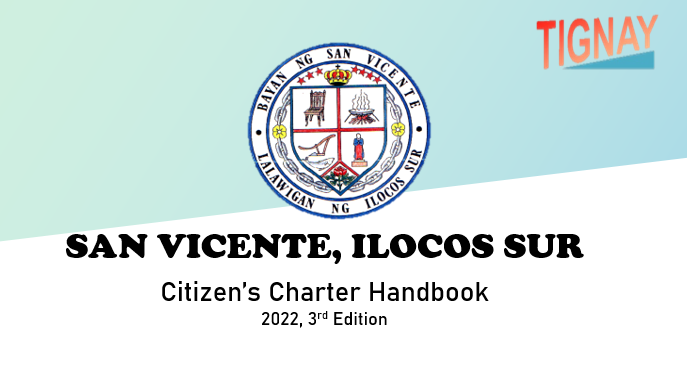
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1. **MANDATE**

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

1. **VISION**

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

1. **MISSION**

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

1. **SERVICE PLEDGE**

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

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**OFFICE OF THE MAYOR**

**EXTERNAL SERVICES**

1. **Issuance of Mayor’s Clearance**

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

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

**HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO)**

1. **Recruitment of Personnel**

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

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| --- | --- | --- | --- | --- | --- | --- |
| **OFFICE OF DIVISION** | Office of the Municipal Administrator | | | | | |
| **CLASSIFICATION** | Complex | | | | | |
| **TYPE OF TRANSACTION** | G2C - Government to Citizen | | | | | |
| **WHO MAY AVAIL** | All Filipino Citizens | | | | | |
| **CHECKLIST REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Application letter (1 original copy) | | | Applicant | | | |
| 1. CSC Form 212-Personal Data Sheet (1 original copy) | | | Municipal Administrator’s Office or Download For at CSC Website (csc.gov.ph) | | | |
| 1. Transcript of Record (1 photocopy) | | | School / University graduated | | | |
| 1. Diploma (1 photocopy) | | | School / University graduated | | | |
| 1. PRC Identification Card (1 photocopy) or   CSC Certificate of Eligibility (1 photocopy) | | | Philippine Regulatory Commission (PRC)  Civil Service Commission (CSC) | | | |
| 1. Barangay Clearance (1 photocopy) | | | Barangay Hall | | | |
| 1. Mayor’s Clearance (1 photocopy) | | | Mayor’s Office | | | |
| 1. Police Clearance (1 photocopy) | | | Philippine National Police Station (PNP) | | | |
| 1. NBI Clearance (1 photocopy) | | | National Bureau of Investigation (NBI) | | | |
| 1. MCTC Clearance (1 photocopy) | | | Municipal Circuit Trial Court (MCTC) | | | |
| 1. Medical Certificate (1 original Copy) requiring   the following laboratory results:   * Chest x ray * Drug Test * Psychological Test * Neuro-psychiatric Test * Urinalysis * Blood Test | | | Rural Health Unit (RHU)  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories | | | |
| **CLIENT STEP** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out client’s Log Book | | 1. None | | None | 3 mins | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Submit requirement | | 2. Review the completeness  of the requirements  2.2. Inform client for the  Aptitude Test  2.3. Review and assess  applicant’s qualification | | None  None  None | 10 mins  2 mins  2 days | *HRMO Designate*  Municipal Administrator’s Office  *HRMO Designate*  Municipal Administrator’s Office  *HRMO Designate*  Municipal Administrator’s Office |
| 1. Undergo Aptitude Test | | 3. Administer Test | | None | 1 hour | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Undergo Personnel Selection Board | | 4.1. Conduct Panel Interview  4.2. Giving of feedback about  applicant’s performance  4.3. Inform applicant the final  result of the Panel  interview | | None  None  None | 2 hours  30 mins  5 mins | *Personnel Selection Board*  *Personnel Selection* Board  *HRMO Designate*  Municipal Administrator’s Office |
| 1. Know the result of the panel interview if the client is qualified or not qualified to fill up a vacant position | | 5. Inform the qualified  applicant to wait for the  further notice for the vacant  position | | None | 5 mins | *HRMO Designate*  Municipal Administrator’s Office |
| **TOTAL PROCESSING TIME** | | | | | **2 Days, 3 Hours, & 55 Minutes** | |

1. **Issuance of Appointment Papers of newly Hired Personnel**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Mayor | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2C- Government to Citizen | | | | | |
| **Who may Avail:** | All Recruit applicant | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Application letter (1 original copy) | | | Applicant | | | |
| 1. CSC Form 212-Personal Data Sheet (3 original copy) | | | Municipal Administrator’s Office or Download For at CSC Website (csc.gov.ph) | | | |
| 1. Transcript of Record (3 photocopy) | | | School / University graduated | | | |
| 1. Diploma (3 photocopy) | | | School / University graduated | | | |
| 1. PRC Identification Card (1 certified true copy)   or  CSC Certificate of Eligibility (1 certified true copy) | | | Philippine Regulatory Commission (PRC)  Civil Service Commission (CSC) | | | |
| 1. Barangay Clearance (1 original & 2 photocopy) | | | Barangay Hall | | | |
| 1. Mayor’s Clearance (1 original & 2 photocopy) | | | Mayor’s Office | | | |
| 1. Police Clearance (1 original & 2 photocopy) | | | Philippine National Police Station (PNP) | | | |
| 1. NBI Clearance (1 original & 2 photocopy) | | | National Bureau of Investigation (NBI) | | | |
| 1. MCTC Clearance (1 Original & 2 Photocopy) | | | Municipal Circuit Trial Court (MCTC) | | | |
| 1. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result:  * Chest x ray * Drug Test * Psychological Test * Neuro-psychiatric Test * Urinalysis * Blood Test | | | Municipal Administrator’s Office or Download Form at CSC Website (csc.gov.ph)  Preferred Hospital / Laboratories  Preferred Hospital / Laboratory  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / laboratories | | | |
| 1. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies) | | | Municipal Administrator’s Office or Download For at CSC Website (csc.gov.ph) | | | |
| 1. Assessment Form (1 original copies) | | | Municipal Administrator’s Office | | | |
| **CLIENT STEP** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out client’s log book | | 1. None | | None | 3 minutes | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Submit requirements | | 2. Review the completeness of the requirements  2.2. Prepare pertinent papers for Appointment | | None  None | 10 minutes  10 minutes | *HRMO Designate*  Municipal Administrator’s Office  *HRMO Designate*  Municipal Administrator’s Office |
| 1. Sign pertinent documents | | 3. Submit papers at Civil Service Commission for approval of the Appointment | | None | 20 minutes  (20 working days processing time) | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Received approved appointment | | 4. Release copy of  approved appointment | | None | 10 minutes | *HRMO Designate*  Municipal Administrator’s Office |
| **TOTAL PROCESSING TIME** | | | | | **20 DAYS AND 53 MINUTES** | |

**PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)**

1. **Request for Job Fair / Special Recruitment**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the PESO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | | | |
| **Who may Avail:** | All requesting agencies / companies | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Letter Request ( 2 original copy) | | | Office of the requesting agency / company | | | |
| 1. Company Profile (3 copies) | | | Office of the requesting agency / company | | | |
| 1. BIR Certificate of Registration ( 1photocopy) | | | Office of the requesting agency / company | | | |
| 1. Latest Business Permit (1 photocopy | | | Office of the requesting agency / company | | | |
| 1. SEC/DTI Registration (1 photocopy) | | | Office of the requesting agency / company | | | |
| 1. PhilJob.net Certificate ( 1 photocopy) | | | Office of the requesting agency / company | | | |
| 1. List of vacancies with qualifications ( with No. of vacancy per position and place of assignment | | | Office of the requesting agency / company | | | |
| 1. Company SSS Certificate (1 photocopy) | | | Office of the requesting agency / company | | | |
| 1. Company Philhealth (1 photocopy) | | | Office of the requesting agency / company | | | |
| 1. Company Official contact person with complete contact details and position | | | Office of the requesting agency / company | | | |
| 1. DOLE Certificates (for agencies only) | | | Office of the requesting agency / company | | | |
| 1. Certificate of Compliance Occupational Safety and Health | | | Office of the requesting agency / company | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook | | 1. Facilitate filling up | | None | 1 min. | Designated PESO Manager  Office of the PESO |
| 1. Submit letter request | | 2.1. Receive letter and interview  client  2.2. Forward letter request to  Mayor’s Office for approval  and identification of venue | | None  None | 6 mins.  5 mins. | Designated PESO Manager  Office of the PESO  Designated PESO Manager  Office of the PESO |
| 1. Receive letter or approval | | 3. Release letter of Mayor’s  approval & give final  instructions | | None | 3 mins | Designated PESO Manager  Office of the PESO |
| **TOTAL PROCESSING TIME** | | | | | **15 MINUTES** | |

**MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT COUNCIL (MDRRMC)**

1. **Request for DRR Related Training / Drill**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Disaster Risk Reduction Management Council Office | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2G- Government to Government | | | | | |
| **Who may avail:** | All Barangays, School and Organizations | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| 1. Request letter (1 original copy) | | | | Applicant | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit a letter request | | 1. Acceptance and verification of documents and set the available schedule of Trainings/Drills. | None | | 5 min. | *Administrative Aide III*  *Mac Raymond R. Rimay*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 2. Receive date of Training/ Drills | | 2. Inform the client for the set schedule. | None | | 5 mins. | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 3. Attend the trainings/drill | | 3. Conduct of Trainings/Drills | None | | 3 days  (Depending on the topics to be discussed / agreement with the requesting party. | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| **TOTAL PROCESSING TIME** | | | | | **3 Days & 10 mins** | |

1. **Issuance of Certificate of Review to Barangays Disaster related Plans**

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

Plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Disaster Risk Reduction Management Council Office | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C- Government to Government | | | | | |
| **Who may avail:** | All Barangays of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| Annual BDRRM Plan   * 1 original copy of BDRRM Plan | | | | Barangay | | |
| 3-year CBDRRM Plan   * 1 original copy of 3-year CDRRM Plan | | | | Barangay | | |
| Contingency Plan   * 1 original copy of Contingency Plan | | | | Barangay | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in Client logbook | | 1. None | None | | 1 min. | *Administrative Aide III*  Municipal Disaster Risk Reduction Management Council Office |
| 2. Submit relevant documents | | 2. Acceptance | None | | 1 min.  . | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 2.2. Inform client to come back  after 2 days | None | | 1 min | *Administrative Aide III*  *Mac Raymond R. Rimay*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 2.3. Review of submitted plans | None | | 2 days and 45 mins | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 2.4.Print and sign the certification | None | | 1 min | *Administrative Aide III*  *Mac Raymond R. Rimay*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 3. Receive certificate of review | | 3. Release signed certification. | None | | 1 min | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| **TOTAL PROCESSING TIME** | | | | | **2 days and 50 mins.** | |

1. **Emergency Response**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Disaster Risk Reduction Management Council Office | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C- Government to Citizen | | | | | |
| **Who may avail:** | All citizens who are in need of help | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | |
| NONE | | |  | | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Report to San Vicente  Response Team. | | 1. Interview caller / reporter  and fill-up the incident  intake form | | None | 2 mins. | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 1.2. Coordinate with other  Emergency Response  Unit: Philippine  National Police (PNP),  Bureau of Fire  protection (BFP), Rural  Health Unit (RHU) | | None | 5 mins | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 1.3. Deployment and  Response Immediately | | None | 5 mins | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| **TOTAL PROCESSING TIME** | | | | | **12 minutes** | |

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

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

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| **Office or Division:** | Municipal Disaster Risk Reduction Management Council Office | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may avail:** | All Barangay and School | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| Request letter | | | | Requesting Entity | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit a letter request | | 1. Accept and verify the letter | None | | 1 min. | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
|  | | 1.2. Identification classification  of Information Education  Communication (IEC)  materials / other DRRM  documents being  requested | None | | 5 mins | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| 2. Receive requested materials | | 2. Release the materials /  documents requested | None | | 5 mins. | *Administrative Aide III*  *LDRRMO II*  Municipal Disaster Risk Reduction Management Council Office |
| **TOTAL PROCESSING TIME** | | | | | **11 mins.** | |

**OFFICE OF THE MAYOR**

**INTERNAL SERVICE**

**HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)**

1. **Processing of Application for Leave of Absence**

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

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| **OFFICE OF DIVISION** | Office of Municipal Administrator | | | | | |
| **CLASSIFICATION** | Simple | | | | | |
| **TYPE OF TRANSACTION** | G2G – Government to Government | | | | | |
| **WHO MAY AVAIL** | All Municipal Employees | | | | | |
| **CHECKLIST REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. Civil Service Form No. 8-Application for Leave Form (3 Original Copies) | | | | Municipal Administrator’s Office or Download Form at CSC Website (csc.gov.ph) | | |
| 1. Medical Certificate for Sick Leave Application for more than 4 day leave ( 3 photocopies) | | | | Attending Physician | | |
| **CLIENTS STEP** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out client’s log book | | 1. None | None | | 3 mins | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Submit Accomplished Application Form and Requirements | | 1. Check completeness of documents and certify availability of Leave Credits | None | | 5 mins | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Present application Form to Supervisor or Head of Office | | 1. Sign Recommending approval of Application for Leave | None | | 5 mins | *Supervisor / Head of Office* |
| 1. Present signed recommendation for approval of Leave | | 4.1. Check the complete signatories.  4.2. Forward application to Mayor’s Office for Approval/disapproval of the Application for Leave | None  None | | 3 mins  1 hour | *HRMO Designate*  Municipal Administrator’s Office  *Municipal Mayor*  Municipal Mayor’s Office |
| 1. Received Approved Leave Application | | 5. Release approved leave application to the applicant | None | | 2 mins | *HRMO Designate*  Municipal Administrator’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 Hour & 18 Minutes** | |

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

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

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| **Office of Division** | Office of the Municipal Administrator | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2G-Government to Government | | | |
| **Who may Avail:** | All Municipal Employees | | | |
| **CHECKLIST OF REQUIREMENT** | | **WHERE TO SECURE** | | |
| 1. Request Form (1 original copy) | | Municipal Administrator’s Office | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out Client’s Log Book | 1. None | None | 3 mins | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Submit Request Form | 2.1. Check request detail  2.2 Print and sign  Certification | None | 10 mins. | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Receive Certification | 3. Release the record | None | 3 mins | *HRMO Designate*  Municipal Administrator’s Office |
| **TOTAL PROCESSING TIME** | | | **16 Minutes** | |

**3. Issuance of Appointment Papers of Personnel Promotion**

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

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| **Office of Division** | Office of the Municipal Mayor | | | |
| **Classification:** | Highly Technical | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | |
| **Who may Avail:** | All qualified employee | | | |
| **CHECKLIST OF REQUIREMENT** | | **WHERE TO SECURE** | | |
| 1. Application letter (1 original copy) | | Applicant | | |
| 1. CSC Form 212-Personal Data Sheet (3 original copy) | | Municipal Administrator’s Office or Download For at CSC Website (csc.gov.ph) | | |
| 1. Transcript of Record (3 photocopy) | | School / University graduated | | |
| 1. Diploma (3 photocopy) | | School / University graduated | | |
| 1. PRC Identification Card (1 certified true copy)   or  CSC Certificate of Eligibility (1 certified true copy) | | Philippine Regulatory Commission (PRC)  Civil Service Commission (CSC) | | |
| 1. Barangay Clearance (1 original & 2 photocopy) | | Barangay Hall | | |
| 1. Mayor’s Clearance (1 original & 2 photocopy) | | Mayor’s Office | | |
| 1. Police Clearance (1 original & 2 photocopy) | | Philippine National Police Station (PNP) | | |
| 1. NBI Clearance (1 original & 2 photocopy) | | National Bureau of Investigation (NBI) | | |
| 1. MCTC Clearance (1 Original & 2 Photocopy) | | Municipal Circuit Trial Court (MCTC) | | |
| 1. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result:  * Chest x ray * Drug Test * Psychological Test * Neuro-psychiatric Test * Urinalysis * Blood Test | | Municipal Administrator’s Office or Download Form at CSC Website (csc.gov.ph)  Preferred Hospital / Laboratories  Preferred Hospital / Laboratory  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / Laboratories  Preferred Hospital / laboratories | | |
| 1. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies) | | Municipal Administrator’s Office or Download For at CSC Website (csc.gov.ph) | | |
| 1. Assessment Form (1 original copies) | | Municipal Administrator’s Office | | |
| 1. Individual Performance Commitment and Review (IPCR) Form (3 original Copies) | | Municipal Administrator’s Office | | |
| **CLIENT STEP** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out client’s log book | 1. None | None | 3 minutes | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Submit requirements | 2. Review the completeness of the  requirements  2.2. Prepare pertinent papers for  Appointment | None  None | 10 minutes  10 minutes | *HRMO Designate*  Municipal Administrator’s Office  *HRMO Designate*  Municipal Administrator’s Office |
| 1. Sign pertinent documents | 3. Submit papers at Civil Service  Commission for approval of the  Appointment | None | 20 minutes  (20 working days processing time) | *HRMO Designate*  Municipal Administrator’s Office |
| 1. Received approved appointment | 4. Release copy of approved  appointment | None | 10 minutes | *HRMO Designate*  Municipal Administrator’s Office |
| **TOTAL PROCESSING TIME** | | | **20 days and 53 minutes** | |

**OFFICE OF THE**

**SANGGUNIANG BAYAN**

**EXTERNAL SERVICE**

1. **Reproduction of the Official Records and Documents**

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

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| **Office of Division** | Office of the Sangguniang Bayan | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2G - Government to Government; G2C-Government to Citizen | | | | | |
| **Who may Avail:** | All Filipino citizen | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Request Letter / Request Slip | | | Sangguniang Bayan Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in at the client’s logbook | | 1. Answer inquiries upon verification | | None | 2 mins | *SB Secretary*  *SB Staff*  Sangguniang Bayan Office |
| 1. Request copy of official records | | 2. Verifies the official records or document needed and then ask the client the number of copies needed. | | None | 5 mins | *Sangguniang Bayan Secretary*  Sangguniang Bayan Office |
| 1. Proceeds to the Office of the Municipal Treasurer for the payment of corresponding fees | | 3. Issue Official Receipt | | PHP 20.00 per copy | 2 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Return to SB Office & Present Official Receipt | | 4. Reproduce the official records or documents  4.2. Provide a copy of the requested official records or documents | | None  None | 12 mins  3 mins | *Sangguniang Bayan Secretary*  Sangguniang Bayan Office  *Sangguniang Bayan Secretary*  Sangguniang Bayan Office |
| **TOTAL PROCESSING TIME** | | | | | **24 Minutes** | |

1. **Accreditation of Non-Government Organizations (NGO) and Peoples Organizations**

Under the Local Government Code, the Sangguniang Bayan is empowered to accredit CSOs and NGOs. The accreditation of these

organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

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| **Office of Division** | Office of the Secretary to the Sangguniang Bayan | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | General Public | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Application Form (1 Original, 1 Photocopy | | | Sanggunian Bayan Office (SBO) | | | |
| 1. Board Resolution expressing the intention of the Non Government Organization (NGO) to be accredited (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Certificate of Registration from concerned agencies (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. List of Officers and Members (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Sworn Statement (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Annual Accomplishment Report (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Current Financial Statements Duly Accomplished (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Profile indicating the purpose and objectives of the organization (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. Copy of the Minutes Meeting of the Organizations (1 Original, 1 Photocopy) | | | Applicant | | | |
| 1. For SCO applying to be member of Local Board or Health Board | | | Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** | |
| 1. Sign in at the client’s logbook and submit required documents | | 1. Check the completeness  of the requirements  submitted | | None | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan | |
| 1.2. Advise client to wait  for the message on  when to pick-up the  resolution. | | None | 10 minutes | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan | |
| 1. None | | 2. Conduct session and  deliberations | | None | 15 days | Sangguniang Bayan Members  Office of the Sanggunian Bayan | |
| 1. Sign in logbook and receive the copy of the Resolution | | 3. Provide copy of  Resolution | | None | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan | |
| **TOTAL PROCESSING TIME** | | | | | **15 Days , 20 Minutes** | | |

**3. Reclassification of Lands**

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

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| **Office of Division** | Office of the Sangguniang Bayan | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Land Owner | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE`** | | | |
| 1. Letter of Application ( 1 Original) | | | Applicant | | | |
| 1. Official Receipt (Land Use Reclassification) (1 Original Copy) | | | Municipal Treasurer’s Office (MTO) | | | |
| 1. Certified True Copy of the Original / Transfer Certificate of Title   (1 Photocopy) | | | Municipal Assessor’s Office (MAO) | | | |
| 1. Certificate of Updated Real Property Tax Payment ( 1 original Copy) | | | Municipal Treasurer’s Office (MTO) | | | |
| 1. Locational Plan or Vicinity Map (1 Original Copy) | | | Municipal Assessor’s Office (MAO) | | | |
| 1. Subdivision Plan (1 Photocopy) | | | Municipal Assessor’s Office (MAO) | | | |
| 1. Detailed feasibility study of the proposed project or intended use of the land (1 Photocopy) | | | Applicant | | | |
| 1. Certificate of Commitment from the owner and developer   (1 Photocopy) | | | Applicant | | | |
| 1. Barangay Resolution endorsing the proposed project (1 Photocopy) | | | Barangay | | | |
| IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY   1. Special Power of Attorney (1 original) | | | Land Owner or Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in at the client’s logbook | | 1. Assist the client in signing in the Client Logbook and conduct interview | | None | 5 mins | *SB Staff*  Office of the Sangguniang Bayan |
| 2. Submit request with requirements  for review | | 2. Review the completeness of  submitted documents | | None | 10 mins | *Sangguniang Bayan Secretary*  Office of the Sanggunian Bayan |
| 2.2. Advise client to wait for the  message on when to pick-up  the Ordinance. | | None | 5 mins | *Sangguniang Bayan Secretary*  Office of the Sanggunian Bayan |
| * 1. Conduct session, public hearings and deliberations | | None | 15 working days | *Sangguniang Bayan Secretary*  *Sangginiang Bayan Members*  Office of the Sanggunian Bayan |
| 2.4. Transmit Ordinance to the  Office of the Mayor for  signature | | None | 15 mins | *Sangginiang Bayan Secretary*  Office of the Sanggunian Bayan |
| 2.5. Transmit Ordinance to  Sangguniang Panlalawigan  for review | | None | 30 working days | Sangguniang Panlalawigan |
| 2.6. Inform client to pick-up the  approved resolution /  ordinance | |  |  | *Sangguniang Bayan Secretary*  Sangguniang Bayan Office |
| 3. Get copy of  approved resolution /ordinance | | 3. Release the resolution /  ordinance | | None | 5 mins | *Sangguniang Bayan Secretary*  Sangguniang Bayan Office |
| **TOTAL PROCESSING TIME** | | | | | **2 months, 1 day and 40 mins.** | |

**4. Issuance of Authenticated Copy of Records/ Document**

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

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| **Office of Division** | Office of the Secretary to the Sangguniang Bayan | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2C- Government to Citizen and G2G-Government to Government | | | | |
| **Who may Avail:** | Government and all bonafide resident of the municipality | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | |
| 1. Letter request specifying what record / document and its purpose. | | | Applicant | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in at the client’s logbook | | 1. Answer inquiries upon  verification | None | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| 1. Fill out the request form  and present to the staff | | 2.1. Receive the request  form and validate | None | 10 minutes | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| 2.2. Verifies the record in the  Database | None | 7 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| 1. Pay the required fee at the Municipal Treasury Office if necessary | | 3. Receive payment and  issue official receipt | None | 5 mins | Administrative Aide IV  Municipal Treasury Office |
| 1. Present the Official Receipt to the Staff | | 4.1. Receives the OR and  prepares the document | None | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| 4.2. Issued duly signed  documents | None | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| **TOTAL PROCESSING TIME** | | | | **37 Minutes** | |

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

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

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| **Office of Division** | Office of the Sangguniang Bayan | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2G-Government to Government | | | | | |
| **Who may Avail:** | Municipal Barangays and Sangguniang Kabataan | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| For Annual Barangay Budget   1. Transmittal Letter (1 original copy) | | | | Municipal Budget Office (MBO) | | |
| For Sangguniang Kabataan (SK) Budget   1. Sangguniang Kabataan (SK) Plan and Budget | | | | Sangguniang Kabataan (SK) | | |
| For Barangay Budget   1. Annual Investment Program (AIP) Forms (2 original copies) 2. Budget Preparation Forms ( 2 Original Copies) 3. Barangay Development Council Resolutions (2 Original Copies) 4. Barangay Resolutions (2 Original Copies) 5. Barangay Appropriation Ordinance (2 Original Copies) | | | | Barangay  Barangay  Barangay  Barangay  Barangay  Barangay | | |
| 1. 20% Development Plan (2 Original Copies) 2. Disaster Risk Reduction and Management (DRRM) Plans and Budget (2 Original Copies) 3. Gender and Development (GAD) Plan and Budget (2 Original Copies) | | | | Barangays  Barangays  Barangays | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Barangay AIP | | 1. Receive copy of Brgy. Annual  Budget and Check all required  documents if complete  1.2. Advise client to wait for the  message on when to pick-up  the resolution. | None  None | | 30 mins  3 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sanggunian Bayan  *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sanggunian Bayan |
| 1. None | | 2. Conduct session and  deliberations | None | | 15 days | *Sangguniang Bayan Members*  Office of the Sanggunian Bayan |
| 1. Sign in logbook and receive the copy of the Resolution | | 3. Provide copy of Resolution | None | | 5 mins | *Sangguniang Bayan Secretary*  *SB Staff*  Office of the Sangguniang Bayan |
| **TOTAL PROCESSING TIME** | | | | | **15 Days & 38 Minutes** | |

**OFFICE OF THE**

**MUNICIPAL ACCOUNTANT**

**EXTERNAL SERVICE**

1. **Recording of Collections**

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

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| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Municipal Treasurer’s Office | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Daily Report of Collection and Deposits (1 Original and 1 duplicate copy)   * Official Receipts (1 Duplicate copy) * Verified Deposit Slip (1 Duplicate copy) * Abstract of Collection (1 Original and 1 duplicate copy) | | Municipal Treasurer’s Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Transmit the reports with logbook/duplicate copy | 1. Receive the reports with supporting documents | | None | 1 minute per report | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Check and segregate the original and duplicate copy of the reports with supporting documents. | | None | 45 minutes per report | *Administrative Aide*  Municipal Accounting Municipal Accounting Office |
|  | 1.2. Enter and check journal entries for the preparation and printing of Journal Entry Voucher (JEV). | | None | 5 minutes per report | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review, sign and approve the JEV | | None | 5 minutes per report | *Municipal Accountant*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **56 minutes per report** | |

# Recording of Checks and Financial Documents

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

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| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Municipal Treasurer’s Office | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Report of Check Issued (1 Original copy)  * Disbursement Vouchers with check and supporting documents (1 Original and 1 duplicate) | | Municipal Treasurer’s Office | | | |
| 1. Report of Check Issued (1 Original copy)    * Disbursement Vouchers with check and supporting documents (1 Original and 1 duplicate) 2. Report of Cash Disbursement (1 Original copy)    * Payroll with supporting documents (1 Original and 1 duplicate copy) 3. Report of Unclaimed Checks (1 Original and 1 duplicate copy) 4. Report of Cancelled Checks (1 Original copy) 5. Report of Stale Checks (1 Original copy)    * Disbursement Voucher with stale check and supporting documents (1 Original and 1 duplicate copy) | | Municipal Treasurer’s Office  Municipal Treasurer’s Office  Municipal Treasurer’s Office  Municipal Treasurer’s Office  Municipal Treasurer’s Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Transmit the report with logbook/duplicate copy including necessary supporting documents | 1. Receive the report and sign the logbook/ duplicate copy of the document. | | None | 1 minute | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Enter and check journal entries for the preparation and printing of Journal Entry Voucher (JEV). | | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Check and segregate original and duplicate copies of the  Disbursement Voucher  with supporting documents. | | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review, sign and approve the JEV | | None | 3 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **14 minutes per voucher** | |

# Signing of Clearances

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

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| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | All Offices of the Municipal Government | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Clearance Form (5 original copies) | | Municipal Treasurer’s Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Transmit the report with necessary supporting documents. | 1. Receive the Clearance Form. | | None | 1 minute | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Countersign the clearance form upon verification that there are no property accountable to the requesting party. | | None | 15 minutes | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Approve and sign the Clearance Form | | None | 2 minutes | Municipal Accountant  Municipal Accounting Office |
| 2. Receive the approved Clearance Form. | 2. Release the Clearance Form | | None | 2 minutes | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **20 minutes** | |

# Receiving and Checking of Barangay Financial Documents

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | All barangays of the municipality | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Transmittal Report (1 original copy) 2. Certified copy of the cash book (1 original copy)    * Disbursement Vouchers with photocopy of checks and supporting documents    * Payroll with supporting documents 3. Summary of Petty Cash Disbursements (1 original copy)    * Petty Cash voucher with supporting documents 4. 1 Duplicate copy of Punong Barangay Certification (PBC) 5. Liquidation Reports with supporting documents (1 original copy) 6. Statement of Appropriations, Allotments and Obligations (1 original copy) 7. Report of Collections and Deposits/ Remittances    * Official Receipt (1 Duplicate Copy)    * Validated Deposit Slip (1 Duplicate Copy) | | Barangay Hall  Barangay Hall  Barangay Hall  Barangay Hall  Barangay Hall  Barangay Hall  Barangay Hall | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Transmit the reports. | 1. Receive the reports together with supporting documents. | None | 5 minutes per transmittal | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Prepare the Journal Entry Voucher (JEV). | None | 15 minutes per transmittal |
|  | 1.2. Approve and sign the Journal Entry Voucher. | None | 5 minutes per transmittal | *Municipal Accountant*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **25 minutes per transmittal** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Offices | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| **Local and Foreign Travel:**   1. Disbursement Voucher (DV) (3 original Copies) 2. Approved Obligation Request (OBR) (2 original copies) 3. Approved Travel Order (2 original copies) 4. Approved Itinerary of Travel (2 original copies) 5. Certificate of No Unliquidated Cash Advance (1 copy) 6. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies) 7. Certificate of No Claim from Mother Agency (for NGA employees) (1 original copy)   \*Additional requirements for attendance in training or convention:   1. Invitation or communication Letter with mayor’s approval 2. Photocopy of Training program   \*Additional requirements for Foreign Travel:   1. Approved Itinerary of travel from DILG (1 copy) 2. Current DSA circular of country of destination (1 copy) 3. Daily Foreign exchange rate of country of destination (1 copy) | | Municipal Accounting Office  Municipal Budget Office  Municipal Mayor’s Office  Municipal Mayor’s Office  Requisitioning Office  Municipal Treasurer’s Office  Municipal Accounting Office  Mother Agency          DILG | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the approved Obligation Request together with supporting documents | 1. Receive the approved obligation request with the necessary supporting documents | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Pre-audit the supporting documents | | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Receive and review the voucher and print the Disbursement Voucher. | | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.4. Final review of the supporting documents, signing the disbursement voucher and approval | | None | 3 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **18 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Requisitioning Offices | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Vouchers (3 original copies) 2. Obligation Request (OBR) (2 original copies) 3. Certificate of No Unliquidated Cash Advance (1 original copy) | | Municipal Accounting Office  Municipal Budget Office  Municipal Accounting Office | | |
| Additional requirements for honorarium:   1. Computerized payroll for honorarium with amount (1 original copy) 2. Authority to Collect Honorarium (for honorarium of other government employees) (2 original copies) 3. Program of Activities (1 original copy) 4. Approved Project Proposal (1 original copy)     Additional Requirements for Prizes/Awards:   1. Computerized payroll for prizes with amount (1 original Copy) 2. Criteria/Mechanics (1 original copy) 3. Program of Activities (1original copy) 4. Approved Project Proposal (1 original copy)     Additional Requirements for Meals Allowance:   1. Payroll (1 original copy) 2. Certified List of Recipients (1 original copy) 3. Approved Request Letter (1 original copy) 4. Approved Project Proposal (1 original copy) | | Requisitioning Office          Requisitioning Office          Requisitioning Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the approved Obligation Request from the Municipal Budget Office. | 1. Receive the approved obligation request with the necessary supporting documents | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number. | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Pre-audit the supporting documents | None | 10 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Receive and review the voucher and print the Disbursement Voucher. | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.4. Final review of the supporting documents, signing the disbursement voucher and approval | None | 3 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 3. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **23 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Municipal Treasurer’s Office | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Vouchers (3 original copies) 2. Authority of the Accountable Officer (1 original copy) 3. Certificate of No Unliquidated Cash Advances (1 original copy) | | Municipal Accounting Office  Municipal Mayor’s Office  Municipal Accounting Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the draft Disbursement Voucher  from the Municipal  Treasurer’s Office. | 1. Receive the draft Disbursement Voucher | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number. | None | 2 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Receive and review the voucher and print the Disbursement Voucher. | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Final review of the supporting documents, signing of the  Disbursement Voucher approval | None | 5 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 4. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **15 minutes per voucher** | |

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | | | |
| **Classification:** | Complex | | | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | | | |
| **Who may avail:** | Municipal Treasurer’s Office | | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | | |
| **Local and Foreign Travel**   1. Disbursement Voucher (3 original copies) 2. Approved Obligation Request (2 original copies) 3. Approved Travel Order (1 original and 1 photocopy) | | | Municipal Accounting Office  Municipal Budget Office  Municipal Mayor’s Office | | | | |
| 1. Approved Itinerary of Travel (2 original copies) 2. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies) 3. Approved Certificate of Travel Completed (1 original copy) 4. Approved Certificate of Appearance (1 original copy) | | | Municipal Mayor’s Office  Requisitioning Office    Requisitioning Office    Service Provider | | | | |
| Additional requirements for use of government vehicle:   * Online Statement of actual Toll fee paid (1 original copy) * Parking fee receipt (1 original) * Gasoline official receipt (1 original) * Trip ticket, if applicable (1 original)     Additional requirements for use of private vehicle:   * Approved Used of Private Vehicles (original copy)     Additional requirements for use of public utility vehicles:   * Used tickets of transportation to and from place of destination (e.g. bus, boat, plane: e/ticket & boarding pass, and train)     Additional requirements for attendance in training or convention:   * Approved After Attendance Report (original copy) * Invitation or communication Letter with mayor’s approval * Training program (1 photocopy) * Official receipt of registration fee (if applicable) * Certificate of training, if applicable (1 photocopy)   Additional requirements for Foreign Travel:   * Approved Itinerary of travel from DILG (1 copy) * Current DSA Circular of country of destination (1 copy) * Daily Foreign exchange rate of country of destination (1 copy) | | | General Service Office  Service provider  Service provider  General Service Office      Municipal Mayor’s Office      Service Provider          Requisitioning Office  Municipal Mayor’s Office and Service Provider  Service Provider  Service Provider    DILG Central Office  Daily DSA from the Internet    Authorized Government Depository Bank | | | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | | **PERSON RESPONSIBLE** |
| 1. Submit the Obligation Request and supporting documents. | | 1. Receive the approved Obligation Request with the supporting documents | | None | 1 minute per report | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.1. Assign Disbursement Voucher Number and pre-audit supporting documents | | None | 18 minutes per voucher | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.2. Receive and review the voucher and print the Disbursement Voucher. | | None | 4 minutes per report | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.4. Final review of the supporting documents, signing the disbursement voucher and approval | | None | 5 minutes per report | | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | | | **30 minutes per report** | |

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | | | |
| **Classification:** | Complex | | | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | | | |
| **Who may avail:** | Requisitioning Office | | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | | |
| **Local and Foreign Travel:**   1. Liquidation Report (copies) 2. Approved DV of Cash Advance (1 photocopy) 3. Approved OBR of Cash Advance (1 photocopy) 4. Approved Travel Order (1 original and 1photocopy) | | | Municipal Accounting Office  Municipal Accounting Office  Municipal Budget Office  Municipal Mayor’s Office | | | | |
| 1. Approved Itinerary of Travel (2 original copies) 2. Authorization and accountability form to claim in behalf of other claimants (for group travel) (2 original copies) 3. Approved Certificate of Travel Completed (1 original copy) 4. Approved Certificate of Appearance (1 original copy)     Additional requirements for use of government vehicle:   * Toll fee receipt (original copy) * Parking fee receipt (original copy) * Gasoline official receipt (original copy) * Trip ticket, if applicable (1 original copy)     Additional requirements for use of private vehicle:   * Approved Used of Private Vehicles (1 original copy)     Additional requirements for use of public utility vehicles:   * Used tickets of transportation to and from place of destination (e.g. bus, boat, plane: e/ticket & boarding pass, and train)     Additional requirements for attendance in training or convention:   * Approved After Attendance Report (1 original copy) * Invitation or communication Letter with mayor’s approval * Training program (1 photocopy) * Official receipt of registration fee (if applicable) * Certificate of training, if applicable (1 photocopy) | | | Municipal Mayor’s Office  Requisitioning Office  Requisitioning Office  Service Provider      Service provider  Service provider  Service provider  General Service Office      Municipal Mayor’s Office      Service Provider          Requisitioning Office  Municipal Mayor’s Office and Service Provider  Service Provider  Service Provider | | | | |
| Additional requirements for Foreign Travel:   * Approved Itinerary of travel from DILG (1 copy) * Current DSA Circular of country of destination (1 copy) * Daily Foreign exchange rate of country of destination (1 copy) | | | DILG Central Office  Daily DSA from the Internet    Authorized Government Bank | | |  | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | | **PERSON RESPONSIBLE** |
| 1. Forward liquidation report and supporting documents from Municipal Budget Office. | | 1. Receive the liquidation report with supporting documents | | None | 1 minute per voucher | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.1. Assign Disbursement Voucher Number and Pre-audit the supporting documents | | None | 16 minute per report | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.2. Receive and review the voucher and print the Liquidation Report. | | None | 2 minutes per voucher | | *Administrative Aide*  Municipal Accounting Office |
|  | | 1.3. Final review of the supporting documents, signing the disbursement voucher and approval | | None | 2 minutes per voucher | | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | | **23 minutes per voucher** | | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Municipal Treasurer’s Office | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | |
| 1. Obligation Request – 2 copies 2. Petty Cash Voucher – 2 copies 3. Approved Purchase Request – 2 original copies 4. Request for Quotation for 3 bona fide suppliers (For   1,000.00 and above) – 1 original copy each   1. Abstract of Quotation – 2 original copies 2. Acceptance and Inspection Report – 2 copies 3. Official Receipt – original copy 4. Attendance Sheet with signature (for meals & snacks) – 1 original copy 5. Certification of emergency purchase 6. Pre & Post Inspection – for repairs | | | Municipal Budget Office  Municipal Accounting Office  Requisitioning Office  Supplier    Voucher Division  Voucher Division  Supplier  Requisitioning Office  Requisitioning Office  General Service Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the draft Petty Cash Voucher from the Municipal Budget Office. | 1. Receive the draft petty cash voucher with necessary supporting documents | None | | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Petty Cash Voucher Number and pre-audit the supporting documents | None | | 5 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Receive and review the voucher and print the Petty Cash  Voucher | None | | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Final review of the supporting documents, signing the disbursement voucher and approval | None | | 1 minute per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward petty cash vouchers with supporting documents | None | | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **10 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Requisitioning Offices | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Liquidation Report (2 copies) 2. Approved DV of the Cash Advance (1 photocopy) 3. Approved OBR of the Cash Advance (1 photocopy) | | Municipal Accounting Office  Municipal Budget Office  Municipal Accounting Office | | |
| **Honorarium:**   1. Approved Payroll for Honorarium with amount (with name and signature of the recipients) (original and duplicate copy) 2. Authority to Collect Honorarium *(for honorarium of other government employees)* (1 copy) 3. Program of Activities (1 copy) 4. Approved Project Proposal (1 copy) | | Requisitioning Office | | |
|  | |  | | |
| **Prizes:**   1. Approved Payroll for Prizes with amount (with name and signature of the recipients) (original and duplicate copy) 2. Criteria/ Mechanics (1 copy) 3. Program of Activities (1 copy) 4. Approved Project Proposal (1 copy) | | Requisitioning Office | | |
| **Meals Allowance:**   1. Approved Payroll with amount (with name and signature of recipients) (original and duplicate copy) 2. Certified List of Recipients (1 copy) 3. Approved Request Letter 4. Approved Project Proposal | | Requisitioning Office | |  |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the draft liquidation report and supporting documents from Budget Office. | 1. Receive the draft liquidation report with the necessary supporting documents | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Liquidation Report Number and pre-audit the supporting documents | None | 11 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Receive and review the report in the accounting system and print the Liquidation Report. | None | 5 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Final review of the supporting documents, signing the disbursement voucher and approval in the accounting system. | None | 2 minute per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | 1. **inutes per voucher** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Payroll (4 original copies) 2. Approved Obligation Request (3 original copies) 3. Approved Daily Time Record (1 original copy) 4. Bank Debit Memo (2 copies) 5. Disbursement Voucher (2 copies)     Additional requirements if applicable:   1. Approved Leave Form (1 original copy) 2. Approved Certificate of Compensatory Leave (1 photocopy) 3. Certificate of Appearance (1 photocopy) 4. Approved Travel Order (1 photocopy) 5. Authority of acting officer in charge (1 photocopy) | | Municipal Human Resource and Management Office  Municipal Budget Office  Municipal Human Resource and Management Office  Municipal Human Resource and Management Office  Municipal Accounting Office      Municipal Human Resource and Management Office  Municipal Human Resource and Management Office  Sponsoring Organization  Municipal Mayor’s Office  Municipal Mayor’s Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the payroll and supporting documents from Budget Office. | 1. Receive the payroll together with the approved obligation request and supporting documents | | None | 1 minute per payroll | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Journal Entry Voucher Number and Pre-audit the supporting documents | | None | 20 minutes per payroll | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review the and print the Journal Entry Voucher. | | None | 2 minutes per payroll | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Summarize the whole payroll and reconcile to HRMO balances. | | None | 2 minute per payroll | *Municipal Accountant*  Municipal Accounting Office |
|  | 1.5. Review the supporting documents, approve and sign the disbursement voucher with JEV | | None | 3 minutes per payroll | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers. | 2. Release and forward disbursement vouchers, payroll with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **30 minutes per payroll** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Disbursement Voucher – 3 copies 2. Approved Obligation Request – 3 original copies | | Municipal Accounting Office  Municipal Budget Office | | | |
| 1. Approved Daily Time Record – 1 original copy     **First salary (promotion or new employee):**   1. Certified true copy Notice of appointment (casual , temporary, permanent) – 1 copy 2. Certified true copy Panunumpa sa Katungkulan – 1 copy 3. Certified true copy Certificate of Appointment by the Mayor – 1 copy | | Municipal Human Resource and Management Office    Municipal Human Resource and Management Office | | | |
| 1. Certified true copy Certificate of Assumption – 1 copy 2. Certified true copy Account's Certification as to Availability of Funds – 1 copy 3. Certified true copy Letter of Application – 1 copy 4. Certified true copy Statement of Assets and Liabilities (for permanent employees) – 1 copy 5. Certified true copy Personal Data Sheet (PDS) – 1 copy   **Maternity Pay:**   1. Approved Maternity Leave form – 1 original copy 2. Approved Clearance for maternity leave – 1 original copy 3. Birth certificate – 1 photocopy 4. Medical Certificate – 1 photocopy   **Monetization of Leave Credits:**   1. Payroll – 3 copies 2. Request for monetization of leave credits (if more   than 10 days) – 1 original copy | | Municipal Human Resource and Management Office  Municipal Human Resource and Management Office  Requisitioning Office  Requisitioning Office    Municipal Human Resource and Management Office  Requisitioning Office | | | |
| **Terminal Pay:**   1. Approved Application for Terminal Leave – 1 original copy 2. Approved clearance for terminal leave – 1 original copy 3. Approved Computation of terminal pay – 1 original copy 4. Approved Service Record – 1 original copy 5. Notarized Statement of Asset, Liability and Net Worth – 1 original copy 6. Certified true copy of appointment or Notice of Salary Adjustment showing the highest salary received | | Municipal Human Resource and Management Office            Requisitioning office    Municipal Human Resource and Management Office | | | |
| 1. Applicants authorization (in affidavit form) to deduct all financial obligation with the LGU – 1 original copy 2. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA   3019) – 1 original copy   1. Letter of Resignation (if resigned) – 1 photocopy 2. Clearance from GSIS, COVE or VCOOP (if there are unpaid loans) – 1 original copy   **Additional requirements if applicable:**   1. Approved Leave Form – 1 original copy 2. Approved Certificate of Compensatory Leave Credits– 1 photocopy 3. Certificate of Appearance – 1 photocopy 4. Approved Travel Order – 1 photocopy | | Requisitioning Office          Service Providers      Municipal Human Resource and Management Office  Requisitioning Office  Service Provider  Municipal Mayor’s Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the approved obligation request and supporting documents to the Budget Office. | 1. Receive the approved obligation request and supporting documents | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | | None | 11 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign disbursement voucher | | None | 3 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | 1. **Minutes per voucher** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (OBR) (3 copies) 3. Statement of Accounting/ Billing Statement (1 original copy) | | Municipal Accounting Office  Municipal Budget Office  Service provider | | | |
| Note: Additional General Requirement for Reimbursement:   1. Official Receipt (OR) (original copy) | | Service provider | | | |
| Additional Requirements:   1. Electrical/ Telephone/ Water Summary of Billings (for collective payment) (1 original copy) 2. Meter Deposit Billing *(if applicable*) (1 original copy) | | General Service Office  Service provider | | | |
| **Telephone/Internet/Cable:**   1. Summary of Billing (1 original copy) 2. Certification be the Head of Office as the official calls made *(if applicable)* (1 original copy) 3. Notarized Contract of Service – 2 copies (original and photocopy) | | Service provider  Requisitioning Office    Notary Public | | |  |
| **Television Broadcast:**   1. Notarized Contract of Service(1 original copy and 1 photocopy)   SB Resolution (*first payment*) (2 copies) | | Notary Public  SB Secretariat | | |  |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the approved obligation request and supporting documents from the Budget Office. | 1. Receive the Approved Obligation request with the necessary supporting documents. | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | | None | 6 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **13 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Requisitioning Officer | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Vouchers – 4 copies 2. Obligation Request – 3 copies | | Municipal Accounting Office  Municipal Budget Office | | |
| 1. Approved Purchase Request – 2 original copy 2. Duly filled Request for Quotation for minimum of 3 suppliers – 1 original copy 3. Abstract of Quotation – 2 original copy | | Requisitioning Office  Service provider/ Supplier  Voucher Division | | |
| 1. Approved BAC A & B Resolution – 1 original copy 2. Approved Purchase Order – 2 original copy 3. Transmittal Letter Received by the COA – 1 copy 4. Written Notice of Award signed by LCE – 1 copy 5. Inspection and Acceptance Report – 1 copy | | Bids and Awards Committee  Municipal Mayor’s Office  Bids and Awards Committee  Municipal Mayor’s Office  Inspection Committee | | |
| 1. Delivery Receipts – 1 original copy 2. Billing Statement/Statement of Account – 1 original copy 3. Certified Correct Attendance Sheet (for snacks) – 1 original copy 4. List of Recipients indicating list of items received and signature (for food supplies) – 1 original copy 5. Notarized Omnibus Sworn Declaration – 1 copy 6. Notarized Contract of Service for Php 15,000.00 and above – 1 original copy and 1 photocopy 7. Project Proposal (for food supplies) – 1 original copy 8. Activities, Programs and Projects – 1 photocopy     Additional Requirements:  Meals above Php 50,000.00   1. PHILGePS Publication RFQ 2. PHILGePS Publication NOA 3. PHILGePS Certificate/ Number 4. Certification from BAC Secretariat for posting to 3 conspicuous places   Additional attachment for Competitive Billing:   1. Notice to Proceed – 1 copy 2. Notice of Award – 1 copy 3. Minutes of BAC meeting – 1 copy 4. Bid Form (duly signed) – 1 copy | | Service Provider  Service Provider  Requisitioning Office    Requisitioning Office  Service Provider  Notary Public  Requisitioning Office  Requisitioning Office  Bids and Awards Committee  Bids and Awards Committee | | |
|  | |  | |  |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved Obligation Request with the necessary supporting documents. | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | None | 11 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **18 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Voucher Division and Requisitioning Officer | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (2 copies) 3. Signed Requisition & Issue Slip (2 copies) 4. Approved Purchase Request (2 original copies) 5. Approved BAC A & B Resolution (1 original copy each) 6. Approved Purchase/Job Order (2 original copies) 7. Transmittal Letter to COA duly stamped “Received by COA” 8. Written Notice of Award approved by LCE (1 copy) 9. Dealer's Invoice (Original copy) 10. Delivery Receipt 11. Omnibus Sworn Declaration 12. For capital outlay     1. Property Acknowledgement Receipt (for city employees) (2 original copies)     2. Property Transfer Receipt (for other NGAs) (2 original copies)     3. Acknowledgement Receipt for donated Property, Equipment, Supplies & Materials (for Barangays) (2 original copies) 13. For semi-expendable items     1. List of recipients/Attendance indicating the item received, name and signature of the recipient   (non-city employee) (1 original copy)   * 1. Inventory Custodian Slip (for undistributed goods or goods given to city employees)  1. Project Proposal (for PPAs) 2. Photocopy of Annual Procurement Plan (for supplies) 3. Certification from BAC Secretariat for posting to 3 conspicuous places 4. Warranty (if applicable)   Additional Requirements:  **Negotiated Procurement:**   1. Duly filled Request for Quotation, minimum of three bona fide dealers (1 original copy each) 2. Approved Abstract of Quotation/Bids (2 copies) | | Municipal Accounting Office  Municipal Budget Office  General Service Office  Requisitioning Office  Bids and Awards Committee  Municipal Mayor’s Office  Bids and Awards Committee    Municipal Mayor’s Office  Supplier  Supplier  Supplier  General Service Office    Voucher Division    Voucher Division        Requisitioning Office    General Service Office  Requisitioning Office  Requisitioning Office  Bids and Awards Committee    Supplier | | |
| 1. 2 copies Acceptance and Inspection Report 2. PHILGePS Publication RFQ and NOA 3. PHILGePS Certificate/ Number 4. Original and certified true copy of Contract (for services under 15,000 and above) 5. For repairs and maintenance    * Pre & Post inspection report    * Waste Materials Report     **Competitive Billing:**   1. Photocopy of Disbursement Vouchers of all previous payments *(If applicable)* (1 copy) 2. Results of Test Analysis *(if applicable)* (1 copy) 3. PHILGePS Publication RFQ and NOA 4. PHILGePS Platinum Certificate 5. Contract and Notice to Proceed (1 original and certified true copy) 6. Written Notice of Award (1 copy) 7. Approved Abstract of Quotation (1 copy) 8. Minutes of BAC meeting (1 copy) 9. Bid Form (duly signed) (1 copy) 10. Program of Work & Bill of Materials *(if charged to project)* (3 copies)     **--Direct Contracting:**   1. Philgeps certificate/number 2. PHILGePS Publication NOA 3. Written Notice of Award 4. Omnibus Sworn Declaration 5. Certificate of Sole distributorship 6. Written Notice to Proceed | | Bids and Awards Committee  Bids and Awards Committee  Bids and Awards Committee  General Services Office    General Services Office          Requisitioning Office    Bids and Awards Committee  Bids and Awards Committee  Service provider/ Supplier  Mayor’s Office  Mayor’s Office  Bids and Awards Committee  Bid and Awards Committee  Bid and Awards Committee  Municipal Engineering Office      Bids and Awards Committee  Mayor’s Office  Supplier  Supplier  Mayor’s Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved Obligation Request with the necessary supporting documents. | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit supporting documents | None | 31 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **38 minutes per voucher** | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Complex | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Requisitioning Officer | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Vouchers (3 copies) | | Municipal Accounting Office | | |
| 1. Approved Obligation Request (2 copies) | | Municipal Budget Office | | |
| 1. Signed Requisition & Issue Slip (2 copies) | | General Service Office | | |
| 1. Approved Purchase Request (2 original copies) | | Requisitioning Office | | |
| 1. Approved BAC A & B Resolution (1 original copy each) | |  | | |
| 1. Approved Purchase/Job Order (2 original copies) | |  | | |
| 1. Transmittal Letter to COA duly stamped “Received by COA” | |  | | |
| 8. Written Notice of Award approved by LCE (1 copy) | |  | | |
| 9. Dealer's Invoice (Original copy) | |  | | |
| 10. Delivery Receipt | |  | | |
| 11. Omnibus Sworn Declaration | |  | | |
| 12. Liquidated Damages (if any) | |  | | |
| 13. For donation   * + Property Transfer Receipt (for other NGAs) (2 original copies)   + Acknowledgement Receipt for donated Property, Equipment, Supplies & Materials (for Barangays) (2 original copies) | |  | | |
| 14. Project Proposal (for PPAs) | |  | | |
| 15. Photocopy of Annual Procurement Plan (for supplies) | |  | | |
|  | |  | | |
| Additional Requirements: | |  | | |
| Negotiated Procurement (Pakyaw Contract) | |  | | |
| 1. Program of Work | |  | | |
| 1. Request of Payment | |  | | |
| 1. Performance Bond | |  | | |
| 1. Surety Bond (if any) | |  | | |
| 1. DOLE approval of Construction Safety and Health (if any) | |  | | |
| 1. Program of Work & Detailed Estimates | |  | | |
| 1. Statement of time elapsed | |  | | |
| 1. Contractor’s affidavit to pay the laborer and materials | | Inspection Committee | | |
| 1. Inspection from CEO | | Service Provider / Supplier | | |
| 1. Plan | | Mayor’s Office | | |
| 1. Written Notice Proceed | | Bids and Awards Committee | | |
| 1. Certification as to Availability of Funds | | Bids and Awards Committee | | |
| 1. Statement of Work Accomplish (2 copies) | | Inspection Committee | | |
| 1. Certificate of Inspection (2 copies) | |  | | |
| 1. Certificate of Completed Project (2 copies) | |  | | |
| 1. 2 copies Certificate of Acceptance (if for barangay-conformed by barangay captain) | | Service Provider / Supplier | | |
| 1. Resolution (if donated to NGOs) | |  | | |
| 1. Pictures | |  | | |
| 1. Original and certified true copy of Contract | | Municipal Engineering Office | | |
|  | |  | | |
| Competitive Billing | |  | | |
| 1. Statement of Time Elapsed | |  | | |
| 2. Contractor’s Affidavit to pay the laborer & materials | |  | | |
| 3. Inspection from CEO | |  | | |
| 4. Invitation to bid (philgeps) | |  | | |
| 5. Notice of Award (Philgeps) | | Supplier | | |
| 6. Letter of Intent | | Bids and Awards Committee | | |
| 7. Request for payment | |  | | |
| 8. Eligibility / Check Screening | |  | | |
| 9. Minutes of Pre-Bid Conference (1M above) | |  | | |
| 10. Project Procurement Plan | |  | | |
| 11. Annual Proc. Plan/Sup. Proc. Plan | |  | | |
| 12. Invitation in writings to 3 observers for the conduct of  procurement process | |  | | |
| 13. Checklist on Technical Document | |  | | |
| 14. Bid Date Sheet | |  | | |
| 15. Minutes of Bid Opening | |  | | |
| 16. Notice of Post Qualification | |  | | |
| 17. Notice of Post Disqualification | |  | | |
| 18. Approved Budget for the Contract (ABC) | |  | | |
| 1. Abstract of Bids as Read | |  | | |
| 1. Post Qualification Evaluation Report by TWG | |  | | |
| 1. BAC Resolutions | |  | | |
| 1. Notice of Award | |  | | |
| 1. Performance Bond | |  | | |
| 1. Surety Bond (if any) | |  | | |
| 1. Financial Bid Form & Bill of Quantities | |  | | |
| 1. TWG Report on the Detailed Evaluation | |  | | |
| 1. Program of Work & Detailed Estimates | |  | | |
| 1. Plan | |  | | |
| 1. Notice Proceed | |  | | |
| 31.Copy of Approved PERT /CPM | |  | | |
| 32. Certification as to Availability of Funds | |  | | |
| 33. 2 copies Statement of Work Accomplish | |  | | |
| 34. Certificate of Inspection | |  | | |
| 35. 2 copies Certificate of Completed Project | |  | | |
| 36. 2 copies Certificate of Acceptance (For Barangay-  conformed by barangay captain) | |  | | |
| 37. 2 copies PTR (if given other government agencies) | |  | | |
| 38. Resolution to request donation (if donated to NGOs)  and to Barangays) | |  | | |
| 39. Original and photocopy of Deed of Donation (if donated  to NGOs) | |  | | |
| 40. Pictures | |  | | |
| 41. Original and photocopy of Contract | | Service Provider | | |
| 42. General Conditions of Contract | |  | | |
| 43. Special Conditions of Contract | |  | | |
| 44. DTI / SEC Registration of the Contractor | |  | | |
| 45. Mayor’s Permit | |  | | |
| 46. PhilGeps Platinum | |  | | |
| 47. List of Ongoing and Completed Projects | |  | | |
| 48. Organizational Chart | |  | | |
| 49. List of Equipment & Manpower (Infra) | |  | | |
| 50. Audited Financial Statements | |  | | |
| 51. Latest ITR | |  | | |
| 52. BIR Certificate of Registration | |  | | |
| 53. Omnibus Sworn Statement | |  | | |
| 54. NFCC / CDC / Bank Certificate | |  | | |
| 55. PCAB | |  | | |
| 56. Instruction to Bidders | |  | | |
| 57. DOLE Approval of Contruction Safety and Health (if any) | |  | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved Obligation Request with the necessary supporting documents. | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | None | 1 hour, 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | None | 5 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **1 hour, 11 minutes per voucher** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Disbursement Voucher (3 Copies) | | Municipal Accounting Office | | | |
| 1. Approved Obligation Request (OBR) (3 copies) | | Municipal Budget Office | | | |
| 1. Charge or Sales Invoice (1 Original Copy) | | Supplier | | | |
|  | |  | | | |
| Additional General Requirement for Reimbursement: | |  | | | |
| 1. Official Receipt (OR) (original Copy) | | General Services | | | |
| 1. Approved Driver’s Trip Ticket (1 original Copy) | | General Services | | | |
| 1. Actual Consumption Report (1 original Copy) | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved obligation request with the necessary supporting documents. | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | | None | 6 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review of the supporting documents, approve and sign the disbursement voucher | | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **13 minutes per voucher** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government G2C – Government to Citizens | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Disbursement Vouchers (3 copies) 2. Approved Obligation Request (OBR) (3 copies) 3. Approved CSWDO Case Study with required document per service (1 copy original and duplicate) | | Municipal Accounting Office  Municipal Budget Office  Municipal Social Welfare and Development Office | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved obligation request with the necessary supporting documents. | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit supporting documents | | None | 6 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers and sign the logbook. | 2. Release and forward disbursement vouchers with supporting documents to the City Treasurer’s  Office | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **13 minutes per voucher** | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | | |
| **Classification:** | Complex | | | | |
| **Type of Transaction:** | G2G - Government to Government | | | | |
| **Who may avail:** | Requisitioning Officer | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Disbursement Vouchers - 3 copies | | Municipal Accounting Office | | | |
| 1. Approved Obligation Request (OBR) – 3 copies | | Municipal Budget Office | | | |
| 1. Notarized Contract of Service | | Service Provider | | | |
| 1. Accomplishment Repot | |  | | | |
| 1. Billing Statement (for contractors) | |  | | | |
|  | |  | | | |
| For Institutional Contract – JO 2 S. 2020 - COA-DBM  (janitorial, security, consultancy, and other support functions): | |  | | | |
| 1. DOLE Registration – Certified True Copy | |  | | | |
| 1. BIR registration – Certified True Copy | |  | | | |
| 1. DTI Registration (sole proprietorship )-Certified True Copy | |  | | | |
| 1. SEC Registration (partnership & Corporation) – Certified True Copy | |  | | | |
| 1. SSS Registration (must be active member) – Certified True Copy | |  | | | |
| 1. Pag-Ibig Registration - Certified True Copy | |  | | | |
| 1. PhilHealth Registration – Certified True Copy | |  | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents to Budget Office. | 1. Receive the approved obligation request with the necessary supporting documents. | | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Assign Disbursement Voucher Number and pre-audit the supporting documents | | None | 11 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.2. Review the voucher in the accounting system and print the Disbursement Voucher. | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | | None | 5 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | | **18 minutes per voucher** | |

**21. Replacement of Claimed Stale Checks**

Claimed stale checks are forwarded for replacement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2G - Government to Government | | | |
| **Who may avail:** | Claimant | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Disbursement Voucher (3 copies) 2. Original Disbursement Voucher – approved 3. Attached Supporting Documents 4. Journal Entry Voucher to recognize stale check (duplicate copy) | | Municipal Accounting Office | | |
|  | |  | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Forward the obligation request and supporting documents from the Treasurer’s Office. | 1. Receive the approved Obligation request with the necessary supporting documents. | None | 1 minute per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.1. Record journal entry to recognize accounts payable. | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
|  | 1.2. Review and print the  Disbursement Voucher. | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
|  | 1.3. Review the supporting documents, approve and sign the disbursement voucher | None | 2 minutes per voucher | *Municipal Accountant*  Municipal Accounting Office |
| 2. Receive the disbursement vouchers | 2. Release and forward disbursement vouchers with supporting documents | None | 2 minutes per voucher | *Administrative Aide*  Municipal Accounting Office |
| **TOTAL PROCESSING TIME** | | | **9 minutes per voucher** | |

**OFFICE OF THE**

**MUNICIPAL BUDGET OFFICER**

**EXTERNAL SERVICE**

1. **Review & Endorsement of Barangay Budget**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Mun. Budget Officer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2G-Government to Government | | | | | |
| **Who may Avail:** | All Barangays | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Transmittal letter of the Brgy. Secretary 2. Message of Punong Barangay, Appropriation Ordinance 3. Budget of Expenditure & Sources 4. Barangay. Development Plan | | | Barangay  Barangay  Barangay  Barangay | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | | 1. None | | None | 1 minute | *Municipal Budget Officer*  Municipal Budget Office |
| 1. Submit Barangay Budget & Annual Development Plan | | 2. Check the  completeness of  documents & instruct  client to wait for the  review &  recommendation of  the Sangguniang  Bayan | | None | 1 day | *Municipal Budget Officer*  Municipal Budget Office |
| 1. Wait for the review & recommendation of the Sangguniang Bayan | | 3. Review & evaluate  the Budget &  Development Plan | |  | 1 hour | *Municipal Budget Officer*  Municipal Budget Office |
|  | | 3.1. Forward reviewed  budget & ADP to  Sangguniang Bayan | |  | 2 mins. | *Municipal Budget Officer*  Municipal Budget |
| **TOTAL PROCESSING TIME** | | | | | **1 Day 1 Hour and 3 Minutes** | |

**OFFICE OF THE**

**MUNICIPAL BUDGET OFFICER**

**INTERNAL SERVICE**

1. **Processing of Obligation Request**

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

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

**OFFICE OF THE**

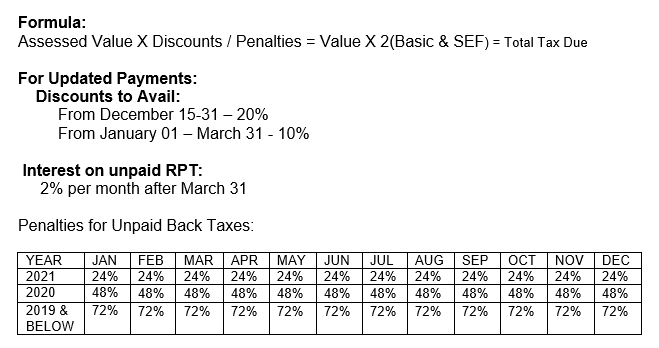
**MUNICIPAL TREASURER**

**EXTERNAL SERVICE**

1. **COLLECTION OF REAL PROPERTY TAXES**

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

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



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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Office of the Municipal Treasurer | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2C – Government to Government; G2B-Government to Business | | | | |
| **Who my avail:** | All Tax payers | | | | |
|  |  | | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | | |
| 1. Proof of last payment (OR) (1original or photocopy) | | Municipal Treasurer’s Office (MTO) | | | |
| 2. Tax Declaration (1 original copy or Photocopy) | | Municipal Assessor’s Office (MAO) | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign In logbook and Present either one the requirement stated. | 1. Receive the required  documents  1.2. Verify and process the request | | NONE | 5 mins  5 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| 2. Pay the required fee | 2. Issued Official Receipt (OR)  and accept Payment. | | PHP 100.00 | 5 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | **15 MINUTES** | |

1. **ISSUANCE OF COMMUNITY TAX CERTIFICATION (CTC)**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | | Office of the Municipal Treasurer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C- Government to Citizen; G2B-Government to Business | | | | |
| **Who my avail**: | | All Residents of the Municipality | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | |
| 1. Request Form | | | Municipal Treasurer’s | | | |
| 1. Any Valid ID | | | Any Government Agency | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up the form. | 1. Verifies given information  1.2. Issues the CTC | | | NONE | 5 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| 2. Sign and pay the tax due | 2.Released the CTC | | | Please refer to the schedule below. | 5 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| **Total Processing Time** | | | | | **10 mins** |  |

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

1. **Payment of Fees with order of payment and Citation Tickets**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Office of the Municipal Treasurer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C- Government to Citizen; G2B-Government to Business | | | | | |
| **Who my avail:** | All Residents of the Municipality | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | |
| **Order of Payments**  Birth, Marriage, Death Certificate Other pertaining to Civil Registry Document  Certified True Copies of Tax Declarations, and other Certifications pertaining to real properties.  Land Use and Zoning Fee, Locational Clearance  Building Permit Fee, Line and Grade Plumbing Permit, Electrical Permit, Fencing Permit Fee Occupancy Permit Fee and Annual Inspection Fee.  Citation Tickets  Mayor’s Clearance | | | Office of the Municipal Civil Registrar  Office of the Municipal Assessor  Office of the Municipal Planning and Development Officer  Office of the Municipal Engineer  Municipal Police Station  Office of the Municipal Mayor | | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present order  of payment. | | 1. Receives Order of  Payment / Citation Ticket | | None | 10 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| 2. Pay the required fees and charges | | 2. Accept payment and issue  Official Receipt | | Refer on the fees attached in the issuing offices | 5 mins | Administrative Aide IV  Municipal Treasurer’s Office |
| **Total Processing Time** | | | | | **15 mins** | |

1. **Application to Lease Market Stall**

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

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

**6. Payment of Stall Rentals**

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

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

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

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

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

**7. Request for the Sealing of Metric Instruments of Weights**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Treasurer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2B-Government to Business | | | | | |
| **Who may Avail:** | All market | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| Letter Request (1 original Copy) | | | Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign Client logbook and submit  Letter Request | | 1. Receive letter request | | None | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 2. Pay corresponding fee | | 2. Receive payment and issue  OR | | Refer to List of Fees below | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 3. Present OR and wait for  schedule | | 3. Inform the schedule of  sealing | | None | 5 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | | **25 MINUTES** | |

|  |  |  |
| --- | --- | --- |
| **LIST OF FEES** | | |
| **Kinds Of Sealing And Weighing Instruments** |  | **Amount Of Fee** |
| 1. For sealing linear metric measures:  * Not over one (1) meter * Measure over one (1) meter |  | P ­­­­­­­­­­150.00  ­­200.00 |
| 1. For sealing metric measures of capacity:  * Not over ten (10) liters * Over ten (10) liters |  | P ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­150.00  200.00 |
| 1. For sealing metric instruments of weights:  * With capacity of not more than 30 kgs. * With capacity of more than 30 kgs. But not more than 300 kgs. * With capacity of more than 300 kgs/ but not more than 3,000 kgs. * With capacity of more than 3,000 kgs. |  | P ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­200.00  ­­  300.00  ­­300.00  ­­400.00 |
| 1. For sealing apothecary balances of precision |  | P ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­400.00 |
| 1. For sealing scale or balance with complete set of weights  * For each scale or balance or other balance with complete set of weights for use therewith * For each extra weight |  | P ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­400.00­  100.00 |
| 1. For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, and addition service charge shall be collected |  | P ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­500.00­ |

**8. Issuance of Check**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Office of the Municipal Treasurer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C, G2B, G2G | | | | | |
| **Who my avail:** | ALL | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| **For Preparation and Approval of Check**  Approved Disbursement Voucher ( 3 original copies) | | | | Accounting Office | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in the Office Client Log Book and present the requirements | | Verifies the requirements | None | | 5 mins | Municipal Treasurer  Municipal Treasurer’s Office |
|  | | 1. Accept the approved disbursement voucher from Accounting Office  1.1 prepare and sign the check  1.2 Record transaction details at the Check Register.  1.3 Forward documents to the Office of the Municipal Mayor for Check approval  2. Sign in the Record Book of the Municipal Treasury Office for receiving the documents  And Record check for approval  2.1. Review and Approve check  2.2 Forward approved check to Accounting Office for the Accountant’s Advice  3. Prepare Accountant’s Advice  3.1 Approve Accountant’s Advice and forward to Treasury Office | None  None  None | | 30 minutes  5 minutes  5 minutes | Municipal Treasurer  Municipal Treasurer’s Office  Municipal Mayor  Mayor’s Office  Administrative Officer II  Accounting Office |
| Submit request form and other required document. | | Receive the request form and other document, verify the submitted document. | None | | 30 mins | Municipal Treasurer  Municipal Treasurer’s Office |
| Prepare and Issue Official Receipt, sign in the disbursement voucher and the check register for receiving the check payment. | |  | None | | 30 mins | Municipal Treasurer  Municipal Treasurer’s Office |
| Receive/Claim the check | | Issue the check | None | | 30 mins | Municipal Treasurer  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOURS AND 15 MINUTES** | |

**9. Disbursement (Supplier, Contractor and Others)**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Office of the Municipal Treasurer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2G – Government to Government | | | | | |
| **Who my avail:** | Barangay Treasurers of the Municipality of San Vicente | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| Disbursement Vouchers ( 3 Original Copies) | | | | Municipal Accountant | | |
|  | | | |  | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| Present Documents | | Certification as to Availability of Fund | none | | 5 mins | Municipal Treasurer  Municipal Treasurer’s Office |
|  | | Check Preparation  Acquire Check Advice from Accounting Office | None  None | | 5 mins  5 mins | Municipal Treasurer  Municipal Treasurer’s Office |
| **Total Processing Time** | | | | | **15 MINS** |  |

**BUSINESS PERMITS AND LICENSES**

1. **Issuance of Business Permit**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Municipal Treasurer’s Office (MTO) | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2B – Government to Business | | | | | |
| **Who my avail:** | All business operators | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| **FOR RENEWAL OF BUSINESS PERMIT** | | | |  | | |
| 1. Barangay Business Clearance (1 original copy) | | | | Barangay Hall | | |
| 1. Sanitary Permit (1 original copy) | | | | Municipal Health Unit (MHU) | | |
| 1. Police Clearance (1 original copy) | | | | Philippine National Police (PNP) Station | | |
| 1. Certificate of Delinquency or Updated RPT Official Receipt (1 original copy) or   Certificate of No Property (1 original copy) | | | | Municipal Treasurer’s Office (MTO)  Municipal Assessor’s Office (MAO) | | |
| 1. Fire Safety Inspection Certificate (1 BPLO Copy) | | | | Bureau of Fire Protection (BFP) | | |
| \*\* OTHER REQUIREMENTS (depending on the Line Of Business) | | | | | | |
| * Certificate of Compliance for Gasoline Station / LPG- Retailer/Dealer (1 original copy) | | | | Department of Energy (DOE) | | |
| * Contract of Lease (1 original copy) (if Lessee) | | | | Lessor | | |
| * Market Clearance (1 original copy)   if the business is within SVTM) | | | | Market Administrator | | |
| * Department of Education Registration (1 original copy) | | | | Department of Education | | |
| * DOT Accreditation Certificate for accommodation (1 original copy) | | | | Department of Tourism | | |
| * Building Inspection Certificate for Business Rendering Services (1 original copy) | | | | Municipal Engineering’s Office | | |
| **FOR NEW BUSINESS** | | | |  | | |
| 1. Occupancy Permit, if required by Municipal Engineer   (1 original copy of Barangay Business Clearance for business which are not required Occupancy) | | | | Engineering’s Office  Municipal’s Treasurer’s Office (MTO) | | |
| 1. Police Clearance (1 original copy) | | | | Philippine National Police (PNP) Station | | |
| 1. Sanitary Permit (1 original copy) | | | | Municipal Health Unit (MHU) | | |
| 1. Certificate of Delinquency / Update RPT Official Receipt or   Certificate of No Property | | | | Municipal Treasurer’s Office (MTO)  Municipal Assessor’s Office (MAO) | | |
| 1. Fire Safety Inspection Certificate (FSIC) (1 BPLO Copy) | | | | Bureau of Fire Protection (BFP) | | |
| \*\* OTHER REQUIREMENTS (depending on the Line of Business) | | | | | | |
| * Contract of Lease (if Lessee) | | | | Lessor | | |
| * SVTM Application Form (if Business is within SVTM) | | | | Municipal Treasurer’s Office (MTO) | | |
| * Proof of Business Registration * Business Registration for Single Proprietorship (1 photocopy) * Articles of Incorporation for Corporation (1 photocopy) * By Laws for Cooperative (1 photocopy copy) | | | | Department of Trade and Industry (DTI)  Securities and Exchange Commission (SEC)  Cooperative Development Authority (CDA) | | |
| * Contract of Lease (if Lessee) (1 original and 2 photo copy) | | | | Lessor | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook and submit required documents | | 1. Review and validate the  completeness and  assessment based on  submitted documents. | None | | 30 mins | *Corazon R. Raga*  *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| 1. Pay Fees based on Local Revenue Code | | 2. Collect & Issue Official  Receipt | Business Plate for (New Registration)  PHP 300.00  Mayor’s Permit  Please see  Table I Below for the fees (Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 3A)  Business Tax (for renewal)  Please see Table II Below for the fees | | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
|  | |  | (Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 2A)  Business Tax for New | |  |  |
| 1. Present OR and   Claim Mayor’s Permit | | 3. Verify OR  Prepare and Release  Mayor’s Permit | NONE | | 15 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | | **55 MINUTES** | |

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

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

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

|  |  |
| --- | --- |
| **CLASSIFICATION / CATEGORY** | **RATE OF FEE / PER ANNUM** |
| **On Manufacturers/Importers/Producers**  Micro-Industry  Cottage Industries  Small-scale Industries  Medium-Scale Industries  Large-Scale Industries | PHP 250.00  PHP 500.00  PHP 1,000.00  PHP 1,500.00  PHP 3,000.00 |
| **On Banks**  Rural, Thrift and Savings Banks  Commercial, Industrial and Development Banks  Universal Banks | PHP 3,000.00  PHP 5,000.00  PHP 7,000.00  PHP 10,000.00 |
| **On Other Financial Institutions**  Small  Medium  Large | PHP 2,000.00  PHP 4,000.00  PHP 6,000.00 |
| **On Contractors/Service Establishments**  Micro-Industry Cottage Industries  Small-scale Industries  Medium-Scale Industries  Large-Scale Industries | PHP 500.00  PHP 1,000.00  PHP 1,500.00  PHP 2,000.00  PHP 2,500.00 |
| **On Wholesalers/Retailers/Dealers or Distributors**  Micro-Industry  Cottage Industries  Small-scale Industries  Medium-Scale Industries  Large-Scale Industries | PHP 1,000.00  PHP 1,500.00  PHP 1,800.00  PHP 2,000.00  PHP 2,500.00 |
| **On Wholesalers/Retailers/Dealers or Distributors of Cigarettes, Liquor and Wine**  Micro-Industry  Cottage Industries  Small-scale Industries  Medium-Scale Industries  Large-Scale Industries | PHP 1,500.00  PHP 2,000.00  PHP 2,500.00  PHP 3, 000.00  PHP 3,500.00 |
| **On Trans-loading Operations**  Medium  Large | PHP 7,000.00  PHP 12,000.00 |
| **Other Businesses**  Micro-Industry  Cottage Industries  Small-scale Industries  Medium-Scale Industries  Large-Scale Industries | PHP 500.00  PHP 1,000.00  PHP 1,500.00  PHP 2,000.00  PHP 2,500.00 |

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

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

|  |  |
| --- | --- |
| **Amount of Gross Sales/Receipts For the Preceding Calendar Year** | **Amount of Tax per Annum** |
| 40,000.00 or more but less than 50,000.00 | 990.00 |
| 50,000.00 or more but less than 75,000.00 | 1,584.00 |
| 75,000.00 or more but less than 100,000.00 | 1,980.00 |
| 100,000.00 or more but less than 150,000.00 | 2,640.00 |
| 150,000.00 or more but less than 200,000.00 | 3,300.00 |
| 200,000.00 or more but less than 300,000.00 | 4,620.00 |
| 300,000.00 or more but less than 500,000.00 | 6,600.00 |
| 500,000.00 or more but less than 750,000.00 | 9,600.00 |
| 750,000.00 or more but less than 1,000,000.00 | 12,000.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 16,500.00 |
| 2,000,000.00 or more but less than 3,000,000.00 | 19,800.00 |
| 3,000,000.00 or more but less than 4,000,000.00 | 23,760.00 |
| 4,000,000.00 or more but less than 5,000,000.00 | 27,720.00 |
| 5,000,000.00 or more but less than 6,500,000.00 | 29,250.00 |
| 6,500,000.00 or more | At a rate of forty-five percent (45%) of one percent (1 |

(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

|  |  |
| --- | --- |
| **Amount of Gross Sales/Receipts For the Preceding Calendar Year** | **Amount of Tax per Annum** |
| Less than 1,000.00 | 21.60 |
| 1,000.00 or more but less than 2,000.00 | 39.60 |
| 2,000.00 or more but less than 3,000.00 | 60.00 |
| 3,000.00 or more but less than 4,000.00 | 86.40 |
| 4,000.00 or more but less than 5,000.00 | 120.00 |
| 5,000.00 or more but less than 6,000.00 | 145.20 |
| 6,000.00 or more but less than 7,000.00 | 171.60 |
| 7,000.00 or more but less than 8,000.00 | 198.00 |
| 8,000.00 or more but less than 10,000.00 | 224.40 |
| 10,000.00 or more but less than 15,000.00 | 264.00 |
| 15,000.00 or more but less than 20,000.00 | 330.00 |
| 20,000.00 or more but less than 30,000.00 | 396.00 |
| 30,000.00 or more but less than 40,000.00 | 528.00 |
| 40,000.00 or more but less than 50,000.00 | 792.00 |
| 50,000.00 or more but less than 75,000.00 | 1,188.00 |
| 75,000.00 or more but less than 100,000.00 | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 | 2,244.00 |
| 150,000.00 or more but less than 200,000.00 | 2,904.00 |
| 200,000.00 or more but less than 300,000.00 | 3,960.00 |
| 300,000.00 or more but less than 500,000.00 | 5,280.00 |
| 500,000.00 or more but less than 750,000.00 | 7,920.00 |
| 750,000.00 or more but less than 1,000,000.00 | 10,560.00 |
| 1,000,000.00 or more but less than 2,000,000.00 | 12,000.00 |
| 2,000,000.00 or more | at a rate of sixty percent (60%) of one percent (1%) |

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

(1) Rice and Corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;

(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;

(6) Poultry feeds and other animal feeds;

(7) School supplies; and

(8) Cement

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

(d) On retailers.

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

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

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

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

| **Amount of Gross Sales/Receipts For the Preceding Calendar Year** |  | **Amount of Tax per Annum** |
| --- | --- | --- |
| Less than 5,000.00 |  | 33.00 |
| 5,000.00 or more but less than 10,000.00 |  | 73.92 |
| 10,000.00 or more but less than 15,000.00 |  | 125.40 |
| 15,000.00 or more but less than 20,000.00 |  | 198.00 |
| 20,000.00 or more but less than 30,000.00 |  | 330.00 |
| 30,000.00 or more but less than 40,000.00 |  | 462.00 |
| 40,000.00 or more but less than 50,000.00 |  | 660.00 |
| 50,000.00 or more but less than 75,000.00 |  | 1,056.00 |
| 75,000.00 or more but less than 100,000.00 |  | 1,584.00 |
| 100,000.00 or more but less than 150,000.00 |  | 2,376.00 |
| 150,000.00 or more but less than 200,000.00 |  | 3,168.00 |
| 200,000.00 or more but less than 250,000.00 |  | 4,356.00 |
| 250,000.00 or more but less than 300,000.00 |  | 5,544.00 |
| 300,000.00 or more but less than 400,000.00 |  | 7,392.00 |
| 400,000.00 or more but less than 500,000.00 |  | 9,900.00 |
| 500,000.00 or more but less than 750,000.00 |  | 11,100.00 |
| 750,000.00 or more but less than 1,000,000.00 |  | 12,300.00 |
| 1,000,000.00 or more but less than 2,000,000.00 |  | 13,800.00 |
| 2,000,000.00 or more | at a rate of sixty percent (60%) of one percent (1%) | |

Provided, that in no case shall the tax on gross sales of P 2,000,000.00 or more be less than P11,500.00.

(f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On businesses hereunder enumerated, the graduated tax rates are hereby imposed:

1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;
2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
3. Commission agents
4. Lessors, dealers, brokers of real estate;
5. On travel agencies and travel agents
6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
7. Subdivision owners/ Private Cemeteries and Memorial Parks
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
10. Operators of Cable Network System
11. Operators of computer services establishment

12. General consultancy services

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

| **Amount of Gross Sales/Receipts For the Preceding Calendar Year** |  | **Amount of Tax per Annum** |
| --- | --- | --- |
| Less than 5,000.00 |  | 27.50 |
| 5,000.00 or more but less than 10,000.00 |  | 61.60 |
| 10,000.00 or more but less than 15,000.00 |  | 104.50 |
| 15,000.00 or more but less than 20,000.00 |  | 165.00 |
| 20,000.00 or more but less than 30,000.00 |  | 275.00 |
| 30,000.00 or more but less than 40,000.00 |  | 385.00 |
| 40,000.00 or more but less than 50,000.00 |  | 550.00 |
| 50,000.00 or more but less than 75,000.00 |  | 880.00 |
| 75,000.00 or more but less than 100,000.00 |  | 1,320.00 |
| 100,000.00 or more but less than 150,000.00 |  | 1,980.00 |
| 150,000.00 or more but less than 200,000.00 |  | 2,640.00 |
| 200,000.00 or more but less than 250,000.00 |  | 3,630.00 |
| 250,000.00 or more but less than 300,000.00 |  | 4,620.00 |
| 300,000.00 or more but less than 400,000.00 |  | 6,160.00 |
| 400,000.00 or more but less than 500,000.00 |  | 8,250.00 |
| 500,000.00 or more but less than 750,000.00 |  | 9,250.00 |
| 750,000.00 or more but less than 1,000,000.00 |  | 10,250.00 |
| 1,000,000.00 or more but less than 2,000,000.00 |  | 11,500.00 |
| 2,000,000.00 or more | at a rate of fifty percent (50%) of one percent (1%) | |

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

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

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

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

1. **ISSUANCE OF MOTORIZED TRICYCLE OPERATORS PERMIT (MTOP)**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Business Permit and Licensing Office (BPLO) | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who my avail:** | All applicants who desire to operate a Motorized Tricycle for Hire. | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | |
| 1. No Smoking Sticker | | | Municipal Health Unit (MHU) | | | |
| 1. Community Tax Certificate (CTC) | | | Barangay Hall or Municipal Treasurer’s Office (MTO) | | | |
| 1. Driver’s License (1 photocopy) | | | Land Transportation Office (LTO) | | | |
| 1. Official Receipt / Certificate of Registration (1 photo Copy ) | | | Land Transportation Office (LTO | | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook and Submit required documents | | 1. Review and validate the  completeness and  assessment based on  submitted documents. | | None | 15 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| 1. Pay Fees based on Local Revenue Code | | 2. Collect & Issue Official  Receipt | | Mayor’s Permit  PHP 150.00  Annual Fee  PHP 300.00  Filing Fee  PHP 165.00  For New Registration  MTOP FEE  PHP 100.00  Tricycle Plate Fee  PHP 250.00 | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and Claim Mayor’s Permit | | 3. Release Mayor’s Permit | | NONE | 20 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | | **45 MINUTES** | |

**3. ISSUANCE OF BUSINESS RETIREMENT /CESSATION CERTIFICATE**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Business Permit and Licensing Office (BPLO) | | | | |
| **Classification:** | Simple | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | |
| **Who my avail:** | All Operator/Owner with Registered Business | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | |
| 1. Latest Mayor’s Permit (1 original copy) | | | Business Owner | | |
| 1. Barangay Certificate stating the actual closure of the business (1 original copy) | | | Barangay Hall | | |
| 1. Market Clearance (if the business if within SVTM) (1 original copy) | | | SVTM Office | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit required documents | | 1.1. Review and validate the  completeness of  submitted documents.  1.2. Prepare Closure  Certificate | NONE  None | 10 mins  5 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| 1. Pay Fees based on Local Revenue Code | | 2. Collect & Issue Official Receipt | PHP 100.00 | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and Claim Closure Certificate | | 3. Release Closure Certificate | NONE | 5 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | **30 MINUTES** | |

**4. ISSUANCE OF MOBILE TRADER’S PERMIT**

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

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

**5. ISSUANCE OF PERMIT TO HANG STREAMERS, PRODUCT PROMOTION**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | | Business Permit and Licensing Office (BPLO) | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C – Government to Citizen | | | | |
| **Who my avail:** | | All Residents | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| For Hanging Streamers   1. Letter Request | | | | Applicant | | |
| For Product Promotion   1. Letter Request 2. Mayor’s Permit | | | | Applicant  Mayors Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign In Logbook And Submit required documents | 1. Review and validate  the completeness of  submitted documents.  1.2. Prepare Mayor’s  Permit | | NONE  NONE | | 5 mins  5 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office  *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| 1. Pay Fees based on Local Revenue Code | 2. Collect & Issue Official Receipt | | PHP 100.00/pc | | 10 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and Claim Mayor’s Permit’ | 3. Release Mayor’s Permit | | NONE | | 10 mins | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| **TOTAL PROCESSING TIME** | | | | | **30 MINUTES** | |

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

All business applicants seeking for an advertisement within the municipality.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Business Permit and Licensing Office (BPLO) | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2B - Government to Business | | | | |
| **Who may Avail:** | | All business establishments | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| Request Letter | | | Applicant | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign client logbook | 1. Entertain client. | | | None | 1 minute | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office Admin. Aide VI  Mayor’s Office |
| 2. Submit application letter and wait while document is being reviewed | 2. Review the document submitted | | | None | 3 mins. | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office Admin. Aide VI  Mayor’s Office |
| 3. Get order of payment | 3. Issue order of payment and Prepare Permit | | | None | 3 mins. | Corazon R. Raga  *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| 4. Pay the required fees . | 4. Issues the Official Receipt | | | Daytime rate  PHP 300.00  in first 4-hours plus  PHP 100.00 /hour excess  Daytime rate with sounds & video  PHP 400.00  in first four hours plus PHP 150.00 per hour excess  Night time rate  PHP 500.00  in first 4-hours plus PHP 200.00 / hour excess  -Night time rate with sounds & video  PHP 600.00  in first four hours plus PHP 200 per hour excess | 2 mins. | Admin. Aide IV  Treasurer’s Office |
| 5. Receive / Get Permit | 5. Release Permit | | | None | 1 minute | *Business Permit and Licensing Officer Designate*  Municipal Treasurer’s Office |
| **Total processing time** | | | | | **10 MINUTES** | |

**OFFICE OF THE**

**MUNICIPAL TREASURER**

**INTERNAL SERVICE**

1. **Issuance of AF #51 to barangays**

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

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

**2. Issuance of Check**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office or Division:** | Office of the Municipal Treasurer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C, G2B, G2G | | | | | |
| **Who my avail:** | ALL MUNICIPAL EMPLOYEES & OFFICIALS | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | | |
| **For Preparation and Approval of Check**  Approved Disbursement Voucher ( 3 original copies) | | | Accounting Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in the Office Client Log Book and present the requirements | | 1. Verifies the requirements | | None | 5 minutes | *Municipal Treasurer* Municipal Treasurer’s Office |
|  | | 1.2. Accept the approved  disbursement voucher  from Accounting Office  1.3. Prepare and sign the  check  1.4. Record transaction details  at the Check Register.  1.5. Forward documents to the Office of the Municipal Mayor for Check approval  2. Sign in the Record Book of the Municipal Treasury Office for receiving the documents  and Record check for approval  2.2. Review and Approve check  2.3 Forward approved check to Accounting Office for the Accountant’s Advice  3. Prepare Accountant’s Advice  3.1. Approve Accountant’s Advice and forward to Treasury Office | | None  None  None | 30 minutes  5 minutes  5 minutes | *Municipal Treasurer* Municipal Treasury Office  *Municipal Mayor* Mayor’s Office  *Administrative Officer II* Accounting Office |
| Submit request form and other required document. | | Receive the request form and other document, verify the submitted document. | | None | 30 mins | *Municipal Treasurer* Municipal Treasury Office |
| Sign in the disbursement voucher and the check register for receiving the check payment. | |  | | None | 30 mins | *Municipal Treasurer* Municipal Treasury Office |
| Receive /Claim the check | | Issue the check | |  | 30 mins | *Municipal Treasurer* Municipal Treasury Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOURS AND 15 MINUTES** | |

**3. DISBURSEMENT OF SALARIES AND WAGES**

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

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

**OFFICE OF THE**

**MUNICIPAL ENGINEER**

**EXTERNAL SERVICE**

1. **Issuance of Building Permit**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Engineer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Government | | | | | |
| **Who may Avail:** | All Municipal Residents | | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | | |
| 1. Notarized Application Form ( 4 sets original) | | | | Office of the Municipal Engineer | | |
| 2. Plans and specifications signed and sealed by designing Licensed Civil Engineer/Architect (4sets original) | | | | Licensed Civil Engineer/Architect in-charge of construction | | |
| 3. Structural Design Analysis for 2 or more floors (4 sets original) | | | | Licensed Civil Engineer/Architect in-charge of construction | | |
| Bill of Materials and Cost Estimates (4 sets original) | | | | Licensed Civil Engineer/Architect in-charge of construction | | |
| 4. Lot Title or Tax Declaration (1 certified true copy) | | | | Municipal Assessor’s Office | | |
| 5. Locational Clearance (1 original copy) | | | | Municipal Planning and Development Office (MPDO) | | |
| 6. Fire Safety Evaluation Certificate ( 1 Office of the Building Official (OBO) original copy ) | | | | Bureau of Fire Protection (BFP) | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook | | 1. None | None | | 1 min. | *Engineering Staff*  Municipal Engineer’s Office |
| 1. Submit documentary requirements and wait while documents are being reviewed and assessed | | 2.1 Review and assess the completeness of submitted documents  2.2 Issuance of Order of Payment | None  None | | 1 hour  1 hour | *Municipal Engineer*  Municipal Engineer’s Office |
| 1. Proceed to the Municipal Treasurer’s Office;   Present the Order of Payment and Pay the corresponding fees | | 3. Receive Order of Payment and Issue Official Receipt | Depends on the Area, Character of Occupancy and Cost of the Building  Note: Please see attached schedule of fees and other charges | | 30 mins. | *Administrative Aide IV*  Treasurer’s Office |
| 1. Present Official receipt and receive the Approved Building Permit | | 4. Record OR Number and Release Building Permit | None | | 30 mins. | *Municipal Engineer*  Municipal Engineer’s Office |
| **TOTAL PROCESSING TIME** | | | | | **3 HOURS and 1 MINUTE** | |

1. **Issuance of Occupancy Permit**

Issued to building owners for electrical connection purposes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Engineer | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C- Government to Citizen | | | | | |
| **Who may Avail:** | All Municipal Residents | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. Approved Building Permit ( 1 original copy) | | | | Office of the Municipal Engineer | | |
| 2. Unified application form (3 sets original copy) | | | | Office of the Municipal Engineer | | |
| 3. Certificate of Completion (3 sets original copy) | | | | Office of the Municipal Engineer | | |
| 4. Construction Logbook ( 1 original copy) | | | | Licensed Civil Engineer / Architect in-charge of Construction | | |
| 5. Photograph of the completed structure ( 1 original copy) | | | | Licensed Civil Engineer / Architect in-charge of Construction | | |
| 6. Fire Safety Inspection Certificate ( 1 Office of the Building Official (OBO) original copy) | | | | Bureau of Fire Protection (BFP) | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook | | 1. None | None | | 1 minute | *Engineering Staff*  Municipal Engineer’s Office |
| 1. Submit requirements and wait while documents are being reviewed. | | 2.1 Review documents presented  2.2 Issue Order of Payment | None    None | | 1 hour  30 minutes | *Municipal Engineer*  Municipal Engineer’s Office |
| 1. Proceed to the Municipal Treasurer’s Office;   Present Order of Payment and Pay the corresponding fees | | 3. Receive Order of Payment and Issue Official Receipt | Depends on the Area, Character of Occupancy and Cost of the Building  Note: Please see attached schedule of fees and other charges | | 30 minutes | *Admin. Aide IV*  Treasurer’s Office |
| 1. Present Official Receipt and Receive Occupancy Permit | | 4. Record OR Number and release Occupancy Permit | None | | 30 minutes | *Municipal Engineer*  Municipal Engineer’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOURS and 31 MINUTES** | |

**3. Provision of Technical Assistance**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Engineer | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2G-Government to Government | | | | | |
| **Who may Avail:** | All Municipal Residents | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Annual Development Plan | | | Barangay Hall | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook | | 1. Interview for data gathering | | None | 5 minutes | *Engineering Staff*  *Municipal Engineer’s Office* |
| 2. Accompany the Engineer for Site Inspection | | 2. Site inspection | | None | 1 day | *Municipal Engineer*  *Municipal Engineer’s Office* |
| 3. Wait while program of work and plan is being prepared | | 3. Prepare program of work and plan (if necessary) | | None | 3 days | *Municipal Engineer*  *Municipal Engineer’s Office* |
| 4. Receive Program of Work and Plan | | 4. Release Program of Work and Plan | | None | 30 minutes | *Municipal Engineer*  *Municipal Engineer’s Office* |
| **TOTAL PROCESSING RIME** | | | | | 1. **DAYS and 35 MUNITES** | |

**4. Request for Assistance for Clearing Obstruction**

Provided to Barangay for the assistance in clearing obstruction.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Engineer | | | | | |
| **Classification:** | simple | | | | | |
| **Type of Transaction:** | G2G-Government to Government | | | | | |
| **Who may Avail:** | All barangay | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| Letter Request | | | Barangay Hall | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up logbook. | | 1.None | | None | 2 minutes | *Engineering Staff*  *Municipal Engineer’s Office* |
| 2. Submit Letter Request | | 1.1 Check the availability of schedule | | None | 20 minutes | *Engineering Staff*  *Municipal Engineer’s Office* |
| 3. Receive the receiving copy with the scheduled date of inspection | | 3. Site Inspection | | None | 1 hour | *Engineering Staff*  *Municipal Engineer’s Office* |
| ***TOTAL PROCESSING TIME*** | | | |  | 1. ***HOUR*** | |

**5. Issuance of Annual Inspection**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Engineer | | | | |
| **Classification:** | | simple | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | |
| **Who may Avail:** | | All Mayor’s Permit Applicant | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| None | | | |  | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up logbook | 1. None | | None | | 1 minute | *Engineering Staff*  *Municipal*  *Engineer’s Office* |
| 2. Submit Application Form and wait while documents are being reviewed and assessed | 2.1 Review and assess Application Form  2.2 Issuance of Order of Payment | | None  None | | 30 minutes  30 minutes | *Engineering Staff*  *Municipal*  *Engineer’s Office* |
| 3. Present Order of Payment and Pay the corresponding fees | 3. Receive Order of Payment and Issue Official Receipt | | Depends on the Area, Character of Occupancy and Cost of the Building  Note: Please see attached schedule of fees and other charges | | 30 minutes | *Admin. Aide IV*  *Treasurer’s Office* |
| 4.Present Official Receipt and Receive Annual Inspection Certificate | 4. Record OR Number and release Annual Inspection Certificate | | None | | 30 minutes | *Municipal Engineer*  *Municipal Engineer’s Office* |
| **TOTAL PROCESSING TIME** | | | | | **2 HOURS AND 1 MINUTE** | |

**BIDS AND AWARDS COMMITTEE**

1. **Issuance of Bidding Documents**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Bids and Awards Committee | | | |
| **Classification:** | | Simple | | | |
| **Type of Transaction:** | | G2B-Government to Business | | | |
| **Who may Avail:** | | Any pre-qualified private supplier/contractor | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | |
| None | | |  | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up logbook | 1. Direct client to pay the Bidding Documents | | None | 3 minutes | BAC Secretary  BAC Office |
| 2. Proceed to the Municipal Treasurer’s Office and Pay Bidding Documents | 2. Issuance of Official Receipt | | Depends on the Cost of Project  Note: Please see attached table of fees | 30 minutes | Administrative Aide IV  Municipal Treasurer’s Office |
| 3.Present Official Receipt and Receive Bidding Documents | 3. Issue Bidding Documents | | None | 30 minutes | BAC Secretary  BAC Office |
| ***TOTAL PROCESSING TIME*** | | |  | ***1 hour and 3 minutes*** |  |

**NEW SCHEDULE OF FEES**

**AND OTHER CHARGES**

**1. Bases of assessment**

a. Character of occupancy or use of building/structure

b. Cost of construction

c. Floor area

d. Height

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

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

+---------------------+------------------------------------------------------+

| LOCATION | GROUPS |

+---------------------+------------------------+--------------+--------------+

| All Cities and | A, B, C. D, E, G, H, I | F | J |

| Municipalities +------------------------+--------------+--------------+

| | Php 10,000.00 | Php 8,000.00 | Php 6,000.00 |

+---------------------+------------------------+--------------+--------------+

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

a. Division A-1

Area in sq. meters Fee per sq. meter

1. Original complete construction up to 20.00 sq. meter ............................ P 2.00
2. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area

of original construction ........................................................ 2.40

iii. Above 20.00 sq. meters to 50.00 sq. meters....................................... 3.40

iv. Above 50.00 sq. m to 100 sq. meters.............................................. 4.80

v. Above 100.00 sq. m to 150 sq. meters............................................. 6.00

vi. Above 150.00 sq. meters ......................................................... 7.20

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

Floor area = 75.00 sq. meters

Therefore area bracket is 3.a.iv.

Fee = P 4.80/sq. meter

Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

Area in sq. meters Fee per sq. meter

1. Original complete construction up to 20.00 sq. meters............................ P 3.00
2. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area

of original construction ........................................................ 3.40

1. Above 20.00 sq. meters to 50.00 sq. meters....................................... 5.20
2. Above 50.00 sq. meters to 100.00 sq. meters...................................... 6.60
3. Above 100.00 sq. meters to 150.00 sq. meters..................................... 8.00
4. Above 150.00 sq. meters.......................................................... 8.40

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

Area in sq. meters Fee per sq. meter

1. Up to 5000....................................................................... P 23.00
2. Above 5000 to 6000............................................................... 22.00
3. Above 6000 to 7000............................................................... 20.50
4. Above 7000 to 8000............................................................... 19.50
5. Above 8000 to 9000............................................................... 18.00
6. Above 9000 to 10,000............................................................. 17.00
7. Above 10,000 to 15,000........................................................... 16.00
8. Above 15,000 to 20,000........................................................... 15.00
9. Above 20,000 to 30,000........................................................... 14.00
10. Above 30,000..................................................................... 12.00

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

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

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

Next 1000 sq. meters @ 22.00............................. 22,000.00

Next 1000 sq. meters @ 20.50............................. 20,500.00

Next 1000 sq. meters @ 19.50............................. 19,500.00

Next 1000 sq. meters @ 18.00............................. 18,000.00

Next 1000 sq. meters @ 17.00............................. 17,000.00

Next 5000 sq. meters @ 16.00............................. 80,000.00

Next 5000 sq. meters @ 15.00............................. 75,000.00

Next 10,000 sq. meters @ 14.00........................... 140,000.00

Last 2000 sq. meters @ 12.00............................. 24,000.00

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Total Building Fee ...................................... P 531,000.00

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

Area in sq. meters Fee per sq. meter

1. Up to 5000....................................................................... P 12.00
2. Above 5000 to 6000............................................................... 11.00
3. Above 6000 to 7000............................................................... 10.20
4. Above 7000 to 8000............................................................... 9.60
5. Above 8000 to 9000............................................................... 9.00
6. Above 9000 to 10,000............................................................. 8.40
7. Above 10,000 to 15,000........................................................... 7.20
8. Above 15,000 to 20,000........................................................... 6.60
9. Above 20,000 to 30,000........................................................... 6.00
10. Above 30,000..................................................................... 5.00

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

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

**4. Electrical Fees**

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

a. Total Connected Load (kVA) Fee

1. 5 kVA or less..................................................... P 200.00
2. Over 5 kVA to 50 kVA.............................................. P 200.00 + P 20.00/kVA
3. Over 50 kVA to 300 kVA............................................ 1,100.00 + 10.00/kVA
4. Over 300 kVa to 1,500 kVA......................................... 3,600.00 + 5.00/kVA
5. Over 1,500 kVA to 6,000 kVA....................................... 9,600.00 + 2.50/kVA
6. Over 6,000 kVA.................................................... 20,850.00 + 1.25/kVA

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

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA) Fee

1. 5 kVA or less..................................................... P 40.00
2. Over 5 kVA to 50 kVA.............................................. P 40.00 + P 4.00/kVA
3. Over 50 kVA to 300 kVA............................................ 220.00 + 2.00/kVA
4. Over 300 kVa to 1,500 kVA......................................... 720.00 + 1.00/kVA
5. Over 1,500 kVA to 6,000 kVA....................................... 1,920.00 + 0.50/kVA
6. Over 6,000 kVA.................................................... 4,170.00 + 0.25/kVA

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

c. Pole/Attachment Location Plan Permit

1. Power Supply Pole Location............................................. P 30.00/pole
2. Guying Attachment...................................................... P 30.00/attachment

This applies to designs/installations within the premises.

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

+-------------------------+------------------+-------------+

| | Wiring Permit |

| Use or Character of +------------------+-------------+

| Occupancy | Electric Meter | Issuance |

+-------------------------+------------------+-------------+

| Residential | Php 15.00 | Php 15.00 |

+-------------------------+------------------+-------------+

| Commercial/Industrial | 60.00 | 36.00 |

+-------------------------+------------------+-------------+

| Institutional | 30.00 | 12.00 |

+-------------------------+------------------+-------------+

e. Formula for Computation of Fees

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

f. Forfeiture of Fees

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

**5. Mechanical Fees**

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

1. Refrigeration (cold storage), per ton or fraction thereof........................ P 40.00
2. Ice Plants, per ton or fraction thereof.......................................... 60.00
3. Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton........... 90.00
4. Every ton or fraction thereof above 100 tons..................................... 40.00
5. Window type air conditioners, per unit........................................... 60.00
6. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent....................................................................... 40.00
7. In a series of AC/REF systems located in one establishment, the total installed

tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

1.10 kW per ton, for compressors up to 5 tons capacity.

1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.

0.97 kW per ton, for compressors above 50 tons capacity.

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

3.50 kW per ton, for compressors up to 50 tons capacity.

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

3.00 kW per ton, for compressors above 50 tons capacity.

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

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.

0.80 kW per ton, for above 5 up to 50 tons capacity.

0.70 kW per ton, for compressors above 50 tons capacity.

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

1. Escalator and moving walk, per kW or fraction thereof........................... P 10.00
2. Escalator and moving walks up to to 20.00 lineal meters or fraction thereof..... 20.00
3. Every lineal meter or fraction thereof in excess of 20.00 lineal meters......... 10.00
4. Funicular, per kW or fraction thereof........................................... 200.00
5. (a) Per lineal meter travel..................................................... 20.00
6. Cable car, per kW or fraction thereof........................................... 40.00
7. (a) Per lineal meter travel..................................................... 5.00

c. Elevators, per unit:

1. Motor driven dumbwaiters........................................................ P 600.00
2. Construction elevators for material............................................. 2,000.00
3. Passenger elevators............................................................. 5,000.00
4. Freight elevators............................................................... 5,000.00
5. Car elevators................................................................... 5,000.00

d. Boilers, per kW:

1. Up to 7.5 kW.................................................................... P 500.00
2. Above 7.5 kW to 22 kW........................................................... 700.00
3. Above 22 kW to 37 kW............................................................ 900.00
4. Above 37 kW to 52 kW............................................................ 1,200.00
5. Above 52 kW to 67 kW............................................................ 1,400.00
6. Above 67 kW to 74 kW............................................................ 1,600.00
7. Every kW or fraction thereof above 74 kW......................................... 5.00

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

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

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

e. Pressurized water heaters, per unit ................................................... P 200.00

f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof. 60.00

g. Automatic fire sprinkler system, per sprinkler head.................................... 4.00

h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:

1. Every kW up to 50 kW............................................................ P 25.00
2. Above 50 kW up to 100 kW........................................................ 20.00
3. Every kW above 100 kW........................................................... 3.00

i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet... P 20.00

j. Gas Meter, per unit .................................................................... P 100.00

k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter

or fraction thereof whichever is higher................................................. P 4.00

l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:

1. Up to 50 kW..................................................................... P 10.00
2. Above 50 kW to 100 kW........................................................... 12.00
3. Every above 100 kW or fraction thereof.......................................... 3.00

m. Pressure Vessels, per cu. meter or fraction thereof..................................... P 60.00

n. Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere spe-

cified, per kW or fraction thereof...................................................... P 60.00

o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing

supply and/or exhaust duct works and the like, per lineal meters or fraction thereof... P 10.00

p. Weighing Scale Structure, per ton or fraction thereof.................................. P 50.00

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

**6. Plumbing Fees**

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

one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower

head. A partial part thereof shall be charged as that of the cost of a whole “UNIT” ..... P 24.00

b. Every fixture in excess of one unit:

1. Each water closet................................................................ P 7.00
2. Each floor drain................................................................. 3.00
3. Each sink........................................................................ 3.00
4. Each lavatory.................................................................... 7.00
5. Each faucet...................................................................... 2.00
6. Each shower head................................................................. 2.00

c. Special Plumbing Fixtures:

1. Each slop sink................................................................... P 7.00
2. Each urinal...................................................................... 4.00
3. Each bath tub.................................................................... 7.00
4. Each grease trap................................................................. 7.00
5. Each garage trap................................................................. 7.00
6. Each bidet....................................................................... 4.00
7. Each dental cuspidor............................................................. 4.00
8. Each gas-fired water heater...................................................... 4.00
9. Each drinking fountain........................................................... 2.00
10. Each bar or soda fountain sink................................................... 4.00
11. Each laundry sink................................................................ 4.00
12. Each laboratory sink............................................................. 4.00
13. Each fixed-type sterilizer....................................................... 2.00

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

1. 12 to 25 mm Ø ................................................................... P 8.00
2. Above 25 mm Ø.................................................................... 10.00

e. Construction of septic tank, applicable in all Groups

1. Up to 5.00 cu. meters of digestion chamber....................................... P 24.00
2. Every cu. meter or fraction thereof In excess of 5.00 cu. meters... ............. 7.00

**7. Electronics Fees**

a. Central Office switching equipment, remote switching units, concentrators,

PABX/PBX’s, cordless/wireless telephone and communication systems, inter-

Communication system and other types of switching/ routing/ distribution

equipment used for voice, data image text, facsimile, internet service,

cellular, paging and other types/forms of wired or wireless communications. P 2.40 per port

b. Broadcast station for radio and TV for both commercial and training pur-

poses, CATV headed, transmitting/receiving/relay radio and broadcasting

communications stations, communications centers, switching centers, con-

troll 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 posi-

tioning and personnel/vehicle location.................................... P 1,000.00 per location

c. Automated teller machines, ticketing, vending & other types of electronic

dispensing machines, telephone booths, pay phones, coin changers, location

or direction-finding systems, navigational equipment used for land, aero-

nautical or maritime applications, photography and reproduction machines

x-ray, scanners,ultrasound and other apparatus/equipment used for medical,

biomedical, laboratory & testing purposes and other similar electronic or

electronically-controlled apparatus or devices, whether located indoor or

outdoors.................................................................. P 10.00 per unit

d. Electronics and communications outlets used for connection and termination

of voice, data, computer (including workstations, servers, routers, etc.),

audio, video, or any form of electronics & communications services, irres-

pective of whether a user terminal is connected........................... P 2.40 per outlet

e. Station/terminal/control point/port/central or remote panels/outlets for

security and alarm systems (including watchman system, burglar alarms,

intrusion detection systems, lighting controls, monitoring and surveil-

lance system, sensors, detectors, parking management system, barrier con-

trols, signal lights, etc.), electronics fire alarm (including early de-

tection 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 automa-

tion, management systems & similar types of electronic or electronically-

controlled installations whether a user terminal is connected............. P 2.40 per termination

f. Studios, auditoriums, theaters, and similar structures for radio and TV

broadcast, recording, audio/video reproduction/simulation and similar

activities ............................................................... P 1,000.00 per location

g. Antenna towers/masts or other structures for installation of any electro-

nic and/or communications transmission/reception .........................P 1,000.00 per structure

h. Electronic or electronically-controlled indoor and outdoor signages and

display systems, including TV monitors, multimedia signs, etc............. P 50.00 per unit

i. Poles and attachment:

1. Per Pole (to be paid by pole owner).............................................. P 20.00
2. Per attachment (to be paid by any entity who attaches to the pole of others)..... 20.00

j. Other types or electronics or electronically-controlled device, apparatus,

equipment, instrument or units not specifically identified above.......... P 50.00 per unit

**8. Accessories of the Building/Structure Fees**

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

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

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

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

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

1. Group A Residential............................................................. P 3.00
2. Commercial/Industrial GROUPS B, E, F, G......................................... 36.00
3. Social/Recreational/Institutional GROUPS C, D, H, I............................. 24.00
4. 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.

1. Swimming pool shower rooms/locker rooms:

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

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

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

e. Construction of firewalls separate from the building:

1. Per sq. meter or fraction thereof............................................... P 3.00
2. Provided, that the minimum fee shall be......................................... 48.00

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

Self- Trilon

Use or Character of Occupancy Supporting (Guyed)

1. Single detached dwelling units.....................................P 500.00 P 150.00
2. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters

in height.......................................................... 2,400.00 240.00

Every meter or fraction thereof in excess of 10.00 meters.......... 120.00 12.00

(a) Educational/Recreational//Institutional (Groups C, D, H, I) up

to 10.00 meters in height...................................... 1,800.00 120.00

(a) Every meter or fraction thereof in excess of 10.00 meters...... 120.00 12.00

g. Storage Silos, up to 10.00 meters in height........................................... P 2,400.00

1. Every meter or fraction thereof in excess of 10.00 meters...................... P 150.00
2. Silos with platforms or floors shall be charged an additional fee in accordance

with Section 3.e. of this Schedule

h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:

1. Smokestacks, up to 10.00 meters in height, measured from the base............... P 240.00

(a) Every meter or fraction thereof in excess of 10.00 meters................... 12.00

1. Chimney up to 10.00 meters in height, measured from the base.................... 48.00

(a) Every meter or fraction thereof in excess of 10.00 meters................... 2.00

i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof

of interior floor area ................................................................. P 48.00

j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume.... 12.00

k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up

to 2.00 cu. meters...................................................................... 12.00

1. Every cu. m or fraction thereof in excess of 2.00 cu. meters..................... P 12.00
2. For all other than Groups A and B up to 10.00 cu. meters......................... 480.00

(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters............ 24.00

l. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation

and Chemical Treatment Tanks) per cu. meter of volume................................... P 7.00

m. Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use:

1. Above ground, up to 10.00 cu. meters............................................. P 480.00

Every cu. m or fraction thereof in excess of 10.00 cu. meters.................... 480.00

1. Underground, up to 20.00 cu. meters.............................................. 540.00

Every cu. meter or fraction thereof in excess of 20.00 cu.meters................. 24.00

n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:

1. Underground, per cu. meter or fraction thereof of excavation..................... P 3.00
2. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of

volume of tank .................................................................. 3.00

1. Reinstallation of vertical storage tanks shall be the same as new construction

fees in accordance with Section 8.k. above.

o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:

1. Construction of permanent type................................................... P 10.00
2. Construction of temporary type................................................... 5.00
3. Inspection of knock-down temporary type, per unit................................ 24.00

p. Construction of buildings and other accessory structures within cemeteries and memorial parks:

1. Tombs, per sq. meter of covered ground areas..................................... P 5.00
2. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area. 5.00
3. Totally enclosed mausoleums, per sq. meter of floor area......................... 12.00
4. Multi-level interment niches, per sq. meter, per level........................... 5.00
5. Columbarium, per sq. meter....................................................... 18.00

**9. Accessory Fees**

a. Establishment of Line and Grade, all sides fronting or abutting streets, esteros,

rivers and creeks, first 10.00 meters ................................................. P 24.00

1. Every meter or fraction thereof in excess of 10.00 meters....................... 2.40

b. Ground Preparation and Excavation Fee

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

(a) Inspection and Verification Fee................................................. P 200.00

(b) Per cu. meters of excavation.................................................... 3.00

Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance

of Building Permit ............................................................. 50.00

(d) Per cu. meter of excavation for foundation with basement........................ 4.00

(e) Excavation other than foundation or basement, per cu. meter..................... 3.00

(f) Encroachment of footings or foundations of buildings/structures to public areas

as permitted, per sq. meter or fraction thereof of footing or foundation

encroachment ................................................................... 250.00

c. Fencing Fees:

1. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or

fraction thereof................................................................. P 3.00

1. In excess of 1.80 meters in height, per lineal meter or fraction thereof......... 4.00
2. Made of indigenous materials, barbed, chicken or hog wires, per linear meter..... 2.40

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

e. In excess of 20 sq. meters or fraction thereof of paved areas intended for commercial/

industrial/institutional use, such as parking and sidewalk areas, gasoline station

premises, skating rinks, pelota courts, tennis and basketball courts and the like ...... P 3.00

f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq.

meters, per calendar month ............................................................. P 240.00

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

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

1. Up to 10.00 meters in length....................................................... P 150.00
2. Every lineal meter or fraction thereof in excess of 10.00 meters................... 12.00

h. Sign Fees:

1. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard

Area .............................................................................. P 120.00

(a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters ............ 24.00

1. Installation Fees, per sq. meter or fraction thereof of display surface:

+------------------------+-----------------+----------------------+

| Type of Sign Display | Business Signs | Advertising Signs |

+------------------------+-----------------+----------------------+

| Neon | Php 36.00 | Php 52.00 |

+------------------------+-----------------+----------------------+

| Illuminated | 24.00 | 36.00 |

+------------------------+-----------------+----------------------+

| Others | 15.00 | 24.00 |

+------------------------+-----------------+----------------------+

| Painted On | 9.60 | 18.00 |

+------------------------+-----------------+----------------------+

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

+---------------+------------------------------------+------------------------------------+

| Type of Sign | Business Signs | Advertising Signs |

| Display | | |

+---------------+------------------------------------+------------------------------------+

| Neon | P 36.00, min fee shall be P 124.00 | P 46.00, min fee shall be P 200.00 |

+---------------+------------------------------------+------------------------------------+

| Illuminated | P 18.00, min fee shall be P 72.00 | P 38.00, min fee shall be P 150.00 |

+---------------+------------------------------------+------------------------------------+

| Others | P 12.00, min fee shall be P 40.00 | P 20.00, min fee shall be P 110.00 |

+---------------+------------------------------------+------------------------------------+

| Painted On | P 8.00, min fee shall be P 30.00 | P 12.00, min fee shall be P 100.00 |

+---------------+------------------------------------+------------------------------------+

i. Repairs Fees:

1. Alteration/renovation/improvement on vertical dimensions of buildings/structures

in square meter, such as facades, exterior and interior walls, shall be assessed

in accordance with the following rate, For all Groups............................ P 5.00

1. Alteration/renovation/improvement on horizontal dimensions of buildings/struc-

tures, such as floorings, ceilings and roofing shall be assessed in accordance

with the following rate, For all Groups......................................... 5.00

1. Repairs on buildings/structures in all Groups costing more than five thousand

pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized

original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

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

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

1. Buildings in all Groups per sq. meter floor area ................................ P 3.00
2. Building Systems/Frames or portion thereof per vertical or horizontal dimensions,

including Fences................................................................. 4.00

1. 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

1. 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

1. Moving Fee, per sq. meter of area of building/structure to be moved ............. 3.00

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

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

1. Costing up to P150,000.00........................................................ P 100.00
2. Costing more than P150,000.00 up to P400,000.00.................................. 200.00
3. Costing more than P400,000.00 up to P850,000.00.................................. 400.00
4. Costing more than P850,000.00 up to P1,200,000.00................................ 800.00
5. Every million or portion thereof in excess of P1,200,000.00...................... 800.00

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

1. Costing up to P150,000.00........................................................ P 200.00
2. Costing more than P150,000.00 up to P400,000.00.................................. 400.00
3. Costing more than P400,000.00 up to P850,000.00.................................. 800.00
4. Costing more than P850,000.00 up to P1,200,000.00................................ 1,000.00
5. Every million or portion thereof in excess of P1,200,000.00...................... 1,000.00

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

1. Costing up to P150,000.00........................................................ P 150.00
2. Costing more than P150,000.00 up to P400,000.00.................................. 250.00
3. Costing more than P400,000.00 up to P850,000.00.................................. 600.00
4. Costing more than P850,000.00 up to P1,200,000.00................................ 900.00
5. Every million or portion thereof in excess of P1, 200,000.00..................... 900.00

d. Division J-I Buildings/structures:

1. With floor area up to 20.00 sq. meters .......................................... P 50.00
2. With floor area above 20.00 sq. meters up to 500.00 sq. meters .................. 240.00
3. With floor area above 500.00 sq. meters up to 1,000.00 sq. meters ............... 360.00
4. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters ............. 480.00
5. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters............. 1,200.00
6. With floor area above 10,000.00 sq. meters....................................... 2,400.00

e. Division J-2 Structures:

1. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
2. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
3. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:

(a) First 10.00 meters of height from the ground .................................. P 800.00

(b) Every meter or fraction thereof in excess of 10.00 meters ..................... 50.00

f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ............P 5.00

**11. Annual Inspection Fees**

a. Divisions A-1 and A-2:

1. Single detached dwelling units and duplexes are not subject to annual inspections.
2. If the owner request inspections, the fee for each of the services enumerated

below is ........................................................................ P 120.00

Land Use Conformity

Architectural Presentability

Structural Stability

Sanitary and Health Requirements

Fire-Resistive Requirements

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

1. Appendage of up to 3.00 cu. meters/unit ........................................ P 150.00
2. Every cu. meter or fraction thereof in excess of 3.00 cu meters ................ 50.00
3. Floor area up to 100.00 sq. meters ............................................. 120.00
4. Above 100.00 sq. meters up to 200.00 sq. meters ................................ 240.00
5. Above 200.00 sq. meters up to 350.00 sq. meters ................................ 480.00
6. Above three hundred 350.00 sq. meters Up to 500.00 sq. meters .................. 720.00
7. Above 500.00 sq. meters up to 750.00 sq. meters ................................ 960.00
8. Above 750.00 sq. meters up to 1,000.00 sq. meters .............................. 1,200.00
9. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters ...... 1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasia and the like:

1. First class cinematographs or theaters .........................................P 1,200.00
2. Second class cinematographs or theaters ........................................ 720.00
3. Third class cinematographs or theaters ......................................... 520.00
4. Grandstands/Bleachers, Gymnasia and the like.................................... 720.00

d. Annual plumbing inspection fees, each plumbing unit.................................. P 60.00

e. Electrical Inspection Fees:

1. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
2. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

1. Refrigeration and Ice Plant, per ton:

(a) Up to 100 tons capacity .................................................... P 25.00

(b) Above 100 tons up to 150 tons .............................................. 20.00

(c) Above 150 tons up to 300 tons .............................................. 15.00

(d) Above 300 tons up to 500 tons .............................................. 10.00

(e) Every ton or fraction thereof above 500 tons ............................... 5.00

1. Air Conditioning Systems:

(a) Window type air conditioners, per unit .....................................P 40.00

iii. Packaged or centralized air conditioning systems:

(a) First 100 tons, per ton .................................................... 25.00

(b) Above 100 tons, up to 150 tons per ton ..................................... 20.00

(c) Above 150 tons, up to 300 tons per ton ..................................... 15.00

(d) Above 300 tons, up to 500 tons per ton ..................................... 10.00

(e) Every ton or fraction thereof above 500 tons ............................... 5.00

iv. Mechanical Ventilation, per unit, per kW:

(a) Up to 1 kW ................................................................. P 10.00

(b) Above 1 kW to 7.5 kW ....................................................... 50.00

(c) Every kW above 7.5 kW ...................................................... 20.00

v. Escalators and Moving Walks; Funiculars and the like:

(a) Escalator and Moving Walks, per unit ....................................... P 120.00

(b) Funiculars, per kW or fraction thereof ..................................... 50.00

(c) Per lineal meter or fraction thereof of travel ............................. 10.00

(d) Cable Car, per KW or fraction thereof ...................................... 25.00

(e) Per lineal meter of travel ................................................. 2.00

vi. Elevators, per unit:

(a) Passenger elevators ........................................................ P 500.00

(b) Freight elevators .......................................................... 400.00

(c) Motor driven dumbwaiters ................................................... 50.00

(d) Construction elevators for materials ....................................... 400.00

(e) Car elevators .............................................................. 500.00

(f) Every landing above first five (5) landings for all the above elevators .... 50.00

vii. Boilers, per unit:

(a) Up to 7.5 kW .............................................................. P 400.00

(b) 7.5 kW up to 22 kW ........................................................ 550.00

(c) 22 kW up to 37 kW ......................................................... 600.00

(d) 37 kW up to 52 kW ......................................................... 650.00

(e) 52 kW up to 67 kW ......................................................... 800.00

(f) 67 kW up to 74 kW ......................................................... 900.00

(g) Every kW or fraction thereof above 74 kW .................................. 4.00

viii. Pressurized Water Heaters, per unit............................................ P 120.00

ix. Automatic Fire Extinguishers, per sprinkler head............................... P 2.00

x. Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:

(a) Up to 5 kW................................................................. P 55.00

(b) Above 5 kW to 10 kW........................................................ 90.00

(c) Every kW or fraction thereof above 10 kW................................... 2.00

xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:

(a) Per kW, up to 50 kW......................................................... P 15.00

(b) Above 50 kW up to 100 kW.................................................... 10.00

(c) Every kW or fraction thereof above 100 kW................................... 2.40

xii. Compressed air, vacuum, commercial/institutional/industrial gases, per outlet... P 10.00

xiii. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per

u. meter or fraction thereof, whichever is higher............................... P 2.00

xiv. Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,

(a) Per unit, up to 10 kW....................................................... P 100.00

(b) Every kW above 10 kW........................................................ 3.00

xv. Other machineries and/or equipment for commercial/industrial/ institutional use not elsewhere specified, per unit:

(a) Up to ½ kW.................................................................. P 8.00

(b) Above ½ kW up to 1 kW....................................................... 23.00

(c) Above 1 kW up to 3 kW....................................................... 39.00

(d) Above 3 kW up to 5 kW....................................................... 55.00

(e) Above 5 kW up to 10 kW...................................................... 80.00

(f) Every kW above 10 kW or fraction thereof ................................... 4.00

xvi. Pressure Vessels, per cu. meter or fraction thereof ............................ P 40.00

xvii. Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or

fraction thereof ............................................................... P 2.40

xviii. Weighing Scale Structure, per ton or fraction thereof ......................... P 30.00

xix. Testing/Calibration of pressure gauge, per unit ................................ P 24.00

(a) Each Gas Meter, tested, proved and sealed, per gas meter.................... 30.00

xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such

as ferris wheel, and the like, per unit ....................................... P 30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.

**12. Certifications:**

1. Certified true copy of building permit .......................................... P 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 Certifications............................................................. 50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer………………………………………………………………………………………………………

Serial Number……………………………………………………………………………………………………

Gas Type…………………………………………………………………………………………………………………

Meter Classification/Model…………………………………………………………………

Maximum Allowable Operating Pressure – psi (kPa)………

Hub Size - mm (inch)…………………………………………………………………………………

Capacity - m3/hr. (ft3/hr.)………………………………………………………………

*Nothing follows*

**OFFICE OF THE**

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

**EXTERNAL SERVICE**

1. **Issuance of Certificate of Locational Clearance**

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

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| **Office of Division** | Municipal Planning and Development Office (MPDO) | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | General Public All Filipino Citizen who are requesting Certificate of Zoning Compliance & Locational Clearance | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Any Valid Identification Card (1 photocopy) | | | Applicant | | | |
| 1. Site Development Plan (1 Original copy) | | | Licensed Engineer | | | |
| 1. Bill of Materials for the Project (1 original copy) | | | Licensed Engineer | | | |
| 1. Vicinity Map (1original copy) | | | Municipal Assessor’s Office (MAO) | | | |
| 1. Tax Declaration of Lot (1 original copy) | | | Municipal Assessor’s Office (MAO) | | | |
| 1. Tax Clearance (1 original copy) | | | Municipal Treasurer’s Office (MAO) | | | |
| 1. Community Tax Certificate (1 photocopy) | | | Municipal Treasurer’s Office (Mao) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in Client logbook | | 1. Interview Client | | None | 1 minute | *Municipal Planning and Development Staff*  Municipal Planning and Development Office |
| 2. Present the required documents for assessment | | 2. Assessment the Submitted  requirement | | None | 5 minutes | *Municipal Planning and Development Officer*  Municipal Planning and Development Office |
| 3. Pay corresponding fees | | 3. Issue Official Receipt | | Pls. see attached Housing and Land Use Regulatory Board (HLURB) 2013 Schedule of Fees | 3 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 4. Present the Official Receipt from Treasurer’s Office | | 4. Receive the Official Receipt and print Clearance  4.2. Sign printed clearance | | None  None | 8 minutes  1 minute | *Municipal Planning and Development Staff*  Municipal Planning and Development Office  *Municipal Planning and Development Officer*  Municipal Planning and Development Office |
| 5. Receive Clearance Certificate | | 5. Issue Certificate | | None | 1 minute | *Municipal Planning and Development Officer*  Municipal Planning and Development Office |
| **TOTAL** | | | |  | **19 minutes** |  |

**HOUSING AND LAND USE REGULATORY BOARD**

2013 SCHEDULE OF FEES

|  |  |
| --- | --- |
| **1.ZONING / LOCATIONAL CLEARANCE** |  |
| 1. **Single Residential Structure Attached/Detached** |  |
| 1. P100 000 and below | PHP 288.00 |
| 1. Over P100,000 to P200,000 | PHP 576.00 |
| 1. Over P200,000 | PHP 720.00 + (1/10 of 1% in excess of PHP 200,000.00) |
| 1. **Apartment/ Townhouses** |  |
| 1. P500,000 and below | PHP 1,440.00 |
| 1. Over P500,000 to 2 million | PHP 2,160.00 |
| 1. Over P2 million | PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors) |
| 1. **Dormitories** |  |
| 1. P 2 million and below | PHP 3,600.00 |
| 1. Over P2 million | PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors) |
| 1. **Institutional** |  |
| Project cost which is: |  |
| 1. Below P2million | PHP 2,880.00 |
| 1. Over P2 million | PHP 2,880.00 + (1/10 of 1% of cost in excess of P2.M) |
| 1. **Commercial, Industrial and Agro-Industrial Project Cost of which is:** |  |
| 1. Below P100,000 | PHP 1,440.00 |
| 1. Over P100,000- P500,000 | PHP 2,160.00 |
| 1. Over P500,000 | PHP 2,880.00 |
| 1. Over P1 million-P2 million | PHP 4,320.00 |
| 1. Over P2 million | PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M) |
| 1. **Special Uses/ Special Projects** |  |
| (Gasoline station, Cell sites, Slaughter house, Treatment plants, etc.) |  |
| 1. Below P2 million | PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M) |
| 1. Over P2 million | PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M) |
| 1. **Alteration/Expansion (affected areas/cost only**) | Same as the original application |
| **2.Subdivision and Condominium Projects (under P.D.957)** |  |
| 1. Subdivision Projects |  |
| 1. Approval of Subdivision Plans( including townhouses) |  |
| 1. Preliminary Approval and Location Clearance(PALC)/Preliminary Subdivision Development Plans(PSDC) |  |
| * Processing Fee | PHP 360.00/ha. or a fraction thereof |
| * Inspection Fee | PHP 1, 500.00/ha. regardless of density |
| 1. Final approval and Development Permit |  |
| * Processing Fee | PHP 2, 880.00 /ha. regardless of density |
| Additional Fee on Floor Area of Housing Component | PHP 3.00/sq.m. |
| * Inspection Fee | PHP 1, 500.00/ha. regardless of density |
| 1. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 1. Certificate of Registration Processing Fee |  |
| * Processing Fee | PHP 2,880.00 |
| 1. License to Sell |  |
| * Processing Fee | PHP 216.00 /saleable lot |
| * Additional Fee on Floor Area of Housing Component | PHP 14.40/sq.m |
| * Inspection Fee | PHP 1, 500.00/ha. regardless of density |
| 1. Certificate of Completion |  |
| * Certificate Fee | PHP 216.00 |
| * Processing Fee |  |
| * Inspection Fee | PHP 1, 500.00/ha. regardless of density |

**2. Issuance of Maps**

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

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| **Office of Division** | Municipal Planning and Development Office (MPDO) | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | General Public | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| Letter Request of Client | | | Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in logbook | | 1. Interview Client | | None | 1 minute | *Municipal Planning and Development Staff*  Municipal Planning and Development Office |
| 2. Submit request for data/documents availability | | 2. Assessment of request | | None | 10 minutes | *Municipal Planning and Development Staff*  Municipal Planning and Development Office |
|  | | 2.2. Print the requested document/map | | None | 5 minutes | *Municipal Planning and Development Staff*  Municipal Planning and Development Office |
| 3. Pay corresponding fee | | 3. Issue Official Receipt | | PHP 50.00 | 5 minutes | *Administrative Aide IV*  *Municipal Treasurer’s Office* |
| 4. Present the Official Receipt | | 4. Issue Printed documents | | None | 3 minutes | *Municipal Planning and Development Staff*  Municipal Planning and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **24 MINUTES** | |

**3. Issuance of Certificate of Review to Barangay related Plans**

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

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

**OFFICE OF THE**

**MUNICIPAL CIVIL REGISTRAR**

**EXTERNAL SERVICE**

1. **Issuance of Application for Marriage License**

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Unmarried persons of legal age / widow / widower / Annulled / Divorced | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. CENOMAR (Certificate of No Marriage) – (1 original  and 1 photocopy)  2. PSA Issued Birth Certificate (1 photocopy) or  MCR Issued Birth Certificate (1 Photocopy)   1. Parental Consent Form for 18-20 yrs. Old Applicant (2 original copy) 2. Parental Advice Form for 21-24 yrs. Old Applicant (2 original copy)   5. Pre-marriage counselling certificate (1 original copy)  For Widow or Widower   1. Death Certificate   For Foreigner   1. Legal Capacity to Contract marriage ( 1 original copy) 2. Decree of Divorce (1 set Certified True Copy)   For Annulled Applicant   1. Decree of Annulment (1 Set Certified True Copy) 2. Certificate of Finality (1 Original Copy) | | | Philippine Statistics Authority (PSA)  Philippine Statistics Authority (PSA)  Municipal Civil Registrar Office (MCR)  Municipal Civil Registrar Office (MCR)  Municipal Civil Registrar Office (MCR)  Municipal Social Welfare Office (MSWO)  Philippine Statistics Authority (PSA) or  Municipal Civil Registrar Office (MCR)  Respective Embassy    Foreign Court  Regional Trial Court  Regional Trial Court | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. Provide Marriage License Application Form | | NONE | 3 min | *Administrative Aide IV*  Municipal Civil Registrar Office |
| 1. Accomplish and submit   the application form | | 1. Review the authenticity and veracity of the required documents   2.2 Prepare and type the application form | | NONE  None | 10 mins  30 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar Office  *Administrative Aide IV*  Municipal Civil Registrar Office |
| 1. Sign Marriage Application Form | | 3. Subscribe Marriage License Application Form | | NONE | 5 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar Office |
| 1. Pay the corresponding fees | | 4.Issue Official Receipt | | Application fee  PHP 148.00  Marriage License Fee  PHP 2.00    Marriage  Counselling fee PHP100.00 | 7 minutes | *Admin. Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt | | 1. Receive and record Official   Receipt  5.2. Advice the client to  comeback after the (10)  calendar days posting  period  5.3. Post the Notice of  Application for Marriage  license | | None  None  None | 5 minutes  2 minutes  2 minutes  (10 Calendar days posting period) | *Administrative Aide IV*  Municipal Civil Registrar Office  *Municipal Civil Registrar*  Municipal Civil Registrar Office  *Administrative Aide IV*  Municipal Civil Registrar Office |
| 1. Receive the marriage license together with the attached required documents | | 7. Issue the marriage license to the client | | NONE | 30 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar Office |
| **TOTAL PROCESSING TIME** | | | | | **10 DAYS, 1 HOUR, 34 MINUTES** | |

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

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

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| **Office of Division** | | Office of the Municipal Civil Registrar | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | |
| **Who may Avail:** | | Owner of document or his/her authorized representative | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Valid ID – One (1) photocopy 2. Driver’s License 3. Voter’s ID/Certification 4. Passport 5. Philhealth ID 6. SSS Issued Unified Multi-purpose ID 7. GSIS Issued Unified Multi Purpose ID 8. Senior Citizen ID 9. National ID 10. Pag-ibig ID   IF NOT THE OWNER  Authorization letter with both (any) valid ID of the owner and the representative (1 original copy) | | | Land Transportation Office (LTO)  Commission on Election (COMELEC)  Department of Foreign Affairs (DFA)  Philippine Health Insurance Corporation (PHIC)  Social Security System (SSS)  Government Service Insurance System (GSIS)  Office of the Senior Citizens Affairs (OSCA)  Philippine Statistics Authority (PSA)  Development Mutual Fund Office  Applicant | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s log book | 1.Interview the client  1.2. Verify the requested document and if intact, prints a copy of the document | | | NONE  NONE | 3 minutes  15 minutes | *Administrative Aide IV*  Municipal Civil Registrar Office  *Municipal Civil Registrar*  Municipal Civil Registrar Office |
| 1. Pay the prescribed fee | 2.Issue Official Receipt | | | For Local  PHP 55.00  For Abroad  PHP 120.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present the Official Receipt Copy and Receive Certified copy of the documents | 4. Record Official Receipt in the log book  4.2. Release the Document to the client | | | NONE | 1 minute  10 minutes | *Administrative Aide IV*  Municipal Civil Registrar Office  *Municipal Civil Registrar*  Municipal Civil Registrar Office |
| **TOTAL PROCESSING TIME** | | | | | **34 MINUTES** | |

**3. Delayed Registration of Birth, marriage and death certificates**

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Owner of document or his/her authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| For Birth:  1 .Negative Certification of birth (2 photocopies)  2. Baptismal certificate (1 photocopy)  3. Voter’s Record (1 photocopy)  4. Marriage certificate of registrant and parents  (1 photocopy each)  5. School record (1 photocopy)  6. Joint Affidavit of two (2) disinterested persons  (2 original copy) | | | Philippine Statistics Authority (PSA)  Religious affiliation  Commission On Election (COMELEC)  Philippine Statistics Authority (PSA)  or  Municipal. Civil Registrar Office (MCRO)  School / Institution attended  Notary Public | | | |
| For death:  1. Negative Certification of Death (1 photocopy)  2. Death Certificate (1 photocopy)  3. Joint affidavit of two (2) disinterested persons (2  original copies)  4. Cert. of Burial rites from church (1 photocopy) | | | Philippine Statistics Authority (PSA)  Rural Health Unit (RHU)  Notary Public/PAO    Religious affiliation | | | |
| For marriage:  1. Negative Certification of Marriage (2 photocopies)  2. Marriage Contract (2 photocopies)  3. Joint affidavit of two (2) disinterested persons (2  Original Copies)  4. Affidavit of solemnizing officer (2 Original Copies)  5. Affidavit of husband and wife (2 Original Copies) | | | Philippine Statistics Authority (PSA)  Religious Affiliation or Mayor’s Office or Municipal Circuit Trial Court (MCTC)  Notary Public  Notary Public  Notary public | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s log book | | 1. Provide prescribed form to client | | NONE | 3 minutes | *Administrative Aide IV* Municipal Civil Registrar Office |
| 1. Accomplish and submit the prescribed form | | 1. Receive the accomplished prescribed form for evaluation    1. Encode the given entries to the system    2. Print out prescribe form | | NONE  NONE  NONE | 10 minutes  30 minutes  5 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Registrar’s Office  *Municipal Civil Registrar*  Municipal Registrar’s Office  *Municipal Civil Registrar*  Municipal Registrar’s Office |
| 1. Review and affix signature on the printed form | | 1. Receive document and advices client to come back after the ten (10) days calendar posting period    1. Post Notice of Delayed Registration | | NONE  None | 3 minutes  3 minutes  (10 Calendar days posting period) | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Registrar’s Office  *Municipal Civil Registrar*  Municipal Registrar’s Office |
| 1. Pay prescribed fees | | 1. Issue Official Receipt | | PHP 300.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer |
| 1. Receive the registered document | | 1. Record Official Receipt and releases the document | | NONE | 15 minutes | *Municipal Civil Registrar*  Municipal Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **DAYS , 1 HOUR, & 14 MINUTES** | |

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

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Owner of document or his/her authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| For birth:  1. Certificate of Live Birth duly accomplished and  signed by proper parties (4 original copies)  For marriage:  1. Certificate of Marriage duly accomplished and  signed by the proper parties (4 original copies) | | | Municipal Civil Registrar Office  Municipal Civil Registrar Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1.Provide prescribed form to client to supply the information needed | | NONE | 45 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Fill out Prescribe form and submit documents | | 2. Enter data in the system and print.  2.2. Register the document on the registry book | | NONE  NONE | 15 minutes  10 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 3. Pay the corresponding fees | | 3.Issue official receipt | | PHP 55.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 4. Received the registered document | | 4. Issue the registered document to the client | | None | 15 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOUR & 30 MINUTES** | |

**5. Registration of Death Certificate (Timely Registration)**

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizens | | | | | |
| **Who may Avail:** | Surviving spouse/immediate family | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Death Certificate duly accomplished and signed by proper  parties (4 original copies) | | | Municipal Civil Registry Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client Log book | | 1. Provide prescribed form to  client to supply information  needed | | NONE | 15 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Fill out Form and Submit the accomplished death certificate information form | | 2. Encode the information  provided and print the  document | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Sign the print out document | | 3. Advice the client to proceed  to RHU and Embalmer for  signature | |  | 3 minutes | *Municipal Health Officer*  Rural Health Unit |
| 1. Pay the required fees | | 4. Issue Official Receipt | | Burial permit fee  PHP 100.00  Transfer of Cadaver/re-open of the tomb  PHP 100.00  Death cert. fee PHP  55.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt and Receive the death certificate | | 4. Record Official receipt in the  Log book  4.2. Issue the registered death certificate to the client | | None  None | 5 minutes  10 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR & 23 MINUTES** | |

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

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Owner of document or his/her authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Court Decree/order (3 sets Certified True Copy)  2. Certificate of Finality (3 original copies)  3. Certificate of Registration of Court Decree (3  original copies)  4.Certificate of Authenticity (3 original copies) | | | Regional Trial Court (RTC)  Regional Trial Court (RTC)  Municipal Civil Registrar Office  (MCRO)  Municipal Civil Registrar Office (MCRO) or Regional Trial Court (RTC) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client Log book | | 1. Provide information sheet | | NONE | 5 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Present the required documents | | 2. Evaluate and prepare the corresponding document to be annotated based on the court decision. | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3. Issue Official Receipt | | Local  PHP 55.00  Abroad PHP 120.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt and Receive the annotated document | | 4. Record the Official Receipt  4.2. Release the owner's annotated copy and endorse a copy to Phil. Statistics Authority, Q. City for the issuance of an annotated copy in Security Paper (SECPA) | | NONE  NONE | 1 minute  15 mins | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar Office  *Municipal Civil Registrar*  Municipal Civil Registrar Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOUR, & 11 MINUTES** | |

**7. Legitimation of a Natural Child (RA 9858)**

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Biological Parents | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Certificate of Live Birth (2 photocopy)  2. Marriage Cert. of parents (2 photocopy)  3. Cert. of No Marriage (CENOMAR) (2 photocopy)  4. Affidavit of Legitimation (2 photocopy) | | | Philippine Statistics Authority (PSA)  Philippine Statistics Authority (PSA)  Philippine Statistics Authority (PSA)  Notary Public/PAO | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client Log book | | 1. Provide information sheet | | NONE | 5 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Present the required supporting documents | | 2. Review as to the completeness of the documents and prepares for the annotation of the birth certificate of the child | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3.Issue Official Receipt | | PHP 500.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and   Receive the annotated document | | 4. Record OR    4.1 Release the annotated owner's copy and endorse a separate copy to PSA, Q. City for the issuance of an annotated birth certificate of the child in Security Paper (SECPA) | | NONE  NONE | 3 minutes  15 minutes | *Administrative Aide IV*  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOUR & 13 MINUTES** | |

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

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen (G2C) | | | | | |
| **Who may Avail:** | Mother/child/guardian | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Certificate of Live Birth of the child (4 photocopy)  2. Certificate of Live Birth of the Child (4 original copies)  3. Affidavit to Use the Surname of the Father (3 original copy)  4. Any two of the following documents: showing the paternity  between father and child  \* Private handwritten instrument (2 original copy)  \*Affidavit of Admission of Paternity ( 2 original copies) | | | Philippine Statistics Authority (PSA)  Municipal Civil Register Office (MCRO)  Notary Public or Municipal Civil Registrar Office (MCRO)  Applicant  Notary Public | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. Provide information sheet | | NONE | 5 minutes | *Administrative Aide IV*  Municipal Civil Registrar’s Office |
| 1. Present supporting documents | | 2. Review for the completeness of the documents and prepares for the annotation of the birth certificate of the child | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3. Issue Official Receipt | | PHP 100.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt and receive the annotated document | | 4. Record Official receipt and release the owner's copy and endorses a separate copy to Philippine Statistics Authority, Q. City. | | NONE | 30 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOUE & 25 MINUTES** | |

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

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | Owner of the document or his/her duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1.Negative Certification (birth, death and marriage) (2 photocopy)  2. Present any Valid ID (1 photocopy)  a. Driver’s license  b. Voter’s ID/Certification  c. GSIS Issued Unified Multi-Purpose ID  or SSS Issued Unified Multi-Purpose  ID  d. National ID  e. Senior Citizens’ ID  f. Philhealth ID  g. Pag-Ibig ID  h. Passport  IF NOT THE OWNER   1. Authorization letter attached with 1valid ID photocopy of the owner and the representative | | | Philippine Statistics Authority (PSA)  Land Transportation Office (LTO)  Commission On Election (COMELEC)  Government Insurance System (GSIS)  Social Security System (SSS)  Philippines Statistics Authority (PSA)  Municipal Social Welfare Office (MSWO)  Philippine Health Insurance Corporation (PHIC)  Pag-ibig Office  Department of Foreign Affairs (DFA)  Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | None | | NONE | 3 minutes | *Administrative Aide IV*  Municipal Civil Registrar’s Office |
| 1. Present the document for endorsement | | 2. Prepare the civil registry document for endorsement | | NONE | 30 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3.Issue Official receipt | | PHP 155.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt and receive the document | | 4.Record official receipts and release the document to be transmitted to PSA, Q. City for the issuance of a civil registry document in Security Paper (SECPA) | | NONE | 20 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSINGTIME** | | | | | 1. **MINUTES** | |

**10. Issuance of Supplemental Report**

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Owner of the document or his/her duly representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Affidavit for Supplemental Report (3 original copy) | | | Notary Public | | | |
| For birth:  1. Certificate of Live Birth (2 photocopy)  2. Baptismal certificate (2 photocopy)  3. Voter Reg. Record (2 photocopy)  4. School Records (2 photocopy) | | | Philippine Statistics Authority (PSA)  Religious affiliation  Commission on Election (COMELEC)  School/Institution attended | | | |
| For death:   1. Certificate of Death (2 photocopy)   2. Church certification (2 photocopy)  3. Baptismal certificate (2 photocopy)  4. Voter’s record of the deceased (2 photocopy)  For Marriage:   1. Certificate of Marriage (2 photocopy) 2. Birth certificate (2 photocopy) 3. Baptismal certificate (2 photocopy) 4. Voter’s record (2 photocopy) | | | Philippine Statistics Authority (PSA)  Religious affiliation  Religious affiliation  Commission on Election (COMELEC)  Philippine Statistics Authority (PSA)  Philippine Statistics Authority (PSA)  Religious Affiliation  Commission on Election (COMELEC) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. None | | NONE | 3 minutes | *Administrative Aide IV*  Municipal Civil Registrar’s Office |
| 1. Present the affected civil registry document | | 2. Review the document and prepare for the supplemental report of the affected civil registry document | | NONE | 45 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3. Issue Official Receipt | | PHP 100.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and receives the document | | 4. Record Official receipt and release owner's copy and endorse a separate copy to PSA, San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA)with marginal annotation | | NONE | 15 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **HOUR & 8 MINUTES** | |

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

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

a. correct clerical or typographical errors in any entry

b. change of first name or nickname in the civil registry office without a need of judicial order. However, any petition to correct error

that would subsequently change the nationality, age, status of a person is not allowed and must be filed

with the proper court.

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | Owner of the document or his/her authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| For Change of first name:   1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. NBI Clearance (3 photocopy) 4. Police Clearance (3 photocopy)   5. Baptismal Certificate (3 photocopy)  6. Voter Registration Record (3 photocopy)  7. Driver's License (3 photocopy)  8. For employed applicant   1. Employer's Clearance with no pending criminal /administrative case (3 photocopy)   For unemployed applicant  1. Affidavit of unemployment (3 photocopy)  9. Marriage Certificate (3 photocopies)  10. Birth record of descendants (3photocopy)  11. School records (3 photocopy)  12. Passport (3 photocopy)  13. Affidavit of Publication with newspaper clipping (3 original copies) | | | Philippine Statistics Authority (PSA)  Municipal Civil Registrar Office (MCR)  National Bureau of Investigation (NBI)  Philippine National Police (PNP)  Religious affiliation  Commission on Election (COMELEC)  Land Transportation Office (LTO)  Human Resource Officer  Notary Public  Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO)  Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO)  Department of Education (DepEd)  Department of Foreign Affairs(DFA)  Newspaper publisher | | | |
| For Correction of Clerical Error:   1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. Baptismal Certificate (3 photocopy) 4. Voter’ Registration Record (3 photocopy) 5. Police Clearance (3 photocopy) 6. School Records (3 photocopy) 7. Marriage Certificate (if married) (3 photocopy) 8. Birth Records of Descendants / Siblings (3 Photocopy) 9. Driver’s License (3 photocopy) 10. SSS Record / ID (3 photocopy) 11. GSIS Record (3 photocopy) 12. Philhealth ID (3 photocopy) 13. Passport (3 photocopy) | | | Philippine Statistics Authority  Municipal Civil Registry Office  Religious affiliation  Commission on Election (COMELEC)  Philippine National Police (PNP)  Department of Education (DepEd)  Municipal Civil Registry Office (MCRO)  Municipal Civil Registry Office (MCRO)  Land Transportation Office (LTO)  Social Security System (SSS)  Government Service Insurance System (GSIS)  Philippine Health Insurance Corporation (PHIC)  Department of Foreign Affairs (DFA) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. None | | NONE | 3 minutes | *Admin. Aide IV*  *Local Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Present the supporting documents for review | | 1. Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Accomplish petition form | | 1. Prepare and print the accomplished petition form together with the supporting documents | | NONE | 60 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fees | | 1. Issue Official Receipt | | CFN  PHP 3,000.00  Migrant petition –  PHP 1000.00  CCE  PHP 1,000.00  Migrant petition  PHP 500.00 | 5 minutes | *Admin. Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official receipt and sign Petition Form | | 1. Record Official Receipt in the Log Book.    1. Subscribe the petition form | | NONE  NONE | 5 minutes  5 minutes | Administrative Aide IV  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
|  | | For CCE: Advice the client to come back after the ten (10) days posting period  Post Notice of Posting | | NONE  NONE | 2 minutes  3 minutes  (10 Calendar Days posting period) | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
|  | | FOR CFN: Advice the client to come back after the two (2) consecutive weeks of publication in a newspaper of general circulation | | NONE | 2 minutes  (14 days  PUBLICATION PERIOD) | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Receive petition with decision to be mailed to PSA, Quezon City | | 1. For CCE: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period | | NONE | 45 minutes | *Municipal Civil Registrar* Municipal Civil Registrar’s Office |
|  | | For CFN: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period and the publication of two (2) consecutive weeks in a newspaper of general circulation. CFN and CCE are officially transmitted to Legal Division, PSA, Quezon City for affirmation/decision. | | NONE | 45 minutes | *Municipal Civil Registrar* Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | 1. **DAYS, 3 HOURS & 40 MINUTES** | |

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

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Owner of the document | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| For Correction of sex:   1. PSA Issued Birth Certificate (3 photocopy) 2. MCRO Issued Birth Certificate (3 photocopy) 3. Medical Certification (Government Accredited Physician) (3 original copies) 4. Certificate of Authenticity (3 original copies) 5. Medical Record (3 photocopies) 6. NBI Clearance (3 photocopies) 7. Police Clearance (3 photocopies) 8. Baptismal Certificate (3 photocopies) 9. Voter’s Registration Record (3 photocopies) 10. Driver’s License (3 photocopies) 11. Birth record of descendants (3 photocopies) 12. School Records (3 photocopies) 13. Passport (3 photocopies) 14. Affidavit of Publication with newspaper clipping (3 original copies)   IF EMPLOYED   1. Employer’s Clearance with no pending criminal / administrative case (3 photocopies)   IF UNEMPLOYED   1. Affidavit of unemployment (3 photocopies)   IF NO MEDICAL RECORD   1. Affidavit of No Medical record-three (3 photocopies)   IF MARRIED  1. Marriage Certificate (3 photocopies) | | | Philippines Statistics Authority (PSA)  Municipal Civil Registrar Office (MCRO)  Municipal Health Office (MHO) or  Provincial Health Office (PHO)  Municipal Civil Registrar Office (MCRO)  Hospital / Clinic  National Bureau of Investigation (NBI)  Philippine National Police (PNP)  Religious affiliation  Commission on Election (COMELEC)  Land Transportation Office (LTO)  Philippine Statistics Authority (PSA) or  Municipal Civil registry Office (MCRO)  Department of Education (DepED)  Department of Foreign Affairs (DFA)  Newspaper publisher  Human Resource Office  Notary Public  Notary Public  Philippine Statistics Authority (PSA) or  Municipal Civil registry Office (MCRO) | | | |
|  | | |  | | | |
| For Correction of day and month of the date of birth:   1. PSA issued Birth Certificate (3 photocopies) 2. MCRO issued Birth Certificate (3 photocopies) 3. Baptismal Certificate (3 photocopies) 4. Voter’s Registration Record (3 photocopies) 5. Police Clearance (3 photocopies) 6. School Records (3 photocopies) 7. Marriage Certificate (3 photocopies)   3 VALID ID (3 photocopies)  \* Driver's License  \* SSS record/ID  \* GSIS UMID ID  \* Philhealth ID   1. Medical record (3 photocopies)   \* If no medical record: Affidavit of no medical record (3 photocopies)  10. Affidavit of Publication with newspaper clipping (3 photocopies) | | | Philippine Statistics Authority (PSA)  Municipal Civil Registry Office (MCRO)  Religious affiliation  Commission on Election (COMELEC)  Philippine National Police (PNP)  Department of Education (DepEd)  Philippine Statistics Authority (PSA)  Land Transportation Office (LTO)  Social Security System(SSS)  Government Service Insurance System (GSIS)  Philippine Health Insurance Corporation(PHIC)  Hospital/Clinic  Notary Public  Newspaper publisher | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. None | | NONE | 3 minutes | *Admin. Aide IV*  *Local Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Present the supporting documents for evaluation/review | | 2. Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner | | NONE | 45 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Fills up petition form | | 3. Prepare and print the accomplished petition form together with the supporting documents | | NONE | 60 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fees | | 4. Issue Official Receipt | | CCE  PHP 3000.00  Migrant petition  PHP 1000.00 | 5 minutes | *Admin. Aide IV*  Municipal Treasurer’s Office |
| 1. Present Official Receipt AND SIGN PETITION FORM | | 5. Record Official Receipt on the Log Book.  5.2. Subscribe the petition form      5.3 Advice client to come back after the ten(10) calendar days posting period and two (2) consecutive weeks of publication in a newspaper of general circulation | | NONE  NONE  NONE | 5 minutes  3 mins  3 minutes  (10 calendar days posting and 2 consecutive weeks publication) | Administrative Aide IV  Municipal Civil Registrar’s Office  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office  *Mun. Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Receive petition with decision to be mailed to PSA, Quezon City | | 6. Render decision and release the petition to be officially transmitted to Legal Division, PSA, Quezon City for affirmation of the petition. (within 5 days) | | NONE | 45 minutes | *Mun. Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | **24 days, 2 hour & 49 minutes** | |

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

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

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| **Office of Division** | Office of the Municipal Civil Registrar | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen (G2C) | | | | | |
| **Who may Avail:** | Owner of the document or his/her duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Civil registry documents (Birth, Death and Marriage) (3 photocopies) 2. Decision of the Civil Registrar General (1 original copy and 2 photocopies) 3. Certificate of Finality (3 original copy) | | | Philippine Statistics Authority (PSA) / Municipal Civil Registry Office (MCRO)  Philippine Statistics Authority (PSA)  Municipal Civil Registrar Office (MCRO) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register on the client’s Log book | | 1. None | | NONE | 3 minutes | *Administrative Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Present the affected civil registry document | | 2.Review the document and prepares for the affected civil registry document | | NONE | 45 minutes | *Admin. Aide IV*  *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| 1. Pay the required fee | | 3.Issue Official Receipt | | PHP 55.00 | 5 minutes | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 1. Present OR and receive the document | | 4.Record OR and releases owner's copy and endorse a separate copy to PSA, San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA)with marginal annotation | | NONE | 15 minutes | *Municipal Civil Registrar*  Municipal Civil Registrar’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR AND 8 MINUTES** | |

**OFFICE OF THE**

**MUNICIPAL ASSESSOR**

**EXTERNAL SERVICE**

1. **Issuance of Tax Declaration (Transfer of Ownership)**

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 2 photocopies of Transfer Certificate of Title  2. 2 photocopies of Registered Deed of  Conveyance  3. 2 photocopies of Certificate Authorizing  Registration (CAR) 4. 1 photocopy of Certificate of Tax Clearance  5. 1 photocopy of Certification of Transfer Fee  6. 1 photocopy of Tax Declaration  Additional requirements if transacted by  representative  7. 1Photocopy of valid ID of representative  8. 1 Original/photocopy Special Power of  Attorney or Authorization letter | | | Register of Deeds  Register of Deeds  Bureau of Internal Revenue (BIR)  Mun. Treasurer’s Office  Provincial Treasurer’s Office  Mun. Assessor’s Office  Applicant  Notary Public/Property owner | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | | None | 5 mins. | *Municipal Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 2. Submit requirements | | 2. Verify ORF and  Review the completeness of the documents | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.2 Prepare new FAAS, Tax Declaration and Notice of Assessment | | None | 20 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.3 Draw the sketch of the lot on the FAAS and sign the document | | None | 15 mins. | *Admin. Aide IV*  Assessor’s Office |
| None | | 2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 3. Pay the corresponding  fee | | 3. Receive payment and Issue receipt | | PHP 100.00 | 15 mins | *Admin. Aide IV*  Treasurer’s Office |
| 4. Present Official Receipt and  Receive the prepared new FAAS  and Tax declaration | | 4. Receive & logbook OR number  4. 2. Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared new FAAS and Tax Declaration | | None  None | 5 mins.  10 minutes | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office  *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR AND 40 MINUTES** | |

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

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 2 photocopies of Transfer Certificate of Title (if titled)  2. 2 photocopies of Registered Deed of Conveyance  3. 2 photocopies of Certificate Authorizing Registration  (CAR) 4. 1 photocopy of Certificate of Tax Clearance  5. 1 photocopy of Certification of Transfer Fee  6. 2 (blueprint or photocopy) copies of Approved  subdivision plan  7. 1 Photocopy of Tax Declaration  Additional requirements if transacted by representative  8. 1Photocopy of any valid ID of representative  9. 1 Special Power of Attorney or Authorization letter | | | Register of Deeds  Register of Deeds  Bureau of Internal Revenue (BIR)  Mun. Treasurer’s Office  Provincial Treasurer’s Office  Geodetic Engineer  Mun. Assessor’s Office  Applicant  Notary Public/Property Owner | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | | None | 5 mins. | *Mun. Assessor*    *Admin. Aide IV*  Assessor’s Office |
| 1. Submit requirements | | 2. Verify Ownership Record Form (ORF) and review all the submitted documents | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.2 Plot the subdivision and assign new PIN on the Tax Map Control Roll (TMCR) | | None | 15 mins. | *Mun. Assessor*    Assessor’s Office |
| None | | 2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment | | None | 20 mins./Lot | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.4 Draw the sketch of the lot on the FAAS and sign the document | | None | 15 mins./Lot | *Admin. Aide IV*  Assessor’s Office |
| None | | 2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 3. Pay the corresponding fee | | 3. Receive payment and Issue receipt | | PHP 100.00  per Lot | 15 minutes | *Admin. Aide IV*  Treasurer’s Office |
| 4. Present Official Receipt and Receive  the prepared new FAAS and Tax  declaration | | 4. Receive & Logbook OR number  4.2 Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared documents | | None  None | 5 mins.  10 mins | *Admin. Aide IV* Mun. Assessor  *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR & 55 MINUTES / Lot** | |

1. **Issuance of Tax Declaration (Based on Approved Subdivision Plan/ Approved Consolidation**

**Plan/Approved Consolidation-Subdivision Plan)**

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. 2 (blueprint/photocopy) copies of Approved Subdivision  Plan/Approved Consolidation Plan/Approved Consolidation-  Subdivision Plan  2. 2 photocopies of Deed of Conveyance  3. 1 photocopy of Certificate of Tax Clearance  4. 1 photocopy of Certified True Copy of Tax Declaration  Additional requirements if transacted by representative  5. 1 Photocopy of any valid ID of representative  6. 1 (original/photocopy) Special Power of Attorney or Authorization  Letter | | | | Geodetic Engineer  Notary Public  Mun Treasurer’s Office  Mun. Assessor’s Office  Applicant  Notary Public/ Property Owner | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | None | | 5 mins. | *Mun. Assessor*  *Admin. Aide IV*  *Municipal Assessor’s Office* |
| 1. Submit required documents | | 2. Verify from the Ownership Record Form (ORF) and review submitted documents | None | | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  *Municipal Assessor’s Office* |
| None | | 2.2 Plot the Approved Plan and assign new PIN on the Tax Map Control Roll (TMCR) | None | | 10 mins. | *Mun. Assessor*  *Admin. Aide IV*  *Municipal Assessor’s Office* |
| None | | 2.3 Prepare new FAAS, Tax Declaration and Notice of Assessment | None | | 20 mins./ lot | *Mun. Assessor*  *Admin. Aide IV*  *Municipal Assessor’s Office* |
| None | | 2.4 Draw the sketch of the lot on the FAAS & sign the document | None | | 10 mins ./ Lot | *Admin. Aide IV* Assessor’s Office |
| None | | 2.5 Review and sign the new FAAS, Tax Declaration and Notice of Assessment | None | | 10 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 1. Pay the corresponding  fee | | 3. Receive payment and Issue receipt | PHP 100.00 per Lot | | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 1. Present OR and receive the prepared documents. | | 4. Record Official Receipt Number in Logbook, release the prepared documents  5. Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared new FAAS and Tax Declaration | None  None | | 5 mins.  10 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office  Municipal Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR & 40 MINUTES / Lot** | |

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

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative, requesting public | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. 1 Photocopy of any valid ID of owner/requesting public  Additional requirements if transacted by representative  2. 1 Photocopy of valid ID of representative  3. 1 original/photocopy of Special Power of Attorney or Authorization  Letter | | | | Applicant  Applicant  Notary Public/Property Owner | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | None | | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | | 1.1 Verify from the ownership Record Form (ORF) | None | | 5 mins | *Admin. Aide IV* Assessor’s Office |
| None | | 1.2 Prepare Certification | None | | 10 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 1.3 Review and sign the prepared Certification | None | | 10 mins. | *Mun. Assessor*  Assessor’s Office |
| 2. Pay the corresponding fee | | 2. Receive payment and Issue receipt | PHP 100.00  Per Certification | | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 3. Present Official Receipt and  Receive certification | | 3. Record the Official Receipt Number in the Logbook and  Issue certification | None | | 10 minutes | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **55 MINUTES** | |

1. **Issuance of Certified Copy of Tax Declaration**

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

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| **Office of Division** | | Office of the Mun. Assessor | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | Government to Citizen | | | | |
| **Who may Avail:** | | All Property Owners or duly authorized representative | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. 1 Photocopy of any valid ID of Owner  Additional requirements if transacted by representative  2. 1 Photocopy of any valid ID of representative  3. 1 original/photocopy of Special Power of Attorney or  Authorization letter | | | | Applicant  Applicant  Notary Public  Property Owner | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Fill- up request slip |  | | None | | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | 1. Verify from the ownership Record Form (ORF) | | None | | 10 mins | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | 1.2. Prepare Certified True Copy of TD | | None | | 5 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | 1.3 Review and sign the prepared Certified copy | | None | | 5 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 2. Pay the corresponding fee | 2.Receive payment and Issue receipt | | PHP 100.00  Per Certified Copy | | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 3. Present Official Receipt and  Receive the certified copy | 3. Record the Official Receipt Number in the Logbook and Issue certified copy | | None | | 10 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **50 MINUTES** | |

1. **Issuance of Tax Declaration (Reclassification)**

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 1 original Letter request  2. 1 original/photocopy of Certificate of Tax Clearance  3. 1 original/photocopy of Certified true copy of Tax  Declaration  Additional requirements if transacted by representative  4. 1 Photocopy of any valid ID of representative  5. 1 original/photocopy of Special Power of Attorney or  Authorization letter | | | Property Owner  Mun. Treasurer’s Office  Mun. Assessor’s Office  Applicant  Notary Public/Property owner | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 2. Submit requirements | | 2. Verify from the ownership Record Form (ORF) and Review Letter request | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.1 Conduct onsite ocular inspection | | None | 1 day | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.2 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment | | None | 20 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.3 Draw the sketch of the lot on the FAAS & sign the document | | None | 10 mins. | *Admin. Aide IV* Assessor’s Office |
| None | | 2.4 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*  Assessor’s Office |
| None | | 2.5 Prepare and sign Endorsement Letter to the Prov. Assessor for approval | | None | 10 mins. | *Mun. Assessor*  Assessor’s Office |
| 3. Pay the corresponding fee | | 3. Receive payment and Issue Official Receipt | | PHP 200.00 | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 4. Present Official Receipt and Receive  the prepared documents | | 4. Record the Official Receipt Number in the Logbook  4.2 Issue prepared documents and Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared new FAAS and Tax Declaration | | None  None | 5 mins.  10 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office    *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 DAY 1 HOUR & 45 MINUTES** | |

1. **Issuance of Vicinity Map**

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly Authorized Representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 1 Photocopy of any valid ID of Owner  Additional requirements if transacted by representative  2. 1 Photocopy of any valid ID of representative  3. 1 original/photocopy of Special Power of Attorney or  Authorization letter | | | Applicant  Applicant  Notary Public  Property Owner | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| ‘1. Fill- up request slip | | 1. None | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | | 1.2 Verify from the ownership Record Form (ORF) | | None | 5 mins | *Mun. Assessor*    *Admin. Aide IV* Assessor’s Office |
| None | | 1.3 Prepare and sign the Vicinity Map | | None | 15 mins. | *Admin. Aide IV* Assessor’s Office |
| 2. Pay the corresponding fee | | 2. Receive payment and  Issue receipt | | PHP 100.00  per  Vicinity map | 15 mins. | *Maribel Racca*  *Admin. Aide IV*  Treasurer’s Office |
| 3. Present Official Receipt and  Receive the Vicinity Map | | 3. Record Official Receipt in the Logbook and Issue Vicinity Map | | None | 5 mins. | *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **45 MINUTES** | |

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

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 1 original Letter request  2. 2 photocopies of Original Certificate of Title  3. 2 Affidavit of Conformity of Declared Owner in Tax  Declaration  4. 1 Certified True Copy Tax Declaration  5. 1 original/photocopy of Certificate of Tax Clearance  Additional requirements if transacted by representative  6. 1 Photocopy of any valid ID of representative  7. 1 original/photocopy of Special Power of Attorney or  Authorization letter | | | Property Owner  Register of Deeds  Notary Public  Mun. Assessor’s Office  Mun. Treasurer’s Office  Applicant  Notary Public  Property owner | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill- up request slip | | 1. None | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| 2. Submit requirements | | 2. Review Letter request and check completeness of the requirements | | None | 10 mins | *Mun. Assessor*    *Admin. Aide IV* Assessor’s Office |
| None | | 2.2 Verify from the ownership Record Form (ORF) | | None | 10 mins. | *Mun. Assessor*    *Admin. Aide IV* Assessor’s Office |
| None | | 2.3 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*    *Admin. Aide IV* Assessor’s Office |
| None | | 2.4 Draw the sketch of the lot on the FAAS | | None | 10 mins. | *Admin. Aide IV* Assessor’s Office |
| None | | 2.5 Review and sign the new FAAS, new Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*  Assessor’s Office |
| None | | 2.6 Prepare and sign Endorsement Letter to the Prov. Assessor for approval | | None | 10 mins. | *Mun. Assessor*  Assessor’s Office |
| 3. Pay the corresponding fee | | 3. Issue Official Receipt | | PHP 100.00 | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 4. Present Official Receipt and Receive  the prepared FAAS and Tax  Declaration | | 4. Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared new FAAS and Tax Declaration | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR AND 35 MINUTES** | |

1. **Issuance of Tax Declaration (Newly Declared Buildings, Machineries/other improvements and Other**

**Structures)**

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

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| **Office of Division** | Office of the Mun. Assessor | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | Government to Citizen | | | | | |
| **Who may Avail:** | All Property Owners or duly authorized representative | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 1 original Letter Request  2. 2 original Copies of duly accomplished Notarized Sworn  Statement of the True Current and Fair Market Value of  Real Properties  3. 1 Photocopy of Building Permit/Certificate of Occupancy  for Building and other Structure  4. 1 original/photocopy of Acquisition Receipt for  Machineries | | | Property Owner  Notary Public  Office of the Municipal Engineer  Merchant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Fill- up request slip | | 1. None | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| 2. Submit requirements | | 2.Review Letter request and check completeness of requirements | | None | 10 mins | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office |
| None | | 2.2 Verify from the ownership Record Form (ORF) where the improvements is erected  2.3 Inform the client to come back after 2 working days | | None  None | 10 mins.  5 mins. | *Mun. Assessor*  *Admin. Aide IV*  Assessor’s Office  *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | | 2.4 Conduct onsite ocular inspection | | None | 1day | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | | 2.5 Prepare new Field Appraisal and Assessment Sheet (FAAS), Tax Declaration and Notice of Assessment | | None | 20 mins. | *Mun. Assessor*    *Admin. Aide IV* Assessor’s Office |
| None | | 2.6 Review and sign the new FAAS, Tax Declaration and Notice of Assessment | | None | 15 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| None | | 2.7 Prepare Endorsement Letter to the Prov. Assessor for approval | | None | 15 mins. | *Mun. Assessor*  Assessor’s Office |
| 2. Pay the corresponding fee | | 2.Issue Official Receipt | | PHP 100.00 | 15 mins. | *Admin. Aide IV*  Treasurer’s Office |
| 3. Present Official Receipt and  Receive the prepared FAAS an  Tax Declaration | | 3.Record the Official Receipt Number in the Logbook and Instruct client to proceed to the Provincial Assessor’s Office for the Approval of the prepared new FAAS and Tax Declaration | | None | 5 mins. | *Mun. Assessor*  *Admin. Aide IV* Assessor’s Office |
| **TOTAL PROCESSING TIME** | | | | | **2 DAYS, 1 HOUR & 40 MINUTES** | |

**OFFICE OF THE**

**MUNICIPAL AGRICULTURIST**

**EXTERNAL SERVICES**

1. **Treatment & Other Services for Livestock**

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

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

1. **Enrolment to the RSBSA Program**

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

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| **Office of Division** | Office of the Municipal Agriculturist | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | All farmers, fisherfolks and livestock raisers | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. RSBSA form (1 original copy) 2. Signed certification from barangay captain and association president if tenant/lessee (1 original copy) or   Tax declaration if owner (1 photocopy)   1. Any government issued ID (1 photocopy)  * SSS ID * Driver’s License * UMID ID * Philhealth ID * SC ID * 4p’s ID * Voter’s ID/Voter’s   Certification   1. 2x2 picture (1 copy) | | | Municipal Agriculture Office (MAO)  Barangay captain  Municipal Assessor’s Office (MAO)  Social Security Services (SSS)  Land Transportation Office (LTO)  Government Service Insurance System (GSIS)  Philhealth Office  Municipal Social Welfare & Development (MSWD)  Municipal Social Welfare & Development (MSWD)  Commission on Election (COMELEC)  Applicant | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | | 1. None | | None | 2 mins. | *Mun. Agriculturist*  *Agri. Technologist*  Municipal Agriculture Office |
| 1. Present documents and provide details | | 2. Accept and verify documents  2.2. Interview the client | | None | 5 mins.  30 mins | *Agri. Technologist*  Municipal Agriculture Office  *Agri. Technologist*  Municipal Agriculture Office |
| 1. Wait for the notice of release | | 3. Uploading of Farmer / fisher folk/livestock to the RSBSA System  3.2. Inform the schedule of release of the RSBSA reference stub | | None  None | 5 days.  2 mins | *RSBSA Encoder*  *Agri. Technologist*  Municipal Agriculture Office |
| 1. Receive the RSBSA Reference Number | | 4. Releasing of RSBSA Stub Copy | | None | 5 mins | *Agri. Technologist*  Municipal Agriculture Office |
| **TOTAL PROCESSING TIME** | | | | | **5 DAYS & 44 MINUTES** | |

1. **Provision of Farm and Fishery inputs**

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

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| **Office of Division** | Office of the Municipal Agriculturist | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | All RSBSA Registered farmers and Fisherfolks | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| RSBSA Reference Number | | | Municipal Agriculture Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | | 1. None | | None | 2 mins. | *Mun. Agriculturist*  *Agri. Technologist*  Municipal Agriculture Office |
| 1. Presentation of RSBSA Stub | | 2. Verify RSBSA Stub and  Interview the client | | None | 10 mins | *Agri. Technologist*  Municipal Agriculture Office |
| 1. Sign the receiving papers/documents | | 3. Assist the Client  3.2 Release stub number | | None  None | 20 mins.  20 mins. | *Agri. Technologist*  Municipal  Agriculture Office  *Agri. Technologist*  Municipal  Agriculture Office |
| 1. Receive inputs | | 4. Release of farm inputs | | None | 30 mins. | *Agri. Technologist*  Municipal Agriculture Office |
| **TOTAL** | | | |  | **1 hour 22 mins.** |  |

1. **Issuance of Animal Health Certification**

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

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| **Office of Division** | Office of the Municipal Agriculturist | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All Municipal Residents | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. RSBSA Reference Number 2. Certificate of Origin (1 original copy) | | | Municipal Agriculture Office  Barangay Hall | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | | 1. None | | None | 2 mins. | *Mun. Agriculturist*  *Agri. Technologist* Municipal Agriculture Office |
| 1. Present stub number and provide details | | 2. Verify the stub number  and Interview the client  2.2. Advise client to proceed  to MTO  2.3. Prepare and sign  documents | | None  None  None | 15 mins  1 min  20 mins. | *Agri. Technologist* Municipal Agriculture Office  *Agri. Technologist* Municipal Agriculture Office  *Agri. Technologist* Municipal Agriculture Office |
| 1. Pay corresponding fee | | 3. Receive payment and  Issue official receipt | | PHP 100.00 | 20 mins | *Municipal Treasurer*  Municipal Treasury Office |
| 1. Present official receipt and receive certification | | 4. Issue of certification | | None | 5 mins | *Agri. Technologist* Municipal Agriculture Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR & 3 MINUTES** | |

1. **Issuance of Farmers & Fisher folk certification**

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

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| **Office of Division** | Office of the Municipal Agriculturist | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | All RSBSA Registered farmers and fisherfolks | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| RSBSA Reference Number | | | Municipal Agriculture Office | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | | 1. None | | None | 2 mins. | *Mun. Agriculturist* Municipal Agriculture Office |
| 1. Present stub number and provide details | | 2. Verify the stub number and  Interview the client  2.2. Advise client to proceed to  MTO  2.3. Prepare and sign  documents | | None  None  None | 15 mins  1 min  20 mins. | *Agri. Technologist* Municipal Agriculture Office  *Agri. Technologist* Municipal Agriculture Office  *Agri. Technologist* Municipal Agriculture Office |
| 1. Pay corresponding fee | | 3. Receive payment and Issue  official receipt | | PHP 50.00 | 20 mins | *Municipal Treasurer*  Municipal Treasury Office |
| 1. Present official receipt and receive certification | | 4. Issue certification | | None | 5 mins | *Agri. Technologist* Municipal Agriculture Office |
| **TOTAL PROCESSING TIME** | | | | | **1 HOUR & 3 MINUTES** | |

1. **Insurance Enrolment**

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

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| **Office of Division** | | Office of the Municipal Agriculturist | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | |
| **Who may Avail:** | | All RSBSA Registered Farmers, Fisherfolks and Livestock raisers | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. RSBSA Reference Number 2. Any government issued ID (1 photocopy)  * SSS ID * Driver’s License * UMID ID * Philhealth ID * SC ID * 4p’s ID * Voter’s ID/Voter’s Certification | | | | Municipal Agriculture Office  Social Security Services (SSS)  Land Transportation Office (LTO)  Government Service Insurance System (GSIS)  Philhealth Office  Municipal Social Welfare & Development (MSWD)  Municipal Social Welfare & Development (MSWD)  Commission on Election (COMELEC) | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client's Log Book | 1. None | | None | | 2 mins. | *Mun. Agriculturist*  *Agri. Technologist*  Mun. Agriculture Office |
| 1. Present stub number and provide details | 2. Verify the RSBSA Stub  2.2. Interview the client | | None  None | | 5 mins  30 mins | *Agri. Technologist* Municipal Agriculture Office  *Agri. Technologist* Municipal Agriculture Office |
| 1. Sign documents | 3. Assist the client and sign  documents  3.2. Inform the client to wait  for the message from the  PCIC  3.3. Submit documents to  PCIC | | None  None  None | | 5 mins  1 min  2 days | *Mun. Agriculturist*  *Agri. Technologist*  Municipal Agriculture Office  *Mun. Agriculturist*  *Agri. Technologist*  Municipal Agriculture Office |
| **TOTAL PROCESSING TIME** | | | | | **2 DAYS & 43 MINUTES** | |

**OFFICE OF THE**

**MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT (MSWD)**

**EXTERNAL SERVICES**

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

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All Qualified Residents | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| For Hospitalization   1. Certificate of Indigency (1 Original Copy) 2. Medical Certificate (1 photocopy) 3. Statement of Account (1 photocopy)  * Promissory Note (1 photocopy) in case the patient is discharged with an outstanding hospital balance   For Medical Assistance  1. Certificate of Indigency (1Original Copy)  2. Medical Certificate (1 photocopy)  3. Doctor’s Prescription (1  photocopy)  For Burial Assistance   1. Certificate of Indigency 2. Death certificate (1 photocopy) 3. Service Contract (1 photocopy) | | | | Barangay Hall  Hospital of Confinement  Hospital of Confinement  Hospital of Confinement  Barangay Hall  Hospital of Confinement  Physician  Barangay Hall  Municipal Civil Registrar  Servicing Funeral Parlour | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up logbook | | 1. Interview client for  assessment and evaluation | None | | 10 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 2. Submit requirements | | 2. Prepare the voucher | None | | 1 day | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 3. Wait for the processing and  approval of voucher | | 3. Submit voucher to Budget  Office, Accounting and  Treasury Office for  processing and signing | None | | 15 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 4. Receive the cash  assistance and sign voucher | | 4. Release payment | None | | 5 mins | *Municipal Treasurer*  Municipal Treasurer’s office |
| **TOTAL PROCESSING TIME** | | | | | **1 day and 30 mins** | |

1. **Issuance of PRE MARRIAGE COUNSELLING CERTIFICATE**

Issued to couple applying for a marriage license

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Couples getting married | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Barangay Clearance (1 Original Copy) 2. LCR Clearance (1 Original Copy) | | | Barangay Hall  Municipal Civil Registrar | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up logbook and present requirements | | 1. Evaluate the documents /  requirements presented by the  applicant | | None | 3 mins. | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Attend PMC session (as scheduled) | | 2. Conduct the PMC Session on  Responsible Parenthood  2.2. Conduct of Family Planning  Session | | None  None | 2 hrs.  2 hrs. | Municipal Social Welfare and Development Officer  Municipal Social Welfare and Development Office  *Nurse II*  Rural Health Unit |
| 1. Pay corresponding fee | | 3. Receive payment and Issue  Official receipt | | PHP 100.00 | 10 mins. | Municipal Treasurer’s Office |
| 1. Present Official Receipt and receive PMC Certificate | | 4. Issue PMC Certificate | | None | 10 mins. | *Social Welfare Assistance*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **4 HOURS AND 23 MINUTES** | |

1. **Issuance of Senior Citizens ID**

This service is issued to Senior Citizens for general purposes.

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All Senior Citizen Residents of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Birth Certificate (1 photocopy) 2. 1x1 ID Picture (2 pieces)   If Birth Certificate is not available   1. Baptismal Certificate (1 Photocopy)   or  Marriage certificate (1 photocopy) | | | Municipal Civil Registrar Office (MCR)  Applicant  Parish Church  Municipal Civil Registrar (MCR) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up Logbook | | 1. Interview for data  gathering | | None | 5 mins | *Social Welfare Assistance*  Municipal Social Welfare and Development Office |
| 1. Present Requirements | | 2. Assess documents | | None | 3 min | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Wait while ID is being prepared | | 3. Prepare and issue ID  Card | | None | 1 day | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **1 DAY and 8 MINUTES** | |

1. **Provision of LIVELIHOOD ASSISTANCE**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All organized People’s Organization | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Properly filled-up Application Form  2. List of Association Members ( 1 Original Copy)  3. Constitution by Laws (1 Photocopy) 4. Barangay Clearance (1 Original Copy)  5. Project Proposal (1 Original Copy)  Additional Requirement for Food Related Business   1. Medical Certificate (1 photocopy) | | | Office of the Association  Office of the Association  Office of the Association  Barangay Hall  Office of the Association  Rural Health Unit (RHU) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up Logbook | | 1. None | | None | 10 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Present Required documents | | 2. Interview and assess  Client | | None | 10 mins | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Wait for the call for the approval of the project | | 3. Review Project  Proposal and  prepare  other supporting  documents and  inform client  3.2. Submit documents  to the treasurer’s  office for payment  3.3. Inform client to  come back after 2  days. | | None  None  None | 3 days  10 mins.  ( 2 working days)  2 minutes | *Social Welfare Officer III*  Municipal Social Welfare and Development Office    *Administrative Aide IV*  Municipal Treasurer’s Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Receive check and sign voucher | | 4. Release the check | | None | 5 mins. | *Municipal Treasurer*  Municipal Treasurer’s Office |
| 1. Proceed to MSWDO for documentation and profiling | | 5. File photo copy of  acknowledgement  receipt check | | None | 2 mins. | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **5 DAYS AND 39 MINUTES** | |

1. **Issuance of Referral Letter and Endorsement**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All Residents of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Cert. of Indigency from the Barangay 2. Medical Abstract / Medical Certificate /  Doctor’s Prescription  3. Statement of Account 4. Endorsement letter | | | Barangay Hall  Hospital of confinement  Physician  Hospital of confinement  Office of the Mayor | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up Logbook | | 1. Interview client | | None | 10 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Present requirements | | 2.1. Check Requirements  2.2. Preparation of Case Study  Report and Endorsement  Letter | | None  None | 5 mins.  30 mins. | *Social Welfare Assistant*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Sign and Receive the referral letter | | 3. Release the referral letter and  endorsement and attachments | | None | 5 mins. | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | ***50 MINUTES*** | |

1. **Receipt of Social Pension**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All qualified Senior Citizen Residents of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Senior Citizen ID | | | Office of Senior Citizen’s Association (OSCA) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out claim stub | | 1. Process claim stub | | None | 5 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Present requirements | | 2. Check Requirements | | None | 5 mins. | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Sign and received Pension every quarter | | 3. Assist/Pay-out of Social Pension  Beneficiaries | | None | 15 mins | *Municipal Social Welfare Development Officer*  *FO Personnel* Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **25 MINUTES** | |

1. **Application for Social Pension Program**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2G-Government to Citizen | | | | | |
| **Who may Avail:** | All qualified Senior Citizen Residents of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Senior Citizen ID 2. Certificate of Indigency | | | Office of Senior Citizen’s Association (OSCA)  Municipal Civil Registrar (MCR) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up logbook and present requirements | | 1. Check Requirements | | None | 5 mins. | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Wait for the validation and home visit of MSWDO staff | | 2. Validate the Senior Citizen for  the eligibility  2.2. Inform applicant to come  back after 1 month  2.3. Submit validation form of Senior Citizen to DSWD FO1 for approval and inclusion to Social Pension | | None  None  None | 30 mins.  2 mins  30 mins  (1 Month) | *Social Welfare Officer III*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Report to MSWDO | | 3. Inform client for the approval of his/her application and inclusion to social pension | | None | 10 mins | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **1 MONTH, 1 HOUR, 27 MINUTES** | |

**8. Issuance of Person’s With Disability ID**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | All PWDs of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Birth Certificate (1 photocopy)   Or  Baptismal Certificate (1 Photocopy)  2. 1x1 ID Picture  3. Philippine Registry Form for Person’s with Disability from RHU assessed by MHO | | | Municipal Civil Registrar (MCR)  Church  Applicant  Rural Health Unit | | | |
|  | | |  | | | |
|  | | |  | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up Logbook & present requirements | | 1. Check the requirements | | None | 5 mins | *Person’s With Disability Focal Person*  *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 1. Wait for the Preparation of ID Card | | 2. Print PWD ID Card for signature | | None | 15 mins | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Sign and Receive the PWD ID Card together with the Purchase Booklet | | 3. Issue PWD ID Card | | None | 2 mins | *Person’s With Disability Focal Person*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **22 minutes** | |

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

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

|  |  |  |  |  |  |  |
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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | Government to Citizen (G2C) | | | | | |
| **Who may Avail:** | All Qualified PWDs of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Certificate of Indigency (1 original  copy) 2. Whole Body Picture (1 copy 3R size)  3. PWD ID (1 photocopy)  4. Birth Certificate (1 photocopy) | | | Barangay Hall  Applicant  Municipal Social Welfare and Development (MSWD)  Municipal Civil Registry (MCR) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up PWD Profile Form & present requirements | | 1. Check the requirements | | None | 5 mins | *Social Welfare Officer III*  *Person’s With Disability Focal Person*  Municipal Social Welfare and Development Office |
| 1. Wait for the Validation & Home Visit | | 2. Check the eligibility | | None | 1 day | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Wait for the Approval & schedule of payout | | 3.1. Prepare documents for  funding | | None | 3 days | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
|  | | 3.2. Inform client for the  schedule of payout | | None | 1 minute | *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| 1. Sign payroll and receive Financial Assistance | | 4. Release financial Assistance  to Eligible PWD | | None | 15 minutes | *Municipal Social Welfare and Development Officer*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **4 DAYS & 21 MINUTES** | |

**10. Enrolment of Children to ECCD Program**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C - Government to Citizen | | | | | |
| **Who may Avail:** | 3-4 years old children | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Birth Certificate (1 photocopy)  2. Physical Appearance of the child  3. Medical records/card (1 photocopy)  4. Early Childhood Care and Development checklist (1 original copy) | | | Municipal Civil Registrar (MCR)  Applicant  Rural Health Unit (RHU)  Municipal Social Welfare and Development (DSWD) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the child to the CDW, fill-  up child’s profile form and submit  requirements. | | 1.1. Review child’s profile form.  1.2. Validate requirements  1.3. Enter Childs Name in the Master list of Enrolment | | None  None  None | 10 mins  15 mins  2 mins | *Municipal Social Welfare and Development Officer*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
| ***TOTAL PROCESSING TIME*** | | | | | ***27 mins*** | |

**11. Enrolment to Philhealth Indigent Program**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | Indigent Families | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| 1. Certificate of Indigency (1 original)  2. Birth Certificate of member (1 Photocopy)  3. Birth certificate dependents (1 Photocopy)  4. Philhealth Member Registration Form (PMRF) | | | | Barangay Hall  Municipal Civil Registrar (MCR)  Municipal Civil Registrar(MCR)  Municipal Social Welfare and Development (DSWD) | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill-up Logbook | | 1 None | None | | 2 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 2. Submit requirements | | 2.1. Check requirements  2.2. Assess of client | None  None | | 5 mins  5 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office  *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| 3. Pay corresponding fee | | 3. Received payment | Per Annum  PHP 1,800.00  Semi-Annual  PHP 900.00  Quarterly  PHP 450.00 | | 15 mins | *Administrative Aide IV*  Municipal Treasurer’s Office |
| 4. Present Official Receipt | | 4. Record Official Receipt  number | None | | 3 mins | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **30 MINUTES** | |

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

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Highly Technical | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | CICL above 15 years old | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. Referral letter from PNP (1 original copy)   2. Birth certificate (1 photocopy)  3. Medical certificate (1 original copy) | | | Philippine National Police (PNP)  Municipal Civil Registrar (MCR)  Rural Heal Unit (RHU) or District Hospital | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present referral letter of CICL  from PNP | | 1. Receive the referral letter for  assessment | | None | 3 mins | *Municipal Social Welfare and Development Officer*  Municipal Social Welfare and Development Office |
| 2. Accomplish the given tool | | 2. Provide and check the  accomplished Intake and child  functioning assessment tool, index  of value judgement tool and level of  moral development tool.  2.2. Inform the client to come back  after 7 working days | | None  None | 1 day  1 minute | *Municipal Social Welfare and Development Officer*  Municipal Social Welfare and Development Office  *Social Welfare Officer III*  Municipal Social Welfare and Development Office |
|  | | 2.3. Prepare case study report for  discernment | | None | 7 days | *Municipal Social Welfare and Development Officer*  Municipal Social Welfare and Development Office |
| 3. Receive case study for  discernment for submission to  PNP | | 3. Release case study | | None | 1 day | *Social Welfare Assistant*  Municipal Social Welfare and Development Office |
| **TOTAL PROCESSING TIME** | | | | | **9 DAYS AND 4 MINUTES** | |

**13. Issuance of Solo Parent ID**

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

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| **Office of Division** | Office of the MSWDO | | | | | |
| **Classification:** | Simple | | | | | |
| **Type of Transaction:** | G2C-Government to Citizen | | | | | |
| **Who may Avail:** | All Solo Parent of the municipality | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| 1. 1x1 ID Picture (2 pieces)  2. Solo Parent Application Form (1 original copy) | | | Applicant  Municipal Social Welfare and Development (MSWD) | | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill up Logbook and present  requirements | | 1. Check the requirements | | None | 5 mins. | *Social Welfare Assistant*  Municipal Social Welfare Office |
| 2. Undergo Interview | | 2. Administer interview | | None | 15mins. | *Social Welfare Assistant*  Municipal Social Welfare Office |
| 3. Wait for the preparation of ID  Card | | 3. Prepare the Solo parent ID/Card | | None | 30 mins. | *Social Welfare Assistant*  Municipal Social Welfare Office |
| 4. Receive the Solo Parent  ID/Card | | 4. Issue the Solo Parent ID/Card | | None | 5mins. | *Social Welfare Assistant*  Municipal Social Welfare Office |
| **TOTAL PROCESSING TIME** | | | | | **55 MINUTES** | |

**OFFICE OF THE**

**MUNICIPAL HEALTH OFFICER**

**EXTERNAL SERVICES**

1. **THE OUT-PATIENT SERVICES OF THE RURAL HEALTH UNIT**

**ABOUT THE SERVICE:**

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

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

**SERVICE SCHEDULES:**

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

**FEES:**

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

**HOW TO AVAIL OF THE SERVICE:**

**1. MEDICAL/SURGICAL**

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

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

**2. Provision of OPD Dental**

This provides dental services to all individuals.

**SERVICE SCHEDULES:**

Friday : 8:00 am to 12 NN

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| None | | | |  | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Go to the Municipal Health Office | Admit patients for Dental care  Ask patients for purpose of consultation take general data and write it in a patient’s daily logbook. | | None | | 15 mins | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Dental Aide  Municipal Health Office |
|  | Refer patient to the Dentist on duty. | | None | | 2 min. | Dental Aide  Municipal Health Office |
| 1. May go home | Administration of Dental Care   1. Examine the patient 2. Render necessary needed dental care 3. Give dental advice and discharge the patient | | None | | 30 min. | Municipal Dentist  Rotator Dentist on Duty  Municipal Health Office |
| **TOTAL PROCESSING TIME** | | | | | **37 MINUTES** | |

**3. Provision of Maternal Care Services**

##### ABOUT THE SERVICE:

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

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

##### SERVICE SCHEDULES:

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C – Government to Citizen | | | | |
| **Who may Avail:** | | All pregnant and lactating mothers | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| NONE | | |  | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in client logbook at the front table | Prepare referral slip | | | None | 2 min. | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. Go to the admission section | Take personal data, obstetrical history and vital signs and record them in the individual patient record chart and issue number | | | None | 5 min | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. Go to the Examination Room | Midwife in the examination room do the prenatal abdominal palpation and other necessary examination suited to the patient.  Give tetanus toxoid immunization.  Prescribed medicines: Ferrous / Calcium  Other patients who need further examinations are referred to the physician for further check-up | | | None | 10 min. | Midwife II  Midwife II  Midwife II  Municipal Health Office |
| 1. May go home | Midwife in charge do the final advice and schedule patient for further follow up if necessary.  Patients referred to the physician are advised and discharged by the physician | | | None | 3 min | Midwife II  Midwife II  Midwife II  Municipal Health Officer  Municipal Health Office |
| **TOTAL PROCESSING TIME** | | | | | **20 MINUTES** | |

#### **4. PROVISIONS ON ANTI-TB DRUGS**

##### ABOUT THE SERVICE:

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

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

##### SERVICE SCHEDULES:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C – Government to Citizen | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| X-ray film and result if done | | | Laboratory (sent out) | | | |
| Sputum cup with phlegm | | | Laboratory / Sent Out for Gene Xpert | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign in Client logbook at information desk | Require needed documents | | | None | 2 min. | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. Proceed to the admitting section | Midwife on duty take the patients personal data, the reason why the patient came for check-up and the patient’s vital signs. These are all logged in the patient’s individual chart. | | | None | 3 min. | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. All TB symptomatic admitted are referred to the physician | Physician further examine patient for proper evaluation & treatment. | | | None | 5 min. | Mun. Health Officer  Municipal Health office |
| 1. Proceed to laboratory for sputum examination and gene expert (sent out) | Medical Technologist collect first sputum specimen. Medical Technologist  endorse patient for the second and third collection of sputum specimen to midwife in charge of the patient’s  barangay | | | None | 3 min | Medical Technologist I  Municipal Health Office |
| 5. TB patient for the 2nd and 3rd sputum specimen collection approach  the midwife in charge of his/her barangay | Midwife/Nurse instruct the patient for the 2nd and 3rd  sputum collection | | | None | 1 day | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. Collected sputum specimen | Midwife smear and fix the specimen collected and submit fixed slides to Medical Technologist | | | None | 1 day | Midwife II  Midwife II  Midwife II  Medical Technologist I  Municipal Health Office |
| 1. Follow-up sputum result | Medical Technologist release sputum results to midwives | | | None | 3 min. | Medical Technologist I  Municipal Health Office |
| 1. Patient with sputum result proceed to treatment room | * 1. Physician examine, evaluate and diagnose patient for proper management   2. NOD properly instruct the patient regarding DOTS/Treatment   3. RHM/NOD supervise the patient’s compliance to drug intake | | | None | 10 min.  6 mos. - 1 year depending on  treatment category | Nurse I  Nurse I  Nurse II  Municipal Health Office  Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office |
| 1. (a.) TB Symptomatic patient with (+) sputum approach the Nurse on duty   (b). TB Symptomatic patient with (-) sputum go for chest x-ray exam | (a.) Nurse on duty register the patient to Directly Observed Treatment with Short Course Chemotherapy, National Tuberculosis Program (DOTS NTP) registry and endorse to the midwife in charge as DOTS treatment partner.  (b) Diagnostic Center (non-institutional) conduct chest x-ray exam as requested | | | None | 10 min  1 day  (sent out) | Nurse I  Nurse I  Nurse II  Municipal Health Office  Radiologist |
| 9. (a.) TB Symptomatic patient with (+) sputum approach the midwife in charge.  (b.) TB symptomatic patient with (-) sputum and chest x-ray results approach the physician | (a.) Midwife in charge /NOD properly instruct the patient regarding DOTS.    (b.) Physician evaluate patient for further management | | | None | (a.) 5 min.  (b.) 5 min. | Nurse  Midwife II  Midwife II  Midwife II  Municipal Health Officer  Municipal Health Office |
| 1O. (a.) TB Symptomatic patient with (+) sputum start the medication and follow-up as instructed.  (b.) TB Symptomatic patients with   (-) sputum and with chest x-ray results start medication as instructed by the physician | (a.) Midwife in charge/Nurse on Duty directly supervise the patients’ compliance to drug intake.    (b.) Physician follows up patient and or refer to TB Diagnostic Committee (TBDC) in accordance with the proper assessment. | | | None | (a.) 6 months to 1 year depends on TB category.  (b.1.) TBDC- 2-3 weeks.  (b.2.) Other Diagnosis- variable | Midwife II  Midwife II  Midwife II  Nurse I  Nurse I  Nurse II  Municipal Health Office  Provincial Health Office |
|  | | | |  |  |  |

#### **5. EXPANDED PROGRAM OF IMMUNIZATION SERVICES**

##### ABOUT THE SERVICE:

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

##### SERVICE SCHEDULES:

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

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| **AT BIRTH** | **SIX (6) WEEKS OF LIFE** | | **TEN (10) WEEKS OF LIFE** | **FOURTEEN (14) WEEKS OF LIFE** | | **IPV** | | **NINE (9) MONTHS OF LIFE** | | **1 YEAR OLD** |
| BCG | PENTA 1 | | PENTA 2 | PENTA 3 | |  | | Measles | | MMR |
| Hepatitis B 1 | OPV 1 | | OPV  2 | OPV 3/IPV | | IPV | | Vitamin A | | Vitamin A |
|  | | | | | | | | | | |
| **Office of Division** | | Office of the Mun. Health Officer | | | | | | | | |
| **Classification:** | | Simple | | | | | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | | **WHERE TO SECURE** | | | | | |
| NONE | | | | |  | | | | | |
| **CLIENT STEPS** | | | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **schedule** | | **PERSON RESPONSIBLE** | |
| 1. Go to admitting section for registration  a.) Hospital born baby- bring along the immunization record or baby’s book. | | | 1. Midwife on duty get the personal data of the client. | | None | | 3 min. | | Midwife II  Midwife II  Midwife II  Nurse I  Charity R. Rola  Nurse I  Nurse II  Municipal Health Office | |
| b.) Baby delivered by Rural Health Midwives | | | a) Nurse on duty review the immunization record or baby’s book and add the name of the client to the Masterlist  b) The midwife on duty checks the name of the client in the masterlist | | None  None | | 3 min.  2 min. | |
| 1. Client proceed to vaccination area | | | The nurse and midwives administer the necessary vaccines to the client on a first-come, first-served basis | | None | | 5 min | |
| 1. May go home | | | Nurses and Midwives advise and instruct client for follow-up and further discharge. | | None | | 3 min. | |
| **TOTAL PROCESSING TIME** | | | | | | | **16 MINUTES** | | | |

**6**. **Basic Laboratory Examination Services**

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| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| Laboratory request form | | | | In front of MHO | | |
| Payment and Receipt | | | | Treasurer’s Office | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Patient with laboratory request, proceed to the laboratory section and present your request to the medical technologists | Medical Technologist review the laboratory request and instruct the patient, depending on what laboratory examination is needed | | None | | 3 min | Medical Technologist  Municpal Health Office |
|  | Performs laboratory test. Records data and result at the laboratory logbook  Extract blood or collect specimen such as urine, stool, sputum from the patient | | None | | 30 min. | Medical Technologist I  Municipal Health Office |
| 1. Pay corresponding fees | Issue official Receipt | | FBS PHP 100.00 Cholesterol PHP 110.00 Triglyceride PHP 120.00 Uric Acid PHP 110.00 HDL/LDL PHP 200.00 BUN PHP 110.00 Creatinine PHP 110.00 CBC PHP 70.00 UA PHP 50.00 Fecalysis PHP 50.00 Platelet PHP 60.00 Bloodtype PHP 50.00 Preg Test PHP 120.00 HBsAg  Screening PHP 120.00 Sputum  Exam PHP 70.00 Widal Test PHP 150.00 | | 5 min. | Admin. Aide IV  Municipal Treasurer’s Office |
| 1. Present the Official Receipt and wait for the result | Give the Laboratory Test result | |  | | 1 min. | Medical Technologist I  Municipal Health Office |
| **TOTAL PROCESSING TIME** | | | | | **39 MINUTES** | |

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

**ABOUT THE SERVICE:**

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

**SERVICE SCHEDULES:**

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

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| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C – Government to Citizen | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| Order of payment | | | | Treasurer’s Office | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Sign client logbook at the Information Desk | Give instructions | | None | | 2 min | Sanitary Inspector II  Municipal Health Office |
| 1. Go to the Sanitary Office and get requirement list | Sanitary Inspector check and review the necessary requirements brought by the client for application of sanitary permit. | | None | | 5 min, | Sanitary Inspector II  Municipal Health Office |
| 1. (a.) Client with incomplete requirement (Sanitation report) set an appointment for inspection schedule. | (a.) Inspect the submitted requirements and undergo ocular inspection to the client's site. Prepare the sanitary permit. | | None | | Variable | Sanitary Inspector II  Municipal Health Office |
| 1. Get order of payment | Issue order of payment | | None | | 3 min | Sanitary Inspector II  Municipal Health Office |
| 1. b.) Client with complete requirements go to the Treasurer’s office for payment of dues. | Issue Official Receipt | | Sanitary Permit  PHP 150.00  Open the Tomb  Php 1,500.00  Transfer Permit  Php 100.00  Certificate of Potability  Php 100.00 | | 5 min. | Admin. Aide IV  Treasurer’s Office |
| 1. Go back to the Sanitary Office and wait for the issuance of permit | Issue the signed Sanitary Permit | | None | | 3 min. | Sanitary Inspector II  Municipal Health Office |
| **TOTAL PROCESSING TIME** | | | | | **18 MINUTES** | |

##### **8. HEALTH CERTIFICATE/ID**

##### HOW TO AVAIL OF THE SERVICE:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | | **WHERE TO SECURE** | | |
| Order of payment | | | | Treasurer’s Office | | |
| Urinalysis/ Fecalysis/ Hbsag Screening Result/Sputum Exam | | | | RHU Laboratory Services Office or Sent Out | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Approach the Sanitary Inspector for transaction | Sanitary Inspector check and review the requirements. | | None | | 3 min. | Sanitary Inspector II  Municipal Health office |
| 2. Comply Laboratory Requirements | Submit stool, sputum. Extract for Hbsag Screening | | Urinalysis  PHP 50.00  Fecalysis  PHP 50.00  Sputum – Free  Hbsag Screening  PHP 120.00 | | 10 min. | Medical Technologist I  Municipal Health Office |
| 3.(a.) Client with normal laboratory results goes to the treasurer’s office for payment of dues.  (b.)client with abnormal results is referred to the physician | (a.) Receive payment and issue official receipt.    (b.) Physician evaluate clients for further management. | |  | | (a.) 5 min.  (b.) 5 min. | Sanitary Inspector II  Municipal Health Office  Municipal Health Officer  Municipal Health Office |
| 4. Clients goes back to the Sanitary Inspector and present official receipt. | Sanitary inspector issue/ release the health certificate | |  | | 3 min. | Sanitary Inspector II  Municipal Health Office |
| **TOTAL PROCESSING TIME** | | | | | **26 MINUTES** | |

**9. RESOLVING ENVIRONMENTAL SANITATION COMPLAINTS**

##### ABOUT THE SERVICE:

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

##### SERVICE SCHEDULES:

##### Monday to Friday

8:00 am to 12:00 noon  
1:00 pm to 5:00 pm

HOW TO AVAIL OF THE SERVICE:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office of Division** | | Office of the Municipal Health Officer | | | | |
| **Classification:** | | Simple | | | | |
| **Type of Transaction:** | | G2C-Government to Citizen | | | | |
| **Who may Avail:** | | All Municipal Residents | | | | |
| **CHECKLIST OF REQUIREMENT** | | | **WHERE TO SECURE** | | | |
| None | | |  | | | |
|  | | |  | | | |
|  | | |  | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Approach the Sanitary Inspector | (a.)The Sanitary Inspector ask the client about the history of the complaint and coordinate with the Barangay Chairman concerned. | | | None | 20 min. | Sanitary Inspector II  Nurse |
| 2. Complainant together with the sanitary inspector, further verify the source of the complaint. | The sanitary inspector validate the filed complaint by inquiry and conduct proper investigation of both parties regarding the problem presented. | | | None | 1 hour | Sanitary Inspector II  Nurse I  Nurse I  Nurse II |
| 3. Complainant follow the result of the complaint. | The sanitary inspector make a report and recommendation to solve the filed complaint submitted to the Office of the Mayor, furnish copy to the Sangguniang Bayan Member- Committee on Health. | | | None | 3 days | Sanitary Inspector II  Nurse I  Nurse I  Nurse II |
| **TOTAL PROCESSING TIME** | | | | | **3 DAYS, 1 HOUR, AND 20 MINUTES** | |
| **FEEDBACK AND COMPLAINTS MECHANISM** | | | | | | | |
| How to send feedback | | | Please let us know how we have served you by:   * Filling out a Client Satisfaction Feedback Form and drop the form in the drop box at Public Assistance Complaint Desk (PACD) * Contact the concerned Local Government Unit (LGU) Offices. Please refer to the provided List of Offices. * You may also contact us from Monday to Friday   8:00 AM to 5:00 PM at telephone number 722-8320 or email add lgu\_sanvicente@yahoo.com | | | | |
| How feedbacks are processed | | | Feedback results are provided to the concerned office. Those feedback requiring responses are forwarded to the concerned offices. | | | | |
| How to file a complaint | | | You may:   * Fill out a Client Complaint Form * Inform the Public Assistance Desk or email thru lgu\_sanvicente@yahoo.com | | | | |
| How complains are processed | | | Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned office.  If you are not satisfied with the response to your complaint, you may elevate it to the concerned Office.  Thank you for helping us continuously improve our services. | | | | |
| Presidential Complaints Center (PCC) | | | Call 8888  pcc@malacanang.gov.ph | | | | |
| Contact Center ng Bayan (CCB) | | | 0908-881-6565  email@contactcenterngbayan.gov.ph | | | | |
| Anti-Red Tape Authority (ARTA) | | | 478-5093  complaints@arta.gov.ph | | | | |

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| **LIST OF OFFICES** | | |
| **Office** | **Address** | **Contact Information** |
| Office of the Municipal Mayor | 2nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0956-443-9874 |
| Office of the Sangguniang Bayan | 2nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0967-647-2527 |
| Office of the Municipal Administrator | 2nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0956-443-9874 |
| Office of the Municipal Accountant | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0916-690-5701 |
| Office of Municipal Treasurer | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0905-430-0929 |
| Office of the Municipal Budget Officer | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0935-681-8870 |
| Office of the Municipal Social Welfare and Development Officer | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0905-169-8093 |
| Office of the Municipal Civil Registrar | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0916-732-6269 |
| Office of the Municipal Assessor | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0905-925-7519 |
| Office of the Municipal Agriculture Officer | 1st Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0917-329-2540 |
| Office of the Municipal Health Officer | Rural Health Unit Building,Poblacion, San Vicente,Ilocos Sur | 0917-802-9683 / 0917-512-3518 |
| Office of the Municipal Engineer | 2nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0917-558-3858 |
| Office of the Municipal Planning & Development Coordinator | 2nd Floor Municipal Building, Poblacion, San Vicente, Ilocos Sur | 0915-734-1329 |
| Office of the Municipal Disaster Risk Reduction Management Council | 1st Floor, San Vicente Evacuation Center Bldg., Poblacion, San Vicente,  Ilocos Sur | 0927-502-9168 /  0917-998-3968 |