3		
Accomplished Family Planning Form (1 original)		Municipal Health Office - Family Planning Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1.State your purpose at the Public Assistance and Complaints Desk (PACD) - Family Planning Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office
2. Present Family Planning Card if current user or fill out the family planning form if new user	2. Receive Family Planning Card from current user or give family planning form to new user	None	2 Minutes	
	2.1 Create or retrieve medical record at Target Client List	None	3 Minutes	
3. Receive Order of Payment	3. Issue Order of Payment	None	1 Minute	
4. Proceed to Municipal Treasury Office Window 2 or 3, present Order of Payment and pay the required fees  *Make sure to secure Official Receipt that will be issued upon payment	4. Accept payment based on the Order of Payment  4.1 Issue Official Receipt	Papsmear - PHP 250.00	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Return to Family Planning Unit, present Official Receipt and undergo Papsmear	5. Conduct Papsmear	None	10 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office



6. Receive claim stub	6. Issue claim stub to client	None	1 Minute	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office
	6.1 Forward specimen to Oriental Mindoro Provincial Hospital Laboratory Department	None	21 Days	
7. Proceed to Family Planning Unit on the date and time indicated in the Claim Stub and present the Claim Stub	7. Receive and check claim stub	None	2 Minutes	
8. Receive the copy of papsmear results at the Family Planning Unit and affix signature in the Papsmear Logbook	8. Release the Papsmear result and provide the Papsmear Logbook	None	2 Minutes	
	<b>TOTAL:</b>	<b>PHP 250.00</b>	<b>21 Days and 45 Minutes</b>	

### 19. Provision Of Basic Emergency Maternal Obstetrics And Newborn Care (BEmONC) Services

This facility serves pregnant women of Pinamalayan who are about to deliver and who do not belong to the high risk group (below 18 years old, more than 35 years old, primigravida, more than 5 deliveries, with co-morbidities) and who do not have at least 4 prenatal visits.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All pregnant women of Pinamalayan who do not belong to high risk group			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Prenatal Book (1 original)		Client		
Referral slip/ note (1 original)		Barangay Health Stations (BHS)		
Latest Ultrasound Result (1 original)		Client's Ultrasound Facility Provider of Choice		
Laboratory results (1 original)		MHO Laboratory Unit		
Birth Certificate of Newborn (1 original, 1 photocopy)		Client or Office of the Municipal Civil Registrar/ Philippine Statistics Authority		
Marriage Contract (1 original, 1 photocopy)		Client or Office of the Municipal Civil Registrar/ Philippine Statistics Authority		
Newborn Screening Specimen (1 original)		Client		
PhilHealth Member's Data Record (MDR) (1 original, 1 photocopy), if any		Client or PhilHealth Office		
Official Receipt (1 original), for non PhilHealth Member		Municipal Treasury Office Window 2 or 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1.State your purpose at the Public Assistance and Complaints Desk (PACD) - Triage Area and read the Citizen’s Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip</p>	<p>1. Give the Client Logbook/Transaction Slip</p> <p>1.1 Check the completeness of the required information</p>	<p>None</p>	<p>4 Minutes</p>	<p><b>YOLEND S. ROSALES</b> <i>Nursing Attendant /</i> Municipal Health Office</p>
<p>2. Proceed to Admission Unit and submit the referral slip, Prenatal Book, latest Ultrasound and Laboratory results</p>	<p>2. Receive the submitted documents and evaluate if qualified to deliver based on Department of Health standards</p> <p>2.1 Begin admission process (assessment/history and vital signs taking and recording).</p> <p>*If not qualified, immediately inform the client and refer to higher facility</p> <p>2.2 Transfer patient to Labor/ Delivery Room</p> <p><b>2.3 Monitor progress of labor and conduct actual delivery of patient</b></p> <p>* If unable to descend or if after delivery patient is unstable, immediately inform patient and/or relative and refer to higher facility</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>15 Minutes</p> <p>30 Minutes</p> <p>30 Minutes</p> <p>3 Minutes</p> <p>1 day</p> <p>15 Minutes</p>	<p><b>MICHAEL P. NAADAT, RN</b> <i>Nurse III</i> Municipal Health Office or <b>CRISTINE P. MOGOL, RM</b> <i>Midwife II</i> Municipal Health Office</p>

	2.4 Transfer patient to recovery room	None	5 Minutes	<b>MICHAEL P. NAADAT, RN</b> <i>Nurse III</i> Municipal Health Office or <b>CRISTINE P. MOGOL, RM</b> <i>Midwife II</i> Municipal Health Office
	2.5 Conduct post-delivery vital signs monitoring and watch for unusualities	None	1 day	
3. Submit Philhealth MDR at Admission Unit if existing PhilHealth member and skip step 4 and 5	3. Receive and verify the Philhealth MDR	None	10 Minutes	
4. For non- Philhealth members, receive Order of Payment	4. Issue Order of Payment	None	2 Minutes	
5. Proceed to Municipal Treasury Office Window 2 or 3, present Order of Payment and pay the required fees  *Make sure to secure Official Receipt that will be issued upon payment.	5. Accept payment base on the Order of Payment  5.1 Issue Official Receipt	Delivery fee- PHP 3,000.00	20 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
6. Bring newborn to Laboratory Medicine Unit for Newborn Screening before discharge	6. Perform Newborn Screening Test to Newborn	None	10 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist I</i> Municipal Health Office
7. Receive discharge instructions and prescribed medicines at BEMONC unit	7. Provide health education, final instructions and dispense medicines	None	15 Minutes	<b>MICHAEL P. NAADAT, RN</b> <i>Nurse III</i> Municipal Health Office or <b>CRISTINE P. MOGOL, RM</b> <i>Midwife II</i>

				Municipal Health Office
	<b>TOTAL FOR PHILHEALTH MEMBER</b>	<b>None</b>	<b>2 Days, 1 Hour and 32 Minutes</b>	
	<b>TOTAL FOR NON-PHILHEALTH MEMBER:</b>	<b>PHP 3,000.00</b>	<b>2 Days, 1 Hour and 44 Minutes</b>	

## 20. Provision Of Social Hygiene Clinic Services

The social hygiene clinic provides free Human Immunodeficiency Virus (HIV) screening, counseling and testing to residents of Pinamalayan and nearby municipalities. This is to prevent the spread of HIV by promoting public awareness and ending stigma and discrimination against people living with HIV.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Men and women of reproductive age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
HIV/AIDS Counseling Form (1 original)		Municipal Health Office-Social Hygiene Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.State your purpose at the Public Assistance and Complaints Desk (PACD) - Social Hygiene Clinic and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office or <b>MELVIE P. ABEL</b> <i>Midwife II</i> Municipal Health Office or <b>CRISTINE P. MOGOL, RM</b> <i>Midwife II</i> Municipal Health Office
2. Fill- out and submit the accomplished HIV/AIDS Counseling Form at Social Hygiene Clinic	2. Receive the accomplished HIV/AIDS Counselling Form and check the completeness of the information	None	3 Minutes	
3. Undergo pre-test counseling session at Social Hygiene Clinic	3. Conduct pre-counseling session	None	1 Hour	

4. Undergo HIV testing at the Laboratory Unit	4. Conduct HIV testing to client and process specimen	None	30 Minutes	<b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist II</i> Municipal Health Office
5. Undergo post- test counseling session and acknowledge the receipt of the service availed	5. Conduct post counseling session	None	30 Minutes	<b>NIÑA KRISTINNE L. PUNZALAN, MD</b> <i>Municipal Health Officer</i> Municipal Health Office or <b>DAVE ERWIN M. FESTIN, RN, RMT</b> <i>Medical Technologist I</i> Municipal Health Office or <b>MELVIE P. ABEL</b> <i>Midwife II</i> Municipal Health Office or <b>CRISTINE P. MOGOL, RM</b> <i>Midwife II</i> Municipal Health Office
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours and 7 Minutes</b>	

## 21. Issuance Of Pre- Marriage Orientation And Counseling Certificate (PMOC)

Presidential Decree 965, the 1987 Family Code, the Local Government Code and the Responsible Parenthood and Reproductive Health Act required all contracting parties, or would- be- couples to attend and participate in a Pre- Marriage Orientation and Counseling Session prior to the issuance of marriage license. As per Executive Order No. 024-2019, Pre- Marriage Orientation session would be conducted for not more than 15 couples at a time and the Pre- Marriage Counseling session per couple or by group of not more than six couples. Certificate of Compliance is issued for those who have completed and Pre- Marriage Orientation and Certificate of Marriage Counseling to those who have completed the Pre- Marriage Counseling session.

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Men and women of reproductive age Residents
<b>CHECKLIST OF REQUIREMENTS</b>	
Official Receipt (1 original)	Municipal Treasury Office- Window 2 or 3
Personal Appearance of the Marrying Couple	Client
Family Planning Form	Municipal Health Office-Family Planning Unit
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>
	<b>FEEES TO BE COLLECTED</b>
	<b>PROCESSING TIME</b>
	<b>PERSON RESPONSIBLE</b>

1. State your purpose at the Public Assistance and Complaints Desk (PACD) - Family Planning Unit and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook/Transaction Slip	1. Give the Client Logbook/Transaction Slip  1.1 Check the completeness of the required information	None	4 Minutes	<b>ELIZABETH M. MANOY, RN</b> <i>Nurse III</i> Municipal Health Office or <b>LETICIA A. MONTARIL, RM</b> <i>Midwife II</i> Municipal Health Office or <b>YOLENDAS. ROSALES</b> <i>Nursing Attendant I</i> Municipal Health Office
2. Present Official Receipt, fill- out Family Planning Form and submit to Family Planning Unit	2. Receive Family Planning Form and check the completeness of information	None	5 Minutes	
3. Receive and answer the PMOC questionnaire at the Family Planning Unit	3. Give PMOC questionnaire	None	10 Minutes	
4. Submit the accomplished PMOC questionnaire at the Family Planning Unit	4. Receive the accomplished PMC questionnaire and review the completeness of the information	None	2 Minutes	
5. Attend Pre- Marriage Orientation and Counseling session at the Family Planning Unit	5. Conduct Pre-Marriage Orientation and Counseling session	None	6 Hours	
	5.1 Prepare and sign Certificate of Compliance and Certificate of Marriage Counseling	None	5 Minutes	
6. Receive Pre- marriage Counseling Certificate at Family Planning Unit	6. Release Certificate of Compliance and Certificate of Marriage Counseling	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>6 Hours and 28 Minutes</b>	

**MUNICIPAL PLANNING AND DEVELOPMENT  
OFFICE  
External Services**

## 1. Advisory and Technical Assistance

The Municipal Planning and Development Office provides technical inputs and impact analyses regarding guidelines formulation, drafting memorandum of agreement/understanding, fiscal recommendations, good practices replication, methodology and framework designing, preparation of executive order, memorandum, resolution, implementing rules and regulations, program mechanics, regulatory measures, etc. Technical assistance to barangay, CSOs and other stakeholders is also included in this service area.

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (1 original)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Valid ID.	1. Give the Client the Visitor's eLogbook  1.1 Check the completeness of the required information  1.2 Refer the client to the person-in-charge of the request/inquiry	None	10 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office



<p>2. Proceed to MPDO Knowledge Sharing Chamber and state the Purpose of the Request/ Inquiry</p>	<p>2. Provide the applicable policy advice and technical assistance</p>	<p>None</p>	<p>1 Hour</p>	<p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I</i> Municipal Planning and Development Office</p> <p><i>Or</i></p> <p><b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant</i> Municipal Planning and Development Office</p> <p><i>Or</i></p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I</i> Municipal Planning and Development Office</p> <p><i>Or</i></p> <p><b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I</i> Municipal Planning and Development Office</p> <p><i>Or</i></p> <p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> Municipal Planning and Development Office</p> <p><i>Or</i></p>
<p>3. Acknowledge the services rendered</p>	<p>3. Advise the client to proceed to the next steps leading to the resolution of the issue</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II</i> Municipal Planning and</p>

				Development Office  <i>Or</i>  <b>VACANT</b> <i>Development Management Officer II</i> Municipal Planning and Development Office  <i>Or</i>  <b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III</i> Municipal Planning and Development Office  <i>Or</i>  <b>ORLEX H. MARAYAN, ENP.</b> <i>Development Management Officer IV</i> Municipal Planning and Development Office  <i>Or</i>  <b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour, 15 Minutes</b>	

## 2. Issuance Of Certificate Of Appearance

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid Identification Card (1 original)			Client	
Travel Order (1 photocopy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Valid ID.	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office  <i>Or</i> <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
2. Submit required documents and request issuance of Certificate of Appearance (CA)	2. Receive required document and verify the details of the subject official transaction	None	5 Minutes	
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2 Sign the CA	None	5 Minutes	<b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
3. Claim the approved CA at the at the Office Front Desk	3. Provide the CA	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office

				Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	<b>TOTAL</b>	<b>None</b>	<b>25 Minutes</b>	

### 3. Responding To Queries, Accommodating Interview, Accomplishing Questionnaires And Other Related Tasks

The Municipal Planning and Development Office answers to various concerns through walk-in or by appointment such as queries, interviews, questionnaires, and other official business.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card (1 original)			Client	
Request Letter (1 original)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Valid ID.	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office  Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	1.1 Refer the client to the person-in-charge of the request/inquiry	None	5 Minutes	
2. Proceed to MPDO Knowledge Sharing Chamber and state the Purpose of the Inquiry/Interview by discussing the details of interview, survey, or documentation	2. Facilitate the arrangements on how to accomplish the task satisfactorily and conveniently on both parties	None	30 Minutes	<b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I</i> Municipal Planning and Development Office  Or <b>JAYSON M. MAUPAY</b> <i>Administrative Assistant I</i> Municipal Planning and Development Office  Or <b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant</i> Municipal Planning and
3. Conduct the interview, survey, or documentation	3. Attend to the client's query/ies	None	1 Day	

				<p><i>Development Office</i></p> <p><i>Or</i></p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>VACANT</b> <i>Development Management Officer II</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III</i> <i>Municipal Planning and Development Office</i></p> <p><i>Or</i></p> <p><b>ORLEX H. MARAYAN, ENP.</b> <i>Development Management Officer IV</i> <i>Municipal Planning and</i></p>
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				<i>Development Office</i>  Or <b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator Municipal Planning and Development Office</i>
	<b>TOTAL</b>	<b>None</b>	<b>1 Day, 40 Minutes</b>	

#### 4. Review Of Barangay Budget

The Municipal Planning and Development Coordinator as Member of Local Finance Committee reviews the Barangay Annual Budget and Supplemental Budget/s based on the received Barangay Annual Investment Program and Supplemental Investment Program/s. It means that the budget is prepared with due regard to local government policy, which, in turn, should be harmonized with the development plans and reflected in the investment programs that the LGUs are required to prepare pursuant to RA No. 7160.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Barangay Annual Investment Program and Supplemental Investment Program/s (1 original)			Client	
Signed Budget Review Letter (1 original)			Municipal Budget Office - Budget Officer's Desk	
Personal Appearance of Barangay Captain, Barangay Councilor Chairman of Appropriations, Barangay Secretary and Barangay Treasurer			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Valid ID.	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II Municipal Planning and Development Office</i>  Or <b>RUTH D. MALING</b> <i>Administrative Officer IV Municipal Planning and Development Office</i>
	1.1 Refer the client to the person-in-charge	None	5 Minutes	
2. Proceed to MPDO Knowledge Sharing Chamber and present the documents for review	2. Review plan-budget linkage	None	1 Hour	<b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I Municipal Planning and Development Office</i>  Or

				<p><b>MA. LORRAINE F. FESTIN</b>  <i>Project Evaluation Assistant</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>ROMEL T. MARAYAN</b>  <i>Statistician I</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>PRINCESS EUNICE L. DEL VALLE</b>  <i>Project Development Officer I</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>JAN-NEIL H. EVANGELISTA</b>  <i>Senior Administrative Assistant II</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>FREDELINO A. TORIANO, JR.</b>  <i>Planning Officer II</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>VACANT</b>  <i>Development Management Officer II</i>  Municipal Planning and Development Office</p> <p>Or</p> <p><b>VIRGILIO M. KING, ENP.</b>  <i>Project Development Officer III</i>  Municipal Planning and Development Office</p>
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	2.1 Affix signature in the Budget Review Letter if consistent to the Approved Barangay AIP	None	5 Minutes	<b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
3. Claim the signed documents at the Office Front Desk	3. Release Signed Budget Review Letter, secure 1 original copy for filing and record the transaction	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> <i>Municipal Planning and Development Office</i>  Or  <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour, 20 Minutes</b>	

### 5. Securing Of Schedule Of Appointment For Review Of Barangay Development Plans And Investment Programs

As initial action, barangay officials can secure schedule of appointment for the Review of their respective Barangay Development Plans and Investment Programs. This is to make an arrangement convenient to both parties upon securing the availability of the person-in-charge of the review and the ABC Hall as venue.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Barangay Captain or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter for Review of Barangay Development Plans and Investment Programs (1 original)			Client	
Draft Barangay Development Plans (BDIP, BAIP, BGADPB, BDRRMP) (1 original, 1 soft copy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Letter Request	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> <i>Municipal Planning and Development Office</i>  Or  <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	1.1 Refer the client to the person-in-charge of the request/inquiry	None	5 Minutes	



<p>2. Inform the person-in-charge the intent for the review and present the hard copy of draft Barangay Development Plans and Investment Programs at the Office Front Desk</p>	<p>2. Verify the completeness of documents required for the review</p> <p>2.1 Secure the soft copy of the documents, if complete. If incomplete, advise the client to provide complete documents</p>	<p>None</p>	<p>15 Minutes</p>	<p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III</i> <i>Municipal Planning and Development Office</i></p>
	<p>2.2. Acknowledge Letter Request</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> <i>Municipal Planning and Development Office</i></p>

				Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
<b>TOTAL</b>		<b>None</b>	<b>35 Minutes</b>	

## 6. Review Of Barangay Development Plans And Investment Programs In Full Council Meeting

Pursuant to RA 7160 also known as the "Local Government Code of 1991, Section 113, Paragraph (b), the Municipal Planning and Development Office provides technical assistance to the Barangay Development Councils in the manner of preparing and formulating Barangay Development Plans and Investment Programs, including Barangay Development Investment Program (BDIP), Barangay Annual Investment Program (BAIP), Barangay Gender and Development Plan and Budget (BGADPB) and Barangay Disaster Risk Reduction and Management Plan (BDRRMP), based on the prescribed guidelines in full council meeting.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Barangay Development Council			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Draft Barangay Development Plans (BDIP, BAIP, BGADPB, BDRRMP) (1 original, 1 soft copy)			Client	
Flash Drive or External Hard Drive			Client	
Personal Appearance of Barangay Development Council (BDC) Members			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Proceed to MPDO Knowledge Sharing Chamber on the scheduled date and time	1. Provide the Visitor's eLogbook and facilitate the registration of participants. Review the completeness of information	None	30 Minutes	<b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I</i> Municipal Planning and Development Office  Or <b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant</i> Municipal Planning and Development Office
2. Present the draft Barangay Development Plans and Investment Programs	2. Review/ Critique draft barangay development plans and investment programs as to form, content and substance	None	1 Day	Or <b>ROMEL T. MARAYAN</b> <i>Statistician I</i> Municipal Planning and Development Office  Or <b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I</i>
3. Secure the soft copy of MPDO- Reviewed Barangay	3. Provide the soft copy of MPDO-	None	5 Minutes	

Development Plans and Investment Programs at the venue	Reviewed Development Plans and Investment Programs to Barangay Secretary			<i>Municipal Planning and Development Office</i>  Or  <b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> <i>Municipal Planning and Development Office</i>  Or  <b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II</i> <i>Municipal Planning and Development Office</i>  Or  <b>VACANT</b> <i>Development Management Officer II</i> <i>Municipal Planning and Development Office</i>  Or  <b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III</i> <i>Municipal Planning and Development Office</i>
<b>TOTAL</b>		<b>None</b>	<b>1 Day, 35 Minutes</b>	

## 7. Statistical Products And Database Services

The Municipal Planning and Development Office employs statistical generation activities such as collection, interpretation, organization, presentation, integration, maintenance and updating of statistical documents and database, whether paper-based or electronic in nature such as Ecological Profile (EP), Community-Based Monitoring System (CBMS) Database, Gender and Development (GAD) Database, Geographic Information System (GIS) Database and Other Statistical Data.

<b>Office or Office:</b>	Municipal Planning and Development Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Valid Identification Card (1 original)		Client
Request Letter, in compliance to the Data Privacy Act of 2012, in case of sensitive data (1 original)		Client

Order of Payment (1 original)		Municipal Planning & Development Office (MPDO) - Public Assistance and Complaint Desk		
Official Receipt (1 original)		Municipal Treasury Office (MTO) – Window 2		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Request Letter and Valid ID.	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II Municipal Planning and Development Office</i>
	1.1 Secure copy of Request Letter	None	5 Minutes	Or
	1.2 Refer the client to the person-in-charge of the data being requested	None	5 Minutes	<b>RUTH D. MALING</b> <i>Administrative Officer IV Municipal Planning and Development Office</i>
2. Proceed to MPDO Knowledge Sharing Chamber and state the Scope of the Request/ Inquiry	2. Review the scope of request and verify if the data requested is available	None	10 Minutes	<b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I Municipal Planning and Development Office</i>
	2.1 Ask client if the requested document is to be printed or photocopied, if available. If not, refer client to other probable sources of information			Or <b>ROMEL T. MARAYAN</b> <i>Statistician I Municipal Planning and Development Office</i>
	2.2. Issue the Order of Payment except for G2G Transaction	None	5 Minutes	Or <b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III Municipal Planning and Development Office</i>
	2.3. Start processing request	None	40 Minutes	Or <b>ORLEX H. MARAYAN, ENP.</b> <i>Development Management Officer IV Municipal Planning and Development Office</i>

**Note: For G2G Transaction, where payment for fees is exempted as per Section 4A.02 of the New Revenue Code of Pinamalayan 2013, skip Step 3 and 4**

<p>3. Proceed to Municipal Treasury Office, present the Order of Payment, and pay the required fees</p> <p><i>*Make sure to secure the Official Receipt (OR)</i></p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>Secretary's Fee for Printing: PHP 20.00 for the first page and PHP 5.00 each for the succeeding pages For Photocopy: PHP 10.00/page</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer Municipal Treasury Office</i></p>
<p>4. Present the Official Receipt to the person- in-charge for the release of the requested data at the MPDO</p>	<p>4. Photocopy the Official Receipt for Filing</p> <p>4.1 Return the Official Receipt to client</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I Municipal Planning and Development Office</i></p>
<p>5. Claim the requested data</p>	<p>5. Provide the requested data</p>	<p>None</p>	<p>5 Minutes</p>	<p>Or</p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ORLEX H. MARAYAN, ENP.</b> <i>Development Management Officer IV Municipal Planning and Development Office</i></p>
<b>TOTAL</b>		<p><b>For G2C: Sum of applicable fees</b></p>	<p><b>1 Hour and 40 Minutes</b></p>	
		<p><b>For G2G: None</b></p>	<p><b>1 Hour and 15 Minutes</b></p>	

## 8. Provision Of Well-Maintained Records, Official Documents And Reference Materials For Research Work And Studies

The Municipal Planning and Development Office (MPDO) is primarily responsible in the formulation of long-term, medium-term and short-term socio-economic integrated development plans, investment programs and other similar documents. The major outputs in this service area are the following: Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP), Executive-Legislative Agenda (ELA), Thematic Plans and Programs (TPP), Medium-Term Development Framework Plan (MTDFP), Annual Development Plan (ADP), Municipal Development Investment Program (MDIP), Annual Investment Program (AIP), Supplemental Investment Program (SIP), Annual Program Implementation Plan (APIP), State of Local Governance Report (SLGR) / Annual Report (AR), Annual Agency Performance Appraisal (AAPA), Civil Society Organizations (CSO) Inventory/Directory, and Other Reference and Library Materials.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (1 original)		Client		
Request Letter (1 original)		Client		
Order of Payment (1 original)		MPDO - Public Assistance and Complaint Desk		
Official Receipt (1 original)		Municipal Treasury Office (MTO) - Window 2		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Visitor's eLogbook and present the Request Letter and Valid ID.	1. Provide the Visitor's eLogbook and review the completeness of information	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office  Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	1.1 Secure copy of Request Letter	None	5 Minutes	
	1.2 Refer the client to the person-in-charge of the document/s being requested	None	5 Minutes	

<p>2. Proceed to MPDO Knowledge Sharing Chamber and state the Purpose of the Request/ Inquiry</p>	<p>2. Review the scope of request and verify if data requested is available</p> <p>2.1 Ask client if the requested document is to be printed or photocopied, if available. If not, refer client to other probable sources of information</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>JAYSON M. MAUPAY</b> <i>Administrative Assistant I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I</i> <i>Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> <i>Municipal Planning and Development Office</i></p>
	<p>2.2. Issue the Order of Payment except for G2G Transaction</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II</i> <i>Municipal Planning and Development Office</i></p>

	2.3. Start processing request	None	40 Minutes	<p>Or</p> <p><b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>VACANT</b> <i>Development Management Officer II Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>VIRGILIO M. KING, ENP.</b> <i>Project Development Officer III Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ORLEX H. MARAYAN, ENP.</b> <i>Development Management Officer IV Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator Municipal Planning and Development Office</i></p>
<b>Note: For G2G Transaction, where payment for fees is exempted as per Section 4A.02 of the New Revenue Code of Pinamalayan 2013, skip Step 3 and 4</b>				



<p>3. Proceed to Municipal Treasury Office, present the Order of Payment, and pay the required fees</p> <p><i>*Make sure to secure the Official Receipt (OR)</i></p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the OR</p>	<p>Secretary's Fee</p> <p>For Printing: PHP 20.00 for the first page and PHP 5.00 each for the succeeding pages</p> <p>For Photocopy: PHP 10.00 per page</p>	<p>20 Minutes</p>	<p><b>PLARIDEL S. CUIPADO</b> <i>Municipal Treasurer Municipal Treasury Office</i></p>
<p>4. Present the Official Receipt to the person- in-charge for the release of the requested data at the MPDO</p>	<p>4. Photocopy the Official Receipt for Filing</p> <p>4.1 Return the Official Receipt to client</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I Municipal Planning and Development Office</i></p> <p>Or</p>
<p>5. Claim the requested document/s</p>	<p>5. Provide the requested document/s</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>JAYSON M. MAUPAY</b> <i>Administrative Assistant I Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>MA. LORRAINE F. FESTIN</b> <i>Project Evaluation Assistant Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ROMEL T. MARAYAN</b> <i>Statistician I Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>PRINCESS EUNICE L. DEL VALLE</b> <i>Project Development Officer I Municipal Planning and Development</i></p>

				<p>Office</p> <p>Or</p> <p><b>JAN-NEIL H. EVANGELISTA</b> Senior Administrative Assistant II Municipal Planning and Development Office</p> <p>Or</p> <p><b>FREDELINO A. TORIANO, JR.</b> Planning Officer II Municipal Planning and Development Office</p> <p>Or</p> <p><b>VACANT</b> Development Management Officer II Municipal Planning and Development Office</p> <p>Or</p> <p><b>VIRGILIO M. KING, ENP.</b> Project Development Officer III Municipal Planning and Development Office</p> <p>Or</p> <p><b>ORLEX H. MARAYAN, ENP.</b> Development Management Officer IV Municipal Planning and Development Office</p> <p>Or</p> <p><b>ROSENIO A. TORIANO, ENP.</b> Municipal Planning and Development Coordinator</p>
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				Municipal Planning and Development Office
	<b>TOTAL</b>	<b>For G2C: Sum of applicable fees</b>	<b>1 Hour and 40 Minutes</b>	
	<b>TOTAL</b>	<b>For G2G: None</b>	<b>1 Hour and 15 Minutes</b>	

## 9. Inspection Of Delivery Of Goods And Services

The Municipal Planning and Development Office (MPDO) conducts inspection on deliveries and procurements of goods and services of the Municipal Government.

<b>Office or Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Requesting Office/End User or General Services Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Request (1 original)		Municipal Mayor's Office - Desk 2		
Certificates of Award (1 original)		Bids and Awards Committee - Desk 7		
Certification of Acceptance of Quotation of Canvass (1 original)		Bids and Awards Committee - Desk 7		
Approved Purchase Order (2 original)		Municipal Mayor's Office - Desk 2		
Delivery Receipt (1 original, 1 photocopy)		Supplier		
Inspection Report (IR) (3 original)		Requesting Office/End User		
Actual Delivery of Goods/Services for Inspection (1 original)		Municipal Compound		
Inspection Request Form (2 original)		MPDO Public Assistance and Complaint Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Office Front Desk and read the Citizen's Charter Handbook to be informed of the service process flow. Sign-in the Inspection eLogbook and present the requirements at the Office Front Desk	1. Provide the Inspection eLogbook and review the completeness of information	None	7 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office  Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	1.1 Verify the completeness of the requirements	None		
	1.2 Issue 2 copies of Inspection Request Form if the requirements are complete	None		
	1.3 Inform the Inspectorate Team Member	None		

<p>2. Fill-up Inspection Request Form and coordinate with the inspectorate team members to proceed to the assigned inspection area</p>	<p>2. Proceed to the place of delivery</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>FREDELINO A. TORIANO, JR.</b> <i>Planning Officer II Municipal Planning and Development Office</i></p> <p>Or</p>
<p>3. Provide the required documents to inspectorate team members for the actual inspection</p>	<p>3. Inspect subject delivery based on Approved PO or Notice of Award (Specification, Quantity and Description) in the presence of the concerned parties to the delivery</p> <p><i>- In case of incomplete delivery and sub-standard findings, the Inspectorate Team will reexamine, inspect and prepare an Inspection Report on Other Findings and submit the same to the proper authority</i></p> <p>3.1 Affix signature in the Inspection Request Form</p>	<p>None</p>	<p>24 Hours (Centralized) 8 Hours (Single Transaction)</p>	<p><b>JAN-NEIL H. EVANGELISTA</b> <i>Senior Administrative Assistant II Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>JOHN ERIC G. MONDOÑEDO</b> <i>Draftsman I Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator Municipal Planning and Development Office</i></p>
<p>4. Forward the Complete and Accomplished documents at the Office Desk</p>	<p>4. Record the transaction in the In- house e-Tracking of Inspection</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>MARIANNE L. LUARCA</b> <i>Administrative Aide II Municipal Planning and Development Office</i></p> <p>Or</p> <p><b>RUTH D. MALING</b> <i>Administrative Officer IV Municipal Planning</i></p>

				and Development Office
5. Wait for the release of documents	5. Affix signature in the Accomplished IR upon final review of document and findings, if any	None	10 Minutes	<b>ROSENIO A. TORIANO, ENP.</b> <i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
6. Claim the documents from the Office Front Desk	6. Release the documents, secure 1 copy of each Approved PO, Delivery Receipt, Accomplished IR and Accomplished Inspection Request Form and record the transaction	None	5 Minutes	<b>MARIANNE L. LUARCA</b> <i>Administrative Aide II</i> Municipal Planning and Development Office  Or <b>RUTH D. MALING</b> <i>Administrative Officer IV</i> Municipal Planning and Development Office
	<b>TOTAL</b>	<b>Centralized Inspection</b>	<b>24 Hours and 37 Minutes</b>	
	<b>TOTAL</b>	<b>Single Inspection</b>	<b>8 Hours and 37 Minutes</b>	

**MUNICIPAL SOCIAL WELFARE AND  
DEVELOPMENT OFFICE  
External Services**

## 1. Admission At MSWDO Drop-In Center

Drop-In Center is a 24-hour operating center which serves as receiving and action center for rescued individuals and families in crisis situation such as victims of abused women and children, children in conflict with the law, children at risk and other special cases. It serves as a venue in providing immediate integrated services that include protection and provision of psycho-social intervention. It also provides temporary shelter for a limited period of time.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Children in Conflict with the Law (CICL), Children at Risk (CAR), Victims of Abuse			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Letter (1 original) - if applicable		Barangay Council for the Protection of Children (BCPC)/ Philippine National Police-Women and Children Protection Desk (PNP-WCPD)/ Local Government Unit		
Medical Certificate (1 original)		Public Hospital or Municipal Health Office		
Birth Certificate (1 photocopy)		Client		
Personal Appearance of the Client		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to MSWDO Drop-In Center	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
2. Submit the requirements at MSWDO Drop-In Center	2. Receive and check the completeness of the requirements  2.1 Conduct initial interview using Intake Sheet  2.2 Admit the client at the Drop-In Center	None	30 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office

<b>TOTAL:</b>	<b>None</b>	<b>35 Minutes</b>	
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## 2. Conduct of Intake Interview for Financial Assistance

Financial assistance is provided to indigent individuals who are in need of medical/burial and/or emergency shelter assistance. These is one of the protective services aim to help individuals and families to cope with the difficult situation they are presently experiencing illness and death of a family member. The Aid-to Individual in Crisis Situation (AICS) is intended for clients who are need of medical/burial assistance while Emergency Shelter Assistance (ESA) is provided to clients whose house was damaged due natural or man-made calamities.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Indigent residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical/Hospital Bill Assistance:</b>				
Updated Certificate of Indigency duly noted by the Municipal Mayor (1 original, 2 photocopy)		Concerned Barangay Hall		
Updated Medical Certificate/Medical Abstract (1 original, 2 photocopy)		Concerned Medical Facility		
Hospital Bill (1 original, 2 photocopy) if applicable		Concerned Medical Facility		
Filled-up Intake Sheet for Financial Assistance (6 original)		Municipal Social Welfare and Development Office- Desk 3 or 4		
<b>For Burial Assistance:</b>				
Updated Certificate of Indigency duly noted by the Municipal Mayor (1 original, 2 photocopy)		Concerned Barangay Hall		
Registered Death Certificate (3 photocopy)		Municipal Civil Registry Office		
Certificate of Residency (1 original, 2 photocopy) - in case of discrepancy on the address registered in death certificate		Concerned Barangay Hall		
Filled-up Intake Sheet for Financial Assistance (6 original)		Municipal Social Welfare and Development Office- Desk 3 or 4		
<b>For Emergency Shelter Assistance:</b>				
Updated Certificate of Indigency duly noted by Local Chief Executive (1 original, 2 photocopy)		Concerned Barangay Hall		
Bureau of Fire Protection (BFP) Report or Certificate on the Damaged Property of the Barangay Captain (1 original, 2 photocopy)		Bureau of Fire Protection/Barangay Hall concerned		
Colored Picture of the Damaged Property (3 original)		Client		
Filled-up Emergency Shelter Assistance Form 200 (6 original)		Municipal Social Welfare and Development Office- Desk 3 or 4		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip</p>	<p>1. Give the Client Logbook and transaction slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 2</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office</p>
<p>2. Submit the Transaction Slip and requirements at Desk 2</p>	<p>2. Receive and review the completeness of the requirements.</p> <p>2.1 Record on the AICS Logbook</p> <p>2.2 Return the document to the client</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p>
<p>3. Submit the documents at Desk 3 or 4</p>	<p>3. Receive the documents</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office</p>
<p>3.1. Respond to the interview at Desk 3 or 4</p>	<p>3.1 Conduct interview using the Intake Sheet for Financial Assistance or Emergency Shelter Assistance Form</p>	<p>None</p>	<p>1 Hour</p>	<p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p> <p style="text-align: center;"><i>Or</i></p> <p><b>ELVIRA A. TORIANO</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office</p>
<p>3.2. Verify the correctness of the information and sign the Intake Sheet for Financial Assistance or Emergency Shelter Assistance Form at Desk 3 or 4</p>	<p>3.2. Ask the client to acknowledge the correctness of the information by signing the Intake Sheet for Financial Assistance or Emergency Shelter Assistance Form</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>ELVIRA A. TORIANO</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office</p>

	3.3 Prepare the Disbursement Voucher	None	5 Minutes	
	3.4 Sign the documents	None	2 Minutes	<b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
	3.5 Forward to the Office of the Municipal Mayor for processing of claims and/or issuance of guarantee letter  <i>- Instruct the client to await the notification from the Office of the Municipal Mayor for the release of the assistance</i>	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide</i> // Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 23 Minutes</b>	

### 3. Handling Of Children In Conflict With The Law (CICL) And Children At Risk (CAR)

The handling of CICL/CAR cases is to ensure that clients are treated in a manner that upholds the child's human dignity and worth. This is provided to children who violate certain laws and ordinances.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Children in Conflict with the Law (CICL) and Children at Risk (CAR)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral/Endorsement Letter		Barangay Council for the Protection of Children (BCPC)/ Philippine National Police-Women and Children Protection Desk (PNP-WCPD)/ Local Government Unit		
Personal Appearance of the Client		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once	1. Give the Client Logbook and transaction slip	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide</i> // Municipal Social

done, fill out the Transaction Slip	1.1 Check the completeness of the required information  1.2 Refer to Desk 1			Welfare and Development Office
2. Submit the requirements (if any) Transaction Slip at Desk 1	2. Receive and review the completeness of the requirements  2.1 Refer to the social worker	None	2 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office
3. Forward the documents to the Desk 8 or 9	3. Receive the documents and record at CICL/CAR Registry Book	None	5 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	3.1 Conduct interview and case management with the client	None	3 Hours	
	3.2 Prepare "Kasunduan" Agreement to both parties (client represented by parents/guardians and complainant-if applicable)  *If client is CICL, avail of Social Case Study Report- Comprehensive	None	1 Hour	
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 12 Minutes</b>	
<b>TOTAL for CICL:</b>		<b>None</b>	<b>6 Days, 5 Hours, 49 Minutes</b>	

#### 4. Handling Of Violence Against Women And Their Children (VAWC)

Violence Against Women and Their Children Act of 2004 defines VAWC as an act committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had sexual or dating relationship or with whom he has a common child. Violence includes not just physical violence, but also sexual, psychological, and economic abuse.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen

<b>Who may avail:</b>		Violence Against Women and Their Children Victims		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral/Endorsement Letter (1 original) - if applicable		Barangay Council for the Protection of Children (BCPC)/ Philippine National Police-Women and Children Protection Desk/ Local Government Unit		
Personal Appearance of the Client		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1. 1.2 Refer to Desk 1	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
2. Submit the requirements (if any) Transaction Slip at Desk 1	2. Receive and review the completeness of the requirements  2.1 Refer to the social worker	None	2 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office
3. Forward the documents to Desk 8 or 9	3. Receive the documents and record at VAWC Log Book	None	3 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office
4. Respond to the interview	4. Conduct interview and provide counselling to the victim/s  4.1 Prepare report and/or referral if needed and send to concerned agency	None	4 Hours	<i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	4.2 Review and Sign the prepared report	None	5 Minutes	<b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
	4.3 Send to concerned agency	None	2 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i>

				Municipal Social Welfare and Development Office or  <b>MARICEL M. RODIL</b> Social Welfare Officer III Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 17 Minutes</b>	

### 5. Issuance Of Certificate Of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who may avail:</b>	All transacting officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (1 photocopy)		Client		
Requisition Slip (1 original)		Municipal Social Welfare and Development Office- PACD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> Administrative Aide II Municipal Social Welfare and Development Office
2. Submit the duly accomplished Transaction slip at Desk 2	2. Receive the transaction slip and check the completeness of the required data/information	None	2 Minutes	<b>ANGELINA L. DE GUZMAN</b> Administrative Assistant II Municipal Social Welfare and Development Office
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	<b>ANGELINA L. DE GUZMAN</b> Administrative Assistant II Municipal Social Welfare and Development Office

	2.2 Sign the CA and return it to the Desk 2	None	2 Minutes	<b>GRACE EUNICE F. FABELLA</b> Municipal Social Welfare and Development Officer Municipal Social Welfare and Development Office
	2.3 Affix dry seal to the approved CA	None	3 Minutes	<b>ANGELINA L. DE GUZMAN</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office
3. Receive the approved CA at Desk 1	3. Release the CA	None	2 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

## 6. Issuance Of Certificate Of Indigency

The issuance of certificate is to help indigent families avail of social services to welfare agencies/institutions. This will give them access to discounts on hospitals, free legal services at Public Attorney's Office, and correction of records on birth certificates.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical Assistance on Government Hospitals:</b>				
Updated Certificate of Indigency (1 original)		Concerned Barangay Hall		
<b>For Scholarship and Correction of Data on Birth Certificate:</b>				
Updated Certificate of Indigency (1 original)		Concerned Barangay Hall		
Certificate of No Property (1 original)		Client or Municipal Assessor's Office		
<b>For Free Legal Services:</b>				
Updated Certificate of Indigency (1 original)		Concerned Barangay Hall		
Certificate of No Property (1 original)		Client or Municipal Assessor's Office		
Subpoena of the Case (1 photocopy)		Client or Regional/Municipal Trial Court		
<b>For PhilHealth Certification:</b>				
Updated Certificate of Indigency (1 original)		Concerned Barangay Hall		
PhilHealth Member Data Record (1 photocopy)		Client or Philippine Health Insurance Corporation Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip</p>	<p>1. Give the Client Logbook and transaction slip</p> <p>1.1 Check the completeness of the required information</p> <p>1. 1.2 Refer to Desk 2</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office</p>
<p>2. Submit the Transaction Slip and requirements at Desk 2</p>	<p>2. Receive and review the completeness of the requirements.</p> <p>2.1 Record on the Certificates Logbook</p> <p>2.2 Return the document to the client and refer to Desk 3, 4 or 5</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p>
<p>3. Submit the documents at Desk 3, 4 or 5</p>	<p>3. Receive the documents</p> <p>3.1 Prepare Certificate of Indigency</p>	<p>None</p>	<p>10 Minutes</p>	<p><b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office</p> <p>Or</p> <p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p> <p>Or</p> <p><b>ELVIRA A. TORIANO</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office</p>
	<p>3.2 Sign the Certificate of Indigency</p>	<p>None</p>	<p>2 Minutes</p>	<p><b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office</p>

4. Receive Certificate of Indigency at Desk 1	4. Release the document	None	2 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>21 Minutes</b>	

### 7. Issuance Of Persons With Disability (PWD) Identification Card And Booklet

Persons with Disability ID is the type of ID issued to clients who are assessed as persons with disabilities. Once an ID is issued, owner can avail of the 20% discounts on medicines and foods upon presentation of ID and Booklet.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Persons with Disability Residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Medical Certificate (1 original)		Hospital/Municipal Health Office		
Whole Body Picture (in case, disability is apparent such as orthopaedic-no need for Medical Certificate)		Owner of the ID		
1 x 1 ID Picture (3 copies)		Owner of the ID		
Filled-up Registry Form for Persons with Disability (1 original)		Municipal Social Welfare and Development Office- PDAO Desk		
Filled up General Intake Sheet for Persons with Disability (1 original)		Municipal Social Welfare and Development Office- PDAO Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to PDAO Desk	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
2. Submit the Transaction Slip and requirements at PDAO Desk	2. Receive and review the completeness of the requirements.	None	2 Minutes	<b>EMIL JAY F. MAMBA</b> <i>Administrative Officer II</i> Municipal Social Welfare and Development Office



3. Accomplish Registry Form for Persons with Disability at PDAO Desk	3. Assist in Filling-up the Philippine Registry Form for Persons with Disability	None	5 Minutes	<b>EMIL JAY F. MAMBA</b> <i>Administrative Officer II</i> Municipal Social Welfare and Development Office
4. Proceed to Municipal Health Office for approval of the Registry Form for Persons with Disability. Once approved by MHO, return to MSWDO for processing	4. Sign the Registry Form for Persons with Disability	None	22 Minutes	<b>DR. NINA KRISTINNE L. PUNZALAN</b> <i>Municipal Health Officer</i> Municipal Health Office
5. Submit the approved Registry Form and accomplish the General Intake Sheet for Persons with Disability at PDAO Desk	5. Verify the submitted Registry Form  5.1. Conduct interview using the General Intake Sheet for Persons with Disability  5.2. Register at the PWD logbook and assign PWD ID Number accordingly  5.3. Prepare the ID	None	1 Hour	<b>EMIL JAY F. MAMBA</b> <i>Administrative Officer II</i> Municipal Social Welfare and Development Office
6. Receive the PWD ID together with the Booklet at PDAO Desk	6. Release the PWD ID and Booklet	None	2 Minutes	<b>EMIL JAY F. MAMBA</b> <i>Administrative Officer II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 36 Minutes</b>	

### 8. Issuance Of Social Case Study Report - Comprehensive

This is a kind of report wherein client's social functioning is elaborately narrated. The purpose of this report is to narrate the history of the client and the circumstances of the client's case. This is one of the reports submitted for referral purposes in other agencies and parental capability assessment report. This document is prepared by a registered social worker and should be confidential.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Citizen, G2G- Government to Government

<b>Who may avail:</b>	Local Government Unit/Government Agency/Welfare Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Any of the following:</b>				
Request Letter for Discernment (1 original/scanned or photocopy)		Municipal Police Station		
Request Letter for Parental Capability Assessment Report (1 original/scanned or photocopy)		Municipal or Regional Trial Court/Welfare Institutions/Local Government Unit		
Subpoena (1 photocopy)		Regional Trial Court/Municipal Trial Court		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send communication at the MSWD Office or via official email account	1. Receive the communication via mail, courier and record to the incoming logbook	None	3 Minutes	<b>ANGELINA L. DE GUZMAN</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office
	2. Forward to the assigned social worker	None	2 Minutes	
	3. Coordinate with the barangay officials the whereabouts of the subject requested for SCSR	None	1 Hour	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	4. Conduct home visit and interview with the client	None	1 Day	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	5. Prepare the SCSR	None	5 Days	

	6. Review and approve the SCSR	None	30 Minutes	<b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
	6. Release the document to the requesting person/agency	None	5 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 1 Hour, 40 Minutes</b>	

### 9. Issuance Of Social Case Study Report - Simple

This is a kind of report wherein client's socio-economic status is reflected to justify the eligibility to avail assistance from different welfare agency/institutions. This is one of the requirements of national agency specifically of DSWD for those clients who are undergoing continuous treatment suffering from chronic illness and families who are in need of burial assistance.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Residents only
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Medical Assistance/Hospital Bill:</b>	
Updated Certificate of Indigency of the Claimant (1 original, 3 photocopy)	Concerned Barangay Hall
Medical Certificate/Clinical Abstract (1 original, 3 photocopy)	Hospital/Municipal Health Office
Hospital Bill (1 original, 3 photocopy)	Hospital- Billing Section
Request Slip/Letter (1 original)	Department of Social Welfare and Development/Hospital
1 Valid ID (4 photocopy)	Client
<b>For Burial Assistance:</b>	
Updated Certificate of Indigency of the Claimant (1 original, 3 photocopy)	Concerned Barangay Hall
Registered Death Certificate (3 photocopy)	Municipal Civil Registry Office
Certificate of Residency in case of discrepancy on the address registered in death certificate (1 original, 3 photocopy)	Concerned Barangay Hall

Funeral Contract (1 original, 2 photocopy)		Funeral Parlor/Memorial Chapel		
Request Slip/Letter (1 original)		Department of Social Welfare and Development/Hospital		
1 Valid ID (4 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 2	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
2. Submit the Transaction Slip and requirements at Desk 2	2. Receive and review the completeness of the requirements.  2.1 Record on the SCSR Logbook  2.2 Return the document to the client	None	2 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office
3. Submit the requirements at Desk 8 or 9	3. Receive the Transaction Slip with attached requirements	None	2 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office
4. Respond to the question for SCSR preparation	4.1. Conduct interview and prepare SCSR	None	1 Hour	<i>or</i>
	4.2 Approve the SCSR	None	5 Minutes	<b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office  <b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office

5. Receive a copy of Social Case Study Report at Desk 1	5. Release the document	None	2 Minutes	<b>ANGELINA L. DE GUZMAN</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 16 Minutes</b>	

## 10. Issuance Of Solo Parent Identification Card (ID)

Solo Parent ID is a type of ID issued to a parent/guardian left alone with the responsibility of parenthood.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Solo Parents residents only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification of Being a Solo Parent (1 original)		Concerned Barangay Hall		
Birth Certificate of the Child (1 photocopy)		Client		
Death Certificate of the deceased spouse (1 photocopy)		Client		
Affidavit/Court Order for legally separated		Client		
ID Picture 1 x 1 - (3 colored copies)		Client		
Filled-up Application Form for Solo Parent (1 original)		Municipal Social Welfare and Development Office- Desk 6		
Filled-up Solo Parent Individual Profile Sheet (1 original)		Municipal Social Welfare and Development Office- Desk 6		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 6	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office

2. Fill out the , Application Form for Solo Parent and Solo Parent Individual Profile Sheet AT Desk 6	2. Give the client an Application Form for Solo Parent and Solo Parent Individual Profile Sheet and once filled-out, check the completeness of the information	None	30 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
3. Submit the Transaction Slip and requirements at Desk 6	3. Record and register at the Solo Parents logbook and get Solo Parent Number  3.1 Prepare the ID	None	5 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office  Or <b>ELVIRA A. TORIANO</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office Municipal Social Welfare and Development Office
4. Receive the Solo Parent ID at Desk 6	4.1 Release the Solo Parent ID	None	2 Minutes	<b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office  Or <b>ELVIRA A. TORIANO</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>42 Minutes</b>	

## 11. Provision of Early Childhood Care and Development Services

In compliance with RA 8980, the agency provides full range of health, early education and social services programs that provides for the basic holistic needs of young children from birth to age six (6) to promote their optimum growth and development. Upon enrolment, child can avail of the ECCD services

<b>Office or Division:</b>	Municipal Social Welfare and Development Office
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Children Ages 3 to 6 years old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate of the Child (1 photocopy)		Client		
Immunization Record of the Child (1 photocopy)		Client		
Child Development Checklist (1 photocopy)		Child/ Municipal Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements at the Municipal or Concerned Barangay Child Development Centers for enrolment  <b>Note: All enrollees are entitled to ECCD services</b>	1. Receive the documents and check and review the completeness of the requirements  1.1 Record on enrolment log book	None	10 Minutes	<b>ANGELICA M. DE MESA</b> <i>National Child Development Teacher</i> Municipal Social Welfare and Development Office  or <b>MARILOU L. AGAMATA</b> <i>Administrative Aide VI</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	

## 12. Provision Of Counselling Services

Counselling services is one of the psychosocial services offered by the department to individuals facing difficult situation. This includes individual, peer group or family counselling. This will focus on the resolution of personal relationship and role conflicts.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 8 or 9	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office

2. Submit the Transaction Slip to Desk 8 or 9  2.1 Undergo counselling process and acknowledge the receipt of service rendered	2. Receive the Transaction Slip  2.1 Conduct counselling  2.2 Prepare counselling report	None	1 Hour, 2 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  or <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office
	2.3 Review and sign counseling report	None	5 Minutes	<b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 12 Minutes</b>	

### 13. Provision Of Food For Work

Food for Work is a short-term intervention to provide food packs to distressed/displaced individuals by participating in or undertaking preparedness, mitigation, relief, rehabilitation or risk reduction projects and activities in their communities or in evacuation centers. This could be undertaken before, during or after the occurrence of any disaster whether natural or man-made.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government			
<b>Who may avail:</b>	Residents only through their Barangay Captain			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter duly approved by Municipal Mayor (1 original)		Concerned Barangay		
List of Recipients signed by the Barangay Captain (1 original)		Concerned Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Desk 5	None	5 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office



2. Submit the requirements at Desk 7	2. Verify the request and look for the availability of the requested goods	None	5 Minutes	<b>MERNALYN F. GODOY</b> <i>Administrative Aide IV</i> Municipal Social Welfare and Development Office
2.1 Sign the prepared Requisition Issue Voucher at Desk 7	2.1 Prepare the Requisition Issue Voucher (RIV) and ask the client to sign	None	10 Minutes	<b>MERNALYN F. GODOY</b> <i>Administrative Aide IV</i> Municipal Social Welfare and Development Office
	2.2 Approve the Requisition Issue Voucher (RIV)	None	2 Minutes	<b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
3. Receive the requested goods at MSWDO Stock Room	3. Release the requested goods	None	5 Minutes	<b>MERNALYN F. GODOY</b> <i>Administrative Aide IV</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>27 Minutes</b>	

#### 14. Provision Of Pre-Marriage Orientation And Counseling (PMOC)

Pre-Marriage Orientation and Counseling is designed to give would-be-couples an understanding of marriage and family relationships and responsibilities as part of their preparation for married and family life. It provides would-be-couple a deeper understanding and appreciation of what to expect during marriage and to effectively guide them in forming their own family.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance		Client		
Proof of Application to Marriage		Municipal Civil Registry (MCR)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. State your purpose at Cubicle 1 and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the Transaction Slip</p>	<p>1. Give the Client Logbook and transaction slip</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Refer to Desk 2</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office</p>
<p>2. Submit the accomplished transaction Slip to Desk 2 and answer the Accomplish the Marriage Expectations Inventory Form (MEIF)</p>	<p>2. Receive the Transaction Slip and ask the would-be-couple to Accomplish the Marriage Expectations Inventory Form (MEIF)</p>	<p>None</p>	<p>30 Minutes</p>	<p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p>
	<p>2.1 Record on the PMOC logbook</p> <p>2.2 Book the would-be-couple on a date depending on their availability</p> <p>2.3 Remind them to return on the scheduled date of counseling</p>	<p>None</p>	<p>5 Minutes</p>	<p><b>MAYSEL M. HERNANDEZ</b> <i>Administrative Aide III</i> Municipal Social Welfare and Development Office</p>
<p>3. Return on the scheduled date of PMOC and complete attendance on the PMOC session</p>	<p>3. Conduct the PMOC</p>	<p>None</p>	<p>10 Days, 4 Hours</p>	<p><b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office</p> <p><i>or</i></p> <p><b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office</p> <p><b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office</p>

4. Receive the Certificate of Compliance for PMC	4. Prepare the Certificate of Compliance	None	5 Minutes	<b>ANGELINA L. DE GUZMAN</b> <i>Administrative Assistant II</i> Municipal Social Welfare and Development Office
	4.1 Sign the Certificate of Compliance	None	2 Minutes	<b>ANIELOR L. HALIMBAWA</b> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Office  <i>or</i> <b>MARICEL M. RODIL</b> <i>Social Welfare Officer III</i> Municipal Social Welfare and Development Office  <b>GRACE EUNICE F. FABELLA</b> <i>MSWD Officer</i> Municipal Social Welfare and Development Office
	4.2 Issue the Certificate of Compliance	None	2 Minutes	<b>ARIS A. LAMBOLOTO</b> <i>Administrative Aide II</i> Municipal Social Welfare and Development Office
<b>TOTAL:</b>		<b>None</b>	<b>47 Minutes (Scheduling) 10 Days, 4 Hours, 47 Minutes</b>	

**MUNICIPAL TREASURY OFFICE**  
**External Services**

### 1. Collection Of Business Tax (Business One Stop Shop)

All entities doing business are required to pay local business tax (LBT). The tax can be paid annually, on or before January 20, or quarterly, within the first 20 Days of January and of the first month of each subsequent quarter. Failure to pay the LBT, fees, or charges on time will be subject to a surcharge not exceeding 25% of the amount of taxes, fees, or charges not paid on time and an interest at a rate not exceeding 2% per month of the unpaid taxes, fees, or charges until such amount is fully paid.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Official Receipt (1 original or 1 photocopy)		Client		
Statement of Account (SOA) (1 original or 1 photocopy)		Business One Stop Shop (BOSS) - Assessment Window		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and transaction slip 1.1 Check the completeness of the required information 1.2 Refer to Desk 8	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Pay Business Tax at Window 6 (BOSS)  <i>*Make sure to secure the Official Receipt (OR)</i>	2. Accept payment and issue the OR	(see schedule of fees below)	10 Minutes	<b>MARY ANN M. LATOMBO</b> <i>Administrative Assistant I</i> Municipal Treasury Office
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>20 Minutes</b>	

### SCHEDULE OF FEES

#### Collection of Business Tax

Section 2A.02. Imposition of Tax. There is hereby imposed on the following persons who establish, operate, conduct or maintain their respective business, within the municipality, a graduated business, within the municipality, a graduated business tax in the amounts here after prescribed:

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>AMOUNT OF TAX PER ANNUM</b>
Less than 10,000.00	PHP 190.57
10,000.00 or more but less than 15,000.00	254.10
15,000.00 or more but less than 20,000.00	348.60
20,000.00 or more but less than 30,000.00	508.20

30,000.00 or more but less than	40,000.00	762.30
40,000.00 or more but less than	50,000.00	952.87
50,000.00 or more but less than	75,000.00	1,524.60
75,000.00 or more but less than	100,000.00	1,905.75
100,000.00 or more but less than	150,000.00	2,541.00
150,000.00 or more but less than	200,000.00	3,176.25
200,000.00 or more but less than	300,000.00	4,446.75
300,000.00 or more but less than	500,000.00	6,352.50
500,000.00 or more but less than	750,000.00	9,240.00
750,000.00 or more but less than	1,000,000.00	11,550.00
1,000,000.00 or more but less than	2,000,000.00	15,881.25
2,000,000.00 or more but less than	3,000,000.00	19,057.50
3,000,000.00 or more but less than	4,000,000.00	22,869.00
4,000,000.00 or more but less than	5,000,000.00	26,680.50
5,000,000.00 or more but less than	6,500,000.00	28,153.10
6,500,000.00 or at a rate not exceeding forty-three and 0.31 percent of one percent (43.31% of 1%)		

b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>		<b>AMOUNT OF TAX PER ANNUM</b>
Less than	1,000.00	20.79
1,000.00 or more but less than	2,000.00	38.12
2,000.00 or more but less than	3,000.00	57.75
3,000.00 or more but less than	4,000.00	83.16
4,000.00 or more but less than	5,000.00	115.5
5,000.00 or more but less than	6,000.00	139.65
6,000.00 or more but less than	7,000.00	165.17
7,000.00 or more but less than	8,000.00	190.58
8,000.00 or more but less than	10,000.00	215.99
10,000.00 or more but less than	15,000.00	254.1
15,000.00 or more but less than	20,000.00	317.63
20,000.00 or more but less than	30,000.00	381.15
30,000.00 or more but less than	40,000.00	508.2
40,000.00 or more but less than	50,000.00	762.3
50,000.00 or more but less than	75,000.00	1,143.45
75,000.00 or more but less than	100,000.00	1,524.60
100,000.00 or more but less than	150,000.00	2,159.85
150,000.00 or more but less than	200,000.00	2,795.10
200,000.00 or more but less than	300,000.00	3,811.50
300,000.00 or more but less than	500,000.00	5,082.20
500,000.00 or more but less than	750,000.00	7,623.00
750,000.00 or more but less than	1,000,000.00	10,353.00
1,000,000.00 or more but less than	2,000,000.00	11,550.00

2,000,000.00 or more at a rate not exceeding fifty-seven and 0.75 percent (57.75%) of one percent (1%)	
c) On exporter"s and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;	
(1) Rice and Corn;	
(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and freshwater 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	
The amount of export sales be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article	

d) On retails.	
<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>AMOUNT OF TAX PER ANNUM</b>
400,000.00 or less	2.31%
More than 400,000.00	1.155%

e) On contractors and other independent contractors in accordance with the following schedule		
<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>		<b>AMOUNT OF TAX PER ANNUM</b>
Less than 5,000.00		31.80
5,000.00 or more but less than	10,000.00	71.15
10,000.00 or more but less than	15,000.00	120.70
15,000.00 or more but less than	20,000.00	190.58
20,000.00 or more but less than	30,000.00	317.63
30,000.00 or more but less than	40,000.00	444.68
40,000.00 or more but less than	50,000.00	635.25
50,000.00 or more but less than	75,000.00	1,016.40
75,000.00 or more but less than	100,000.00	1,524.60
100,000.00 or more but less than	150,000.00	2,286.90
150,000.00 or more but less than	200,000.00	3,049.20
200,000.00 or more but less than	250,000.00	4,192.65
250,000.00 or more but less than	300,000.00	5,336.10
300,000.00 or more but less than	400,000.00	7,114.80
400,000.00 or more but less than	500,000.00	9,528.75
500,000.00 or more but less than	750,000.00	10,683.75

750,000.00 or more but less than	1,000,000.00	11,838.75
1,000,000.00 or more but less than	2,000,000.00	13,282.00
2,000,000.00 or more at a rate not exceeding sixty six and 0.41 percent (66.41%) of one percent (1%)		
<p>f) The graduated tax on contractors and other independent contractors shall likewise be collected from tax subjects enumerated under Section 19 © of Presidential Decree No. 231, as amended but which are no longer included in the enumeration of “contractor” under Section 131 of Republic Act No. 7160.</p>		
1. Welding shops		
2. Service station		
3. White/blue printing, recopying, or photocopying services		
4. Assaying laboratories		
5. Advertising agencies		
6. Shops for shearing animals		
7. Vacidor shops		
8. Stables		
9. Construction of motor vehicles, animal drawn vehicles, bicycles, and/or tricycles		
10. Lathe machine shops		
11. Furniture shops		
12. Proprietors of bulldozers and other heavy equipment available to others for consideration		
13. 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, club, resort and other similar places, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferries wheels, swings, shooting galleries, and other similar contrivances, theatres and cinema houses, boxing stadia, race tracks, cockpits, video games and other similar establishments.		
14. Commission agents		
15. Dealers, brokers		
16. On travel agencies and travel agents		
17. On boarding houses, pension houses, motels, apartments, apartelles and condominiums		
18. Subdivision owners/Private Cemeteries and Memorial Parks		
19. Private-owned markets		
20. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories		
21. Cockpit operations (to include placida and cockpit rentals)		
22. Operators of Cable Networks System		
23. Operators of computer services establishment		
24. General consultancy services		
25. Arrastre Services		
26. Coal Distribution		
27. Shipbuilding and Ship repair; Ship melting and wrecking		
28. All other similar activities consisting essentially, of the sales of services for a fee.		



g) On banks and other financial institutions, at the rate of fifty five percent of one percent (55% 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.

h) On lessors of real state, based on the gross receipts for the preceding year; at the rate not exceeding the following:

<b>WITH GROSS SALES FOR THE PRECEDING CALENDAR YEAR IN THE AMOUNT OF :</b>	<b>AMOUNT OF TAX PER ANNUM</b>
Less than 5,000.00	60.50
1,000.00 or more but less than 5,000.00	105.60
5,000.00 or more but less than 10,000.00	132.00
10,000.00 or more but less than 20,000.00	302.50
20,000.00 or more but less than 30,000.00	423.50
30,000.00 or more but less than 40,000.00	544.50
40,000.00 or more but less than 50,000.00	665.50
For every 1,000.00 in excess of 50,000.00 for Real property for purposes other than residential	12.00
For every 5,000.00 in excess of 50,000.00 for Real property used for residential purposes	6.05

i) CAFES, CAFETERIAS, ICE CREAM AND OTHER FRESHMENT PARLORS, RESTAURANTS, CARENDERIAS, PANCITERIA, SODA FOUNTAIN BARS AND SIMILAR ESTABLISHMENTS INCLUDING FOOD CATERERS

<b>WITH GROSS SALES FOR THE PRECEDING CALENDAR YEAR IN THE AMOUNT OF :</b>	<b>AMOUNT OF TAX PER ANNUM</b>
Less than 2,000	57.75
2,000 or more but less than 3,000.00	78.75
3,000 or more but less than 4,000.00	103.95
4,000 or more but less than 5,000.00	115.50
5,000 or more but less than 6,000.00	127.05
6,000 or more but less than 7,000.00	150.15
7,000 or more but less than 8,000.00	173.25
8,000 or more but less than 9,000.00	202.13
9,000 or more but less than 10,000.00	231.00
10,000 or more but less than 11,000.00	259.88
11,000 or more but less than 12,000.00	288.75
12,000 or more but less than 13,000.00	317.63
13,000 or more but less than 14,000.00	346.50
14,000 or more but less than 15,000.00	369.05
15,000 or more but less than 17,000.00	404.25
17,000 or more but less than 19,000.00	427.35
19,000 or more but less than 21,000.00	438.90
21,000 or more but less than 23,000.00	462.00
23,000 or more but less than 25,000.00	490.88
25,000 or more but less than 27,000.00	519.75
27,000 or more but less than 29,000.00	548.63

29,000 or more but less than	31,000.00	565.95
31,000 or more but less than	33,000.00	606.38
33,000 or more but less than	35,000.00	635.75
35,000 or more but less than	40,000.00	750.75
40,000 or more but less than	50,000.00	866.25
50,000 or more but less than	60,000.00	981.75
60,000 or more but less than	80,000.00	1,068.00
80,000 or more but less than	100,000.00	1,155.00
100,000 or more		1.155%

j) ON RETAIL DEALER OR RETAILERS IN LIQUORS, OR WINE WHETHER IMPORTED FROM OTHER COUNTRIES OR LOCALLY MANUFACTURED INCLUDING FERMENTED LIQUORS (BEERS), VINO LIQUORS, "TUBA", "BASI" AND OTHER DISTILLED SPIRITS NOT CLASSIFIED AS DENATURED ALCOHOL:

ON RETAIL DEALERS OR RETAILERS OF MANUFACTURED TOBACCO OR SNUFF INCLUDING CIGARS AND CIGARETTES:

<b>WITH GROSS SALES FOR THE PRECEDING CALENDAR YEAR IN THE AMOUNT OF:</b>		<b>AMOUNT OF TAX PER ANNUM</b>
Less than 5,000		33.30
5,000 or more but less than	10,000.00	74.50
10,000 or more but less than	15,000.00	126.45
15,000 or more but less than	20,000.00	199.65
20,000 or more but less than	30,000.00	332.75
30,000 or more but less than	40,000.00	465.85
40,000 or more but less than	50,000.00	665.50
50,000 or more but less than	75,000.00	1,064.80
75,000 or more but less than	100,000.00	1,597.20
100,000 or more but less than	1,000,000.00	12,100.00
For every 100,000 or fraction thereof, in excess of Php 1,000,000.		(60.50% of 1%)

#### FIXED BUSINESS TAXES

(a) On Peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding (Php70.00) 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 peddlers 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.

(b) On persons maintaining booking office, terminal, or waiting station of public utility vehicles for the purpose of carrying passengers to and from this municipality under the certificate of public convenience and necessity or similar franchise.

Air-conditioned buses & vans	Php 500.00 per unit
Buses without conditioning	300.00 per unit
"Mini" buses	200.00 per unit
Passenger jeeps/ multicabs	100.00 per unit
(a) On private detective or security agency	1,500.00
(d) Security guard	150.00
(e) Billiard and pool halls, per table	1,000.00
(f) Madjong per table	1,500.00
(g) On operation of piggery (per annum)	

1. Backyard piggery	
1.(a) rural backyard piggery	
1.1 1-3 heads	exempted
1.2 4-10 heads	500.00
1.(b) urban backyard piggery is not allowed	
2. Commercial piggery	
2.1 raising 11 to 15 heads	1,000.00
2.2 raising 16 to 30 heads	1,200.00
2.3 raising 31 to 60 heads	2,750.00
2.4 raising 61 to 100 heads	3,500.00
2.5 raising 101 to 500 heads	5,000.00
2.6 raising 501 to 1000 heads	7,500.00
2.7 raising 1001 and above	10,000.00

(e) Operation of Poultry Raising (per annum)	
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1. Backyard poultry raising from 1 to 50 heads	exempted
2. Commercial Poultry Raising	
2.1 51 to 100 heads	100.00
2.2 101 to 200 heads	300.00
2.3 201 to 500 heads	700.00
2.4 501 to 1000 heads	1,400.00
2.5 1001 and above	3,000.00

(e) On operation of Purse Seine (Baculong/Unit)	2,750.00
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## 2. Collection Of Economic Enterprise Fees - Market Fees

Rules of collection on market operations are guided by the New Revenue Code of Pinamalayan, Oriental Mindoro 2013: Chapter V, Section 5A.01 to 12 and other Ordinances as maybe created relative to the collection of market fees and charges.

<b>Office or Division:</b>	Municipal Treasury Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business

<b>Who may avail:</b>		All Stall/Booth Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Official Receipt (1 original or 1 photocopy)		Client		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your Purpose at MTO desk in the Office of the Market Operations and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and transaction slip 1.1 Check the completeness of the required information	None	4 Minutes	<b>FE M. MAGCAMIT</b> <i>Administrative Assistant I</i> Municipal Treasury Office  Or <b>CATHERINE DALUGDUG</b> <i>Revenue Collection Clerk I</i> Municipal Treasury Office
2. Submit the required document to Window 7 for initial assessment	2. Receive the required documents and assess Stall Rental Fees and other charges	None	8 Minutes	<b>FE M. MAGCAMIT</b> <i>Administrative Assistant I</i> Municipal Treasury Office  Or
3. Pay the required fees and charges at Window 7  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment and issue the OR	(see schedule of fees below)	10 Minutes	<b>CATHERINE DALUGDUG</b> <i>Revenue Collection Clerk I</i> Municipal Treasury Office
<b>TOTAL:</b>		<b>Sum of applicable fees and charges</b>	<b>20 Minutes</b>	

On stalls with booth constructed by the Municipal Government, per square meter or fraction thereof, per Day or fraction thereof;

1. CLASS "A" stalls	
First Year (2009)	PHP 1.50/sq.meters
Second Year (2010)	PHP 1.75/sq.meters
Third Year (2011)	PHP 2.00/sq.meters

On stalls with booth constructed by the Lessee, per square meter or fraction thereof, per Day or fraction thereof.

1. CLASS "A" stalls.....	50% of the rate above
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2. CLASS "B" stalls.....	50% of the rate above
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\*Good only for a period of 3 years, after which shall be reverted to the LGU at normal rate.

**B. RENTAL FEE ON OTHER MARKET PREMISES WITHOUT STALLS/BOOTHES**

On occupying of market premises without stalls but with boots of temporary structure, per square meter or fraction thereof, per Day.

1. CLASS "A" space or tiendas	PHP 3.50
2. CLASS "B" space or tiendas	PHP 2.50
3. TABLES (movable, 1x2 sq. meters) 1 Day	PHP 20.00

**C. MARKET ENTRANCE FEE**

For purpose of this Section, the Officer –In – Charge of the market administration shall issue the necessary rules and regulations including the classification of fishes and other seafoods. Such rules and regulations issued by him shall be in force and effect unless rescinded, modified or revoked by the Municipal Mayor.

**D. FISH AND OTHER SEAFOODS 1) FRESH FISHES OR SEAFOODS**

Fresh fish and other seafoods	1% of the total amount of the selling or prevailing market price.
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**2) DRIED, SALTED OR SMOKED FISH OR FISH PRESERVED BY OTHER MEANS:**

Per kilogram, when applicable Per kerosene can, when applicable Per pot, when applicable Per sack, when applicable	1% of the total amount of the selling or prevailing market price
Per standard wooden box (kahon ng tuyo)	

**3) FRUITS AD VEGETABLES**

a. Banana, per hundred			
1. Saba		PHP 3.00/hundred	
2. Lacatan		PHP 5.00/hundred	
3. Latundan		PHP 4.00/hundred	
4. Others		PHP 2.00/hundred	
b. Mango, per kaing	BIG	MEDIUM	SMALL
1. Kinalabaw	PHP 6	PHP 5.00	PHP 4.00
2. Piko	PHP 5	PHP 4.00	PHP 300.00
c. Tomato, per bundle (plastic), per cage		PHP 3.00	PHP 5.00
d. Ampalaya, per bundle (plastic), per sack		PHP 3.00	PHP 10.00
e. Talong, per bundle (plastic), per sack		PHP 2.00	PHP 5.00
f. Corn, potato per sack		PHP 10.00	
h. Indian mango, Jackfruit, santol,avocado, per sack		PHP 5.00	
i. Singapore, ubi, tugi and the likes, per sack		PHP 5.00	
j. Kalabasa, per sack		PHP 5.00	

k. Buko, per sack	PHP 4.00
l. Upo, puso ng saging, per sack	PHP 3.00
m. Gabi, per bundle	PHP 3.00
n. Sitaw, per bundle	PHP 2.00
o. Pineapple, watermelon and melon	
p. all other not mentioned above	1% of the total amount of the selling or prevailing market price

#### 4) SPICES

a. Garlic per red bag, per sack	PHP 5.00	PHP 15.00
b. Bell pepper per bundle (plastic), per sack	PHP 10.00	PHP 20.00
c. Ginger, per sack	PHP 10.00	
d. Onion, per red bag	PHP 10.00	
e. Sili labuyo/sili haba, per bundle (plastic)	PHP 3.00	
f. Black pepper	1% of the total amount of the selling or prevailing market price	

#### E. TRANSFER FEE FROM ONE VEHICLE TO ANOTHER

Transfer of fruits and vegetables and other marine products from one vehicle to another shall be deemed as sale transaction and the rates are as follows:

a. for every jeepload – squash	1%
b. for every jeepload – sinturis	1%
c. for every jeepload – pineapple	1%
d. for every jeepload – buko (coconut)	1%
e. for every jeepload – banana (saba)	1%
f. for every jeepload – eggplant	1%
g. for every jeepload – fishes and other marine products	1%
h. for every jeepload – mango, watermelon, melon and other agricultural products	1%

#### F. MISCELLANEOUS COMMODITIES

1. For every sack of rice	PHP 3.00
2. For every sack of coffee, soybeans (utaw) peanuts, balatong, kibal and the like	PHP 12.00
3. For every sack of salt	PHP 2.00
4. For every sack of rice bran (ipa), trigo, palyat and the like	PHP 1.50
5. For every sack of brown sugar	PHP 4.00
6. For every sack of refine sugar	PHP 6.00
7. For every head of chicken, duck, goose, Turkey and the like	PHP 1.50
8. For every head of fighting cock	PHP 15.00
9. For every piece of sawali (2m.x4m.)	PHP 1.00
10. For every jeep load of pot and jars	1%
11. For every one hundred (100) eggs of chicken or duck	PHP 5.00
12. Piglet/head	PHP 10.00

13. Goat/head	PHP 5.00
14. Delivery fee for vehicles transacting business within the municipality, per trip, per vehicle	PHP 50.00

### 3. Collection Of Economic Enterprise Fees - Slaughter Fees

Fees and other charges imposed at the Slaughterhouse operation derived mainly from the consideration of services rendered and use of facilities attached at the slaughterhouse. The baseline of these collections lies under the existing Ordinance No. 01- 2014 Section 4 of this municipality.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment (1 original)		Slaughterhouse Operations Division - PACD		
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at MTO desk in the Slaughterhouse Operation Division for initial assessment and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and transaction slip 1.1 Check the completeness of the required information	None	4 Minutes	<b>LAURO O. MOGOL</b> <i>Administrative Assistant I</i> Municipal Treasury Office
2. Pay the required fees and charges to MTO desk in the Slaughterhouse Operation Division  <i>*Make sure to secure the Official Receipt (OR)</i>	2. Accept payment and issue OR	(see schedule of fees below)	10 Minutes	
<b>TOTAL:</b>		<b>Sum of applicable fees</b>	<b>20 Minutes</b>	

#### Schedule of Fees

##### Collection of Economic Enterprise Fees – Slaughter Fees

<b>Weighing Fee</b>		
Cattle/(OLA)	PHP 20.00	
Hog	PHP 10.00	
Sheep/Goat	PHP 5.00	
Poultry	PHP 1.00	

Other Small Animals (OSA)	PHP 1.50	
<b>Corral Fee</b>		
Cattle/(OLA)	PHP 15.00	/head
Hog	PHP 10.00	/head
Sheep/Goat	PHP 10.00	/head
Poultry	PHP 2.00	/head
Other Small Animals (OSA)	PHP 3.00	/head
<b>Slaughter Permit</b>		
Cattle/(OLA)	PHP 1.00	/kilo live wt.
Hog	PHP 0.50	/kilo live wt.
Sheep/Goat	PHP 3.00	/kilo live wt.
Poultry	PHP 2.00	/kilo live wt.
Other Small Animals (OSA)	PHP 3.00	/kilo live wt.
<b>Ante-Mortem Fee</b>		
Cattle/(OLA)	PHP 5.00	/head
Hog	PHP 2.50	/head
Sheep/Goat	PHP 2.00	/head
Poultry	PHP 1.00	/head
Other Small Animals (OSA)	PHP 3.00	/head
<b>Branding Fee</b>		
Cattle/(OLA)	PHP 20.00	/head
Hog	PHP 10.00	/head
Sheep/Goat	None	
Poultry	None	
Other Small Animals (OSA)	None	
<b>Boarding Fee</b>		
Cattle/(OLA)	PHP 200.00	/Day
Hog	PHP 150.00	/Day
Sheep/Goat	PHP 100.00	/Day
Poultry	PHP 20.00	/Day
Other Small Animals (OSA)	PHP 30.00	/Day
<b>Slaughter Fee</b>		
Cattle/(OLA)	PHP 5.00	/kilo carcass wt.
Hog	PHP 1.50	/kilo live wt.
Sheep/Goat	PHP 5.00	/kilo live wt.
Poultry	PHP 1.00	/kilo live wt.
Other Small Animals (OSA)	PHP 3.00	/kilo live wt.
<b>Post-Mortem Fee</b>		
Cattle/(OLA)	PHP 1.00	/kilo live wt.



Hog	PHP 1.00	/kilo live wt.
Sheep/Goat	PHP 1.00	/kilo live wt.
Poultry	PHP 1.00	/kilo live wt.
Other Small Animals (OSA)	PHP 1.00	/kilo live wt.

#### 4. Collection Of Fees And Chares

The requirements and amount needed for payment of miscellaneous fees vary according to the specific fee and charges being settled. Some fees and charges have fixed rates, others are percentages, but basically, these are based on the New Local Revenue Code of Pinamalayan Oriental Mindoro 2013 and other existing relevant Ordinances.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment (1 original)		Concerned Department		
Barangay Clearance, if applicable (1 original)		Concerned Barangay Hall		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and transaction slip  1.1 Check the completeness of the required information  1.2 Refer to Table 6 or 7	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Proceed to table 6 or 7 and present the required documents for review and verification	2. Receive the documents and verify record	None	8 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office  Or
3. Pay the required fees and charges at table 6 or 7 (where the documents were originally presented)  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment, issue the OR and advise the client to proceed to the concerned office	(see schedule of fees below)	10 Minutes	<b>MARILOU M. CASTILLO</b> <i>Administrative Aide I</i> Municipal Treasury Office

<b>TOTAL:</b>	<b>Sum of applicable fees and charges</b>	<b>22 Minutes</b>	
<b>Schedule of Fees</b>			
<b>Collection of Fees and Charges</b>			

<b>MAYOR'S PERMIT FEE ON BUSINESS</b>		
<b>Application Permit.</b> There shall be collected an application fee in the amount of Php50.00 from every applicant mentioned in Section 3A.01.		
IF THE AMOUNT OF BUSINESS TAX PAID FEE IN THE PRECEDING CALENDAR YEAR WAS:		PERMIT PER ANNUM
Less than Php 300.00		PHP 157.50
300 or more but less than	500.00	210.00
500 or more but less than	600.00	252.00
600 or more but less than	800.00	294.00
800 or more but less than	1,000.00	336.00
1,000 or more but less than	2,000.00	400.00
2,000 or more but less than	3,000.00	441.00
3,000 or more but less than	4,000.00	483.00
4,000 or more but less than	5,000.00	546.00
5,000 or more but less than	10,000.00	630.00
10,000 or more but less than	20,000.00	682.50
20,000		735.00
For every Php 1,000 or fraction thereof in Excess of Php 20,000.00, additional		10.50

<b>B. ON ALL BUSINESS SUBJECT TO FIXED BUSINESS TAXES UNDER ARTICLE B, CHAPTER II OF THIS CODE, THE MAYOR'S PERMIT SHALL BE IN ACCORDANCE WITH THE FOLLOWING:</b>	
1. Peddler	150.00
2. Terminal/booking office	
-Van	1,200.00
-Bus	500.00
3. Security Agency	1,500.00
4. Billiard Pool	200.00
5. Mahjong (per table)	300.00
6. Piggery & Poultry (rural only)	
-backyard	150.00
-Commercial	500.00

7. Bakulong/unit	800.00
If the business starts to operate within the :	Initial Permit fee
1 <sup>st</sup> quarter of the year	PHP 300.00
2 <sup>nd</sup> quarter of the year	225.00
3 <sup>rd</sup> quarter of the year	150.00
4 <sup>th</sup> quarter of the year	75.00

**REGISTRATION AND TRANSFER FEES ON LARGE CATTLE**

(a) Livestock Stabilization Fee	100.00
(b) For Certificate of Ownership	50.00
(c) For Certificate of Transfer	100.00
(d) For Registration of Private Brand	150.00
(e) Branding Fee/Service	60.00

**FEE FOR SEALING AND LICENSING OF WEIGHTS AND MEASURES**

	AMOUNT OF FEE
(a) For sealing linear metric measure not over one (1) meter	50.00
Measure over one (1) meter	100.00
(b) For sealing metric measures of weights with capacity of :	
Less than 30kgs.	25.00
30kgs. but not more than 50kgs.	30.00
50kgs. but not more than 100kgs.	50.00
100kgs. but not more than 500kgs.	100.00
500kgs. but not more than 1,000kgs.	150.00
1,000kgs. but not more than 5,000kgs.	200.00
5,000kgs. or more	300.00
(c) For sealing metric measure of capacity With capacity of not more than 10 liters	150.00
With capacity of more than 10 liters but Not more than 100 liters	200.00
(d) Calibration service fee with capacity of not more than 10kgs.	20.00
with capacity of 10kgs. but not more than 100kgs.	50.00
100kgs. but not more than 500kgs.	200.00
500kgs. but not more than 1,000kgs.	300.00

**FEE ON FILMMAKING**

	Rate of Fee Per Filming	
	Local:	International:
1. Location filming	1,000.00	2,000.00

2. Types of filming		
a. Commercial Movies	2,500.00	10,000.00
b. Commercial Advertisement	2,500.00	10,000.00
c. Videotape coverage	1,000.00	5,000.00
d. Documentary films	1,000.00	5,000.00
e. Independent films	1,000.00	5,000.00

Section 3E.02. Hauling Fee for gravel, sand and soil shall be two hundred fifty pesos (Php250.00)/cu. meter. \*Hauling outside the Municipality double the rate above.

Section 3E.03. Rentals of Municipal Heavy Equipment and Machineries	
1. Dump Truck per load	PHP 1,000.00
2. Loader per hour,	2,000.00
3. Grader (per hour)	2,000.00
4. Tractor (per hour)	2,000.00
5. Bulldozer (per hour)	7,000.00

<b>REGISTRATION AND PERMIT FEES ON BICYCLE, PEDALLED TRICYCLE (PEDICAB) AND TRICYCLE</b>	
1. For registration	
a) Bicycle	30.00
b) Pedalled tricycle (pedicab)	100.00
c) Tricycle	150.00
2. Permit fees (not applicable for private use)	
a) Pedalled tricycle (pedicab for hire)	100.00
3. For registration of tricycle for hire, per unit, per annum	
Application fee	50.00
Municipal Tricycle Operator's Permit (Annual per unit)	150.00
Mayor's Permit (Annual per unit)	100.00
Annual Franchise Fee	100.00
Medical fee	50.00
*Parking fee (annual/unit)	300.00
*Inspection fee	50.00
*Roadworthy certification	50.00
Plate/sticker (to be paid at cost by the franchisee)	_____ /30.00

<b>PERMIT FEE ON OCCUPATION/CALLING NOT REQUIRING GOVERNMENT EXAMINATION</b>
<b>GROUP A- TWO HUNDRED PESOS (Php200.00)</b>
Agriculturist, foresters
Automotive mechanics, unless he is a mechanical engineer who has paid his "professional tax"
Computer technicians
Electrician, unless he is an electrical engineer who has paid his "professional tax"
Electronics technician (radio, tv, audio)
Hospitality girls, entertainers, hostesses, taxidancers

Insurance adjusters, consultants, or agents
Interior decorators (professional)
Professional embalmer (authorized by DOH)
Professional singers, radio broadcasters, announcers, disk
Jockeys;
Professional tailors, haberdasher, couturier, modiste, fashion
designer and the like
Professors, instructors or teachers in private institutions unless
they are “professionals” who have paid his “professional tax”
Psychic healers, soothsayers, seers
Refrigeration and air-conditioning technicians
Therapists, unless he is a registered nurse
Marine officers, unless he is a Marine Engineer who has paid his
“professional Tax”
Dietitians, nutritionists

<b>GROUP B- ONE HUNDRED FIFTY PESOS (Php150.00)</b>
Acupuncturists
Bakers (professional)
Cattle auctioneers
Chef or head cook
Club managers
Dance instructor/instructress
Florists
Hairdresser or hairstylists
Heavy equipment operators
Master carpenters
Master plumbers
Professional beauticians, make-up artists
Professional boxers
Professional butchers
Professional manicurist
Professional masons, welders, pipefitters
Professional masseurs
Professional stevedores
Professional waiters or waitress
Swimming instructors
Telegraph operators
Telephone operators
Typewriter repairmen
Watch repairmen
Other similar occupation or callings

**PERMIT FEE FOR USE OF ROADS, STREETS, SIDEWALK, ALLEYS, PATIOS AND COVERED, COURT AND PLAZA**

(a) On roads, streets, sidewalks, alleys & patios	40.00/sq.m/Day
(b) On covered court, plaza, parks	2,500.00 per Day

<b>PERMIT FEE FOR THE CONDUCT OF GROUP ACTIVITIES</b>	
1. Dances	750.00
2. Coronation and Ball	750.00
3. Promotional Sales	500.00
4. Parade and Motorcade	500.00
5. Other Group of Activities	500.00

<b>PERMIT FEE FOR THE OPERATION OF TRANSIENT AMUSEMENT DEVICES</b>	
Circuses, carnivals and the like; merry go – rounds, roller coaster, ferris wheels, shooting galleries and other contrivances:	
For the first 15 days	Php 5,000.00
For the succeeding days	300.00/day

<b>REGISTRATION AND PERMIT FEE FOR CARETELA OR KALESA AND PUSH CART</b>
<b>Section 3K.01. Imposition of Fee.</b> There shall be collected a registration fee of one hundred pesos (Php100.00) and permit fee of fifty pesos (Php50.00) excluding license plate which shall be paid at cost by the permittee, per annum for caretela or kalesa and push cart used in the municipality which shall be registered with the office of the Municipal Treasurer

<b>FIRE SAFETY INSPECTION FEE</b>	
On gasoline stations and similar establishments	Php1,000.00/annum
On factories or warehouse of combustible, flammable or explosive materials	Php500.00/annum
On sari-sari stores and other similar Establishment storing combustible, Flammable or explosive materials	Php50.00/annum
On all other establishments not storing Combustible, flammable or explosive materials.	Php20.00/annum

<b>LICENSE FEE ON DOGS</b>	(Php30.00) per annum.		
<b>PERMIT FOR GAFFERS, REFEREES, BETTAKERS, BET MANAGER, PIT MANAGER AND PROMOTER</b>			
Placeda Fee-Ordinary	10.00		
Placeda Fee-Pintakasi	20.00		
Placeda Fee-Derby	30.00		
<b>PERMIT FEE ON STORAGE OF FLAMMABLE, COMBUSTIBLE OR EXPLOSIVE SUBSTANCES</b>			
a) Storage of gasoline, naphtha, diesel, fuel and similar products			
Less than 1,000 liters	PHP 50.00/annum		
1,000 liters to 5,000 liters	100.00/annum		
More than 5,000 liters	200.00/annum		
b) Storage of other flammable, combustible or explosive			
Less than 1,000 kilograms	PHP 100.00/annum		
More than 1,000 kilograms	200.00/annum		
<b>REGISTRATION FEE-Religious, Civic, Social, etc.</b>			
Annual Registration Fee	200.00		
Penalty	50.00		

<b>SPECIAL MAYOR'S PERMIT</b>	
1. Sports contest promotion	Php 300/day
2. Promotional motorcade	250/day
3. Derby	
a. 2 cock derby	1,500.00
b. 3 cock derby	2,000.00
c. 4 cock derby	3,000.00
For every cock in excess of 4, an additional 1,000.00/cock	
4. Hackfight	750/day
5. Promotional sales/Special offer	30/person/day
Additional Php 20.00 per day thereafter.	
<b>PERMIT ON HAULING AND TRUCKING SERVICES</b>	
2.5 tons and below	Php 100
2.5 to 5 tons	300.00
5 tons above	500.00

<b>SIGN PERMIT FEES</b>	
1. Erection of supports of any signboard, billboard, marquee and the like;	
a) up to 4 sq.m. of signboard area	100.00
b) Every sq.m. or fraction thereof in excess of 4 sq.m.	20.00
<b>II. INSTALLATION PERMITS FEES</b>	
Per sq.m. of display surface or fraction thereof:	
1. Business Signs:	
a) Neon	30.00
b) Illuminated	20.00
c) Others	12.00
d) Painted-on	8.00
<b>III. ANNUAL RENEWAL FEES</b>	
Per sq.m. of display surface or fraction thereof:	
a) Neon signs	Php 30.00
Provided that the minimum fee shall be	120.00
b) Illuminated signs	15.00
Provided, that the minimum fee shall be	60.00
c) Others	8.00
Provided, that the minimum fee shall be	40.00
d) Painted-on signs	20.00
Provided, that the minimum fee shall be	20.00



Construction of Tombs and Canopies, Mausoleums and Niches in Cemeteries and Memorial Parks :	
1. Plain tombs, cenotaphs or monuments without back- drop wall, canopy or roofing	Exempt
2. Canopied tombs, whether partially or totally roofed over, per sq.m. of covered area	2.00
3. Semi-enclosed mausoleums, whether canopied or not, per sq.m. of built-up area	3.00
4. Totally enclosed mausoleums, per sq.m. of floor area, per level	6.00
5. Multi-level internment niches, per sq.m. of floor area,per level	2.00

Certifications - IRR of the National Building Code of the Philippines (PD 1096) 2005 Revised Edition	
1. Certified true copy of Building Permit	50.00
2. Certified true copy of Certificate of Use/Occupancy	50.00
3. Issuance of Certificate of Damage	50.00
4. Certified true copy of Certificate of Damage	50.00
5. Certified true copy of Electrical Certificate	50.00
6. Issuance of Certificate of Gas Meter Installation	50.00
7. Certified true copy of Certificate of Operation	50.00
8. Other Certification	50.00

FEES FOR APPLICATION FOR LAND USE AND ZONING	
NAME OF FEE	FEE PER ANNUM
<b>1. ZONING/LOCATIONAL CLEARANCE</b>	
<b>a. Single residential structures attached detached</b>	
1. P100,000 and below	200.00
2. Over Php100,000 to 200,000	400.00
3. Over Php200,000	500 + 1/10 of 1% in Excess of Php200,000
<b>b. Apartments/Townhouses</b>	
1. Php500,000 and below	1,000.00
2. Over Php500,000 to 2 Million	1,500.00
3. Over 2 Million	2,500+1/10 of 1% of cost in excess of P2M regardless of the no. of doors.
<b>c. Dormitories</b>	
1. Php2Million and below	2,500.00
2. Over Php2Million	2,500 + 1/10 of 1% of cost in excess of P2M regardless of the no. of doors.
<b>d. Institutional Projects cost of which is:</b>	
1. Below Php2Million	2,000.00
2. Over Php2Million	2,000+1/10 of 1% of Cost in excess of P2M

<b>e. Commercial, Industrial and Agro-Industrial Project Cost of which is:</b>		
1. Below Php100,000		1,000.00
2. Over Php100,000-500,000		1,500.00
3. Over Php500,000-1M		2,000.00
4. Over 1M-2M		3,000.00
5. Over 2M	5,000+1/10 of 1% of cost in excess of 2M	
<b>f. Special Uses/Special Projects</b> (Gasoline station, cell sites, slaughter house, treatment plant, etc.)		
1. Below Php2Million		5,000.00
2. Over Php2Million	5,000+1/10 of 1% of cost in excess of 2M	
<b>g. Alteration/Expansion</b> (affected areas/cost only)		Same as original application
<b>h. Temporary use of permit</b>		500.00
<b>i. Zoning business inspection fees for Business establishment</b>		150.00
<b>II. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)</b>		
<b>a. APPROVAL OF SUBDIVISION PLAN (including town houses)</b>		
1. Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)		250/ha. Or fraction thereof
Inspection Fee		1,000/ha. regardless of density
2. Final Approval & Development Permit		2,000/ha. regardless of density
Additional fee on Floor Area of houses and building sold with lot		2.00/sq.m.
Inspection Fee		1,000/ha. regardless of density
(Not applicable for projects already inspected for PALC application)		
3. Alteration of plan (affected areas only)		Same as Final Approval & Development Permit.
4. Certificate of Registration Processing Fee		2,000.00
5. License to Sell (per saleable lot)		150.00
Additional Fee on Floor Area of houses & building sold with lot		10/sq.m.
Inspection Fee		1,000/ha. regardless of density
6. Certificate of Completion Certificate fee		150.00
Processing fee		2,000/ha. regardless of density

7. Extension of Time to Develop Inspection fee (affected/unfinished areas only)	350.00 1,000/ha. regardless of density
Application for CR/LS with DP issued by LGUs shall be charged inspection fee.	
<b>B. APPROVAL OF CONDOMINIUM PROJECT</b>	
Final Approval and Development Permit	
1. Processing Fee	
a. Land Area	Php5.00/sq.m.
b. No. of floors	Php200.00/floor
c. Building areas	Php4.00/sq.m.
2. Alteration of Plan (affected areas only)	Same as Final Approval & Development Permit
3. Conversion (affected areas only)	-do-
4. Certificate of Registration	
a. Processing Fee	Php 2,000.00
5. License to Sell	
a. Residential (saleable areas)	Php 12/sq.m.
b. Commercial (saleable areas)	Php 25/sq.m.
6. Extension of Time to Develop	
a. Processing Fee	Php 350.00
b. Inspection Fee (affected/unfinished areas only)	Php 12/sq.m. of GFA
7. Certificate of Completion	
a. Certificate Fee	Php 150.00
b. Processing Fee	Php 12/sq.m. of GFA
<b>C. PROJECTS UNDER BP 220</b>	
a. Subdivision	
1. Preliminary Approval & Locational Clearance	
a. Socialized Housing	Php 75.00/ha.
b. Economic Housing	Php 150.00/ha.
2. Inspection Fee	
a. Socialized Housing	Php 200.00/ha.
b. Economic Housing	Php 500.00/ha.
3. Final Approval and Development Permit	
Processing Fee	
a. Socialized Housing	Php 500.00/ha.
b. Economic Housing	Php 1,000.00/ha.
Inspection Fee	
a. Socialized Housing	Php 200.00/ha.
b. Economic Housing	Php 500.00/ha.
(Projects already inspected for PALC application may not be charge inspection fee).	
4. Alteration of Plan (affected areas only)	Same as Final Approval & Development Permit
5. Certificate of Registration	
Application Fee	
a. Socialized Housing	Php 350.00
b. Economic Housing	Php 500.00

6. License to Sell (per saleable lot)		
a. Socialized Housing		Php 20.00/lot
b. Economic Housing		Php 60.00/lot
(Additional fee on floor area of houses/building sold with lot)		
7. Extension of Time to Develop		
Filing Fee		
a. Socialized Housing		Php 350.00
b. Economic Housing		Php 350.00
Inspection Fee (affected/unfinished areas only)		
a. Socialized Housing		Php 200.00/ha.
b. Economic Housing		Php 500.00/ha.
8. Certificate of Completion		
Certificate Fee		
a. Socialized Housing		Php 150.00
b. Economic Housing		Php 150.00
Processing Fee		
a. Socialized Housing		Php 200.00/ha.
b. Economic Housing		Php 500.00/ha.
Application for CR/LS with DP issued by LGUs shall be charge inspection fee.		
9. Occupancy Permit		Php 2.00/sq.m.
Inspection Fee (saleable floor area of the housing unit)		
a. Socialized Housing		Php 5.00/sq.m.
b. Economic Housing		Php 5.00/sq.m.
b. Condominium		
1. Preliminary Approval & Locational Clearance		Php 500.00
2. Final Approval and Development Permit		
Processing Fee		
a. Total Land Area		Php 5.00/sq.m.
b. Number of Floor		Php 100.00/floor
c. Building Area		Php 2.00/sq.m. of GFA
Inspection Fee		Php 2.00/sq.m. of GFA
3. Alteration of Plan (affected areas only)		Same as Final Approval & Development Permit
4. Certificate of Registration		Php 500.00
5. Extension of Time to Develop		Php 350.00
Inspection of Fee (FA x P2 x % of remaining dev't. cost)		Php 2.00/sq.m.
6. Certificate of Completion		
Certificate Fee		Php 150.00
Processing Fee		Php 3.00/sq.m.
D. APPROVAL OF INDUSTRIAL/COMMERCIAL SUBDIVISION		
1. Preliminary Approval & Locational Clearance		Php 300.00/ha.
Inspection Fee		Php 1,000.00/ha. regardless of location
2. Final Approval and Development Permit		Php 500.00/ha. regardless of location
Inspection Fee		Php 1,000.00/ha. regardless of location

Inspection Fee		Php 1,000.00/ha. regardless of location
<b>(Projects already inspected for PALC application may not be charged inspection fee)</b>		
3. Alteration of Plan (affected areas only) & Development Permit		Same as Final Approval
4. Certificate of Registration		Php 2,000.00
5. License to Sell		Php 2.00/sq.m. of the land area
Inspection Fee		Php 1,000.00/ha. regardless of location
6. Extension of Time to Develop Inspection Fee (affected/unfinished areas only)		Php 350.00 Php 1,000.00/ha.
7. Certificate of Completion		
a. Industrial		Php 350.00/ha. regardless of location
b. Commercial		Php 500.00/ha. regardless of location
<b>E. APPROVAL OF FARMLOT SUBDIVISION</b>		
1. Preliminary Approval & Locational Clearance		Php 200.00/ha.
Inspection Fee		Php 500.00/ha.
2. Final Approval and Development Permit		Php 1,000.00/ha.
Inspection Fee		Php 500.00/ha.
3. Alteration of Plan (affected areas only)		Same as Final Approval & Development Permit
4. Certificate of Registration		Php 2,000.00
5. License to Sell		Php 500.00/lot
Inspection Fee		Php 1,000.00/lot
6. Extension of Time to Develop Inspection Fee (affected/unfinished areas only)		Php 350.00 Php 1,000.00/ha.
7. Certificate of Completion		
Certificate Fee		Php 150.00
Processing Fee		Php 1,000.00/ha.
<b>F. APPROVAL OF MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM</b>		
1. Preliminary Approval & Locational Clearance		
a. Memorial Projects		Php 500.00/ha.
b. Cemeteries		Php 200.00/ha.
c. Columbarium		Php 2,500.00/ha.
Inspection Fee		
a. Memorial Projects		Php 1,000.00/ha.
b. Cemeteries		Php 500.00/ha.
c. Columbarium		Php 12.00/sq.m.
2. Final Approval and Development Permit		
a. Memorial Projects		Php 2.00/sq.m.
b. Cemeteries		Php 1.00/sq.m.
c. Columbarium		Php 200.00/floor Php 4.00/sq.m. of GFA

		Php 5.00/sq.m. of land area
Inspection Fee (Projects already inspected for PALC application may not be charged inspection fee)		
a. Memorial Projects		Php 1,000.00/ha.
b. Cemeteries		Php 500.00/ha.
c. Columbarium		Php 12.00/sq.m.of GFA
3. Alteration Fee		Same as Final Approval & Development Permit
4. Certificate of Registration		Php 2,000.00
5. License to Sell		Php 500.00/lot
a. Memorial Projects		Php 50.00/2.5sq.m.
Apartment Type		Php 20.00/unit
b. Cemeteries		Php 20.00/tomb
c. Columbarium		Php 50.00/vlor
		Php 4.00/sq.m. of GFA
		Php 5.00/sq.m. of land Area
Inspection Fee		Php 1,000.00/lot
6. Extension of Time to Develop		Php 350.00
Inspection Fee (affected/unfinished areas only)		Php 1,000.00/ha.
7. Certificate of Completion		
Certificate Fee		Php 150.00
Processing Fee		
a. Memorial Projects		Php 1,000.00/ha.
b. Cemeteries		Php 500.00/ha.
c. Columbarium		Php 4.0/sq.m.of GFA

<b>B. Other Certifications</b>		
1. Zoning Certifications		500.00/ha.
2. Certification of Town Plan/Zoning Ordinance Approval		150.00
3. Certification of New Rights/Sales		150.00
4. Certificate of Registration (form)		150.00
5. License to Sell (form)		150.00
6. Certificate of Creditable Withholding Tax (maximum of 5 lots per certificate)		150.00
7. Zoning Clearance Fee for New Business		150.00
8. Others, to include:		
a. Availability to records/public request		200.00
b. Certificate of no records on file		200.00
c. Certification of with or without CR/LS		200.00
d. Certified Xerox copy of documents (report size)		
Document of five (5) pages or less		30.00
Every additional page		3.00
e. photocopy of documents		2.00

<b>G. TRANSACTION/CERTIFICATIONS</b>			
<b>A. Application/Request for.</b>			
1.	Advertisement Approval		500.00
2.	Cancellation/Reduction of Performance Bond		2,000.00
3.	Lifting of Suspended Licenses to Sell		2,000.00
4.	Exemption from Cease and Desist Order		150.00
5.	Clearance to Mortgage		1,000.00
6.	Lifting of Cease and Desist Order		2,000.00
7.	Change of Name/Ownership		1,000.00
8.	Voluntary cancellation of CR/LS		1,000.00
9.	Revalidation/Renewal of Permit (Condominium)		50% of assessed current processing fees including inspection fee.
<b>H. HOMEOWNER ASSOCIATIONS</b>			
<b>1. Registration of HOA</b>			
<b>Examination/Registration</b>			
·	Articles of Incorporation		650.00
·	By Laws		650.00
·	Books		200.00
<b>2. Amendments</b>			
·	Articles of Incorporation		500.00
·	By Laws		500.00
3.	Dissolution of Homeowners Association		500.00
4.	Certification of the new set of officers		350.00
5.	Other Certifications		150.00
	Inspection Fee (CMP Projects)		500.00/ha.
Application for CR/LS with DP issued by LGU shall be charge inspection fee.			
<b>I. RESEARCH/SERVICE FEE (50% DISCOUNT FOR STUDENTS)</b>			
<b>A.</b>			
1.	Photocopy (Maps: Subd./Condo. Plans; Presentation size)		100.00
2.	Hard Copy from diskettes (License to Sell data)	Php 30.00 1st 5 pages Php 5.00/page in excess of 5	
3.	Electronic File (License to sell available data)	Php 500.00/diskette; additional Php 50.00 for rush job	
4.	Electronic File (Land use maps available)		10,000.00
5.	Certified True Copy Map (Land Use Plan)		100.00
<b>B. Sale of Forms, Publications, etc.</b>			
1.	Proforma-Articles of Incorporation and By-Laws		150.00
2.	Books and other HLURB Publication		
a.	CLUP Guidelines		
	Volume I	Demography	PHP 120.00
	Volume II	Social Sector	380.00
	Volume III	Economic Sector	380.00
	Volume IV	Infrastructure & Utilities Sector	250.00
	Volume V	Land Use	300.00
	Volume VI	Local Administration	100.00
	Volume VII	Mapping	250.00
	Volume VIII	Report Writing	50.00
	Volume IX	Plan, Review, Adoption and Approval Process	230.00
	Volume X	Model Zoning Ordinance	150.00
b.	PD 957		200.00
c.	BP220		200.00
d.	Planning Strategically Guidelines		200.00

<b>SECRETARY'S FEE</b>	
1. For each page of official records and documents from any offices of this municipality or fraction thereof, typewritten (not including the certificate and any notation) . . . . .	Php 20.00 first page and Php 5.00 each for the succeeding pages.
2. Where the copy to be furnished is in printed form, in whole or in part, for each page, (double this fee if there are two pages in a sheet) . . . . .	Php 20.00 first page and Php 5.00 each for the next pages.
3. For each certificate of correctness (with seal of office) written on the copy or attached thereto . . . . .	Php 15.00
4. For certifying the official act of a municipal judge or other juridical certificate, with seal . . . . .	Php 15.00
5. For certified copies of any paper, record, decree, judgment or entry of which any person is entitled to demand and receive a copy (in connection with judicial proceedings), per page. . . . .	Php 5.00
6. photocopy or any other produced by copying machine, per page. . . . .	Php 10.00

<b>COMMUNITY e-CENTER</b>	
1. LCD USE for first 2 hours	1,000.00
for succeeding hour	250.00
2. LCD OPERATOR for first 2 hours	200.00
for succeeding hour	25.00
3. HARDWARE	
a) Troubleshooting	300.00
b) Networking	150.00
4. CD RETAILING w/o case	15.00
w/ case	20.00
5. CD BURNING/piece	30.00
6. XEROX (Powder/Toner)	
a) Long per page	3.00
b) Short page	2.00
7. FAX	20.00
8. SCAN	15.00
9. COMPUTER USE	
a) Internet per hour	20.00
b) Offline per hour	15.00
10. PRINTING	
A) Colored	
a) Long per page	15.00
b) Short per page	10.00
B) Black	
a) Long per page	5.00
b) Short per page	3.00
c) Photo/3R	6.00
11. TYPING	
a) Short per page	10.00
b) Long per page	15.00
12. INK REFILL	
a) Colored per Cartridge	300.00
b) Black per Cartridge	200.00
13. TUTORIAL per Hour	100.00



<b>LOCAL CIVIL REGISTRY FEES</b>	
<b>(a) Marriage Fees</b>	
1. Application for Marriage License	200.00
2. Marriage License fee	348.00
3. Marriage Solemnization fee	500.00
4. Marriage counseling fee	100.00
5. Family planning	50.00
6. Marriage Contract Reg. Fee	100.00
7. Advise and Consent	100.00
8. Subscription	50.00
<b>(b) For Registration of the following:</b>	
1. Filing fee for Birth Registration	50.00
2. For Death Registration	50.00
3. Legitimation/Legitimization	100.00
4. Adoption	350.00
5. Annulment of Marriage	1,000.00
6. Registration of Naturalized Citizen	1,000.00
7. Legal Separation	1,000.00
8. Change of Name/Correction of Entry *(Adoption of RA904	
<b>(a) Filing fees</b>	
1. Correction of clerical error	1,000.00
2. Change of First Name	3,000.00
<b>(b) Service fees for migrant petitioner</b>	
1. Correction of clerical error	500.00
2. Change of First Name	1,000.00
<b>(c) Service fees for LGU</b>	
1. Certificate of nullity	100.00
2. Indorsement for birth	100.00
3. Indorsement for Death	100.00
4. Indorsement for marriage	100.00
9. Other legal documentation for record purposes	50.00
<b>(d) For certification of any document in the register</b>	
for the first page	25.00
for each additional page	5.00
<b>(e) For certified Xerox copy/authentication</b>	
<b>(f) Issuance of Certification such as birth, marriage and death</b>	30.00
<b>(g) Permit for Cadaver Disposition</b>	

1. Burial permit fee		30.00
2. Fee for the exhumation of cadaver		500.00
3. Fee for the removal of cadaver		500.00
4. Fee for the transfer of cadaver to other place outside of this municipality		200.00
5. Fee for the internment of non-resident		20.00
<b>(c) Late Registration Fees / Miscellaneous Fees</b>		
1. Late Registration of Birth / Marriage/Death	Php	10.00/yr
Surcharge		40.00
2. Late Registration of Supplementary Reports of Birth / Marriages / Death or Doc. As additional data		100.00
Affidavit for Late Registration (birth/marriage/death)		100.00
3. AUSF (Affidavit to use the Surname of the Father)		100.00
4. Correction of Entry from the Court (includes Processing & Postage)(Citizenship/Birthdate/Sex		300.00
5. Certificate of Finality		200.00

#### **POLICE CLEARANCE FEE**

a) for employment, scholarship, study grants		50.00
b) for firearm permit application		500.00
c) for passport or visa application		150.00
d) for application for Filipino citizenship		1,000.00
e) for securing driver's license		50.00
f) Certification fee on police report		100.00
g) for other purposes not herein specified		100.00

#### **SERVICE FEE FOR HEALTH EXAMINATION**

1. For local residents		
a) For slight physical injuries		100.00
b) For less serious physical injuries		200.00
c) For serious physical injuries		300.00
2. For non-residents, the fees above shall be doubled.		

<b>A. Laboratory Service Fee:</b>		
1.	CBC (Complete Blood Test)	60.00
2.	HCT & HGB (Hematocrit & Hemoglobin Test)	40.00
3.	Urinalysis	30.00
4.	Stool Examination	30.00
5.	Clotting Time and Bleeding Time	40.00
6.	Blood Smears for Malaria	50.00
7.	Sputum Examination (3x)	20.00
8.	Blood Chemistry – A4 (Cholesterol, Uric Acid, Piss, Creati	250.00
	A6 = A4, SGD and SGPT	350.00
9.	GlucO Test (Blood Sugar Testing)	50.00
10.	Blood Typing	50.00
<b>B. Obstetric – Gynecologic Service Fee:</b>		
1.	Normal Delivery (Bemonc)	2,000.00
2.	New Born Screening	300.00
3.	Pap's Smear	250.00
4.	Family Planning Services	
	> IUD Insertion	50.00
	> IUD Removal	50.00
	> DMPA Injection	50.00

<b>C. Other Health Service Fee:</b>		
1.	Affiliation Fee by Different School	50.00
2.	Medical Clearance/Certificate For Work	100.00
3.	EPI Certification	50.00
4.	School/Student Medical Certification	50.00
5.	Sanitation Services:	
	> Sanitary Permit	50.00
	> Health Certificate (Business)	50.00
	> Occupational Permit	50.00
	> Transfer of Cadaver	100.00
	> LTFRB	50.00
6.	Pre Marriage Counselling (MAO, MHO, MSWD)	100.00

<b>SANITARY INSPECTION FEE</b>		
a)	Financial institutions such as banks, pawnshops, lending investors, insurance companies, dealers in securities and foreign	
1.	Main office	300.00
2.	Every branch thereof	200.00
b)	Gasoline service/filling station	500.00
c)	Medical, Dental clinics, Optical, Animal hospital, & the like	250.00
d)	Dwellings & other spaces for lease or rents	
1.	Hotels, motels, apartelles, pension inns, drive inns:	
	With an area of more than 150 rooms	2,000.00
	With 100 to 149 rooms	1,500.00
	With 50 to 99 rooms	1,000.00
	With 25 to 49 rooms	500.00
	With less than 25 rooms	300.00
2.	Apartment per door	50.00
3.	Accessories of house for rent	50.00
e)	Institutions of learning	500.00
f)	Administration Offices, display offices And offices of professionals	100.00
g)	Establishment engaged in the manufacture of foods & essential commodities	

1.	Business Size	
a)	Cottage (100K or less)	50.00
b)	Small (100K-300K)	100.00
c)	Medium A (over 300K-500K)	200.00
	B (over 500K-1M)	300.00
	C (over 1M-2.5M)	400.00
	D (over 2.5M-5M)	500.00
d)	Large A (over 5M-7.5M)	1,000.00
	B (over 7.5M-12.5M)	2,000.00
	C (over 12.5M-20M)	3,000.00
	D (over 20M)	4,000.00
h)	On retailers	50.00
i)	On all other establishments whose operation requires Mayor's Permit	30.00

j) All other businesses, industrial and commercial & agricultural establishments not specifically mentioned above :	
With an area of more than 1,000 sq.m.	800.00
More than 500 but less than 1,000 sq.m.	500.00
More than 200 but less than 500 sq.m.	300.00
More than 100 but less than 200 sq.m.	200.00
More than 50 but less than 100 sq.m.	150.00
More than 25 but less than 50 sq.m.	100.00
Less than 25 sq.m.	50.00
<b>ASSESSOR'S ANNOTATION AND CERTIFICATION FEE</b>	
a. Issuance of true copies of tax declaration	
1. Original Certified True Copy	50.00
2. Documentation from file	50.00
b. Issuance of Certification	
1. Certification of with non-existing improvement	50.00
2. Certification of property holding	50.00
3. Certification of assessment	50.00
4. Certification of aggregate landholding	50.00
5. Certification of no liens	50.00
c. Transfer Fee and/or Annotation of any encumbrance	
1. For the transfer of tax declaration from one party to another	50.00
2. For the annotation or entry on the tax declaration of any encumbrance on the property subject thereof	50.00
d. Correction of Tax Declaration Service fee per tax declaration	75.00
e. Cancellation of Mortgage Service fee	50.00
f. Issuance of authenticated xerox copy of Tax Map per section	100.00
g. Research of Tax Declaration and Documents	
1. Research and verification fee	50.00
2. Authenticated Xerox copy of title back to back	50.00
3. Succeeding pages, for each page	5.00
h. Certified true copy or photo copy of tax declaration	20.00
i. Annotation of bail, amortization, mortgage or encumbrances	30.00
j. Certificate of ownership and other Certifications	50.00
k. Certification of Aggregate landholding (Business Related)	20.00
l. Others	20.00

**CLEARANCE OR CERTIFICATION FEE**

1.	Certification/clearance to be used in Securing driver's licen	30.00
2.	Certification/clearance for purposes of Entering the military serv	30.00
3.	Certification/clearance for purposes of securing a passport or vi	50.00
4.	Certification/clearance for purposes of securing or renewing a license to possess firearms	200.00
5.	PLEB Clearance	200.00
6.	MTO Lost of original Receipt Certification (Business)	50.00
7.	Certification/clearance for other purposes not mentioned above	30.00

**TRANSPORT PERMIT FEE**

a)	For every head of large cattle due for transport for commercial purposes	50.00
	for family consumption	20.00
b)	For every head of hog for commercial purposes	20.00
	for family consumption	10.00
c)	For every head of goat for commercial purposes	10.00
	for family consumption	5.00
d)	For every head of poultry for commercial purposes	1.00
	for family consumption	exempted
e)	For every box styro of fish & other fishery products	10.00
f)	Per jeepload of pots and jars	
	1. below 1 ton	100.00
	2. 1 to 2 tons	150.00
	3. more than 2 tons	200.00

	Per jeepload of coconut	
	1. below 1 ton	100.00
	2. 1 to 2 tons	150.00
	3. more than 2 tons	200.00
g)	Rice, per sack	2.00
h)	Per jeepload of fruits, vegetable & rootcrops	
	1. below 1 ton	100.00
	2. 1 to 2 tons	150.00
	3. more than 2 tons	200.00
i)	Per truckload of copra, per ton	100.00
j)	Per truckload of	
	a) coco lumber, per bd. ft.	0.05
	b) good lumber, per bd. ft.	0.10
k)	Per truckload of junk items	120.00
l)	For all other articles requiring transport permit	100.00

<b>FEE FOR THE RECLASSIFICATION OF AGRICULTURAL LANDS</b>	
a. Application Fee	Php1,000.00 per hectare or fraction thereof(except lots measuring 300sq.meters and below)
b. Reclassification Fee	
Agricultural to residential (socialized housing)	Php1.00/sq.m.
Agricultural to commercial	Php1.50/sq.m.
Agricultural to residential (subdivision)	Php2.00/sq.m. (except lots measuring 300sq.m. & below)
<b>STALL OCCUPANCY CLEARANCE</b>	(Php30.00) per stall leaser

<b>SERVICE CHARGE FOR GARBAGE COLLECTION</b>	
a) residential house	40.00
b) residential bldgs. per family or household	40.00
c) establishment paying a license fee of Php1,000.00 and below shall be charge Fifty Pesos	50.00
d) establishment paying a license fee of Php1,001.00 to 1,500.00 shall be charge One Hundred Pesos	100.00
e) additional five percent (5%) in excess of 1,500.00 but not exceeding Php10,000.00	

<b>CHARGES FOR PARKING</b>	
a) Passenger buses	20.00
b) Jeepney/AUV/Vans	10.00
c) Cargo Trucks	50.00
d) Delivery vans	50.00
e) Tricycles (Private)	5.00

<b>FISHERY RENTALS OR FEES</b>	
<b>A. FOR OPERATION OF OYSTER CULTURE BEDS</b>	<b>MINIMUM ANNUAL RENTAL</b>
Zone V-A – Beginning at point 5 to point North; 55 degrees East 1.0 km; thence South 84 degrees East, 100 meters; South 55 degrees West, 1.0 km.; North 83 degrees West, 100 meters to the point of beginning . . . . .	Php 1,000.00
<b>B. FOR THE CREATION OF FISH CORRALS</b>	
Zone V-B – Beginning at a point 100 meters off shore from point 5 to point 100 meters off shore, from point 6 North 55 degrees East, 2.0 kms.; thence South 24 degrees East, 300 meters; South 55 degrees West, 2.00 kms; North 83 degrees West, 300 meters to point of beginning . . . . .	Php 2,000.00

C. FOR THE TAKING OR CATCHING OF BANGUS FRY OR "KAWAG-KAWAG" AND FRY OF OTHER SPECIES.	
Zone I - Beginning at point 1 to point 2 North 26 degrees 30 Minutes West, 1.5 kms. included is half of the mouth of Quinabigan river; thence, South 85 degrees East, 100 meters; South 26 degrees – 30 Minutes East, 1.5 kms.; North 85 degrees West, 100 meters to point of beginning . . . . .	Php 7,500.00
Zone II - Beginning at point 2 to point 3 North 15 degrees West, 1.0 km. included in the mouth of Papandayan Creek; thence South 88 degrees East, 100 meters South 15 degrees West, 1.0 km.; North 85 degrees West, 100 meters to point of beginning . . . . .	Php 15,000.00
Zone III - Beginning at point 4 to point North 10 degrees East, 1.0 km. included in the mouth of Matuodtuod Creek; thence South 85 degrees East, 100 meters South 10 degrees West, 1.0 km.; North 88 degrees West, 100 meters to point of beginning . . . . .	Government Bangus Fry Reservation
Zone IV - Beginning at point 4 to point 5 North 29 degrees 30 Minutes East, 3.20 kms.; included in the mouth of Lumambayan, Puting Tubig and Macanlig rivers; thence South 83 degrees East, 100 meters; South 29 degrees 30 Minutes West, 100 meters to point of beginning . . . . .	Php 7,500.00
Zone V - Beginning at point 5 to point 6 North 55 degrees East, 2.0 kms.; included in the mouth of Pili Creek; thence South 84 degrees East, 100 meters; South 55 degrees West, 2.0 kms.; North 83 degrees West, 100 meters to point of beginning . . . . .	Php 7,500.00



<b>1. FISH CORRALS ERECTED IN THE SEA</b>	
Less than 3 meters deep	Php 100.00
3 meters deep or more but less than 5 meters deep	200.00
5 meters deep or more but less than 8 meters deep	500.00
8 meters deep or more but less than 10 meters deep	1,000.00
10 meters deep or more but less than 15 meters deep	1,200.00
15 meters deep or more	1,500.00
<b>(2) OPERATION OF FISHPONDS OR OYSTER CULTURE BEDS</b>	
PER HECTARE	Php 300.00
<b>(3) CATCHING "BANGUS" FRY OR "KAWAG-KAWAG"</b>	
Less than 1,000 sq.meters	Php 1,000.00
1,000 sq.m or more but less than 2,000 sq.m	1,500.00
2,000 sq.m or more but less than 4,000 sq.m	2,000.00
4,000 sq.m or more but less than 6,000 sq.m	2,800.00
6,000 sq.m or more but less than 8,000 sq.m	4,000.00
8,000 sq.m Over	7,500.00
<b>(4) FISH CORRAL IN INLAND WATERS</b>	
With an area of less than 1,000 sq.m.	Php 600.00
With an area of 1,000 sq.m or more but less than 2,000 sq.m.	1,000.00
but less than 4,000 sq.m	1,500.00
With an area of 4,000 sq.m. or more but less than 10,000 sq.m	2,500.00
With an area of 1,000 sq.m. or more	4,500.00
<b>(5) FISH CAGE CULTURE</b>	
a) Fresh water	Php 1,000.00
b) Marine water	2,500.00
<b>(6) SEAWEED CULTURE Per hectare</b>	Php 1,000.00
<b>(7) PEARL CULTURE Per hectare</b>	Php 6,000.00
<b>(8) MUSSEL CULTURE Per hectare</b>	Php 500.00
<b>b) MINI-ZIPPER NET (KUWARENTAY)</b>	
	Php 1,000.00
<b>c) CAST NET (LAYA)</b>	
	50.00
<b>d) FRY PUSH NET (SUD-SUD)</b>	
	50.00
<b>FISHERMEN USING TRAPS:</b>	
a) Fish pot, big (bobo)	Php 30.00
b) Fish pot, small (bobo)	20.00
c) Dumpil	30.00
<b>FISHERMEN USING HOOK &amp; LINE:</b>	
a) Without light	Php 30.00
b) with torch used in fishing	40.00
c) With "Petromax" used in fishing	30.00
<b>FISHERMEN USING OTHER</b>	
<b>FISHING GEARS:</b>	
a) Spear fishing	Php 20.00
b) Stationary bag net (bintol)	20.00
c) Others	20.00

<b>BERTHING CHARGES ON VESSELS</b>		
1. ON NON-MOTORIZED BOATS OR WATERCRAFTS		EXEMPT
2. ON MOTORIZED BOATS OR MOTORBOATS OF		
a) Less than three (3) tons gross weight Per day or fraction thereof		40.00
b) Three (3) tons or more Per day or fraction thereof		50.00
3. ON FERRY BOATS INCLUDING ROLL ON ROLL OFF (RO-RO) VESSELS:		
a) If the vessel berths or moors, per day	Php	500.00
4. ON YATCH :		
For the first three (3) days or fraction thereof		500.00
Per day, or fraction thereof, in excess of three (3) days		200.00
5. ON SHIPS :		
For the first three (3) days or fraction thereof		1,000.00
Per day, or fraction thereof, in excess of three (3) days		500.00
<b>REGISTRATION FEES ON FISHING BOATS AND MOTORBOATS</b>		
a. Motorized fishing boat or Motorboat with engine of :		
Ten (10) horse power or less		20.00
More than ten (10) horse power		40.00
b. Non-motorized fishing boat or watercraft		Exempted
<b>MUNICIPAL CEMETERY FEES</b>		
a) RENTAL FEE IN ZONE I		RENTAL/SER VICE FEE
1. Lot of not more than 5 sq. Meters		200.00
2. Lot more than 5 sq.m. but not more than 10 sq.m		300.00
3. Lot more than 10 sq.m. but not more than 20 sq.m		500.00
4. For every sq.m. in excess of 20 sq.m		100.00
b) CEMETERY FEE IN ZONE II		RENTAL/SER VICE FEE
1. For every cadaver or remains of adult Buried, lot size 1 ½ x 2 ½ meters		
a. within puncheon or niche		150.00
b. without puncheon or niche		90.00
2. For every cadaver or remains of Below 15 years old buried :		
a. within puncheon or niche		70.00
b. without puncheon or niche		40.00
c) CEMETERY FEE IN ZONE III. The burial shall be free of charge for indigent and those without claimant.		
Bone transfer to ossuary		100.00
d) Ossuary rental for every five (5) years		750.00
e) Cemetery service fee for privately owned Cemetery lots, per year		40.00

<b>Revenue Memorandum Order No. 13-2008</b>		
"Constructive Stamping or Receipt System"		
Documentary Stamp Tax	30.00	

**Ordinance No. 1-2012**
**Ordinance designating the Recodo Feeder Fishport as the Station of Docking, Loading**

Type of Fee	Fee	Payee
Unloading Fee	Php .20/kg	Fish producer/boat Operator
Market Fee	.20/kg	Fish broker/trader
Ice Conveyance Fee	5.00/block (135kg)	Client who sell fish inside the port from outside
Trasshipment Fee	.20/kg	Traders buying fish direct from the producers to
Entrance Parking Fee		Owner of the land vehicle entering and parking at
Heavy Vehicle	30.00/Unit	
Light Vehicle	20.00/Unit	
Jeep/Car	10.00/Unit	
Tricycle	5.00/Unit	
Trisikad	4.00/Unit	

Berting Fee		Operators/Owners of vessel
Commercial Vessel	30.00/unit/docking 150.00/unit/day	
Municipal Vessel	10.00/unit.docking 50/unit/day	
Space Rental	70.00/sq.m./mo.	Port Lessee
Land Rental	45.00/sq.m./mo.	Port Lessee
Net repair Area Fee	200/day	Owner of Net
Water Fee	5.00/container(pick-up)	Buyer of Water
Fuel Conveyance Fee	1% Gross sale	Fuel supplier/Seller
Acreditation Fee	300/client/year	Duly accredited client
Wharfage Fee		Owner of Commodity

Rice/corn/friut	3.00/sack
Vegetables and Spice	3.00/sack
Copra/Palay	1.00/sack
Sweet potato/Cassava	1.00/sack
Cement	1.00/sack
Fertilizer/Feeds	1.00/sack
Soft Drinks	1.00/case
Beer/Hand Drinks	3.00/case
Scrap and Heavy Mat	1% of declared value
Livestock	1% of declared value

## 5. Collection Of Fines And Penalties

These are collections received from violations committed against the provisions of the New Revenue Code of Pinamalayan, Oriental Mindoro 2013 and other ordinances as may be created for the collection of Fines and Penalties by this LGU.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Traffic Violation Ticket (1 original) or		Client		
Municipal Citation Ticket (1 original)		Client		
Notice of Violation (1 original)		Client		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and transaction slip 1.1 Check the completeness of the required information 1.2 Refer to Table 6 or 7	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Proceed to Table 6 or 7 and present the citation ticket, traffic violation ticket or notice of violation for review and verification	2. Receive the ticket and verify record	None	8 Minutes	<b>REDENTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office  or <b>MARILOU M. CASTILLO</b> <i>Administrative Aide I</i> Municipal Treasury Office
3. Pay the required fees and charges at table 6 or 7 (where the ticket presented)  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment, issue the OR and advise the client to proceed to concerned authority for the settlement of violation	(see schedule of fees below)	10 Minutes	

<b>TOTAL:</b>	<b>Sum of applicable fees and charges from violation incurred</b>	<b>20 Minutes</b>	
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**Schedule of Fees Collection of Fines and Penalties**  
**Poundage Fee on Impounding of Astray Animals**

	Poundage Fee:
<b>1. LARGE CATTLE</b>	
First Offense	Php 250.00
Second Offense	Php 500.00
Third Offense	Php 750.00
<b>2. GOAT AND PIG</b>	
First Offense	Php 150.00
Second Offense	Php 300.00
Third Offense	Php 500.00
<b>3. DOG AND OTHER MEMBER OF THE CANINE FAMILY</b>	
First Offense	Php 100.00
Second Offense	Php 200.00
Third Offense	Php 300.00

<b>Anti-Littering</b>	
First Offense	Php 100.00
Second Offense	Php 150.00
Third Offense	Php 250.00

Additional amount to be paid by the claimant/owner prior to release of impounded animal:

(a) Incentive to the person/s who actually caught and impounded the astray animal	PHP 50.00
(b) Penalty, including feeds, each Day or fraction thereof	PHP 50.00

<b>Improper Use of Public Roads Parks and Square</b>	
First Offense	PHP 100.00
Second Offense	PHP 150.00
Third Offense	PHP 250.00

**Anti-Smoking**

First Offense	PHP 100.00
Second Offense	PHP 150.00
Third Offense	PHP 250.00

**Regulating the electrical - related placing installing and/or construction of conduits, meter and other apparatus**

First Offense	PHP 100.00
Second Offense	PHP 150.00
Third Offense	PHP 250.00

**Regulating Explosive Materials**

First Offense	PHP 100.00
Second Offense	PHP 150.00
Third Offense	PHP 250.00

**Tax on Transfer of Business or Trade Activity**

Violation of any provision of this ordinance is punishable by imprisonment for a period of not less than 1 month but not more than 6 months or a fine of not less than 1,000 but not more than 2,500 or both depending upon the discretion of the court.

**Ordinance No. 7-2008 Mandating the Road Safety Protection Measure for Motorist, Commuters and Pedestrians in Pinamalayan**

Offense	Fine
First Offense	PHP 100.00
Second Offense	PHP 500.00
Third Offense	PHP 1,000.00

All dealers or any commercial establishment that sell motorcycle units shall be required to provide safety helmets to buyers upon purchase of motorcycle.

Offense	Fine
First Offense	PHP 1,000.00
Second Offense	PHP 3,000.00
Third Offense	Cancellation of Mayor's Permit to Operate

**Ordinance No. 1-2012**
**Ordinance designating the Recodo Feeder Fishport as the Station of Docking, Loading and Unloading of Fishing Vessels in the Municipality**

PHP 500.00 not exceeding PHP 2,500.00 or an imprisonment of not more than six months, or both at the discretion of the court.

**Ordinance No. 06-2014 Municipal Abattoir/Slaughterhouse of the Municipality of Pinamalayan**

Violation of any provision of this ordinance is punishable by imprisonment for a period of not less than 1 month but not more than 6 months or a fine of not less than 1,000 but not more than 2,500 or both depending upon the discretion of the court.

<b>Ordinance No. 08-2019 An Ordinance Prohibiting Child Delivery Outside the Basic Emergency Maternal Obstetrics and Newborn Care (BEmONC) and other equally capable health care facilities</b>	
<b>Offense</b>	<b>Fine</b>
First Offense	PHP 1,000.00
Second Offense	PHP 1,500.00
Third Offense	PHP 2,500.00 and imprisonment of not less than months or both at the discretion of the court

**Ordinance No. 3-2020**

**Use of Face Mask, Cloth Mask in the Implementation of the Enhanced Community Quarantine.**

<b>Offense</b>	<b>Fine</b>
First Offense	PHP 500.00
Second Offense	PHP 1,000.00
Third Offense	PHP 2,500.00
Fourth and Subsequent Offenses	Imprisonment of One (1) month for each separate violation

**6. Collection Of Real Property Tax**

All types of lands, building, machineries and improvements subject to Real Property Tax. This tax shall accrue on the first Day of January. The collection shall be the responsibility of the Municipal Treasurer or any of his/her authorized deputy. Taxpayer who pay late or skip payments are subject to penalties. Taxes may be paid in an annual or quarterly basis.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Tax Declaration (1 original or 1 photocopy) or		Municipal Assessor's Office - Public Assistance and Complaints Desk (PACD)		
Previous Official Receipt (1 original or 1 photocopy)		Client		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 4 or 5	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Proceed to Table 4 or 5 for the assessment	2. Receive the required documents and assess tax due	None	8 Minutes	<b>JAN WILBERT F. TESURERO</b> <i>Administrative Aide V</i> Municipal Treasury Office
3. Pay Real Property Tax at Window 4 or 5 (where RPT had been assessed)  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment and issue OR	Assessed Value X 1% X Number of year/s to be Paid X 2 (Basic & SEF)	10 Minutes	or  <b>LOTIS L. DAVID</b> <i>Administrative Aide V</i> Municipal Treasury Office
<b>TOTAL:</b>		<b>PHP Assessed Value X 1% X Number of year/s to be Paid X 2 (Basic &amp; SEF)</b>	<b>22 Minutes</b>	

## 7. Collection Of Registration And Transfer Of Registration Fees On Large Cattle

The owner of a large cattle is hereby required to register said cattle with the Municipal Treasurer for which a certificate of ownership is issued.

<b>Office or Division:</b>	Municipal Treasury Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business, G2C - Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
Certification from Barangay (1 original)	Concerned Barangay Hall
<b>And any of the two:</b>	
Certificate of Ownership (1 original)	Client
Deed of sale (1 original)	Client
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>
	<b>FEEES TO BE PAID</b>
	<b>PROCESSING TIME</b>
	<b>PERSON RESPONSIBLE</b>



<p>1. State your Purpose at MTO desk in the Slaughterhouse Operations Division and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook</p>	<p>1. Give the Client Logbook</p> <p>1.1 Check the completeness of the required information</p> <p>1.2 Inspect the animal for assessment of color, sex, brand, age, and other identification marks</p>	<p>None</p>	<p>22 Minutes</p>	<p><b>LAURO O. MOGOL</b> <i>Administrative Assistant I</i> Municipal Treasury Office</p>
<p>2. Pay Registration or Transfer Fee at the MTO desk in The Slaughterhouse Division</p> <p><i>*Make sure to secure the Official Receipt (OR) and Certificate of Ownership and Certificate of Transfer</i></p>	<p>2. Accept payment, issue the OR and issue Certificate of Ownership or Certificate of Transfer and advise the client to proceed to the Slaughterhouse Operations Division - Public Assistance and Complaint Desk</p>	<p>Certificate of Ownership - PHP 50.00</p> <p>Certificate of Transfer - PHP 100.00</p>	<p>8 Minutes</p>	<p><b>LAURO O. MOGOL</b> <i>Administrative Assistant I</i> Municipal Treasury Office</p>
<b>TOTAL:</b>		<p><b>Certificate of Ownership - PHP 50.00</b></p> <p><b>Certificate of Transfer - PHP 100.00</b></p>	<p><b>30 Minutes</b></p>	

### 8. Issuance Of Business Clearance - For Business Closure

Business clearance is issued to a certain business owner or business establishment conforming to the regulated requirements needed in closing business establishment.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen
<b>Who may avail:</b>	All business owners or entities
<b>CHECKLIST OF REQUIREMENTS</b>	
Letter of Retirement or Closure (1 original)	Client
Mayor's Permit (1 original)	Client

Business Plate (1 original)		Client		
Sworn Statement of the Gross Sales or Receipts for the current calendar year within 30 Days following the closure (1 original)		Client		
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 12	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide / Municipal Treasury Office</i>
2. Proceed to Window 6 and present the required documents	2. Receive the required documents, verify the requirements and determine the kind of requested business clearance	None	16 Minutes	<b>MARY ANN M. LATOMBO</b> <i>Administrative Assistant I Municipal Treasury Office</i>
	2.1 Conduct inspection on the business site as scheduled by the inspector	None	20 Minutes	
3. Receive the business tax clearance and sign in the Outgoing Logbook at Table 12	3. Release the business tax clearance	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>42 Minutes</b>	

### 9. Issuance Of Certificate Of Appearance (CA)

A certification issued to officials/employees from other government agency who personally transact in the office. This also serves as a requirement in processing their travel claims.

<b>Office or Division:</b>	Municipal Agriculture Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity	
<b>Who may avail:</b>	All transacting officials and employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Travel Order (1 photocopy)		Client
Requisition Slip (1 original)		Municipal Treasury Office - PACD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook and requisition slip  1.1 Check the completeness of the required information  1.2 Refer to table 19	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide</i> / Municipal Treasury Office
2. Fill-up and submit the requisition slip at Desk 1	2. Receive the requisition slip and check the completeness of the required data/information	None	2 Minutes	<b>ROEL O. DE MESA</b> <i>Administrative Aide</i> / Municipal Treasury Office
	2.1 Prepare the CA and forward to the authorized signatory	None	5 Minutes	
	2.2 Sign the CA and return it to the Cubicle 1	None	3 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
	2.3. Affix dry seal on the approved CA	None	3 Minutes	
3. Receive the approved CA at Desk 1	3. Release the CA	None	2 Minutes	<b>ROEL O. DE MESA</b> <i>Administrative Aide</i> / Municipal Treasury Office
	<b>TOTAL:</b>	<b>None</b>	<b>19 Minutes</b>	

### 10. Issuance Of Community Tax Certificate (Individual/Corporation)

Every inhabitant of the Philippines who is a resident of this municipality, eighteen (18) years of age or over who has been regularly employed on a wage salary basis for at least thirty (30) consecutive working Days during any calendar year , or who is engaged in business or corporation, or who own real property with an aggregate assessed value of One Thousand Pesos (PHP 1,000.00) or more, or who is required by law to file an income tax return shall pay an annual community tax of five (PHP 5.00) Pesos and an annual additional tax of One Pesos (PHP 1.00) for every One Thousand Pesos (PHP 1,000.00) of income regardless of whether from business, exercise of profession or from property which in no case shall exceed Five Thousand Pesos (PHP 5,000.00).

Every corporation no matter how created or organized whether domestic or resident -foreign, engaged in or doing business in the Philippines, whose principal office is located in this Municipality shall pay an annual community tax of five hundred pesos (PHP 500.00) and an additional tax, which in no case, shall exceed Ten Thousand Pesos (Php 10, 000.00).

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate application form (1 original)		Municipal Treasury Office - Public Assistance and Complaint Desk (PACD)		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 2 or 6 or 7	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide / Municipal Treasury Office</i>
2. Proceed to Table 2 or 6 or 7 for review and verification	2. Receive the form and encode CTC application in the iTAX server	None	8 Minutes	
3. Pay Community Tax at Window 2 or 3 (where the application submitted)  <i>*Make sure to check and secure CTC</i>	3. Accept payment and issue the CTC	(see schedule of fees below)	10 Minutes	<b>VIRGINIA M. GARCIA</b> <i>Administrative Aide / Municipal Treasury Office</i>  Or  <b>REDENTOR P. LEONAR</b> <i>Administrative Aide / Municipal Treasury Office</i>  Or  <b>MARILOU M. CASTILLO</b> <i>Administrative Aide / Municipal Treasury Office</i>

<b>TOTAL:</b>	<b>Sum of applicable fees</b>	<b>22 Minutes</b>	
Individual	PHP 5.00		
	additional PHP 1.00 for every PHP 1,000.00 of income		
Corporation	PHP 500.00		
	additional PHP 2.00 for every PHP 1,000.00 of income 5,000.00 worth of Real Property in the Philippines owned by it during the preceding year and PHP 2.00 for every 5,000.00 of gross receipts or earnings derived by it from its business in the Philippines		

### 11. Issuance Of Real Property Tax Clearance

Real Property Tax Clearance certifies that the taxpayer has paid real property taxes accordingly.

<b>Office or Division:</b>	Municipal Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen
<b>Who may avail:</b>	All

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>In case of Owner:</b>	
Community Tax Certificate (1 original or 1 photocopy)	Client
Official Receipt (1 original or 1 photocopy)	Client
Valid Government-Issued Identification Card of the requesting individual (1 original or 1 photocopy)	Client
<b>And any of the following:</b>	
Tax Declaration (1 original or 1 photocopy)	Municipal Assessor's Office - PACD
Title (1 original or 1 photocopy)	Client
Deed of Conveyance (1 original or 1 photocopy)	Client
Deed of Donation (1 original or 1 photocopy)	Client
Aggregate (1 original)	Municipal Assessor's Office - PACD
<b>In case of representative:</b>	
Community Tax Certificate (1 original or 1 photocopy)	Client
Official Receipt (1 original or 1 photocopy)	Client
Authorization letter from the owner (1 original) or Special Power of Attorney (1 original)	Client

Valid Government-Issued Identification Card of the requesting individual (1 original or 1 photocopy)	Client			
Valid Government-Issued Identification Card of the representative (1 original or 1 photocopy)	Client			
<b>And any of the following:</b>				
Tax Declaration (1 original or 1 photocopy)	Municipal Assessor's Office - PACD			
Title (1 original or 1 photocopy)	Client			
Deed of Conveyance (1 original or 1 photocopy)	Client			
Deed of Donation (1 original or 1 photocopy)	Client			
Aggregate (1 original)	Municipal Assessor's Office - PACD			
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 19	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Proceeds to Table 19	2. Receive the required documents and forward it to the Administrative Section	None	2 Minutes	<b>ROEL O. DE MESA</b> <i>Administrative Aide III</i> Municipal Treasury Office
	2.1 Verify the authenticity, validity and completeness of the submitted documents	None	8 Minutes	
3. Pay the required fee and secure Official Receipt at Table 6 or 7  <i>*Make sure to secure the Official Receipt (OR)</i>	3. Accept payment and issue OR	Clearance Fee - PHP 50.00  Documentary Stamp Tax - PHP 30.00	8 Minutes	<b>REDECTOR P. LEONAR</b> <i>Administrative Aide V</i> Municipal Treasury Office  or

4. Present the official receipt and the Community Tax Certificate (CTC) at the Administrative Section	4. Prepare tax clearance upon presentation of OR	None	10 Minutes	<b>MARILOU M. CASTILLO</b> <i>Administrative Aide</i> / Municipal Treasury Office
	4.1 Sign the clearance	None	5 Minutes	
5. Receive the clearance and sign in the Certification Logbook at the Administrative Section	5. Release the tax clearance	None	2 Minutes	
<b>TOTAL:</b>		<b>Clearance Fee - PHP 50.00</b>	<b>39 Minutes</b>	
		<b>Documentary Stamp Tax - PHP 30.00</b>		

## 12. Review Of Barangay Budget

It signifies the collaboration of the municipal treasurer as member of the Local Finance Committee as one of the approving officer on the review of barangay budget.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Barangay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Reviewed Barangay Budget (5 original)		Municipal Budget Office - Public Assistance and Complaint Desk		
Review Letter (5 original)		MBO - Public Assistance and Complaint Desk		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward complete requirements of Barangay Budget reviewed by the Budget Office	1. Receive and verify Barangay Appropriation Ordinance on estimates of Real Property Tax and sign	None	2 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide</i> / Municipal Treasury Office
	1.2 Forward to the Municipal Budget Office the verified estimates on Barangay Appropriation Ordinance	None	10 Minutes	

2. Sign in the Outgoing Logbook at the Admin. Section	2. Release the Barangay Budget	None	2 Minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>14 Minutes</b>	



**MUNICIPAL TREASURY OFFICE**  
**Internal Services**

## 1. Payment Of Financial Claims

These are payments of all claims due by this LGU to individuals and other entities.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government, G2C - Government to Citizen			
<b>Who may avail:</b>	All Government Agencies, LGUs, GoCCs, and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Disbursement Vouchers (3 original)		Municipal Accounting Office - PACD		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 4	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Forward certified vouchers/other claims with complete supporting documents from the Municipal Accounting Office	2. Receive, encode and record the certified vouchers/claims	None	10 Minutes	<b>AGNES M. MALAPOTE</b> <i>Administrative Aide IV</i> Municipal Treasury Office
	2.2 Forward to the Municipal Treasurer for signature as to availability of funds	None	5 Minutes	<b>LOIDA S. DELA ROSA</b> <i>Administrative Aide III</i> Municipal Treasury Office
	2.3 Forward the certified vouchers/claims for the approval of payment of the Municipal Mayor	None	10 Minutes	<b>ARISTEO A. BALDOS, JR.</b> Municipal Mayor Mayor's Office
3. Forward the approved vouchers/claims from the Mayor's Office to the Municipal Treasury Office (MTO) for payment	3. Receive and record the approved vouchers/claims from the Mayor' Office	None	5 Minutes	<b>LOIDA S. DELA ROSA</b> <i>Administrative Aide III</i> Municipal Treasury Office
	3.1 Prepare check for payment to claimant	None	10 Minutes	<b>JANICA MAE C. MANZO</b> <i>Administrative Assistant I</i>

				Municipal Treasury Office
	3.2 Forward check to the Municipal Mayor for the payment approval	None	10 Minutes	<b>LOIDA S. DELA ROSA</b> <i>Administrative Aide III</i> Municipal Treasury Office
	3.3 Pay cash to small claims from petty cash	None	5 Minutes	<b>DAN MICHAEL G. MACANDILI</b> <i>Disbursing Officer I</i> Municipal Treasury Office
4. Forward the check signed by the Municipal Mayor to MTO for payment	4. Forward to the Municipal Accounting Office for preparation of Accountant's Advice	None	10 Minutes	<b>JANICA MAE C. MANZO</b> <i>Administrative Assistant I</i> Municipal Treasury Office
	4.1 Forward the Accountant's Advice to the bank	None	30 Minutes	<b>PLARIDEL S. CUPIADO</b> <i>Municipal Treasurer</i> Municipal Treasury Office
5. Sign in the Release logbook at the Administrative Section	5. Give the logbook to the claimants to affix the signature for the release of check for the payment of claim	None	5 Minutes	
	5.1 Sign the disbursement voucher for the receipt of payment thru cash	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 49 Minutes</b>	

## 2. Payment Of Salaries And Labor Wages

These are payments of compensation as a consideration for the services rendered to and from this LGU whether in permanent status employees, in contract of service and or Job Order workers.

<b>Office or Division:</b>	Municipal Treasury Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government; G2C - Government to citizen

<b>Who may avail:</b>	All permanent employees, contract of service and Job Order workers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Payrolls Approved by the Municipal Mayor (3 original)		Municipal Accounting Office - Public Assistance and Complaints Desk (PACD)		
Approved Disbursement Vouchers for Salaries and wages (1 original)		Municipal Accounting Office - Public Assistance and Complaints Desk (PACD)		
<b>CLIENTS STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State your purpose at the Public Assistance Complaints Desk (PACD) and read the Citizen's Charter Handbook to be informed of the service process flow. Once done, fill out the logbook	1. Give the Client Logbook  1.1 Check the completeness of the required information  1.2 Refer to Table 1	None	4 Minutes	<b>GLENN O. MADRID</b> <i>Administrative Aide I</i> Municipal Treasury Office
2. Forward checked and certified payrolls from the Municipal Accounting Office	2. Receive, encode and record payrolls of salaries and wages	None	10 Minutes	<b>DAN MICHAEL G. MACANDILI</b> <i>Disbursing Officer I</i> Municipal Treasury Office
	2.1 Forward to Municipal Treasurer for signature as to availability of funds	None	5 Minutes	
	2.2 Forward the certified payrolls to the Mayor's Office for Local Chief Executive's approval	None	10 Minutes	
3. Forward approved payrolls from the Municipal Mayor's Office for payment	3. Receive approved payrolls from the Municipal Mayor	None	5 Minutes	<b>DAN MICHAEL G. MACANDILI</b> <i>Disbursing Officer I</i> Municipal Treasury Office
	3.1 Encode payrolls for salaries on automated disbursements (salaries)	None	2 Hours	
	3.2 Prepare check for wages on cash disbursements (wages)	None	5 Minutes	

	3.3 Prepare Authorization to Landbank to debit the amount of salaries with the Municipal Mayor signature	None	20 Minutes	<b>DAN MICHAEL G. MACANDILI</b> <i>Disbursing Officer I</i> Municipal Treasury Office
	3.4 Forward the encoded payrolls via cd to the bank to debit to the corresponding accounts of employees (salaries)	None	10 Minutes	<b>DAN MICHAEL G. MACANDILI</b> <i>Disbursing Officer I</i> Municipal Treasury Office
	3.5 Withdraw cash advance for payment in cash of all wages of contract of service and job Order workers (wages)	None	30 Minutes	
4. Affix signature in the payrolls at Window 7	4. Pay wages	None	10 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 49 Minutes</b>	

## LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	284-7146 <a href="mailto:mayorsoffice@pinamalayan.gov.ph">mayorsoffice@pinamalayan.gov.ph</a>
General Services Division	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-7573 <a href="mailto:gso@pinamalayan.gov.ph">gso@pinamalayan.gov.ph</a>
Human Resource Management Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-9454 <a href="mailto:hrmo@pinamalayan.gov.ph">hrmo@pinamalayan.gov.ph</a>
Municipal Disaster Risk Reduction and Management Division	District I-B, Sta. Rita, Pinamalayan Oriental Mindoro, 5208	09218514855/09056490380 <a href="mailto:mddrmo@pinamalayan.gov.ph">mddrmo@pinamalayan.gov.ph</a>
Municipal Environment and Natural Resources Management Division	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	748-9228 <a href="mailto:menrmd@pinamalayan.gov.ph">menrmd@pinamalayan.gov.ph</a>
Permits and Licenses Division	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-4479 <a href="mailto:permitsandlicensing@pinamalayan.gov.ph">permitsandlicensing@pinamalayan.gov.ph</a>
Slaughterhouse Operations Division	Nautical Highway, Papandayan, Pinamalayan Oriental Mindoro, 5208	09209681357 <a href="mailto:slaughterhouse@pinamalayan.gov.ph">slaughterhouse@pinamalayan.gov.ph</a>
Special Concerns Division	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	<a href="mailto:sco@pinamalayan.gov.ph">sco@pinamalayan.gov.ph</a> <a href="mailto:pesopinamalayan@yahoo.com">pesopinamalayan@yahoo.com</a>
Tourism and History Development Division	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	09985405836 <a href="mailto:pinamalayantourism@gmail.com">pinamalayantourism@gmail.com</a>
Zoning Division / Motorpool Operations	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-5809 <a href="mailto:zoningoffice@pinamalayan.gov.ph">zoningoffice@pinamalayan.gov.ph</a>
Office of the Bids and Awards Committee Secretariat	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	351-1317 <a href="mailto:bacpinamalayan@yahoo.com">bacpinamalayan@yahoo.com</a>
Office of the Municipal Vice Mayor and the Sangguniang Bayan	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-1432 <a href="mailto:vicemayorsoffice@pinamalayan.gov.ph">vicemayorsoffice@pinamalayan.gov.ph</a>
Market Operations Department	Del Pilar St. cor. Bonifacio St., Zone II, Pinamalayan Oriental Mindoro, 5208	748-6426 <a href="mailto:marketoffice@pinamalayan.gov.ph">marketoffice@pinamalayan.gov.ph</a>

Office	Address	Contact Information
Municipal Accounting Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-3526 <a href="mailto:accountingoffice@pinamalayan.gov.ph">accountingoffice@pinamalayan.gov.ph</a>
Municipal Administrator's Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-4633 <a href="mailto:adminoffice@pinamalayan.gov.ph">adminoffice@pinamalayan.gov.ph</a> <a href="mailto:madopinamalayan2021@gmail.com">madopinamalayan2021@gmail.com</a>
Municipal Agriculture Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	09209091361 danny.villacrusis@yahoo.com magopinamalayan@gmail.com
Municipal Assessor's Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	748-6242 assessoroffice620@gmail.com
Municipal Budget Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-9145 <a href="mailto:budgetoffice@pinamalayan.gov.ph">budgetoffice@pinamalayan.gov.ph</a>
Municipal Civil Registry Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-9670 <a href="mailto:civilregistrar@pinamalayan.gov.ph">civilregistrar@pinamalayan.gov.ph</a>
Municipal Engineering Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	748-6150 <a href="mailto:engineeringoffice@pinamalayan.gov.ph">engineeringoffice@pinamalayan.gov.ph</a>
Municipal Health Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-9766 <a href="mailto:healthoffice@pinamalayan.gov.ph">healthoffice@pinamalayan.gov.ph</a>
Municipal Planning and Development Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-4632 <a href="mailto:mpdo@pinamalayan.gov.ph">mpdo@pinamalayan.gov.ph</a>
Municipal Social Welfare and Development Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	738-5473 <a href="mailto:mawdo@pinamalayan.gov.ph">mawdo@pinamalayan.gov.ph</a> <a href="mailto:mawdo_pinamalayan@yahoo.com.ph">mawdo_pinamalayan@yahoo.com.ph</a>
Municipal Treasury Office	Madrid Blvd, Zone III, Pinamalayan Oriental Mindoro, 5208	<a href="mailto:treasureroffice@pinamalayan.gov.ph">treasureroffice@pinamalayan.gov.ph</a>
Tech4Ed	District Conference Hall, East District, Zone IV, Pinamalayan, Oriental Mindoro, 5208	738-4655 <a href="mailto:tech4edpinamalayan@gmail.com">tech4edpinamalayan@gmail.com</a>

<b>FEEDBACK AND COMPLAINTS MECHANISMS</b>	
How to send feedback	<p>Answer the client Feedback Form and drop it at any of the designated drop boxes located at the entrance of each municipal building, or send it online through email address <a href="mailto:pacd@pinamalayan.gov.ph">pacd@pinamalayan.gov.ph</a></p>
How feedbacks are processed	<p>At the end of each working day, the designated Complaints Officer opens the drop boxes and PACD email account, and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and/or concerned committees, and they are required to answer within three (3) days of receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the agency through telephone number (043) 284- 3146.</p>
How to file a complaint	<p>Answer the client Complaint Form and drop it at any of the drop boxes located at the entrance of each municipal building, or send it online through email address <a href="mailto:pacd@pinamalayan.gov.ph">pacd@pinamalayan.gov.ph</a>. Complaints can also be filed via telephone.</p> <p>Make sure to provide the following information:</p> <ul style="list-style-type: none"> <li>- Date of complaint</li> <li>- Contact information of the complainant</li> <li>- Contact information of the person being complained of</li> <li>- Nature of the complaint</li> <li>- Evidence</li> <li>- Prayer to the resolution of the complaint</li> </ul> <p>For inquiries and follow-ups, clients may contact the agency through telephone number (043) 284- 3146.</p>
How complaints are processed	<p>The Complaints Officer opens the complaints drop boxes and the PACD email account on a daily basis and evaluates each complaint. Upon evaluation, the Complaints Officer shall forward the complaint to the concerned office for their action:</p> <ol style="list-style-type: none"> <li>1. The concerned Head of Office shall require the person being complained of to submit his/her answer to the complaint, immediately upon instruction.</li> <li>2. The concerned Head of Office shall conduct investigation and hearing in the presence of all parties involved, if necessary.</li> <li>3. If the complaint was not resolved, the concerned Head of Office shall forward the complaint to the concerned committee for the resolution of the complaint:             <ol style="list-style-type: none"> <li>a) Grievance Committee- if the complaint was filed by the employee/s of this agency</li> </ol> </li> </ol>



	<p>b) Disciplinary and Investigating Committee - when the complaint was filed by external client/s</p> <p>c) Committee on Decorum and Investigation on Sexual Harassment Cases - for complaint involving sexual harassment</p> <p>The concerned Committee will furnish the Complaint Officer a copy of the decision.</p> <p>The Complaint Officer will give feedback to the client.</p> <p>If the complainant was not satisfied with the decision of the concerned Committee, the aggrieved party may appeal to the Municipal Mayor for reconsideration within 15 days upon receipt of the assailed decision.</p> <p>For inquiries and follow-ups, clients may contact the agency through telephone number (043) 284- 3146.</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> :1-ARTA (2768) PCC: 8888 CCB:0908-881-6565</p>



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

## OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan 2<sup>nd</sup> Flr. Municipal Bldg. Madrid Blvd. Zone III, Pinamalayan, Oriental Mindoro  
Email Address: [saib@pinamalayan.gov.ph](mailto:saib@pinamalayan.gov.ph) Tel Nos. (043) 738-1432

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF PINAMALAYAN HELD ON MARCH 20, 2023 AT THE SANGGUNIANG BAYAN SESSION HALL, THIS MUNICIPALITY.**

**PRESENT:**

HON. RODOLFO M. MAGSINO,	Vice Mayor, Presiding Officer
HON. RIO S. MERCENE,	SB Member
HON. DUNHILL MARCELO M. DELMO V,	SB member
HON. ANGELO MARLO D. MADRID,	SB Member
HON. MAURO P. HELERA,	SB Member
HON. ANJUNE A. ZAMORA,	SB Member
HON. EDWIN G. HERNANDEZ,	SB Member
HON. GEOFFREY PAUL A. UMBAO	SB Member
HON. ANTONIO VICTOR R. OLYMPIA,	ABC Pres./SB Member
HON. JOVEN S. VELASCO,	SKMF Pres./SB Member

**ABSENT:**

HON. NAPOLEON M. MANGARING,	SB Member
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**RESOLUTION NO. 071- 2023**

*Sponsored by:*

**HON. ANJUNE A. ZAMORA**

**RESOLUTION ADOPTING THE 2023 1<sup>st</sup> EDITION CITIZEN'S CHARTER AND CITIZEN'S CHARTER HANDBOOK OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO PURSUANT TO MEMORANDUM CIRCULAR NO. 2021-09, SERIES OF 2021 AND ALL OTHER ISSUANCES RELATIVE TO REPUBLIC ACT NO. 11032 OF THE ANTI-RED TAPE AUTHORITY (ARTA).**

**WHEREAS**, the 1987 Constitution of the Philippines declares that a Public Office is a Public Trust that consecrates the public officials and employees to serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall remain at all times accountable to the people;

**WHEREAS**, *Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"*, mandates all covered agencies to set up their respective most current and updated Citizen's Charter;

**WHEREAS**, in line with *Republic Act No. 11032*, the Anti-Red Tape Authority ("Authority") is mandated to monitor the agencies' compliance with the provisions of the law and to implement this provision, the authority issued several rules and circulars on the timelines for the submission of the most current and updated Citizen's Charter;

**WHEREAS**, *Memorandum Circular No. 2021-09, series of 2021* of the Anti-Red Tape Authority (ARTA) provides information on the adoption and indorsement of the Whole-of-Government (WOG) Reengineering Manual to guide agencies and offices towards adopting a whole of government approach in the streamlining and reengineering of their systems and procedures in compliance with Section 5 of RA 11032;

**WHEREAS**, *Section 3, Rule IV of the Implementing Rules and Regulations (IRR) of RA 11032* requires that each covered agency shall regularly review their Citizen's Charter, and there should be any update, the agency shall ensure that an updated Citizen's Charter is submitted to Anti-Red Tape Authority (ARTA) and posted not later than March 31<sup>st</sup> of each year;

1 | Resolution No. 071-2023



Republic of the Philippines  
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Email Address: [saib@pinamalayan.gov.ph](mailto:saib@pinamalayan.gov.ph) Tel. No. (043) 738-1432

**WHEREAS**, in line with series of issuances from ARTA, the Municipal Government of Pinamalayan has conducted the updating and reengineering of the existing Citizen's Charter and Citizen's Handbook which shall be presented as a Guidebook for the Municipal Government frontline services;

**WHEREAS**, the agency sees the merit of this measure which aims to provide progressive system of public service delivery which will generate customer satisfaction and create an environment conducive to the promotion of responsible and responsive delivery of services to the public;

**NOW THEREFORE, BE IT RESOLVED** by the 11<sup>th</sup> Sangguniang Bayan of Pinamalayan, Oriental Mindoro to adopt the 2023 1<sup>st</sup> Edition of Citizen's Charter and Citizen's Charter Handbook of the Municipal Government of Pinamalayan, Oriental Mindoro pursuant to Memorandum Circular No. 2021-09, Series of 2021 and all other issuances relative to Republic Act No. 11032 of the Anti-Red Tape Authority (ARTA).

**ADOPTED UNANIMOUSLY** this 20<sup>th</sup> day of March 2023 on mass motion of all Sangguniang Bayan Members present.

**I HEREBY CERTIFY** to the correctness of the foregoing Resolution.

  
**MIRASON J. SANTOS**  
Secretary to the Sangguniang Bayan

Attested:

  
**HON. RODOLFO M. MAGSINO**  
Mun. Vice Mayor, Presiding Officer

Approved:

  
**HON. ARISTEO APASAN BALDOS, JR.**  
Municipal Mayor