



**MUNICIPAL GOVERNMENT OF
ORANI, BATAAN**

CITIZEN'S CHARTER
2023 (1st Edition)



**MUNICIPAL GOVERNMENT OF
ORANI, BATAAN**

**CITIZEN'S CHARTER
2023 (1st Edition)**



I. Mandate

In order to establish more responsive and citizen-friendly governance, the Municipal Government of Orani, Bataan, in its effort to provide efficient public service to all its constituents, stakeholders and other external investors, formulates a citizen's charter that will serve as guidelines to be followed pursuant to Republic Act No. 9485, known as the Anti-Red Tape Act (ARTA) of 2007 as amended by Republic Act 11032 otherwise known as the law on Ease of Doing Business.

This Citizen's Charter contains information and instructions on how to avail the efficient services of our municipality, names of officials and employees to approach, mechanism of feedback form to give opportunity for the public to give their comments and suggestions, all are primarily based on ISO 9001: 2015 standard of procedures.

II. Vision

By 2025, Orani is a dynamic center of development with flourishing tourism industry, accessible social services and accountable governance.

III. Mission

To promote economic development by establishing continuous livelihood, provide high quality education, accessible health care services, develop a sustainable environment, construct disaster resilient infrastructure interconnecting the 6fs of tourism and to demonstrate accountable governance.

IV. Service Pledge

We, the officials and employees of the Municipal Government of Orani, Bataan, in compliance with RA 9485 Anti-Red Tape Act (ARTA) of 2007, as amended by RA 10132 Ease of Doing Business Act are hereby committed for an efficient public service to all our constituents, stakeholders and other external investors by:

- ✓ Serving promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, 8:00AM to 5:00PM, with no noon break;
- ✓ Promote accountability as we are answerable to for all our actions and decisions;
- ✓ Promote integrity by upholding the highest ethical principles, transparency and fairness to deliver efficient, effective and reliable service to our constituents;
- ✓ Hearing and act immediately to the comments, suggestions, and needs, including those in vulnerable sectors such as Persons with Disability, pregnant women, and senior citizen.



LIST OF SERVICES

Page Number

Office of the Municipal Mayor

External Services

Bigas Pakikiramay	10
Civil Wedding	12
Mayor's Clearance/ Occupational Permit/ Certificate of No Sufficient Income	13
Multi-Purpose Gym Schedule	15
Tulong Galing Program Application	17
Tulong Galing Program Validation of Grades and Release of Cash Stipend	20
Incoming External/Internal Documents	23

Internal Services

Incoming Internal Documents , Vouchers and Checks (For Signature of the Local Chief Executive)	27
---	----

Office of the Sangguniang Bayan

External Services

Issuance of Photocopy/Scanned Copy of Sangguniang Bayan Documents	30
---	----

Office of the Municipal Administrator

External Services

CCTV Review Request Approval	32
Legal Assistance	33

Internal Services

Preparation of Correspondence	36
-------------------------------	----

Municipal Accounting Office

Internal Services

Processing of Claims for Indigent's Financial Assistance	39
Processing of Payroll for Personal Services of Municipal Officials, Employees and Job Orders (Salaries and Wages)	42
Processing of Vouchers for Purchase of Goods and Services and Procurement of Public Infrastructure	46



Municipal Agriculture Office

External Services

Orani Techno-Pinoy	56
Pagkakaloob ng Katibayan (Certification)	57
Paglilingkod na may Kinalaman sa Palahayupan (Livestock And Poultry)	58
Paglilingkod na may Kinalaman sa Pananim (Crops)	59
Paglilingkod na may Kinalaman sa Pangisdaan (Fishery)	61
Pagpapaunlad ng mga Institusyon (Institutional Development)	62
Registration of Fisherfolks, Fishing Vessel/Boat and Gear	63

Municipal Assessor's Office

External Services

Demolition and Non Existence of Real Property	68
Issuance of Requested Document	70
New Discovery of Building and Machinery	71
Reassessment	74
Simple Transfer of Ownership	77
Subdivision/Consolidation	81

Municipal Budget Office

Internal Services

Pagproseso ng Obligation Request (OBR) para sa Sahod	86
Pagproseso ng Obligation Request (OBR) sa Lahat ng Bayarin (maliban sa sahod)	87

Municipal Civil Registry Office

External Services

Issuance of Birth Certificate (Civil Registry Form No. 1A)	91
Issuance of Birth Destroyed (Civil Registry Form No. 1C)	92
Issuance of Death Certificate (Civil Registry Form No. 2A)	93
Issuance of Death Destroyed (Civil Registry Form No. 2C)	94



	Page Number
Issuance of Marriage Certificate (Civil Registry Form No. 3A)	95
Issuance of Marriage Destroyed (Civil Registry Form No. 3C)	96
Receiving Application for Delayed Registration of Certificate of Live Birth (Municipal Form No. 102)	97
Receiving Application for Delayed Registration of Certificate of Marriage (Municipal Form No. 97)	99
Receiving Application for Delayed Registration of Certificate of Death (Municipal Form No. 103)	101
Receiving Application for Marriage License (Municipal Form No. 90 – Form No. 2)	103
Registering of New Certificate of Death (Municipal Form No. 103)	104
Registering of New Certificate of Live Birth (Municipal Form No. 102)	106
Registering of New Certificate of Marriage (Municipal Form No. 97)	107
Municipal Cooperative and Enterprise Development Office	
External Services	
Request for Seminar and Training	110
Municipal Disaster and Risk Reduction Management Office	
External Services	
Rescue Response	112
Municipal Engineering Office	
External Services	
Issuance of Building Permit	114
Issuance of Electrical Permit (for small family dwelling)	116
Issuance of Fencing Permit	119
Issuance of Occupancy Permit	121
Municipal General Services Office	
Internal Services	
Issuance of Office Supplies	129
Request for Fuel, Oil and Lubricant	130



Municipal Health Office

External Services

Paraan ng Pagkuha ng Death Certificate	133
Paraan ng Pagkuha ng Health Card/Certificate	134
Paraan ng Pagkuha ng Medical Certificate	135
Paraan ng Pagkuha ng Medico-Legal Certificate para sa mga Namatay	136
Paraan ng Pagkuha ng Sanitary Permit	137
Paraan ng Pagpapabakuna (Imunisasyon)	139
Paraan ng Pagpapakonsulta	140
Paraan ng Pagpapasuri ng Dugo (Complete Blood Count, Blood Typing, VDRL)	141
Paraan ng Pagpapasuri ng Ihi	142
Paraan ng Eksaminasyon sa Plema sa Pamamagitan ng Direct Sputum Smear Microscopy	143
Paraan ng Pagpapasuri ng Plema sa Pamamagitan ng Gene Xpert	144
Paraan ng Pagpapalano ng Pamilya	146
Paraan ng Pagtuturo at Pangangalaga sa mga Nanganak	146
Paraan para sa Gamutan ng mga Nakagat ng Hayop	148
Paraan sa Pagpapatala sa Pambansang Programa sa Tuberkulosis	149

Municipal Human Resource Management Office

External Services

Receiving Application for Employment	152
--------------------------------------	-----

Internal Services

Issuance of Service Record and Certificate of Employment	155
Processing of Application for Leave of Absence	156

Municipal Planning and Development Office

External Services

Issuance of Development Permit	159
Issuance of Zoning/Locational Clearance	166



Page Number

Re-classification of Lot 169

Municipal Public Employment Service Office

External Services

Local and Special Recruitment Activity 174

Referral Services 175

Request For Conduct of Local and Special Recruitment Activity 176

Special Program For Employment Of Students 178

Municipal Social Welfare and Development Office

External Services

Conduct of Pre-Marriage Counselling (PMC) 182

Implementation of Child Development Center (CDC) 183

Issuance of Persons with Disability Identification Card (PWD I.D.) & Solo Parent I.D. 184

Provision of Assistance to Individuals in Crisis Situation 186

Releasing of Assessment/Processing of Application For Parental Travel Permit 188

Releasing of Social Case Study Report (SCSR), Referral, Certification 190

Responding to Emergency /Disaster Events 192

Serve Clients with Special Cases Under the following Laws: 193

- R.A. 7610: Special Protection of Children Against All Types of Abuse
- R.A. 9262: Violence Against Women & their Children (VAWC)

- R.A. 9344: Known as Juvenile Justice Welfare Act of 2006 for Children-In-Conflict-With-The-Law (CICL)
- PD 603: Child & Youth Welfare Code (Child Custody, Child Support, Neglected, Abandoned, Dependent Child)

Municipal Tourism Office

External Services

Request for Data/Assistance 204

Retailing of Tourism Products 205

Municipal Treasurer's Office

External Services



	Page Number
Amendment of Business Information	208
Business Permit Application	210
Business-Related Certification	221
Community Tax Certificate (Cedula)	222
Fishpond/ Fish Pen Permit	225
Payment of Other Municipal Fees and/or Charges	227
Police Clearance	228
Real Property Tax	230
Real Property Tax Clearance and/or Records of Payment	232
Retirement of Business	233

Orani Tricycle Regulatory Office

External Services

Application for Public Motorized Tricycle for Hire (Franchise) / Utility Motorized Tricycle / Family-Use Motorized Tricycle (New and Renewal) and Operator's Permit	237
Certificate of Confirmation (Public Motorized Tricycle For HIRE)	244
Certificate of No Record on File (Public Motorized Tricycle For HIRE)	245
Change Unit (Public Motorized Tricycle for Hire [Franchise] / Utility Motorized Tricycle / Family-Use Motorized Tricycle)	246
Fare Matrix (Public Motorized Tricycle For HIRE)	248
Transfer of Ownership of Motor Vehicle including Franchise Line / Transfer of Ownership of Motor Vehicle / Transfer of Ownership of Franchise Line	249



OFFICE OF THE MUNICIPAL MAYOR

External Services



1. Bigas Pakikiramay

The Office of the Municipal give 50kilos (one cavan) to individuals residing in the municipality as assistance for the wake of their deceased relative.

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly registered death certificate (1 Photocopy)		1. Attending physician/ Hospital signed by the attending physician		
2. Claimant's Valid ID (1 Photocopy)		2. Client		
3. Letter of request address to the Municipal Mayor (1 copy original)		3. Client		
4. Certificate of Indigency (1 copy original)		4. Barangay Captain of the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the person in charge	1.1. Review the completeness of the documents submitted	None	1 minute	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor
	1.2. Encode the claimant and deceased details in database under file name "Bigas Pakikiramay"	None	5 minutes	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor
	1.3. Print and sign the encode data in Claim Form Bigas Pakikiramay	None	1 minute	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor



	MGO-OMMY-F03			
2. Fill up the details on Bigas pakikiramay logbook a) Name of claimant b) Name of deceased c) address	2.1 Review the details log by the client	None	5 minutes	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor
	2.2 Release the Claim Stub Bigas Pakikiramay MGO-OMMY-F03	None	1 minute	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor
	2.3 Request claimant to acknowledge receipt of claim stub	None	1 minute	<i>Admin Asst. I and Admin Asst. II</i> Office of the Municipal Mayor
3. Present the Claim Stub to the Personnel in charge of the Rice	3.1. Check the validity of the claim stub presented by the client a) Date b) Signatories in the claim stub	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Mayor
4. Claim the 50 kilos rice	4.1. Release the 50kilos rice	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Mayor
5. Inventory of Stocks (rice)	4.2. Check the stocks of rice atleast 2 times a week depends on the usage of the rice	None	1 hour	<i>Admin Asst. II</i> Office of the
END of Transaction				
	TOTAL	None	1 hour and 16 minutes	



2. Civil Wedding

Civil Wedding intends to provide a civil ceremony performed, recorded and recognized by a government or civil official. It allows the couple to pick date and time depending on the availability and schedule of the Municipal Mayor.

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Marriage License 2. Schedule of Wedding Request Form (MGO-OMMY-F04) 3. List of Sponsors 		<ol style="list-style-type: none"> 1. Local Civil Registry 2. Office of the Municipal Mayor 3. Client 		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Request of Civil Wedding Schedule <p>Civil Wedding is scheduled every <u>Wednesday</u> but still subject to change depending to the availability and schedule of the Municipal Mayor</p>	<ol style="list-style-type: none"> 1.1. Provide Schedule of Wedding Request Form (MGO-OMMY-F04) 	None	1 minute	<i>Admin Asst. II</i> Office of the Municipal Mayor
	<ol style="list-style-type: none"> 1.2. Review the completeness of the documents submitted 	None	5 minutes	<i>Admin Asst. II</i> Office of the Municipal Mayor
	<ol style="list-style-type: none"> 1.3. Confirm with Municipal Mayor the date requested by the client 	None	2 minutes	<i>Admin Asst. II</i> Office of the Municipal Mayor
	<ol style="list-style-type: none"> 1.4. Coordinate with the events coordinator for the venue and logistics; if any 	None	5 minutes	<i>Admin Asst. II</i> Office of the Municipal Mayor



2. Wait for the Approval of Civil Wedding date requested	2.1 Inform to the client the approved date and time for the civil wedding	None	5 minutes	<i>Admin Asst. II</i> Office of the Municipal Mayor
3. Proceed to the wedding schedule	3.1. Prepare marriage contract	None	30 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
	3.2. Officiate Civil Wedding	None	30 minutes	<i>Municipal Mayor</i> Office of the Municipal Mayor
	TOTAL	None	1 Hour and 18 minutes	

3. Mayor's Clearance / Occupational Permit / Certificate Of No Sufficient Income

The Office of the Municipal Mayor issues Mayor's Clearance to individuals residing in the municipality who are applying for a Local or Overseas Employment, firearms licensing, as required by institutional agencies like schools, PNP/AFP requirements and other reference purposes.

Occupational Permit is issued to individuals residing in the municipality who are applying for a Local Job as part of their requirements.

Certificate of No Sufficient Income is issued to unemployed or indigent clients applying for scholarship (e.g. ESC Scholarship).

This clearance /certifications expire three (3) months after issuance.

Office or Division	Office of the Municipal Mayor	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may Avail	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Official Receipt		1. Treasury Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for the requirements to secure Mayor's Clearance / Occupational Permit / Certificate of No Sufficient Income	1.1. Get the details of the client 1.1.1. Mayor's Clearance / Occupational Permit a) Name b) Address 1.1.2. Certificate of No Sufficient Income a) Name of Parent b) Name of the scholar c) Relation to each other d) Address	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
	1.2. Inform the client to secure payment for Certification at Municipal Treasury Office	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Mayor
	1.3. Draft the Clearance / Certification requested	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
2. Secure an Official Receipt and pay the required Clearance / Certification Fee	2.1 Received payment and issue Official Receipt	₱ 100.00	5 minutes	<i>Admin Aide I</i> Municipal Treasury Office
3. Present the Official Receipt	3.1. Print the drafted Clearance / Certification requested and stamp dry seal on	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Mayor



	<p>e-signature of the Municipal Mayor</p> <p>Note: E-Signature of the Municipal Mayor is use for the issuance of the Clearance / Certification</p> <p>If the Client request for hand signature release of the Clearance / Certification is upon the availability of the Municipal Mayor</p>			
4. Claim the Mayor's Clearance, Permit and Certification	<p>4.1. Release Mayor's Clearance / Certification</p> <p>4.2. Issue Certified True Copy of the Mayor's Clearance / Certification signed by the Executive Secretary</p>	<p>None</p> <p>None</p>	<p>1 minute</p> <p>3 minutes</p>	<p><i>Admin Aide I</i> Office of the Municipal Mayor</p> <p><i>Executive Secretary</i> (Admin Asst. V) Office of the Municipal Mayor</p>
	TOTAL	₱ 100.00	21 minutes	

4. Multi-Purose Gym Schedule

Multi-purpose gym intends to provide a venue/ facility to all constituents for various activities or occasions e.g. religious gatherings, school activities, sport activities and etc.

Office or Division	Office of the Municipal Mayor
Classification	Simple
Type of Transaction	G2C – Government to Citizen



Who may Avail		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Multi-Purpose Gym Utilization Form (MGO-OMMY-F02) 2. Official Receipt		1. Office of the Municipal Mayor 2. Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for the availability of schedule of the Multi-Purpose Gym	1.1. Inform the client availability of schedule	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
	1.2. Provide Multi-Purpose Gym Utilization Form (MGO-OMMY-F02)		1 minute	<i>Admin Aide I</i> Office of the Municipal Mayor
2. Go to Treasury Office and submit the Multipurpose Gym Form and secure the payment	2.1 Received payment and issue Official Receipt	Refer to Chart	15 minutes	<i>Admin Aide I</i> Municipal Treasury Office
3. Return to Mayor's Office and present the Official Receipt as proof of payment	3.1. Check the receipt and Update the calendar of the use of government facilities	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
	3.2. Submitted calendar of activities the caretaker	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Mayor
4. Go to the facility and submit the multi-purpose gym	4.1. Receive documents and counter check to	None	5 minutes	<i>Admin Aide 1</i> Office of the



form to the caretaker	calendar of activities			Municipal Mayor
5. Use the facility	5.1. Notify the client on their time limit base on their payment	None	1 minute	Admin Aide 1 Office of the Municipal Mayor
	TOTAL	Refer to table of fees	37 minutes	

Multi-Purpose Gym Schedule qualified for multi-stage processing

TABLE OF FEES

Subject to change without prior notice.

SPORTS ACTIVITIES

₱	300.00	per hour	Without the use of electricity/lighting
₱	700.00	per hour	With the use of electricity/lighting

WEDDING/ DEBUT/ BIRTHDAY/ BAPTISMAL/ GRADUATION

₱	4,000.00	per hour	Daytime: 8:00 AM to 5:00 PM
₱	5,000.00	per hour	Nighttime 5:00 PM to 11:00 PM

CONCERTS AND OTHER CULTURAL ACTIVITIES

₱	10,000.00	per hour	
---	-----------	----------	--

BINGO / RAFFLE

₱	3,500.00	per hour	
---	----------	----------	--

5. Tulong Galing Program Application

Financial assistance through “Tulong-Galing” program intended for all graduating pupils in any public elementary schools in the District of Orani who wish to enroll in any public secondary high schools within the territorial jurisdiction of the municipality of Orani.



Office or Division	Office of the Municipal Mayor
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may Avail	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly certified true copy of Elementary Report Card (for incoming grade 7 students); High School Report Card (for higher grade level) signed by the school principal with stamp of school dry seal. 2. Certificate of Good Moral Character from the school principal / guidance counselor. 3. Certificate of Barangay Indigent or BIR Certificate of Tax Exemption or CBMS Certification 4. Affidavit that the beneficiary is not a recipient of any government scholarship program 5. Certification of Membership for the 4Ps beneficiaries, cultural minorities / hill tribes; if any 6. Photocopy of Certificate of attendance – EDU-CHILD Parenting Program. 7. Voter's ID or Certification of parents or Guardian 8. Fully accomplished Application Form Tulong Galing Program (MGO-OMMY-F01) with Passport Size picture 	<ol style="list-style-type: none"> 1. School Registrar of the applicant's respective school 2. School principal/ counselor of the applicant's respective school 3. Barangay Captain of the applicant's respective barangay Bureau of Internal Revenue (BIR) Balanga Municipal's CMBS Data Officer 4. Notary public or Office of the Municipal Mayor 5. President of cultural minorities / hill tribes or coordinator 4Ps beneficiaries 6. EDU-CHILD Parenting Program seminar facilitator 7. Commission on Election Office (Orani) 8. Office of the Municipal Mayor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry for the documents need for the application	1.1. Entertain all inquiries of the client, explain the	None	10 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor



<p>in Tulong Galing scholarship</p>	<p>requirements needed</p> <p>1.2. Provide Application Form Tulong Galing Program (MGO-OMMY-F01) give together with the checklist of requirements</p>	<p>None</p>	<p>5 minutes</p>	
<p>2. Complete all the requirements provided in the checklist and submit to the Office of the Municipal Mayor</p>	<p>2.1 Receive and check the completeness of the application form together with the requirements submitted by the client</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Admin Assistant I</i> Office of the Municipal Mayor</p>
	<p>2.1.1 If the requirements are NOT complete return the papers and explain the applicant is lacking</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Assistant I</i> Office of the Municipal Mayor</p>
	<p>2.1.2 If the requirements are complete explain to the applicant that their application is still for validation.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Assistant I</i> Office of the Municipal Mayor</p>
	<p>2.2 Compile and sort all the application forms received and recheck the completeness of the requirements</p>	<p>None</p>	<p>3 hours</p>	<p><i>Admin Assistant I</i> Office of the Municipal Mayor</p>



	2.3 Encode all data of the applicant	None	7 days	<i>Admin Assistant I</i> Office of the Municipal Mayor
	2.4 Sorting of data encoded applicants must have: (1) 85% in average, (2) legitimate residence of Orani and (3) complied to all requirements	None	2 hours	<i>Admin Assistant I</i> Office of the Municipal Mayor
	2.5 Provide a summary list of applicants for Municipal Mayor's Approval of final list of Tulong Galing	None	10 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor
	2.6 Signing of Summary of Qualified Tulong Galing Scholars	None	3 days	<i>Municipal Mayor</i> Office of the Municipal Mayor
3. Wait for the posting qualified scholar at Tulong Galing Page	3.1. Posting of Qualified Scholars at Tulong Galing Page	None	1 hour	<i>Admin Assistant I</i> Office of the Municipal Mayor
	TOTAL	None	10 days, 6 hours and 50 minutes	

6. Tulong Galing Program Validation of Grades and Release of Cash Stipend

Financial assistance through “Tulong-Galing” program intended for all graduating pupils in any public elementary schools in the District of Orani who wish to enroll in any public secondary high schools within the territorial jurisdiction of the municipality of Orani.

Office or Division

Office of the Municipal Mayor



Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly certified true copy of High School Report Card signed by the school principal with stamp of school dry seal. 2. Certificate of Enrollment for schools outside Orani		1. School Registrar of the scholar's respective school 2. School Registrar of the scholar's respective school		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a certified true copy of report card (Submission every grading period) (Duration of submission of grades is within 5 days after the release of grades from the respective schools)	1.1. Receive the certified true copy of report card submitted by the client	None	3 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor
	1.2. Make the client signed the summary list as proof of submission	None	2 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor
	1.3. Encode the report cards	None	10 minutes (posting period 5 days)	<i>Admin Assistant I</i> Office of the Municipal Mayor
2. Wait for the posting of qualified beneficiaries of Tulong Galing Sholarship Program	2.1 Sorting of data encoded must have 80% grade in average, and no grade below 75%.	None	15 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor
	2.2 Provide a summary list of qualified	None	10 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor



	beneficiaries scholars for cash release to Municipal Mayor's Approval			
2.3	Signing of Summary of Qualified Tulong Galing Scholars	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
2.4	Preparation of Voucher for cash stipend	None	2 hours	<i>Admin Assistant I</i> Office of the Municipal Mayor
2.5	Checking of the completeness of the voucher at Accounting Office	None	1 day	<i>Admin Assistant II</i> Municipal Accounting Office
2.6	Preparation of check at Treasury office	None	30 minutes	<i>Disbursing Officer</i> Municipal Treasury Office
2.7	Municipal Mayor's signing of check	None	2 days	<i>Municipal Mayor</i> Office of the Municipal Mayor
2.8	Forward the signed check to Accounting Office for Check Advise	None	30 minutes	<i>Admin Aide I</i> Municipal Accounting Office
2.9	Forward the check advice to Treasury Office for submission to Development Bank of the Philippines and upload it on the PayMaya card of each beneficiary.	None	1 day	<i>Disbursement Officer</i> Municipal Treasury Office
		None	4 hours	<i>Admin Aide I / Admin Assistant I</i> Office of the Municipal Mayor



	2.10 Posting of date, time and names qualified beneficiaries for Tulong Galing program	None	(posting period 3 days)	<i>Admin Assistant 1</i> Office of the Municipal Mayor
	TOTAL	None	5 days, 10 hours and 1 minute	

Tulong Galing Program Validation of Grades and Release of Cash Stipend is qualified for multi-stage processing.

7. Incoming External / Internal Documents

Schedule of Availability: Every Monday to Friday – from 8:00 AM to 5:00 PM (NO NOON BREAK)

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	General Public, Business Entity, Municipal Offices and other Government Agencies			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Mayor's Office for submission of documents	1. Ask the concern of the client.	None	1 minute	<i>Admin Assistant 1</i> Office of the Municipal Mayor
	1.1 Receive the letter and Log in the Communications log sheet	None	1 minute	<i>Admin Assistant 1</i> Office of the Municipal Mayor
	1.2 Stamp both copy of the letter and indicate the name of the receiver, date and time of received	None	1 minutes	<i>Admin Assistant 1</i> Office of the Municipal Mayor



	<p>1.3 Give the letter to the person in charge for Encoding and prepare the summary sheet of each documents</p>	None	1 minutes	<p><i>Admin Assistant 1</i> Office of the Municipal Mayor</p>
	<p>1.4 Forward the documents in bulk during 11:00 am to 12 noon; 2:00 pm to 3:00 pm to the Executive Assistant for approval/comments. (Except for documents that need immediate action/s. All documents received after 3:00 pm shall be forwarded the following day except for emergency cases.)</p>	None	1 minutes	<p><i>Admin Assistant V</i> Office of the Municipal Mayor</p>
	<p>1.5 Disseminate the documents to the office concerned by the person in charge. (If the communication requires the immediate approval of the LCE then, the COS/Administrator shall be done within the day. If the COS/Administrator is not around, then the electronic sending of communications shall be done and action must be taken within the same day.)</p>	None	10 minutes	<p><i>Admin Assistant V</i> Office of the Municipal Mayor</p>
	<p>1.6 Make a summary report daily to the mayor by the person in charge or Admin Assistant II in the absence of the former until 5:00 pm.</p>	None	5 minutes	<p><i>Admin Assistant V</i> Office of the Municipal Mayor</p>



<i>END of Transaction</i>				
	TOTAL	None	20 Minutes	



OFFICE OF THE MUNICIPAL MAYOR

Internal Services



1. Incoming Internal Documents , Vouchers and Checks (For Signature of the Local Chief Executive)

Schedule of Availability: Every Monday to Friday – from 8:00 AM to 5:00 PM (NO NOON BREAK)

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2G – Government to Government			
Who may Avail	Municipal Offices			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Mayor's Office for submission of documents	1.1. Receive all Incoming Internal documents, vouchers and checks	None	1 minute	<i>Admin Assistant I</i> Office of the Municipal Mayor
	1.2. Forward all Internal documents, vouchers and checks to the Office of the Local Chief Executive in bulk according to the timeline: 11:00am to 12:00noon; 2:00pm to 3:00pm (except for emergency situation).	None	1 minute	<i>Admin Assistant I</i> Office of the Municipal Mayor
	1.3. If the Local Chief Executive is not around then the person in charge shall forward the collated documents to the Administrator. For documents well within the authority of the Administrator then he can act immediately, however, if such documents call for signature of the Local Chief Executive then the Administrator shall call the former within the day.	None	5 minutes	<i>Admin Assistant I</i> Office of the Municipal Mayor



<i>END of Transaction</i>				
	TOTAL	None	7 Minutes	



OFFICE OF THE SANGGUNIANG BAYAN

External Services



1. Issuance of Photocopy/Scanned Copy of Sangguniang Bayan Documents

To provide access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions.

Office or Division	Office of the Sangguniang Bayan			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	Individuals, All Government Agencies, Businesses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 copy)		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request form.	1. Provide request form.	None	1 minute	<i>Admin Aide III/ Admin Aide IV SB</i>
2. Submit duly accomplished request form and wait for the release of the copy of requested document/s.	2.1. Accept duly accomplished request form and search for the requested document/s.	None	5 minutes	<i>Local Legislative Staff Assistant III SB</i>
	2.2. Print the requested document/s.	None	10 minutes	<i>Admin Aide IV/ Local Legislative Staff Assistant III SB</i>
	2.3. Certify the photocopy/scanned copy and release the requested documents.	None	2 minutes	<i>Local Legislative Staff Assistant III/ SB Secretary SB</i>
	TOTAL	None	18 minutes	



OFFICE OF THE MUNICIPAL ADMINISTRATOR

External Services



1. CCTV Review Request Approval

Evaluates the veracity of the concern stated in the letter request submitted by the client then endorse the same to the Municipal Management Information System Office (MMISO) for the review CCTV footage to address their concern.

Office or Division	Office of the Municipal Administrator			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Request Form (MGO-MISO-F01) 2. Police or Marshal Incident Report (1 photocopy)		1. Municipal Management Information System Office (MMISO) 2. Orani Philippine National Police Station (Orani-PNP) or Municipal Marshal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up Service Request Form (MGO-MISO-F01)	1.3. Provide Service Request Form (MGO-MISO-F01) to client	None	1 minute	<i>Admin Aide I</i> Municipal Management Information System
2. Presentation of requirements for CCTV review.	2.1 Check, review and verify attached documents and record to logbook.	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Administrator
	2.2 Forwarding of documents for signature.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Administrator
	2.3 Sign and review the validity of request	None	1 minute	<i>Municipal Administrator</i> Office of the



				Municipal Administrator
3. Receive documents and forward to MMISO	3.1. Release of documents and log in CCTV Review monitoring.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Administrator
	TOTAL	None	7 minutes	

2. Legal Assistance

Provides legal advice and opinion to concerned constituents, upon request.

Office or Division	Office of the Municipal Administrator			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Service Form (MGO-ADMR-F01)		1. Office of the Municipal Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry of request/ submission of letter request.	1.1. Receive, review and record incoming letter, if any.	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Administrator
	1.2. Provide Request for Service Form to be filled up by the client.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Administrator
		None	1 minute	<i>Admin Aide I</i> Office of the



	1.3. Endorse to Municipal Administrator			Municipal Administrator
2. Consult to the Municipal Administrator	2.1 Act on the request and give solutions.	None	2 hours	<i>Municipal Administrator</i> Office of the Municipal Administrator
	2.2 Assist in coordinating with the referred concerned office/s; if any	None	5 minutes	<i>Admin Assistant I</i> Office of the Municipal Administrator
	TOTAL	None	2 hours and 10 minutes	



OFFICE OF THE MUNICIPAL ADMINISTRATOR

Internal Services



1. Preparation of Correspondence

Provides the necessary documents in support to the Municipal Government operation and also to provide required documents to the Local Chief Executive in the implementation of PPAs

Office or Division	Office of the Municipal Administrator			
Classification	Complex			
Type of Transaction	G2G – Government to Government			
Who may Avail	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Service Form (MGO-ADMR-F01)		1. Office of the Municipal Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry for needed document. (e.g. Letters, Office Memo and Order, Executive Orders (EO) and Executive Agendas (EA) etc.	1.1. Entertain all inquiries and check documents presented, if any.	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Administrator
	1.2. Provide Request for Service Form to be filled up by the client.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Administrator
2. Fill up the request for service form.	2.7 Receive and log the filled out form and attach documents (if any) brought in by the requestor.	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Administrator
	2.8 Endorse to Admin Assistant for the initial action.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Administrator



	<p>2.9 Draft the requested documents</p> <p>Executive Orders</p> <p>Letters, Executive Agendas, Office Memo / Orders</p>	None	<p>Within 3 days</p> <p>Within the day</p>	<p><i>Municipal Administrator / Admin Asst. I / Admin Aide I</i></p> <p>Office of the Municipal Administrator</p>
	2.10 Endorse to Municipal Administrator for approval.	None	1 minute	<p><i>Admin Asst. I / Admin Aide I</i></p> <p>Office of the Municipal Administrator</p>
	2.11 Review and approval of the draft document	None	2 minutes	<p><i>Municipal Administrator</i></p> <p>Office of the Municipal Administrator</p>
	2.12 Endorse to Mayor's Office for signing (Letters, Office Memo/ Order, EO and EA	None	1 minute	<p><i>Admin Asst. I / Admin Aide I</i></p> <p>Office of the Municipal Administrator</p>
	2.13 Signing of documents	None	Within 3 days	<p><i>Municipal Mayor</i></p> <p>Office of the Municipal Mayor</p>
3. Receive documents	3.2. Release documents and file or log in outgoing logbook. (Letters, Office Memo/ Order, EO and EA)	None	2 minutes	<p><i>Admin Aide I</i></p> <p>Office of the Municipal Administrator</p>
	TOTAL	None	6 days and 18 minutes	

Preparation of Correspondence qualified for multi-stage processing



MUNICIPAL ACCOUNTING OFFICE

Internal Services



1. Processing of Claims for Indigent's Financial Assistance

The Municipal Accounting Office review documents and process claims for financial assistance of qualified indigents in Orani, Bataan.

Office or Division	Municipal Accounting Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	Indigents of Orani, Bataan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (DV), (3 copies)	Municipal Social Welfare and Development Office (MSWDO)
2. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)	Municipal Social Welfare and Development Office (MSWDO)
3. General Intake Sheet (1 original copy)	Municipal Social Welfare and Development Office (MSWDO)
4. Request letter of the recipient asking medical/burial assistance (1 copy)	Indigent
5. Death Certificate – Certified true copy (if for burial assistance) (1 copy)	Municipal Civil Registry Office (MCR)
6. Medical Certificate – Original (if for medical assistance) (1 original copy)	Hospital/ Clinic
7. Certification from the Punong Barangay that the recipient is a resident of his Barangay and belongs to indigents (1 original copy)	Barangay Hall
8. Valid I.D. of the payee (1 photocopy)	BIR, COMELEC, OSCA, Post Office, Pag-IBIG, PhilHealth, SSS
9. Statement of account from the funeral parlor if request is for payment of funeral services (1 original copy or certified true copy)	Funeral Parlor
10. Statement of account from the hospital if request is for payment of bill (1 original copy or certified true copy)	Hospital Hospital/Clinic



<p>11. Doctor's prescription – Certified true copy (laboratory or medicines) (1 original copy or certified true copy)</p> <p>12. Approval of the Head of Agency</p> <p>13. Proof of relationship of claimant to the deceased, any of the following (2 photocopies):</p> <ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate • Marriage Contract • Barangay Certification 	<p>Office of the Municipal Mayor</p> <p>Municipal Civil Registry Office (MCR) Church Municipal Civil Registry Office (MCR) Barangay Hall</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit General Intake sheet with supporting documents for validation.</p>	<p>1.1. Receive and review General Intake sheet with supporting documents for financial assistance from the client.</p> <p>1.2. Release validated General Intake sheet with the supporting documents to the client for the preparation of DV and CAFOA, and issuance of Guarantee Letter (GL) by MSWDO</p>	<p>None</p> <p>None</p>	<p>8 minutes</p> <p>2 minutes</p>	<p><i>Admin Assistant I/ Admin Assistant II Municipal Accounting Office</i></p> <p><i>Admin Assistant I/ Admin Assistant II Municipal Accounting Office</i></p>
<p>2. Submit to MSWDO validated supporting documents and General Intake Sheet for DV and CAFOA for processing and secure GL.</p>	<p>2.1. Received documents and prepare DV and CAFOA, and issue GL.</p> <p>2.2. Forward DV and CAFOA with supporting documents to the Office of the Municipal Mayor</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>5 minutes</p>	<p><i>Admin Aide MSWO</i></p> <p><i>Admin Aide MSWO</i></p>



	for approval of payment.			
	2.3. Review and sign CAFOA	None	1 day	<i>Municipal Mayor</i>
	2.4. Forward DV and CAFOA with supporting documents to Municipal Budget Office for obligation.	None	5 minutes	<i>Admin Aide Office of the Municipal Mayor</i>
	2.5. Receive documents and obligate CAFOA.	None	10 minutes	<i>Admin Assistant/Admin Officer Municipal Budget Office</i>
	2.6. Forward DV and CAFOA with supporting documents to Municipal Accounting Office	None	1 minute	<i>Admin Assistant Municipal Budget Office</i>
	2.7. Receive DV, CAFOA and supporting documents.	None	5 minutes	<i>Admin Aide I Municipal Accounting Office</i>
	2.8. Record receipt of DV, CAFOA and supporting documents then assign corresponding number.	None	5 minutes	<i>Admin Aide II Municipal Accounting Office</i>
	2.9. Evaluate the documents as to completeness and correctness.	None	25 minutes	<i>Admin Assistant I/ Admin Assistant II Municipal Accounting Office</i>
	1.9.1. If incomplete, return to concerned office/individual			



	and inform deficiency.			
	1.9.2. If complete, prepare journal entry and forward to Municipal Accountant for his/her review and signature.	None	10 minutes	<i>Municipal Accountant</i>
	2.10. Review and sign the voucher.	None	3 minutes	<i>Municipal Accounting Office</i>
	2.11. Record the DV and CAFOA on the logbook.	None	2 minutes	<i>Admin Aide I</i>
	2.12. Release DV, CAFOA and supporting documents to Municipal Treasurer's Office for Check preparation.	None		<i>Municipal Accounting Office</i>
	TOTAL	None	2 days, 1 hour and 21 minutes	

Processing of Claims for Indigent's Financial Assistance qualified for multi-stage processing.

2. Processing of Payroll for Personal Services of Municipal Officials, Employees and Job Orders (Salaries and Wages)

The Municipal Accounting Office shall review and process payroll of all municipal paid officials, employees and job orders compliant with the Commission on Audit rules and regulations.

Office or Division	Municipal Accounting Office
Classification	Simple
Type of Transaction	G2G – Government to Government
Who may Avail	Municipal Officials, Employees and Job Orders



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>PERSONAL SERVICES</p> <p>1. First Salary</p> <p>1.1. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p> <p>1.2. Disbursement Voucher (DV) (3 copies)</p> <p>1.3. Approved Daily Time Record (DTR) (1 copy)</p> <p>1.4. Certified true copy of duly approved appointment (2 copies)</p> <p>1.5. Assignment Order, if applicable (2 copies)</p> <p>1.6. Certified true copy of Oath of Office (2 copies)</p> <p>1.7. Certificate of Assumption (2 copies)</p> <p>1.8. Statement of Assets, Liabilities and Networth (SALN) (2 copies)</p> <p>1.9. BIR withholding tax certificates (Forms 1902 and 2305) (2 copies)</p> <p>1.10. Payroll Information on New Employee (PINE) (2 copies)</p> <p>1.11. Philhealth – Member’s Data Record (MDR) (2 copies)</p> <p>1.12. GSIS - Membership Application (2 copies)</p> <p>1.13. Authority from the Claimant and identification documents, if claimed by person other than the payee. (2 copies)</p> <p><i>Additional Requirements for Transferees (from other Government Office to another)</i></p> <p>1.14. Clearance for money, property and legal accountabilities from the previous office (2 copies)</p> <p>1.15. Certified true copy of pre-audited disbursement voucher of last salary received from previous agency and/or certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereafter. (2 copies)</p> <p>1.16. BIR Form 2316 (Certificate of Compensation Payment Tax Withheld) (2 copies)</p>	<p>Municipal Human Resource Management Office Municipal Human Resource Management Office Employee</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office Employee</p> <p>BIR</p> <p>Municipal Human Resource Management Office</p> <p>Philhealth</p> <p>GSIS</p> <p>New employee</p> <p>HR Office of Previous Agency of Transferee</p> <p>Accounting Office of Previous Agency of Transferee</p> <p>BIR</p> <p>HR Office of Previous Agency of Transferee</p>



<p>1.17. Certificate of Available Leave Credits (2 copies)</p> <p>2. Salary Differentials due to Promotion and/or Step Increment</p> <p>2.1. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p> <p>2.1. Disbursement Voucher (DV) (3 copies)</p> <p>2.2. Certified true copy of approved appointment in case of promotion or notice of salary adjustment in case of step increment/ salary increase (2 copies)</p> <p>2.3. Certification by the LCE that the step increment is still within the PS limitation prescribed under Section 325 (a) of RA No. 7160 (2 copies)</p> <p>2.4. Approved DTR or certification issued by the HRMO that the employee has not incurred leave without pay. (2 copies)</p> <p>2.5. Certificate of Assumption (2 copies)</p> <p>3. Last Salary</p> <p>3.1. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p> <p>3.2. Disbursement Voucher (DV) (3 copies)</p> <p>3.3. Clearance from money, property and legal accountabilities (2 copies)</p> <p>3.4. Approved DTR (1 copy)</p> <p>3.5. Application for leave, if applicable (2 copies)</p> <p>4. Salary due to heirs of deceased employee</p> <p>4.1. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p> <p>4.2. Disbursement Voucher (DV) (3 copies)</p> <p>4.3. Clearance from money, property and legal accountabilities (2 copies)</p> <p>4.4. Approved DTR (1 copy)</p> <p>4.5. Application for leave, if applicable (2 copies)</p> <p><i>Additional Requirements:</i></p>	<p>Municipal Human Resource Management Office Municipal Human Resource Management Office Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office Municipal Human Resource Management Office Municipal Human Resource Management Office</p> <p>Employee Municipal Human Resource Management Office</p> <p>Municipal Human Resource Management Office Municipal Human Resource Management Office Municipal Human Resource Management Office</p> <p>Employee Municipal Human Resource Management Office</p> <p>Philippine Statistics Authority</p> <p>Philippine Statistics Authority</p> <p>Philippine Statistics Authority</p> <p>Notary Public Notary Public</p>
--	---



<p>4.6. Death Certificate authenticated by Philippine Statistics Authority (PSA) (2 copies)</p> <p>4.7. Marriage Contract authenticated by PSA, if applicable (2 copies)</p> <p>4.8. Birth Certificate of surviving legal heirs authenticated by PSA (2 copies)</p> <p>4.9. Designation of next-of-kin (2 copies)</p> <p>4.10. Waiver of right of children 18 years old and above (2 copies)</p> <p>5. Wages - Job Order</p> <p>5.1. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p> <p>5.2. Approved DTR (1 copy)</p> <p>5.3. Certified true copy of appointment (2 copies)</p> <p>5.4. Duties/accomplishment report (2 copies)</p> <p>5.5. Travel order, if applicable (2 copies)</p> <p>5.6. Shift schedule, if applicable (2 copies)</p> <p>5.7. Authority to render overtime work (2 copies)</p> <p>5.8. Certification of overtime work rendered (2 copies)</p>	<p>Municipal Human Resource Management Office Employee Municipal Human Resource Management Office Employee Municipal Human Resource Management Office Department Head/Supervisor Department Head/Supervisor</p> <p>Department Head/Supervisor</p>
--	---

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit payroll with DV and other supporting documents.	1.1. Receive and record receipt of payroll with DV and ObR, and assign corresponding number.	None	30 minutes	<i>Admin Aide I</i> Municipal Accounting Office
	1.2. Evaluate the documents as to completeness and correctness of computations. If incomplete, return documents to HRMO and inform deficiency.	None	4 hours	<i>Admin Assistant I/ Admin Officer IV</i> Municipal Accounting Office
		None	10 minutes	<i>Admin Assistant I/ Admin Officer IV</i>



	1.3. Foot totals and prepare Journal Entries.	None	1 minutes	Municipal Accounting Office <i>Admin Aide I</i> Municipal Accounting Office
	1.4. Forward documents to Municipal accountant for final review and signature.	None	10 minutes	<i>Municipal Accountant</i> Municipal Accounting Office
	1.5. Review and sign voucher.	None	3 minutes	<i>Admin Aide I</i> Municipal Accounting Office
	1.6. Record the payroll with DV and ObR on the log book.	None	2 minutes	<i>Admin Aide I</i> Municipal Accounting Office
	1.7. Release the payroll with DV, ObR and supporting documents to Municipal Treasury Office.	None	1 hour	<i>Admin Aide I</i> Municipal Accounting Office
	1.8. Record card claims on applicable card or ledger.	None	56 minutes	
	TOTAL	None	5 hours and 56 minutes	

3. Processing of Vouchers for Purchase of Goods and Services and Procurement of Public Infrastructure

The Municipal Accounting Office shall vouchers for purchase of goods and services and procurement of public infrastructure compliant with the Commission on Audit rules and regulations.

Office or Division	Municipal Accounting Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	G2G – Government to Government



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PURCHASE OF GOODS AND SERVICES THRU CANVASS</p> <ol style="list-style-type: none"> 1. Purchase Request (2 copies) 2. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies) 3. Disbursement Voucher (DV) (3 copies) 4. Approved annual Procurement Plan (2 copies) 5. Project Proposal (2 copies) 6. Proof of posting of invitation or request for submission of price quotation (if above Php 50,000.00) Philgeps Website of procuring agency, if applicable, At any Conspicuous place (2 copies) 7. Request for Quotation (2 copies) 8. Abstract of Quotation (2 copies) 9. BAC Resolution recommending and justifying to the HOPE (2 copies) 10. Notice of Award (2 copies) 11. Purchase Order (Contract for catering and others) (2 copies) 12. Sales Invoice / Delivery Receipt / Billing Statement (2 copies) 13. Summary of Invoices if there are more than 2 invoices (2 copies) 14. Transmittal letter to the Auditor (P.O received) (2 copies) 15. Request for Joint Inspection in the presence of the following: MTO - Accounting - GSO (if any) or Property Custodian and COA (2 copies) 16. Acceptance and Inspection Report 17. Inventory Custodian Slip (for semi-expandable supplies) (2 copies) 18. Requisition Inventory Slip (2 copies) 19. Certificate of Product Registration from FDA (for medicine) (2 copies) 20. Property Acknowledgement Receipt (for Equipment) (2 copies) 21. ICT Recommendation (for IT) (2 copies) 22. Warranty Certificate (for Equipment) (2 copies) 23. Copy of layout (for tarpaulin and others) (2 copies) 24. Attendance sheet (for meals and snacks) 	<p>Requesting Office General Services Office (GSO) General Services Office (GSO) Municipal Budget Office</p> <p>Municipal Engineering Office BAC Secretariat</p> <p>General Services Office (GSO) General Services Office (GSO) BAC Secretariat</p> <p>BAC Secretariat General Services Office (GSO)</p> <p>Supplier</p> <p>General Services Office (GSO)</p> <p>General Services Office (GSO)</p> <p>Accounting Office, GSO, MTO, COA</p> <p>General Services Office (GSO) General Services Office (GSO)</p> <p>General Services Office (GSO) Supplier</p> <p>General Services Office (GSO)</p> <p>Municipal Management Information System Office Supplier Municipal Management Information System Office General Services Office (GSO)</p> <p>Office of the Municipal Mayor</p>



<p>25. Training Design / Program / Rationale / Attendance sheet (for conduct of trainings/seminars) 26. Pictures (2 copies) 27. Waste Materials (if applicable) (2 copies) 28. Such other pertinent supporting documents as are required by the nature of expense (2 copies)</p>	<p>Municipal Management Information System Office General Services Office (GSO) General Services Office (GSO)</p>
<p>B. PURCHASE OF GOODS AND SERVICES THRU PUBLIC BIDDING</p>	<p>Municipal Budget Office</p>
<p>1. Approved Annual Procurement Plan (APP) and any amendment thereto. (2 copies) 2. Pre-procurement Conference (above 5M) (2 copies) 3. Project Procurement Management Plan (PPMP) (2 copies) 4. Approved Budget for the Contract (ABC) (2 copies) 5. Purchase Request (2 copies) 6. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies) 7. Disbursement Voucher (DV) (3 copies) 8. Invitation to Bid (2 copies) 9. Printout Copy of Advertisement posted in Philgeps (2 copies) 10. Certification of the Head of BAC Secretariat on the posting of advertisement in conspicuous places (2 copies) 11. Copy of advertisement of Invitation to Bid/request for expression of interest in a newspaper of general nationwide circulation. (above 2M for Goods / above 5M for Infrastructure Project and above 1M for Consulting Services or four months' duration and above. (2 copies) 12. Instruction to Bidders and Bid Data Sheet (2 copies) 13. Letter of Intent (2 copies) 14. Notice of Pre-Bid Conference (1M or more) - duly received by all concerned (2 copies) 15. Pre-Bid Conference (1M or more) (2 copies) 16. Attendance Sheet - Pre-bid Conference (2 copies) 17. Minute of Pre-Bid Conference (2 copies) 18. Notice of Bidding to: BAC Members / Secretariat / TWG / All Bidders /CSO</p>	<p>BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat BAC Secretariat</p>



<p>NGO/COA/ Observers (Duly received indicating the date of receipt) (2 copies)</p> <p>19. Attendance Sheet – Bidding (2 copies)</p> <p>20. Legal Documents / Technical Documents / Financial Documents / bidders bond and other documents to be submitted by the bidder in accordance with R.A. 9184 (2 copies)</p> <p>21. Result of Eligibility Check/Screening (2 copies)</p> <p>22. Certificate of Product Registration from FDA (for Medicine) (2 copies)</p> <p>23. Training Design / Program / Rationale / Attendance sheet (For conduct of Trainings / Seminars) (2 copies)</p> <p>24. Minute of Opening of Bid (2 copies)</p> <p>25. Abstract of Bid as Read/Calculated (2 copies)</p> <p>26. Bid Evaluation Report (2 copies)</p> <p>27. Post Qualification Report (2 copies)</p> <p>28. Notice of Post Qualification (duly received indicating the thedate of receipt by the contractor) (2 copies)</p> <p>29. BAC Resolution declaring the winning bidder (2 copies)</p> <p>30. Notice of Award (duly received indicating the the date of receipt by the contractor) (2 copies)</p> <p>31. Print Out copy of Award – Philgeps (2 copies)</p> <p>32. Purchase Order / Contract (Special Condition and General Condition of the Contract) (2 copies)</p> <p>33. Transmittal letter to the Auditor (P.O received) (2 copies)</p> <p>34. Request for Joint Inspection in the presence of the following: MTO - Accounting - GSO (if any) or Property Custodian and COA (2 copies)</p> <p>35. Acceptance and Inspection Report (2 copies)</p> <p>36. Property Acknowledgement Receipt (for Equipment) (2 copies)</p> <p>37. ICT Recommendation (for IT) (2 copies)</p> <p>38. Warranty Certificate, if applicable (2 copies)</p> <p>39. Pictures (2 copies)</p>	<p>BAC Secretariat Supplier</p> <p>BAC Secretariat Supplier</p> <p>Office of the Municipal Mayor</p> <p>BAC Secretariat BAC Secretariat</p> <p>BAC Secretariat BAC Secretariat BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>Accounting Office, GSO, MTO, COA</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>Municipal Management Information System Office Contractor BAC Secretariat BAC Secretariat</p>
---	---



<p>40. Such other pertinent supporting documents as are required by the nature of expense (2 copies)</p>	<p>Municipal Budget Office</p>
<p>C. PROCUREMENT THRU PUBLIC BIDDING - PUBLIC INFRASTRUCTURE</p>	<p>BAC Secretariat</p>
<p>1. Approved Annual Procurement Plan (APP) and any amendment thereto. (2 copies)</p>	<p>BAC Secretariat</p>
<p>2. Pre-procurement Conference (above 5M) (2 copies)</p>	<p>BAC Secretariat</p>
<p>3. Project Procurement Management Plan (PPMP) (2 copies)</p>	<p>BAC Secretariat</p>
<p>4. Approved Budget for the Contract (ABC) (2 copies)</p>	<p>BAC Secretariat</p>
<p>5. Purchase Request (2 copies)</p>	<p>BAC Secretariat</p>
<p>6. Certification on Appropriation, Funds & Obligation of Allotment (CAFOA), (3 copies)</p>	<p>BAC Secretariat</p>
<p>7. Disbursement Voucher (DV) (3 copies)</p>	<p>BAC Secretariat</p>
<p>8. Approved Plans and Drawings including the following (2 copies):</p>	<p>Municipal Engineering Office</p>
<p>a. Site development Plan</p>	
<p>b. Profile sheet, typical section and details</p>	
<p>c. Drainage details, where applicable</p>	
<p>d. Structural plans at appropriate scale indicating all details necessary in order that the complete structure can be set out and constructed</p>	
<p>e. Scope of Work</p>	
<p>f. Technical Specifications</p>	
<p>g. Pert CPM Network Diagram and detailed computation of contract time</p>	
<p>h. Construction Schedule and S-Curve</p>	
<p>i. Equipment Utilization Schedule</p>	<p>BAC Secretariat</p>
<p>j. Manpower Utilization Schedule</p>	
<p>k. Cash Flow</p>	<p>BAC Secretariat</p>
<p>l. Delivery Time or Completion Schedule</p>	<p>BAC Secretariat</p>
<p>9. Invitation to Bid (with COA received) (2 copies)</p>	
<p>10. Printout Copy of Advertisement posted in Philgeps (2 copies)</p>	<p>BAC Secretariat</p>
<p>11. Certification of the Head of BAC Secretariat on the posting of advertisement in conspicuous places (2 copies)</p>	



12. Copy of advertisement of Invitation to Bid/request for expression of interest in a newspaper of general nationwide circulation. (above 2M for Goods / above 5M for Infrastructure Project and above 1M for Consulting Services or four months' duration and above (2 copies)	BAC Secretariat
13. Instruction to Bidders and Bid Data Sheet (2 copies)	BAC Secretariat BAC Secretariat
14. Letter of Intent (2 copies)	BAC Secretariat
15. Notice of Pre-Bid Conference (1M or more) - duly received by all concerned (2 copies)	BAC Secretariat BAC Secretariat
16. Pre-Bid Conference (1M or more) (2 copies)	
17. Attendance Sheet - Pre-bid Conference (2 copies)	
18. Minute of Pre-Bid Conference (2 copies)	BAC Secretariat
19. Notice of Bidding to: BAC Members / Secretariat / TWG / All Bidders /CSO NGO/COA/ Observers (Duly received indicating the date of receipt (2 copies)	BAC Secretariat BAC Secretariat
20. Attendance Sheet – Bidding (2 copies)	
21. Agenda and/or Supplemental bulletin, if any (2 copies)	
22. Documentary Requirements (to be submitted by the bidders) (2 copies)	Contractor
<i>I. Legal Documents</i>	Contractor
1. Valid PCAB license and registration for the type and cost of contract to bid (2 copies)	Contractor
2. DTI business name registration or SEC registration certificate (2 copies)	Contractor
3. Valid and current Mayor's Permit/Municipal license (2 copies)	Contractor
4. Taxpayer's Identification Number / VAT registration certificate (2 copies)	Contractor
5. Duly signed statement of the prospective bidder that is not "Blacklisted" (2 copies)	Contractor
6. Articles of Partnership of Incorporation, if applicable (2 copies)	Contractor
7. Philgeps Registration (2 copies)	
<i>II. Technical Documents</i>	Contractor
1. Duly signed statement of all on-going government and private construction	



contracts including contracts awarded but not yet started (2 copies)	Contractor
2. Duly signed statement of all on-going government and private construction contracts which are similar in nature to the contract to bid (2 copies)	Contractor
3. Duly signed statement of availability of key personnel that may be used for the contract (2 copies)	Contractor
4. Duly signed statement of availability of equipment owned, under lease and/or has under purchase agreements that may be used for the contract (2 copies)	Contractor
5. Pert CPM Network Diagram and detailed computation of contract time (2 copies)	Contractor
6. Construction Schedule and S-Curve (2 copies)	Contractor
7. Equipment Utilization Schedule (2 copies)	Contractor Contractor
8. Manpower Utilization Schedule (2 copies)	Contractor
9. Cash Flow by quarter and payment schedule (2 copies)	
10. Organizational Chart (2 copies)	
11. Safety and Health Policy - DOLE received (2 copies)	Contractor Contractor
12. List of Contractor's key personnel, to be assigned to the contract to be bid with their complete qualification and experience data (2 copies)	Contractor
13. List of Equipment owned (2 copies)	Contractor
14. Narrative Description of Construction Method (2 copies)	
15. Site visit Certificate (2 copies)	Contractor
<i>III. Financial Documents</i>	
1. Income Tax Return with Audited Financial Statements, duly received by the BIR (2 copies)	Contractor
2. Net Financial Contracting Capacity (NFCC) or a commitment from a universalor commercial bank to extend a credit line (2 copies)	Contractor Contractor
3. Valid Joint Venture, if applicable (2 copies)	Contractor Contractor
4. Form, amount, and validity period of bid security (2 copies)	BAC Secretariat
5. Bid prices in bill of quantities (Technical and Financial proposal) (2 copies)	BAC Secretariat



<ol style="list-style-type: none"> 6. Detailed Estimates (2 copies) 7. Result of Eligibility Check/Screening (2 copies) 8. Minute of Opening of Bid (2 copies) 9. Abstract of Bid as Read/Calculated (2 copies) 10. Bid Evaluation Report (2 copies) 11. Post Qualification Report (2 copies) 12. Notice of Post Qualification (duly received indicating the date of receipt by the contractor) (2 copies) 13. BAC Resolution declaring the winning bidder (2 copies) 14. Notice of Award (duly received indicating the date of receipt by the contractor) (2 copies) 15. Print Out copy of Award – Philgeps (2 copies) 16. Special Condition and General Condition of the Contract (2 copies) 17. Approved contract supported by other documents to be submitted to the auditor's office within five (5) days from the execution of the contract (2 copies) 18. Notice to proceed (duly received indicating the date of receipt by the contractor) (2 copies) 19. Form, amount and validity of performance security (2 copies) 20. Statement of time elapsed (2 copies) 21. Results of test analysis, if applicable (2 copies) 22. As built plan (2 copies) 23. Certification or proof of payment of gravel and sand fee, if applicable (2 copies) 	<p>BAC Secretariat BAC Secretariat BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>Contractor Contractor</p> <p>Contractor Contractor</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submit DV, CAFOA and other supporting documents. 	<ol style="list-style-type: none"> 1.1. Receive DV, CAFOA and supporting documents. 1.2. Record receipt of voucher with supporting documents and 	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>10 minutes</p>	<p><i>Admin Aide I</i> Municipal Accounting Office</p> <p><i>Admin Aide II</i> Municipal Accounting Office</p>



	<p>assigns corresponding number.</p> <p>1.3. Evaluate the documents as to completeness and correctness of computations.</p> <p>If incomplete, return documents to GSO/BAC Secretariat and inform deficiency.</p>	None	1 day	<i>Admin Assistant I/ Admin Officer IV Municipal Accounting Office</i>
	<p>1.4. Prepare Journal Entries.</p>	None	5 minutes	<i>Admin Assistant I/ Admin Officer IV Municipal Accounting Office</i>
	<p>1.5. Forward documents to Municipal accountant for final review and signature.</p>	None	1 minute	<i>Admin Aide I Municipal Accounting Office</i>
	<p>1.6. Review and sign voucher.</p>	None	15 minutes	<i>Municipal Accountant Municipal Accounting Office</i>
	<p>1.7. Record the payroll with DV and CAFOA on the log book.</p>	None	3 minutes	<i>Admin Aide I Municipal Accounting Office</i>
	<p>1.8. Release the payroll with DV, CAFOA and supporting documents to Municipal Treasury Office.</p>	None	2 minutes	<i>Admin Aide I Municipal Accounting Office</i>
	TOTAL	None	1 day and 41 minutes	



MUNICIPAL AGRICULTURE OFFICE

External Services



1. Orani Techno-Pinoy

Paglilingkod sa kliyente ayon sa mga sumusunod na pangangailangan:

- pagbibigay ng mga impormasyon sa mga kliyente gaya ng magsasaka, mangingisda, mag-aaral sa pamamagitan ng e-learning gamit ang computer, internet, mga babasahin, na may kinalaman sa pagsasaka, paghahayupan, pangisdaan
- pagpapalaganap/pag-update sa mga programa ng pamahalaan na may kinalaman sa pagsasaka, pangisdaan

Office or Division		Municipal Agriculture Office		
Classification		G2C – Government to Citizen		
Type of Transaction		Simple		
Who may Avail		All Farmers, Farm Youth and their Mothers, Fisher Folk, and Animal Raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office, makipag-ugnayan sa nakatalagang “Officer of the Day”.	1.1. Itala ang pangalan, tirahan at kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang “Technician” o Municipal Agriculturist (MA).	Wala	3 minuto	AEW/ Admin Aide II/ Municipal Agriculturist Municipal Agriculture Office
2. Lalapitan ang kinauukulang “Technician” o Municipal Agriculturist (MA).	2.1. Aalamin kung ano ang maipaglilingkod. 2.2. Ibigay sa kliyente ang skedyul ng magaganap na gawain ayon sa pangangailangan nito.	Wala	6 minuto	AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office



	2.3. Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito (base sa deskripsyon na nakasaad sa itaas).	Wala	1 araw	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	TOTAL	Wala	1 araw at 9 minuto	

2. Pagkakaloob ng Katibayan (Certification)

Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito:

Pagbibigay ng katibayan ayon sa : 1.) pagiging non-productive ng lupa, 2.) nag-empleyo sa tanggapan ng agrikultura, 3.) naging mag-aaral ng RICC, 4.)rehistradong samahan o lehitimong magsasaka, 5.) pagbabakuna sa hayop gaya ng mga aso, pusa at unggoy, 6.) shipping permit ng mga hayop at mga produkto ng pangisdaan, at 7.) katibayan para sa pag-utang.

Office or Division	Municipal Agriculture Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	All Farmers, Farm Youth and their Mothers, Fisher Folk, and Animal Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office, makipag-ugnayan sa nakatalagang “Officer of the Day”.	1.1. Itala ang pangalan, tirahan at kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang “Technician” o Municipal Agriculturist (MA).	Wala	3 minuto	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
2. Lalapitan ang kinauukulang “Technician” o	2.1. Aalamin kung ano ang maipaglilingkod.	Wala	20 minuto	<i>AEW/ Admin Aide II / Municipal Agriculturist</i>



Municipal Agriculturist (MA).	2.2. Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito (base sa deskripsyon na nakasaad sa itaas).			Municipal Agriculture Office
	TOTAL	Wala	23 minuto	

3. Paglilingkod na may Kinalaman sa Palahayupan (Livestock And Poultry)

Paglilingkod sa kliyente ayon sa mga sumusunod:

- pagbakuna ng anti-rabies sa mga aso, pusa, unggoy at iba pang hayop na prone sa rabies at pagpapatala
- pagpurga (deworming) sa mga alagang hayop gaya ng aso, pusa kalabaw, baka, kabayo at iba pa
- pagbakuna o pag-iniksiyon ng Hemorrhagic Septicemia (Hemosep) sa mga kalabaw at baka, Hog Cholera at Anti-Pneumonia (pigs), Anti-leptospirosis/Brucellosis, New Castle Disease (poultry) kung kinakailangan
- pagbisita sa mga babuyan, bakahan at manukan upang masiguro ang kaligtasan nito sa anumang kumakalat na sakit
- pagkapon (castrations) sa mga alagang hayop gaya ng aso, pusa, kalabaw, baka at baboy

Office or Division	Municipal Agriculture Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	All Backyard And Small Animal Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office,	1.1. Itala ang pangalan, tirahan at	Wala	3 minuto	AEW/ Admin Aide II/ Municipal Agriculturist



makipag-ugnayan sa nakatalagang "Officer of the Day".	kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang "Technician" o Municipal Agriculturist (MA).			Municipal Agriculture Office
2. Lalapitan ang kinauukulang "Technician" o Municipal Agriculturist (MA).	2.1. Aalamin kung ano ang maipaglilingkod. 2.2. Ibigay sa kliyente ang skedyul ng magaganap na gawain ayon sa pangangailangan nito.	Wala	6 minuto	<i>AEW/ Admin Aide II / Municipal Agriculturist</i> Municipal Agriculture Office
	2.3. Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito (base sa deskripsyon na nakasaad sa itaas).	Wala	1 araw	<i>AEW/ Admin Aide II/ Municipal Agriculturist</i> Municipal Agriculture Office
	TOTAL	Wala	1 araw at 9 minuto	

4. Paglilingkod na may Kinalaman sa Pananim (Crops)

Mga Pagtutuunan Ng Pansin:

1. Palay (Rice)
2. Mais (Corn)
3. Pananim na may matataas na Uri (High Value Commercial Crops - HVCC)

- pagbisita sa may sakit na palay, mais at HVCC
- pagbibigay ng seminar o training na may kinalaman sa makabagong teknolohiya at mataas na ani ng palay, mais at HVCC (optional)
- pagbisita sa mga bukid na may binhian ng palay (Seed Growers' production areas)
- pagbisita sa mga palayan, maisan o taniman ng HVCC na nasira ng bagyo o anumang kalamidad



- pag-update sa masterlist ng mga magsasakang nagtanim ng palay, mais at HVCC
- pagtugon sa mga kahilingan o pangangailangan ng mga magsasaka gaya ng makinarya, binhi at iba pa sa pamamagitan ng liham
- pagtugon sa kahilingan ng pagkakaroon ng Lakbay Palay sa mga magsasaka o mangingingisda sa ibat-ibang tanggapan ng pamahalaan na may kinalaman sa pagsasaka
- paghingi ng tulong ng mga samahan upang maiparehistro
- paghingi ng tulong ng mga magsasaka upang maipasiguro ang kanilang mga pananim
- pamamahagi ng mga abono, binhi ng palay, mais at gulay at/o mga pantanim mula sa Department of Agriculture o lokal na pamahalaan

Office or Division	Municipal Agriculture Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	All Farmers (Rice, Corn, Vegetable, HVCC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office, makipag-ugnayan sa nakatalagang “Officer of the Day”.	1.1. Itala ang pangalan, tirahan at kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang “Technician” o Municipal Agriculturist (MA).	Wala	3 minuto	<i>Agricultural Extension Worker (AEW)/ Admin Aide II</i> Municipal Agriculture Office
2. Lalapitan ang kinauukulang “Technician” o Municipal Agriculturist (MA).	2.1. Aalamin kung ano ang maipaglilingkod. 2.2. Ibigay sa kliyente ang skedyul ng magaganap na gawain ayon sa	Wala	6 minuto	<i>AEW/ Admin Aide II/ Municipal Agriculturist</i> Municipal Agriculture Office



	pangangailangan nito.			
	2.3. Ibigay ang paglilingkod ayon sa pangangailangan ng kliyente (base sa deskripsyon na nakasaad sa itaas).	Wala	1 araw	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	TOTAL	Wala	1 araw at 9 minuto	

5. Paglilingkod na may Kinalaman sa Pangisdaan (Fishery)

Paglilingkod sa kliyente ayon sa pangangailangan nito:

- pagbisita sa mga lugar na sinalanta ng kalamidad at pagtatala dito
- pagbibigay ng seminar/training ayon sa pangangailangan nila
- pagbibigay ng fingerlings mula sa BFAR

Office or Division	Municipal Agriculture Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	All Fisher Folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office, makipag-ugnayan sa nakatalagang “Officer of the Day”.	1.1. Itala ang pangalan, tirahan at kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang “Technician” o Municipal Agriculturist (MA).	Wala	3 minuto	<i>AEW/ Admin Aide II/ Municipal Agriculturist Municipal Agriculture Office</i>



2. Lalapitan ang kinauukulang "Technician" o Municipal Agriculturist (MA).	2.1. Aalamin kung ano ang maipaglilingkod.	Wala	6 minuto	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	2.2. Ibigay sa kliyente ang skedyul ng magaganap na gawain ayon sa pangangailangan nito.	Wala	2 araw	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	2.3. Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito (base sa deskripsyon na nakasaad sa itaas).	Wala	2 araw at 9 minuto	
	TOTAL	Wala	2 araw at 9 minuto	

6. Pagpapaunlad ng mga Institusyon (Institutional Development)

Ibigay ang paglilingkod ayon sa pangangailangan ng:

1. Asosasyon ng mga magsasaka/mangingisda
 - paghingi ng tulong upang maiparehistro
2. Samahan ng mga Kababaihan sa Kanayunan (Rural Improvement Clubs (RICs))
 - pagbisita sa mga RIC at sa mga proyektong nito
 - patuloy na paggabay sa mga kababaihang kasapi dito upang manatiling masigla ang samahan
 - pag-update sa mga listahan ng mga RICs
3. Samahang Anak-bukid (4H Club)
 - pag-update sa mga listahan ng mga 4-H Clubs

Office or Division	Municipal Agriculture Office
Classification	G2C – Government to Citizen
Type of Transaction	Simple



Who may Avail		All Farmers, Fishermen, Mothers and Youth Associations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasok sa Municipal Agriculture Office, makipag-ugnayan sa nakatalagang "Officer of the Day".	1.1. Itala ang pangalan, tirahan at kailangan ng kliyente. 1.2. Alamin ang kailangan ng kliyente at ituro sa kinauukulang "Technician" o Municipal Agriculturist (MA).	Wala	3 minuto	<i>AEW/ Admin Aide II/ Municipal Agriculturist Municipal Agriculture Office</i>
2. Lalapitan ang kinauukulang "Technician" o Municipal Agriculturist (MA).	2.1. Aalamin kung ano ang maipaglilingkod. 2.2. Ibigay sa kliyente ang skedyul ng magaganap na gawain ayon sa pangangailangan nito.	Wala	6 minuto	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	2.3. Ibigay ang paglilingkod sa kliyente ayon sa pangangailangan nito (base sa deskripsyon na nakasaad sa itaas).	Wala	2 araw	<i>AEW/ Admin Aide II / Municipal Agriculturist Municipal Agriculture Office</i>
	TOTAL	Wala	2 araw at 9 minuto	

7. Registration of Fisherfolks, Fishing Vessel/Boat and Gear

To develop and promote a simplified and standardized national registration system for Fisherfolks, Fishing Vessel/Boat and Gear Registration.

Office or Division	Municipal Agriculture Office
--------------------	------------------------------



Classification		G2C – Government to Citizen		
Type of Transaction		Simple		
Who may Avail		All Fisher Folks and Boat Owners and Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>The fisherfolk shall secure the following requirements for fisherfolk registration and boat registration.</p> <ul style="list-style-type: none"> • Fisherfolk Registration Form / Municipal Fishing Vessel and Gear Registration Form • 2x2 picture taken not more than six months • 1x1 picture taken not more than six months • Barangay Clearance • Cedula (Community tax Certificate) • Photo of fishing vessel/boat. 		<p>Municipal Agriculture Office</p> <p>Applicant</p> <p>Applicant</p> <p>Barangay Concern</p> <p>Municipal Treasurer's Office</p> <p>Applicant</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure and fill up the fisherfolk and/or municipal fishing vessel and gear registration forms at Municipal Agriculture Office	1.1. The Agriculture staff will give the fisherfolk and/or municipal fishing vessel and gear registration forms to the client.	None	1 minute	<i>AEW/ Admin Aide II</i> Agriculture Office
2. Bring the municipal fishing vessel and gear registration form and proceed to Orani Fishport for inspection and admeasurement of the fishing vessel.	2.1. The agriculture staff (Bantay Dagat) will conduct boat admeasurement and fill up the FISHING VESSEL DIMENSIONS AND TONNAGES section of the form.	None	5 minutes	<i>Agriculture Staff (Bantay Dagat)</i> Agriculture Office
	2.2. The agriculture staff (Bantay Dagat) will sign at the "Reviewed By:" portion of the form as proof of inspection and admeasurement.	None		



<p>3. Proceed to Municipal Agriculture Office to submit duly accomplished registration forms together with other documentary requirements and secure the order of payment.</p>	<p>3.1. The agriculture staff shall receive the fisherfolk registration form and municipal fishing vessel and gear registration form together with the requirements.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>AEW/ Admin Aide II</i> Agriculture Office</p>
<p>3.2. The agriculture staff will encode the fisherfolks and fishing vessel/boat information to the system.</p>				
<p>3.3. The agriculture staff shall prepare order of payment for the client.</p>				
<p>4. Proceed the Municipal Treasurer's Office to pay the required fees based on the order of payment.</p>	<p>4.1. The treasury staff shall collect payment according to the order of payment from the agriculture office and issue official receipt.</p>	<p>Fisherfolk ID – PHP 50.00</p> <p>Inspection – PHP 75.00</p> <p>Environmental Sanitation – PHP 100.00</p> <p>10 Horsepower (Hp) and below:</p> <ul style="list-style-type: none"> • Registration – PHP 50.00 • Permit – PHP 50.00 <p>11Hp to 16Hp:</p> <ul style="list-style-type: none"> • Registration – PHP 100.00 	<p>5 minutes</p>	<p><i>Treasury Staff</i> Municipal Treasurer's Office</p>



		<ul style="list-style-type: none"> • Permit – PHP 100.00 		
		17Hp and above: <ul style="list-style-type: none"> • Registrati on – PHP 150.00 • Permit – PHP 150.00 		
5. Return to Municipal Agriculture Office and present the official receipt of payment for the release of Mayor's Permit for Fishing Boat and Fisherfolks ID.	5.1. The agriculture staff will prepare and issue the Mayor's Permit for Fishing Boat and Fisherfolks ID.	None	10 minutes	<i>AEW/ Admin Aide II</i> Agriculture Office
	TOTAL	Refer to Table of Fees	36 minutes	

TABLE OF FEES				
Type of Fee	10Hp – Below	11Hp – 16Hp	17Hp – Above	Time/Mode of Payment
Fisherfolk ID	PHP 50.00	PHP 50.00	PHP 50.00	Every three (3) years
Registration	PHP 50.00	PHP 100.00	PHP 150.00	Yearly
Permit	PHP 50.00	PHP 100.00	PHP 150.00	Yearly
Inspection	PHP 75.00	PHP 75.00	PHP 75.00	Yearly
Environmental Sanitation	PHP 100.00	PHP 100.00	PHP 100.00	Yearly
TOTAL	PHP 325.00	PHP 425.00	PHP 525.00	



MUNICIPAL ASSESSOR'S OFFICE

External Services



1. Demolition and Non Existence of Real Property

This service is requested by the property owner to cancel/drop the tax declaration and subsequently remove in the assessment roll.

Office or Division	Municipal Assessor's Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of the following documents, placed in Long Brown Envelope (2 photocopies): <ul style="list-style-type: none"> • Letter Request of Property Owner • Barangay Certification • Current RPT (Amilyar)/Tax Clearance (If Applicable) Processing Fee Official Receipt (1 photocopy)		Property Owner	Barangay Concerned	Municipal Treasurer's Office
		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Section and fill out request form.	1. Provide the property owner with request form.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
2. Submit request form and all documents required for demolition/non-existence of property.	2.1. Receive accomplished request form and all documents required for demolition/non-existence of property and check the validity and completeness. If incomplete, inform deficiency and return	None	2 minutes	<i>Admin Aide II</i> Municipal Assessor's Office



	documents to client.			
	2.2. Search and print the existing property declaration from PATAS.	None	3 minutes	<i>Admin Aide II</i> Municipal Assessor's Office
	2.3. Identify the location of the property from tax map.	None	3 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
	2.4. Advise the property owner on the date and time schedule of ocular inspection.	None	1 minute	<i>Municipal Assessor</i> Municipal Assessor's Office
3. Assist the tax mapping team/ Municipal Assessor for ocular inspection of property on scheduled date and time.	3. Conduct ocular inspection on scheduled date and time. Request the property owner to pay processing fee.	None	15 minutes	<i>Tax Mapping Team/ Municipal Assessor</i> Municipal Assessor's Office
4. Proceed to Municipal Treasury Office to pay the processing fee and secure Official Receipt (O.R.)	4. Accept payment and issue O.R.	Php 100.00	5 minutes	<i>MTO Staff</i> Municipal Treasury Office
5. Return to Assessor's Office and present the O.R. to the Assessment Clerk	5.1. Get the official receipt. Prepare the demolition report and notice of cancellation report.	None	5 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	5.1. Review demolition report and notice of cancellation report.	None	3 minutes	<i>Local Assessment Operation Officer II</i> Municipal Assessor's Office
	5.1. Sign demolition report and notice of cancellation report.			



	5.1. Forward to the Provincial Assessor's Office for approval. Once approved, advise the property owner thru text/phone call.	None	2 minutes	Municipal Assessor Municipal Assessor's Office
		None	Depends on Provincial Assessor's Office	Local Assessment Operation Officer II Municipal Assessor's Office
6. Receive approved copy of notice of cancellation.	6. Issue copy of approved notice of cancellation to property owner.	None	2 minutes	Admin Aide II Municipal Assessor's Office
	TOTAL		42 minutes	
		Php 100.00		

NOTE: The Office of the Municipal Assessor process tax declaration and submit required documents to Provincial Assessor's Office once a week or twice a week as needed.

2. Issuance of Requested Document

The agency issues certified true copy of tax declaration, certificate of property holdings, certificate of no property, certificate of existing/no improvements, and others for personal and legal purpose.

Office or Division	Municipal Assessor's Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	Property Owner/ Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For presentation only: Copy of title (1 original or photocopy)	Property Owner/Register of Deeds
Copy of Real Property Tax (1 original or photocopy)	Municipal Treasury Office
Certification Fee Official Receipt (1 original copy)	Municipal Treasury Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Section, secure and fill out the request form	1. Provide the property owner with request form.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
2. Submit request form and present required document for certification.	2.1. Receive the accomplished request form and required document for certifications.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
	2.2. Search the property declaration from PATAS then request the property owner to pay certification fee at the Municipal Treasury Office.	None	3 minutes	<i>Admin Aide II</i> Municipal Assessor's Office
3. Proceed to Municipal Treasury Office to pay the certification fee and secure Official Receipt (O.R.)	3. Accept payment and issue O.R.	Php 100.00	5 minutes	<i>MTO Staff</i> Municipal Treasury Office
4. Return to Assessor's Office, submit O.R. and wait for the release of certification.	4. Get the official receipt. Prepare the certification and issue to the property owner upon signed.	None	5 minutes	<i>Admin Aide II/</i> <i>Municipal Assessor</i> Municipal Assessor's Office
	TOTAL	Php 100.00	15 minutes	

3. New Discovery of Building and Machinery

This service is requested by the property owner for the issuance of tax declaration for newly constructed building or newly installed machinery.

Office or Division	Municipal Assessor's Office
Classification	Complex



Type of Transaction		G2C – Government to Citizen		
Who may Avail		Real Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Presentation and Verification Only:				
Photocopy of Title (1 copy)		Property Owner/Register of Deeds		
Building Permit (If Applicable) (1 blueprint copy)		Municipal Engineer's Office		
Acquisition Cost (for machinery only)		Property Owner		
Real Property Tax Receipt of Land Where the Building Was Constructed (1 original or photocopy)		Municipal Treasurer's Office		
Cedula (1 original or photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Section, secure and fill out the request form.	1. Provide the property owner with request form.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
2. Submit request form and all documents required for declaration of newly constructed building & installed machinery.	2.1. Receive accomplished request form and all documents required for the declaration of new property.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
	2.2. Verify if there is existing declaration from PATAS.	None	2 minutes	<i>Admin Aide II</i> Municipal Assessor's Office
	2.3. Identify the property location from tax map.	None	3 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
	2.4. Advise the property owner on the date	None	1 minute	<i>Municipal Assessor</i>



	and time schedule of ocular inspection.			Municipal Assessor's Office
3. Assist the tax mapping team/ Municipal Assessor for ocular inspection of property on scheduled date and time. After the ocular inspection, receive the invitation letter regarding the assessment of the property and present it to the Appraisal and Assessment Section.	3.1. Conduct ocular inspection on scheduled date and time.	None	20 minutes	Tax Mapping Team/ Municipal Assessor Municipal Assessor's Office
	3.2. Record all the necessary information on draft FAAS.	None	5 minutes	
	3.3. Prepare invitation letter to be received by the property owner.	None	2 minutes	
	3.4. Forward the draft FAAS to Appraisal and Assessment Section for value computation.	None	1 minute	
4. Know the computation of the market value and assessed value of the property for payment of real property tax. Sign the sworn statement.	1.1. Compute and inform the property owner regarding the market and assessed value of property.	None	15 minutes	Local Assessment Operation Officer II Assessor's Office
	1.2. Prepare Sworn Statement to be signed by property owner, final FAAS and tax declaration.	None	15 minutes	Assessment Clerk Municipal Assessor's Office
	1.3. Review final FAAS and tax declaration	None	5 minutes	Local Assessment Operation Officer II Municipal Assessor's Office
	1.4. Sign Sworn Statement, final FAAS and tax declaration	None	3 minutes	Municipal Assessor Municipal Assessor's Office



	1.5. Forward to the Provincial Assessor's Office for approval. Once approved, advise the property owner thru text/phone call.	None	Depends on Provincial Assessor's Office	<i>Local Assessment Operation Officer II</i> Municipal Assessor's Office
5. Receive owner's copy of registered Tax Declaration together with RPTOP/Notice of Assessment.	2. Issue owner's copy of registered Tax Declaration together with RPTOP/Notice of Assessment.	None	3 minutes	<i>Admin Aide II</i> Municipal Assessor's Office
	TOTAL	None	1 hour and 17 minutes	

NOTE: The Office of the Municipal Assessor process tax declaration and submit required documents to Provincial Assessor's Office once a week or twice a week as needed. Real Property shall be declared under Republic Act 7160 of 1991 Local Government Code.

4. Reassessment

This service is requested by the property owner for the purpose of assigning new value as a result of a general or partial change in the real property.

Office or Division	Municipal Assessor's Office
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may Avail	Property Owner/Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of the following documents, placed in Long Brown Envelope (2 photocopies):	
<ul style="list-style-type: none"> • Current RPT/Tax Clearance (If Applicable) • Letter Request • Title • MPDO Certification/SB Resolution • Cedula (For Presentation Only) 	Property Owner/Mun. Treasurer's Office Property Owner Property Owner/Register of Deeds MPDO/SB Office Municipal Treasurer's Office
Processing Fee Official Receipt (1 photocopy)	Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Section and fill out request form.	1. Provide the property owner with request form.	None	1 minute	<i>Admin Aide II Municipal Assessor's Office</i>
2. Submit request form and all documents required for reassessment of real property.	2.1. Receive accomplished request form and all documents required for reassessment of real property. Check the validity and completeness.	None	2 minutes	<i>Admin Aide II Municipal Assessor's Office</i>
	2.2. Search and print the existing property declaration from PATAS.	None	3 minutes	<i>Local Assessment Operation Officer II Municipal Assessor's Office</i>
	2.3. Get the existing FAAS as reference.	None	5 minutes	<i>Local Assessment Operation Officer II Municipal Assessor's Office</i>
	2.4. Identify the property location from tax map.	None	3 minutes	<i>Municipal Assessor Municipal Assessor's Office</i>
	2.5. Advise the property owner on the date and time schedule of ocular inspection.	None	1 minute	<i>Municipal Assessor Municipal Assessor's Office</i>
3. Assist the tax mapping team/ Municipal Assessor for ocular inspection of property on scheduled date and time. After the	5.1. Conduct ocular inspection on scheduled date and time.	None	20 minutes	<i>Tax Mapping Team/ Municipal Assessor Municipal Assessor's Office</i>
	5.1. Record all necessary	None	5 minutes	<i>Municipal Assessor's Office</i>



ocular inspection, receive the invitation letter regarding the assessment of the property and present it to the Appraisal and Assessment Section .	information on draft FAAS.			
	5.1. Prepare invitation letter to be received by the property owner.	None	2 minutes	
	5.1. Forward the draft FAAS to the Appraisal and Assessment Section for value computation.	None	1 minute	
4. Know the computation of market value and assessed value of the property for payment of real property tax. Sign the Sworn Statement.	5.1. Compute and inform property owner regarding the market and assessed value of property.	None	15 minutes	<i>Local Assessment Operation Officer II</i> Assessor's Office
	5.2. Prepare Sworn Statement to be signed by the property owner. Then, request the owner to pay the processing fee.	None	5 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
5. Proceed to Municipal Treasury Office to pay the processing fee and secure Official Receipt (O.R.)	5. Accept payment and issue O.R.	Php 100.00	5 minutes	<i>MTO Staff</i> Municipal Treasury Office
6. Return to Assessor's office, submit the official receipt to the Assessment Clerk.	1.1. Get the official receipt and prepare final FAAS and tax declaration.	None	10 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	1.2. Review Sworn Statement, final FAAS and tax declaration.	None	5 minutes	<i>Local Assessment Operation Officer II</i> Municipal Assessor's Office



	1.3. Sign Sworn Statement, final FAAS and tax declaration.	None	3 minutes	<i>Municipal Assessor Municipal Assessor's Office</i>
	1.4. Forward to the Provincial Assessor's Office for approval. Once approved, advise the property owner thru text/phone call.	None	Depends on Provincial Assessor's Office	<i>Local Assessment Operation Officer II Municipal Assessor's Office</i>
7. Receive owner's copy of registered Tax Declaration together with RPTOP/Notice of Assessment .	7. Issue owner's copy of registered Tax Declaration together with RPTOP/Notice of Assessment.	None	3 minutes	<i>Admin Aide II Municipal Assessor's Office</i>
	TOTAL	Php 100.00	1 hour and 29 minutes	

NOTE: The Office of the Municipal Assessor process tax declaration and submit required documents to Provincial Assessor's Office once a week or twice a week as needed. Real Property shall be declared under Republic Act 7160 of 1991 Local Government Code.

5. Transfer of Ownership

This service is requested to change the ownership of tax declaration from previous owner to the new owner.

Office or Division	Municipal Assessor's Office
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may Avail	Property Owner/Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of the following documents, placed in Long Brown Envelope (2 photocopies):	
<ul style="list-style-type: none"> Title (Present Original for Verification) 	Property Owner
<ul style="list-style-type: none"> Deed of Instrument Used (e.g. Deed of Sale, Deed of Donation) 	Property Owner



<ul style="list-style-type: none"> • Transfer Tax Receipt /Cert. of Transfer Tax • Current Real Property Tax (Amilyar)/Tax Clearance • Cert. of Authorizing Registration (CAR-Submit Also Copy with Original Stamp) <p>Processing Fee Official Receipt</p>		<p>Provincial Treasurer's Office</p> <p>Municipal Treasurer's Office</p> <p>BIR</p> <p>Municipal Treasurer's Office</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to Records Section and fill out request form.</p>	<p>1. Provide the property owner with request form.</p>	<p>None</p>	<p>1 minute</p>	<p><i>Admin Aide II</i> Municipal Assessor's Office</p>
<p>2. Submit request form and all documents required for declaration of simple transfer.</p>	<p>2.1. Receive accomplished request form and all documents required for declaration of simple transfer. Check the validity and completeness.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Admin Aide II</i> Municipal Assessor's Office</p>
	<p>2.2. Search and print the existing property declaration from PATAS</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Admin Aide II</i> Municipal Assessor's Office</p>
	<p>2.3. Get the existing FAAS as reference.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Local Assessment Operation Officer II</i> Municipal Assessor's Office</p>
	<p>2.4. Identify the property location from tax map.</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Municipal Assessor</i> Municipal Assessor's Office</p>
	<p>2.5. Advise the property owner on the date</p>	<p>None</p>	<p>1 minute</p>	<p><i>Municipal Assessor</i></p>



	and time schedule of ocular inspection.			Municipal Assessor's Office
3. Assist the tax mapping team/ Municipal Assessor for ocular inspection of property on scheduled date and time. After the ocular inspection, receive the invitation letter regarding the assessment of the property and present it to the Appraisal and Assessment Section.	3.1. Conduct ocular inspection on scheduled date and time.	None	20 minutes	<i>Tax Mapping Team/ Municipal Assessor Municipal Assessor's Office</i>
	3.2. Record all necessary information on draft FAAS if there are changes on real property.	None	5 minutes	
	3.3. Prepare invitation letter to be received by the property owner.	None	2 minutes	
	3.4. Forward the draft FAAS to the Appraisal and Assessment Section for value computation	None	1 minute	
4. Know the computation of market value and assessed value of the property for payment of real property tax. Sign the Sworn Statement.	4.1. Compute and inform property owner regarding the market and assessed value of property.	None	15 minutes	<i>Local Assessment Operation Officer // Municipal Assessor's Office</i>
	4.2. Prepare Sworn Statement to be signed by the property owner. Then, request the owner to pay the processing fee	None	5 minutes	<i>Assessment Clerk Municipal Assessor's Office</i>
5. Proceed to Municipal Treasury Office to pay the processing fee and secure Official Receipt (O.R.)	5. Accept payment and issue O.R.	Php 100.00	5 minutes	<i>MTO Staff Municipal Treasury Office</i>



6. Return to Assessor's Office, submit the official receipt to the Assessment Clerk.	6.1. Get the official receipt and prepare final FAAS and Tax Declaration.	None	10 minutes	Assessment Clerk Municipal Treasury Office
	6.2. Review Sworn Statement, final FAAS and Tax Declaration.	None	5 minutes	Local Assessment Operation Officer II Municipal Assessor's Office
	6.3. Sign/initial Tax Declaration, final FAAS and Sworn Statement.	None	3 minutes	Municipal Assessor Municipal Assessor's Office
	6.4. If there are changes on real property, forward to the Provincial Assessor's Office for approval. Once approved, advise the property owner thru text/phone call.	None	Depends on Provincial Assessor's Office	Local Assessment Operation Officer II Municipal Assessor's Office
	6.5. If there are no changes on real property, approve tax declaration.	None	1 minute	Municipal Assessor Municipal Assessor's Office
7. Received owner's copy of approved Tax Declaration.	7. Issue owner's copy of Tax Declaration.	None	2 minutes	Admin Aide II Municipal Assessor's Office
	TOTAL	Php 100.00	1 hour and 29 minutes	

NOTE: The Office of the Municipal Assessor process tax declaration and submit required documents to Provincial Assessor's Office once a week or twice a week as needed. Real Property shall be declared under Republic Act 7160 of 1991 Local Government Code.



6. Subdivision

This service provides property owner to update the tax declaration due to consolidation and subdivision of the real property.

Office or Division	Municipal Assessor's Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Real Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of the following documents, placed in Long Brown Envelope (2 photocopies): <ul style="list-style-type: none"> Title (Present Original for Verification) Deed of Instrument Used Transfer Tax Receipt /Cert. of Transfer Tax (If Applicable) Current Real Property Tax (Amilyar)/Tax Clearance Cert. of Authorizing Registration (CAR-Submit Also Copy with Original Stamp), if applicable Blue/White Print of Approved Survey Plan (2 Copies) Processing Fee Official Receipt (1 photocopy)		Property Owner	Property Owner	Provincial Treasurer's Office
		Municipal Treasurer's Office	BIR	Land Management Services
		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Section and fill out request form.	1. Provide the property owner with request form.	None	1 minute	<i>Admin Aide II</i> Municipal Assessor's Office
2. Submit request form and all documents required for declaration of	2.1. Receive accomplished request form and all documents	None	4 minutes	<i>Admin Aide II</i> Municipal Assessor's Office



subdivision/consolidation of real property.	required for declaration of subdivision/consolidation of real property. Check the validity and completeness.			
	2.2. Search and print the existing tax declaration from PATAS.	None	3 minutes	<i>Admin Aide II</i> Municipal Assessor's Office
	2.3. Identify the property location from tax map.	None	3 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
	2.4. Advise the property owner on the date and time schedule of ocular inspection.	None	1 minute	<i>Municipal Assessor</i> Municipal Assessor's Office
3. Assist the tax mapping team/Municipal Assessor for ocular inspection of the property on scheduled date and time.	3.1. Conduct ocular inspection based on scheduled date and time.	None	20 minutes	<i>Tax Mapping Team/ Municipal Assessor</i> Municipal Assessor's Office
	3.2. Prepare the draft FAAS and forward to tax mapping team for other information that will gather from ocular inspection.	None	5 minutes	<i>Local Assessment Operation Officer II</i> Assessor's Office
4. Know the computation of new market value and assessed value for payment of real property tax and sign the Sworn Statement.	4.1. Compute and inform property owner regarding the new market and assessed value.	None	15 minutes	<i>Local Assessment Operation Officer II</i> Assessor's Office
	4.2. Prepare Sworn Statement to be	None	5 minutes	<i>Assessment Clerk</i>



	signed by the property owner. Then, request the property owner to pay the processing fee.			Municipal Assessor's Office
5. Proceed to Municipal Treasury Office to pay the processing for each declaration and secure Official Receipt (O.R.)	5. Accept payment and issue O.R.	Php 100.00	5 minutes	<i>MTO Staff</i> Municipal Treasury Office
6. Return to Assessor's office, submit the official receipt to the Assessment Clerk.	6.1. Get the official receipt and prepare the final FAAS and Tax Declaration	None	10 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	6.2. Review final FAAS and Tax Declaration.	None	5 minutes	<i>Local Assessment Operation Officer II</i> Municipal Assessor's Office
	6.3. Sign Sworn Statement, final FAAS and tax declaration.	None	3 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
	6.4. Forward to the Provincial Assessor's Office for approval. Once approved, advise the property owner thru text/phone call.	None	Depends on Provincial Assessor's Office	<i>Local Assessment Operation Officer II</i> Municipal Assessor's Office
7. Receive owner's copy of registered tax declaration together with	7. Issue owner's copy of registered tax declaration together	None	5 minutes	<i>Admin Aide II</i> Municipal Assessor's Office



RPTOP/Notice of Assessment.	with RPTOP/Notice of Assessment.			
	TOTAL	Php 100.00	1 hour and 25 minutes	

NOTE: The Office of the Municipal Assessor process tax declaration and submit required documents to Provincial Assessor's Office once a week or twice a week as needed. Maximum of 2-3 subdivided lots only. Real Property shall be declared under Republic Act 7160 of 1991 Local Government Code.



MUNICIPAL BUDGET OFFICE

Internal Services



1. Pagproseso ng Obligation Request (OBR) para sa Sahod

Personal services

Office or Division	Municipal Budget Office
Classification	Simple
Type of Transaction	G2G
Who may Avail	Employees/Job Order (JO)/Contract of Service/ Consultant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Para sa unang sahod ng job order:</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies) 2. DTR (1 copy originally signed) 3. Accomplishment report (2 copies originally signed) 4. Appointment (1 original, 1 photocopy) 5. Voucher (3 copies) <p>Para sa susunod na sahod ng job order:</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies) 2. DTR (1 copy originally signed) 3. Accomplishment report (2 originally signed) 4. Summary of payroll (2 originally signed) 5. Daily wage payroll (2 originally signed) 6. Voucher (3 copies) <p>Para sa unang sahod ng permanente</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies) 2. DTR (1 copy originally signed) 3. Appointment (2 certified true copies) 4. Computation of first salary (2 copies originally signed) 5. Voucher (3 copies) <p>Para sa susunod na sahod ng permanente</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies) 2. General payroll (3 copies) 3. Voucher (3 copies) <p>Para sa Contract of Service/Consultant</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies) 2. Accomplishment Report (2 originally signed) 3. Contract (2 photocopies) 4. Voucher (3 copies) 	<ol style="list-style-type: none"> 1. HR 2. JO 3. JO 4. HR 5. HR 1. HR 2. JO 3. JO 4. HR 5. HR 6. HR 1. HR 2. Employee 3. HR 4. HR 5. HR 1. HR 2. HR 3. HR 1. HR 2. Contract of Service/Consultant 3. HR 4. HR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Ipasa ang dokumento	1.1. Tanggapin ang dokumento	Wala	1 minuto	<i>Admin Assistant I</i> Municipal Budget Office
	1.2. Alamin kung merun pondo at kumpleto ang requirements, kung kulang ibalik eto sa gumawa ng dokumento	Wala	5 minuto	<i>Admin Assistant I / Admin Officer I</i> Municipal Budget Office
	1.3. Iproseso at lagyan ng code	Wala	3 minuto	<i>Admin Assistant I / Admin Officer I</i> Municipal Budget Office
	1.4. Suriin at aprubahan ang dokumento	Wala	2 minuto	<i>Municipal Budget Officer</i> Municipal Budget Office
	1.5. Pagkatapos mapirmahan o ma-aprubahan ay ipasa o ilipat ang dokumento sa accounting office o sa gumawa nito.	Wala	2 minuto	<i>Admin Assistant I</i> Municipal Budget Office
	TOTAL	Wala	13 minuto	

2. Pagproseso ng Obligation Request (OBR) sa Lahat ng Bayarin (maliban sa sahod)

Maintenance & Other Operating Expenses and Capital outlay

Office or Division	Municipal Budget Office
Classification	Simple
Type of Transaction	G2G
Who may Avail	All offices/employees



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>General Requirements:</p> <ol style="list-style-type: none"> 1. CAFOA (3 copies originally signed) 2. Voucher (3 copies originally signed) <p>Specific or additional requirements:</p> <p>Para sa tulong pinansyal:</p> <ol style="list-style-type: none"> 1. Medical or death certificate (1 photocopy) 2. Endorsement letter (1 copy originally signed) <p>Para sa Utilities:</p> <ol style="list-style-type: none"> 1. Billing statement (1 original copy) 2. Certification of Usage for official business for phone & internet only (1 copy originally signed) <p>Para sa Training & seminars or Transportation:</p> <ol style="list-style-type: none"> 1. Travel order (2 copies originally signed) 2. Certificate of participation/appearance (1 original copy, 1 photocopy) 3. Invitation for Training/seminars only (2 photocopies) <p>Para sa Repairs:</p> <ol style="list-style-type: none"> 1. Waste material report (1 copy originally signed) <p>Para sa Pagbili ng Supplies & Materials, gamot, pagkain, gamit sa repairs, equipment, makina at iba pang property plant & equipment:</p> <ol style="list-style-type: none"> 1. Purchase Request (2 copies originally signed) 2. Purchase Order (2 copies originally signed) <p>Para sa Proyekto (Projects):</p> <ol style="list-style-type: none"> 1. Purchase Request (2 copies originally signed) 2. Notice of Award (2 copies originally signed) 3. Contract (2 copies originally signed) 		<ol style="list-style-type: none"> 1. All offices/employee 2. All Offices <ol style="list-style-type: none"> 1. Indigent 2. Mayor's Office <ol style="list-style-type: none"> 1. Utility Company 2. All Offices <ol style="list-style-type: none"> 1. Mayor's Office 2. Organizer/Training provider 3. Organizer/Training provider <ol style="list-style-type: none"> 1. Municipal Planning & Dev't Office <ol style="list-style-type: none"> 1. General Service Office 2. General Service Office <ol style="list-style-type: none"> 1. Engineering Office 2. Bids & Awards Committee 3. Bids & Awards Committee 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang dokumento	1.1. Tanggapin ang dokumento	Wala	1 minuto	<i>Admin Assistant I</i> Municipal Budget Office
	1.2. Alamin kung merun pondo at kumpleto ang requirements, kung kulang ibalik eto sa	Wala	5 minuto	<i>Admin Assistant I / Admin Officer I</i> Municipal Budget Office



	gumawa ng dokumento			
	1.3. Iproseso at lagyan ng code	Wala	3 minuto	<i>Admin Assistant I/ Admin Officer I Municipal Budget Office</i>
	1.4. Suriin at aprubahan ang dokumento	Wala	2 minuto	<i>Municipal Budget Officer Municipal Budget Office</i>
	1.5. Pagkatapos mapirmahan o ma-aprubahan ay ipasa o ilipat ang dokumento sa accounting office o sa gumawa nito.	Wala	2 minuto	<i>Admin Assistant I Municipal Budget Office</i>
	TOTAL	Wala	13 minuto	



MUNICIPAL CIVIL REGISTRY OFFICE

External Services



1. Issuance of Birth Certificate (Civil Registry Form No. 1A)

The Local Civil Registry shall prepare certification found in PhilCRIS System.

Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	The person himself registered in this municipality. Either parent or both with the owner's authorization letter and valid id. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP		
Representative				
Special Power of Attorney (1 Original 1 Photocopy)		Citizen or Client Being Represented		
Authorization Letter (1 Original)		Citizen or Client Being Represented		
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client 1.2 Verify, encode and print the document.	None	10 minutes	Senior Admin. Asst. I / Admin. Aide I MCR
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt	PHP 100.00	10 minutes	Municipal Treasurer's Office Staff
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and issue the document.	None	5 minutes	Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. I MCR



	TOTAL	PHP 100.00	25 minutes	
--	--------------	-------------------	-------------------	--

Issuance of Birth Certificate of illegitimate child is covered under RA 9255. This service is qualified for multi-stage processing.

2. Issuance of Birth Destroyed (Civil Registry Form No. 1C)

The Local Civil Registry shall prepare certification during pre-war time (peacetime)

Office or Division	Municipal Civil Registrar
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	The person himself. Any authorized person.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal	
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP
Representative	
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented
Authorization Letter (1 Original)	Citizen or Client Being Represented
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP
Government Issued Identification Card of the Representative	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client. 1.2 Verify, encode and print the document.	None	10 minutes	<i>Senior Admin. Asst. / MCR</i>
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt	PHP 100.00	10 minutes	<i>Municipal Treasurer's Office Staff</i>
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and	None	5 minutes	<i>Municipal Civil Registrar /</i>



	issue the document			Registration Officer II / Senior Admin. Asst. / MCR
	TOTAL	PHP 100.00	25 minutes	

Issuance of Birth Destroyed is qualified for multi-stage processing.

3. Issuance of Death Certificate (Civil Registry Form No. 2A)

The Local Civil Registry shall prepare certification found in PhilCRIS System.

Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	The person himself registered in this municipality. Either parent or both with the owner's authorization letter and valid id. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP			
Representative				
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented			
Authorization Letter (1 Original)	Citizen or Client Being Represented			
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
Government Issued Identification Card of the Representative	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client 1.2 Verify, encode and print the document.	None	10 minutes	Senior Admin. Asst. / MCR



2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt	PHP 100.00	10 minutes	<i>Municipal Treasurer's Office Staff</i>
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and issue the document	None	5 minutes	<i>Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. / MCR</i>
	TOTAL	PHP 100.00	25 minutes	

Issuance of Death Certificate is qualified for multi-stage processing.

4. Issuance of Death Destroyed (Civil Registry Form No. 2C)

The Local Civil Registry shall prepare certification during pre-war time (peacetime)

Office or Division	Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	The person himself. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP		
Representative				
Special Power of Attorney (1 Original 1 Photocopy)		Citizen or Client Being Represented		
Authorization Letter (1 Original)		Citizen or Client Being Represented		
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client.	None	10 minutes	<i>Senior Admin. Asst. / MCR</i>



	1.2 Verify, encode and print the document.			
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt.	PHP 100.00	10 minutes	<i>Municipal Treasurer's Office Staff</i>
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and issue the document.	None	5 minutes	<i>Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. / MCR</i>
	TOTAL	PHP 100.00	25 minutes	

Issuance of Death Destroyed is qualified for multi-stage processing.

5. Issuance of Marriage Certificate (Civil Registry Form No. 3A)

The Local Civil Registry shall prepare certification found in PhilCRIS System.

Office or Division	Municipal Civil Registrar
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may Avail	The person himself registered in this municipality. Either parent or both with the owner's authorization letter and valid id. Any authorized person.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal	
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP
Representative	
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented
Authorization Letter (1 Original)	Citizen or Client Being Represented
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP
Government Issued Identification Card of the Representative	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client 1.2 Verify, encode and print the document.	None	10 minutes	Senior Admin. Asst. / MCR
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt	PHP 100.00	10 minutes	Municipal Treasurer's Office Staff
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and issue the document	None	5 minutes	Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. / MCR
	TOTAL	PHP 100.00	25 minutes	

Issuance of Marriage Certificate is qualified for multi-stage processing.

6. Issuance of Marriage Destroyed (Civil Registry Form No. 3C)

The Local Civil Registry shall prepare certification during pre-war time (peacetime)

Office or Division	Municipal Civil Registrar	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may Avail	The person himself. Any authorized person.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP	
Representative		
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented	
Authorization Letter (1 Original)	Citizen or Client Being Represented	
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP	



Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Interview the client. 1.2 Verify, encode and print the document.	None	10 minutes	Senior Admin. Asst. / MCR
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt	PHP 100.00	10 minutes	Municipal Treasurer's Office Staff
3. Back to Municipal Civil Registrar.	3.1 Copy the Official Receipt, sign and issue the document.	None	5 minutes	Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. / MCR
	TOTAL	PHP 100.00	25 minutes	

Issuance of Marriage Destroyed is qualified for multi-stage processing.

7. Receiving Application for Delayed Registration of Certificate of Live Birth (Municipal Form No. 102)

The Local Civil Registry shall receive and check the completeness of the requirements applying for Delayed Registration of Birth

Office or Division	Municipal Civil Registrar	
Classification	Complex	
Type of Transaction	G2C – Government to Citizen G2G – Government to Government	
Who may Avail	The person himself not registered in this municipality. The parents or guardian.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
CRS Form No. 1 (NEGATIVE CERTIFICATE OF BIRTH)		Philippine Statistics Authority (PSA)
Baptismal Certificate (1 Photocopy)		Church
School Records (1 Photocopy)		School



Government Issued Identification Card	COMELEC, DSWD, UMID, TIN, DFA, Post Office, PNP, NBI			
Medical Certification (1 Original and 1 Photocopy) Yellow Card, if under 5 yrs. old. (1 Original and 1 Photocopy)	Hospital, Rural Health Unit			
Affidavit to Use the Surname of the Father, if the parents are not married (2 Original)	Municipal Civil Registrar			
Affidavit of Two Dis-interested Person (2 Photocopy) Affidavit for Out-of-Town Delayed Registration of Birth, in case the applicant is not born in this town (2 Photocopy) Affidavit (Affiant & Attested), for out-of-town delayed registration (2 Photocopy)	Citizen or Client Being Represented			
Representative				
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented			
Authorization Letter (1 Original)	Citizen or Client Being Represented			
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
Government Issued Identification Card of the Representative	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar and present the documents or requirements	1.1 Interview the couples and verify the completeness of their supporting documents.	None	30 minutes	Senior Admin. Asst. / MCR
	1.2 Encode and Print the Certificate of Live Birth (Municipal Form No. 102)			Senior Admin. Asst. / MCR
	1.3 Accomplish Municipal Form No. 102 (Attachment), if parents are Islam.			Senior Admin. Asst. / MCR
	1.4 Code the document			Registration Officer / MCR



2. Applicant will check and sign the document (Municipal Form No. 102)	2.1 Subscribe the Municipal Form No. 102	None	20 minutes	<i>Municipal Civil Registrar MCR</i>
3. Sign the affiant at the back of birth (Affidavit of Admission of Paternity)	3.1 Prepare the Notice of Application for Delayed Registration. 3.2 Segregate, seal and post the Notice of Application for Delayed Registration.	None	10 days	<i>Senior Admin. Asst. I MCR</i> <i>Registration Officer II MCR</i>
4. Applicant will go back to Municipal Civil Registrar after 10 days posting period.	4.1 Register, seal, sign and segregate the Certificate of Live Birth. 4.2 Sign and issue Certificate of Live Birth.	None	10 minutes	<i>Registration Officer II MCR</i> <i>Municipal Civil Registrar MCR</i>
	TOTAL	None	10 days & 1 hour	

Application received for Delayed Registration of Certificate of Live Birth. The Birth Certificate of illegitimate child is covered under RA 9255. This service is qualified for multi-stage processing.

8. Receiving Application for Delayed Registration of Certificate of Marriage (Municipal Form No. 97)

The Local Civil Registry shall receive and check the completeness of the requirements applying for Delayed Registration of Marriage

Office or Division	Municipal Civil Registrar
Classification	Complex
Type of Transaction	G2C – Government to Citizen G2G – Government to Government
Who may Avail	The couples not registered in this municipality. The parents or guardian. Any authorized person.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



Principal				
CRS Form No. 3 (NEGATIVE CERTIFICATE OF MARRIAGE)		Philippine Statistics Authority (PSA)		
Certificate of Solemnizing Officer		Office of the Mayor, Church		
Birth Certificate of Siblings		Municipal Civil Registrar or Philippine Statistics Authority		
Affidavit of Two Dis-interested Person Affidavit for Delayed Registration of Marriage		Citizen or Client Being Represented		
Representative				
Special Power of Attorney (1 Photocopy)		Citizen or Client Being Represented		
Authorization Letter (1 Original)		Citizen or Client Being Represented		
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar and present the documents or requirements	1.1 Interview the couples and verify the completeness of their supporting documents.	None	30 minutes	Senior Admin. Asst. / MCR
	1.2 Encode and Print the Certificate of Marriage (Municipal Form No. 97)			Senior Admin. Asst. / MCR
	1.3 Accomplish Municipal Form No. 97 (Attachment), if parents are Islam.			Senior Admin. Asst. / MCR
	1.4 Code the document			Registration Officer II MCR
2. Applicant will check and sign the document (Municipal Form No. 97)	2.1 Subscribe the Municipal Form No. 97	None	20 minutes	Municipal Civil Registrar MCR
3. Sign the affiant at the back of birth (Affidavit for	3.1 Prepare the Notice of Application for	None	10 days	Senior Admin. Asst. / MCR



Delayed Registration)	Delayed Registration. 3.2 Segregate, seal and post the Notice of Application for Delayed Registration.			Registration Officer II MCR
4. Applicant will go back to Municipal Civil Registrar after 10 days posting period.	4.1 Register, seal, sign and segregate the Certificate of Marriage. 4.2 Sign and issue Certificate of Marriage.	None	10 minutes	Registration Officer II MCR Municipal Civil Registrar MCR
	TOTAL	None	10 days & 1 hour	

Application received for Delayed Registration of Certificate of Marriage. This service is qualified for multi-stage processing.

9. Receiving Application for Delayed Registration of Certificate of Death (Municipal Form No. 103)

The Local Civil Registry shall receive and check the completeness of the requirements applying for Delayed Registration of Death

Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may Avail	The parents or guardian. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Representative				
CRS Form No. 2 (NEGATIVE CERTIFICATE OF DEATH)		Philippine Statistics Authority (PSA)		
Medical Certificate		Hospital, Rural Health Unit		
Affidavit of Two Dis-interested Person		Citizen or Client Being Represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Proceed to Municipal Civil Registrar and present the documents or requirements</p>	<p>1.1 Interview the couples and verify the completeness of their supporting documents.</p> <p>1.2 Encode and Print the Certificate of Death (Municipal Form No. 103)</p> <p>1.3 Accomplish Municipal Form No. 103 (Attachment), if parents are Islam.</p> <p>1.4 Code the document</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Senior Admin. Asst. / MCR</i></p> <p><i>Senior Admin. Asst. / MCR</i></p> <p><i>Senior Admin. Asst. / MCR</i></p> <p><i>Registration Officer II MCR</i></p>
<p>2. Applicant will check and sign the document (Municipal Form No. 103)</p>	<p>2.1 Subscribe the Municipal Form No. 103</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Municipal Civil Registrar MCR</i></p>
<p>3. Sign the affiant at the back of birth (Affidavit for Delayed Registration)</p>	<p>3.1 Prepare the Notice of Application for Delayed Registration.</p> <p>3.2 Segregate, seal and post the Notice of Application for Delayed Registration.</p>	<p>None</p>	<p>10 days</p>	<p><i>Senior Admin. Asst. / MCR</i></p> <p><i>Registration Officer II MCR</i></p>
<p>4. Applicant will go back to Municipal Civil Registrar after 10 days posting period.</p>	<p>4.1 Register, seal, sign and segregate the Certificate of Death.</p> <p>4.2 Sign and issue Certificate of Death.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Registration Officer II MCR</i></p> <p><i>Municipal Civil Registrar</i></p>



				MCR
	TOTAL	None	10 days & 1 hour	

Application received for Delayed Registration of Certificate of Death. This service is qualified for multi-stage processing.

10. Receiving Application for Marriage License (Municipal Form No. 90 – Form No. 2)

The Local Civil Registry shall receive and check the completeness of the requirements applying for Marriage License

Office or Division	Municipal Civil Registrar
Classification	Complex
Type of Transaction	G2C – Government to Citizen G2G – Government to Government
Who may Avail	The couples.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Cedula (1 Photocopy)		Municipal Treasurer's Office		
Certificate of Live Birth (1 Photocopy) or Baptismal Certificate (1 Photocopy)		Municipal Civil Registrar or Philippine Statistics Authority / Church		
Certificate of Family Planning and Pre-marriage Certificate		Population Commission (POPCOM)		
Municipal Form No. 92 (Consent) for 18-20 years old. Municipal Form No. 68 (Advice) for 21-24 years old. Certificate of Death (Municipal Form No. 103) , if the applicants are Widow/Widower (1 Photocopy)		Municipal Civil Registrar		
CRS Form No. 4 (CENOMAR) for 25 years old above (1 Photocopy)		Philippine Statistics Authority (PSA)		
Legal Capacity to Marry, if the applicant is Foreigner (1 Photocopy) Divorce Paper, if the applicants are divorced (1 Photocopy)		Embassy		
Affidavit of Guardianship, if the parents are deceased or abroad (2 Photocopy)		Citizen or Client Being Represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Proceed to Municipal Civil Registrar and present the documents or requirements.	1.1 Interview the couples and verify the completeness of their supporting documents. 1.2 Type the application form for Marriage License.	None	15 minutes	Senior Admin. Asst. I / Admin. Aide MCR Senior Admin. Asst. I
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt for Family Planning and Pre-marriage Certificate.	PHP 500.00	15 minutes	Municipal Treasurer's Office Staff
3. Back to Municipal Civil Registrar and the couples will check and sign the application form for Marriage License.	3.1 Subscribe the application forms for Marriage License.	None	10 minutes	Municipal Civil Registrar / Registration Officer II MCR
4. Parents sign the form of Consent or Advice.	4.1 Subscribe the Consent or Advice Form.	None	10 minutes	Municipal Civil Registrar MCR
5. Couples will go back to Municipal Civil Registrar after 10 days posting period and proceed to Municipal Treasurer's Office.	5.1 Issue official receipt for the issuance of Marriage License.	PHP 100.00	10 days	Municipal Treasurer's Office Staff
6. Back to Municipal Civil Registrar.	6.1 Approve, sign and issue the Marriage License.	None	10 minutes	Municipal Civil Registrar MCR
	TOTAL	PHP 600.00	10 days & 1 hour	

Application received for Marriage License. This service is qualified for multi-stage processing.

11. Registering of New Certificate of Death (Municipal Form No. 103)

The Local Civil Registry shall register the new deceased's Certificate of Death prepared by Orani District Hospital and Rural Health Unit (Midwife)



Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may Avail	Either parent or both / the Guardian. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Representative				
Special Power of Attorney (1 Original 1 Photocopy)		Citizen or Client Being Represented		
Authorization Letter (1 Original)		Citizen or Client Being Represented		
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Burial Permit, Transfer Permit		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Verify the complete-ness and correctness of the documents.	None	10 minutes	<i>Municipal Civil Registrar / Registration Officer II / Senior Admin. Asst. I MCR</i>
2. Proceed to Municipal Treasurer's Office	2.1 Issue Official Receipt for Burial or Transfer Permit.	PHP 100.00	10 minutes	<i>Municipal Treasurer's Office Staff</i>
3. Back to Municipal Civil Registrar.	3.1 Assign registry number and copy the burial permit official receipt. 3.2 Seal, sign and issue the document.	None	5 minutes	<i>Registration Officer II / Senior Admin. Asst. I MCR Municipal Civil Registrar MCR</i>
	TOTAL	PHP 100.00	25 minutes	

Issuance of new deceased Certificate of Death is qualified for multi-stage processing.



12. Registering of New Certificate of Live Birth (Municipal Form No. 102)

The Local Civil Registry shall register the new-born's Certificate of Live Birth prepared by Orani District Hospital, Lying-in Clinic, Rural Health Unit (Midwife), Traditional Midwife (Hilot)

Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may Avail	Either parent or both / the Guardian. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP		
Representative				
Special Power of Attorney (1 Original 1 Photocopy)		Citizen or Client Being Represented		
Authorization Letter (1 Original)		Citizen or Client Being Represented		
Government Issued Identification Card (1 Original 1 Photocopy)		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
Government Issued Identification Card of the Representative		COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Verify the complete-ness and correctness of the documents. 1.2 Verify if the parents are married or not married. 1.3 Prepare the RA 9255 Form No. 1, if not married. 1.4 Prepare the Certification for RA 9255. 1.5 Accomplish Municipal Form 102 (Attachment),	None	40 minutes	Registration Officer II/ Senior Admin. Asst. I MCR Registration Officer II/ Senior Admin. Asst. I MCR Senior Admin. Asst. I MCR Senior Admin. Asst. I MCR



	if parents are Islam. 1.6 Seal, sign and issue the document.			Senior Admin. Asst. / MCR Municipal Civil Registrar / Registration Officer II MCR
	TOTAL	None	40 minutes	

13. Registering of New Certificate of Marriage (Municipal Form No. 97)

The Local Civil Registry shall register the newlyweds Certificate of Marriage prepared by Municipal Mayor, Municipal Judge and other Solemnizing Officer like Priest, Pastor, etc.

Office or Division	Municipal Civil Registrar			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may Avail	Contracting Parties. Either parent or both / the Guardian. Any authorized person.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, LTOPF, PNP			
Solemnization Fee	Municipal Treasurer's Office			
Representative				
Special Power of Attorney (1 Original 1 Photocopy)	Citizen or Client Being Represented			
Authorization Letter (1 Original)	Citizen or Client Being Represented			
Government Issued Identification Card (1 Original 1 Photocopy)	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
Government Issued Identification Card of the Representative	COMELEC, SSS, Pag-Ibig, Philhealth, UMID, TIN, LTO, Post Office, DFA, DSWD, PNP			
Solemnization Fee	Municipal Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Civil Registrar.	1.1 Verify the complete-ness and	None	10 minutes	Municipal Civil Registrar /



	correctness of the documents.			<i>Registration Officer II / Senior Admin. Asst. I MCR</i>
2. Proceed to Municipal Treasurer's Office.	2.1 Issue Official Receipt for Solemnization Fee.	PHP 200.00	10 minutes	<i>Municipal Treasurer's Office Staff</i>
3. Back to Municipal Civil Registrar.	3.1 Assign registry number. 3.2 Seal, sign and issue the document.	None	10 minutes	<i>Registration Officer II / Senior Admin. Asst. I MCR Municipal Civil Registrar MCR</i>
	TOTAL	PHP 200.00	30 minutes	

Issuance of newlywed's Certificate of Marriage is qualified for multi-stage processing.



MUNICIPAL COOPERATIVE AND ENTERPRISE DEVELOPMENT OFFICE

External Services



1. Cooperatives and Enterprises Services

The Municipal Cooperative and Enterprise Development Office conduct Meetings/Seminars and Trainings for Cooperatives/Enterprises, Trade Fair, and Consultancy.

Office or Division	Municipal Cooperative and Enterprise Development Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business			
Who may Avail	Cooperatives, Micro Small Medium Enterprise, Business Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the visitor's logbook and inquire regarding the needed assistance	1.3. Interview for verification.	None	20 minutes	Senior Cooperatives Development Specialist (SCDS)/Staff Municipal Cooperative and Enterprise Development Office
2. Submit letter for the request	2.3. Refer to concern individual or office	None	20 minutes	SCDS/Staff MCEDO
	2.4. Inform the client of the result	None	2 minutes	SCDS/Staff MCEDO
	TOTAL	None	42 minutes	



MUNICIPAL DISASTER AND RISK REDUCTION MANAGEMENT OFFICE

External Services



1. Rescue Response

The Municipal Disaster and Risk Reduction Management Office is responsible for the over-all disaster reduction and management within the municipality.

Office or Division	Municipal Disaster and Risk Reduction Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Everyone in the community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call MDRRMO Hotline Number and wait for the rescue response.	1.1. Accept call and record information provided by the client to the logbook	None	3 minute	Operations Division MDRRMO
	1.2. Provide response to the client's call either first aid / medical intervention	None	2 minutes	Operations Division MDRRMO
	1.3. Transferring the patient to the hospital depending on the severity of the situation	None	15 minutes	Operations Division MDRRMO
	TOTAL	None	20 minutes	



MUNICIPAL ENGINEERING OFFICE

External Services



1. Issuance of Building Permit

Building permit shall be issued to grant official approval to owner/applicant or contractor to proceed with construction or remodeling project on particular property.

Office or Division	Municipal Engineering Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	Private Individuals, Businesses, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Zoning Permit – 1 photocopy 2. Description of lot ownership as evidenced by Transfer Certificate of Title (TCT) or Tax Declaration/ Deed of Sale – 5 photocopies 3. Residence Certificate for current year – 1 photocopy 4. Complete Plan & Details Duly Signed & Sealed by Archi. /Engr. (20x30 blue print) – 5 sets 5. Bill of Materials – 5 copies 6. Specifications – 5 copies 7. Structural Analysis (if two storey or more) – 5 copies 8. Photocopy of Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR) of signing Architect/Engr. – 1 copy 9. Duly signed and sealed building/sanitary/electrical permit forms – 5 copies 10. Fire Clearance (Fire Safety Evaluation Clearance) – 1 copy 11. Road Right of Way (RROW) Clearance in case of National Road – 1 copy 12. Clearance from NGCP (Nat'l Grid Corp. of the Phils.), if applicable – 1 copy 		<ol style="list-style-type: none"> 1. Municipal Planning and Development Office(MPDO) 2. Applicant/Owner's copy or Reg. of Deeds and/or Assessor's Office 3. Municipal Treasurer's Office 4. Architect/Civil Engineer/Electrical Engineer/Mechanical Engineer/Sanitary Engineer 5. Architect/Civil Engineer 6. Architect/Civil Engineer 7. Civil Engineer 8. Architect/Civil Engineer 9. Architect/Civil Engineer 10. Bureau of Fire Protection (BFP) 11. Department of Public Works & Highways 12. National Grid Corporation of the Philippines 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Receive & review documents.	None	15 minutes	<i>Draftsman II/ Admin. Aide VI</i>



1. Submit complete building permit requirements	<p>For complete requirements, review if it conforms to the National Bldg. Code.</p> <p>If incomplete, inform deficiency & return documents to client.</p>	None	1 hour	Municipal Engineering Office
	1.2. Conduct ocular inspection on the site/location			<p><i>Municipal Engineer /Engineering Assistant/ Inspector</i> Municipal Engineering Office</p>
	<p>1.3. If inspected and conform to Nat'l.Bldg.Code, the MEO Staff will assess the fees to be paid by the client.</p> <p>If not conformed to NBC, return the requirements to the applicant.</p>	None	5 minutes	<p><i>Inspector/ Engineering Assistant/ Draftsman II</i> Municipal Engineering Office</p>
	1.4. Give the client endorsement letter addressed to BFP.	None	5 minutes	<p><i>Admin. Aide VI and/or other MEO Staff</i> Municipal Engineering Office</p>
	1.5. Issue order of payment	Refer to Schedule of Fees for Permit	1 minute	<p><i>Admin. Aide VI and/or other MEO Staff</i> Municipal Engineering Office</p>



2. Proceed to Bureau of Fire Protection (BFP) and submit endorsement letter along with 1 set of plans, specifications & bill of materials	2. Issue fire safety evaluation clearance	None	Depends of BFP	<i>Municipal Fire Marshall Bureau of Fire Protection</i>
3. Proceed to Mun. Treasurer's Office and pay the assessed fees	3. Accept payment & issue Official Receipt (O.R.)	Refer to Order of Payment	5 minutes	<i>MTO Staff Municipal Treasurer's Office</i>
4. Return to Mun. Engineering Office, show the O.R. to the MEO staff and secure building permit	4.1. Record the O.R. to logbook of permits 4.2. Process the building permit for issuance		2 minutes 2 days	<i>Admin. Aide VI Municipal Engineering Office Municipal Engineer/ Draftsman II/ Project Monitoring Officer/ Admin Aide VI Municipal Engineering Office</i>
	TOTAL	Refer to Schedule of Fees for Permit	2 days, 1 hour and 33 minutes	

Issuance of Building Permit qualified for multi-stage processing.

2. Issuance of Electrical Permit (for small family dwelling)

Electrical Permit shall be issued to allow owner/applicant or contractor to proceed installation of electrical works.

Office or Division	Municipal Engineering Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	Private Individual



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Zoning Permit – 1 photocopy 2. Electrical lay-out with legend, riser diagram, location map and load schedule (must be signed by Registered Master Electrician or Electrical Engineer) with photocopy of PRC ID of RME or Electrical Engr. – 3 copies 3. Application of electrical permit forms- must be signed by Registered Master Electrician or Electrical Engr. (person in- charge for electrical works) – 3 copies 4. Right over land – 3 copies a. TCT (Transfer Certificate of Title) – if the lot is owned by the applicant b. Contract of Lease- if the applicant is not the registered owner c. Deed of Sale d. Waiver of the land owner e. Barangay Chairman consent – If the building was constructed on public land, resettlement or reclamation area. 5. Residence Certificate for current year		1. Municipal Planning and Development Office (MPDO) 2. Applicant/Owner, Registered Master Electrician or Electrical Engineer 3. Municipal Engineering Office (MEO) a. Applicant/Owner b. Applicant/Owner c. Applicant/Owner d. Applicant/Owner e. Barangay Chairman 5. Municipal Treasurer’s Office (MTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete electrical permit requirements	1.1. Receive & review documents. For complete requirements, review if it conforms to the Electrical Code of the Phils. If incomplete, inform deficiency & return documents to client	None	5 minutes	<i>Draftsman II/ Admin. Aide VI Municipal Engineering Office</i>
	1.2. Conduct ocular inspection on the site/location	None	1 hour	<i>Municipal Engineer/ Engineering Assistant/ Inspector</i>



				Municipal Engineering Office
	<p>1.3. If inspected and conform to Electrical Code, the MEO Staff will assess fees to be paid.</p> <p>If not conformed to EC, return the requirements to the applicant.</p>	None	3 minutes	Inspector/ Engineering Assistant/ Draftsman II Municipal Engineering Office
	1.4. Issue order of payment	Refer to Schedule of Fees for Electrical Permit (for small family dwelling)	1 minute	Admin. Aide VI and/or other MEO Staff Municipal Engineering Office
2. Proceed to Mun. Treasurer's Office and pay the electrical permit fees	2. Accept payment & issue Official Receipt (O.R.)	Refer to Order of Payment	5 minutes	MTO Staff Municipal Treasurer's Office
2. Return to Mun. Engineering Office, show the O.R. to the MEO staff & secure building permit	2.1. Record the O.R. to logbook of permits	None	2 minutes	Admin. Aide VI Municipal Engineering Office
	2.2. Process the electrical permit for issuance	None	1 day	Admin. Aide VI Municipal Engineering Office
	TOTAL	Refer to Schedule of Fees for Electrical Permit	1 day, 1 hour and 16 minutes	

Issuance of Electrical Permit qualified for multi-stage processing.



3. Issuance of Fencing Permit

Fencing permit shall be issued before construction of any fence be made as per National Building Code of the Philippines (P.D. 1096).

Office or Division	Municipal Engineering Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	Private Individuals, Businesses, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Zoning Permit – 1 photocopy 2. Fencing permit forms – to be accomplished by the applicant/owner, must be signed and sealed by Architect or Civil Engineer – 3 copies 3. Photocopy of lot plan/vicinity map – 3 copies 4. Photocopy of latest land tax receipt – 1 copy 5. Fencing plan (height, length in meters, type of fence, etc.) – must be signed and sealed by Archi. or Civil Engineer – 4 copies 6. Bill of Materials/Cost Estimate – must be signed and sealed by Archi. or CE – 4 copies 7. Photocopy of the following – 4 copies <ul style="list-style-type: none"> • If owned by the applicant photocopy of contract of lease/waiver of the lot owner • if not owned by the applicant - attach photocopy of TCT 8. Residence Certificate for current year – 1 copy 		<ol style="list-style-type: none"> 1. Municipal Planning and Development Office (MPDO) 2. Applicant/Owner, Architect or Civil Engineer 3. Applicant/Owner 4. Applicant/Owner 5. Applicant/Owner, Architect or Civil Engineer 6. Architect or Civil Engineer 7. Applicant/Owner 8. Municipal Treasurer's Office (MTO) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete fencing permit requirements	<ol style="list-style-type: none"> 1.1. Receive & review documents. <p>For complete requirements, review if it conforms to the National Building Code of the Phils.</p>	None	10 minutes	<i>Draftsman II/ Admin. Aide VI</i> Municipal Engineering Office



	<p>If incomplete, inform deficiency & return documents to client</p> <p>1.2. Conduct ocular inspection on the site/location</p>	None	1 hour	<p><i>Municipal Engineer/ Engineering Assistant/ Inspector Municipal Engineering Office</i></p>
	<p>1.3. If inspected and conform to National Bldg. Code the MEO Staff will assess fees to be paid.</p> <p>If not conformed to NBC, return the requirements to the applicant.</p> <p>1.4. Issue order of payment</p>	None	5 minutes	<p><i>Inspector/ Engineering Assistant/ Draftsman II Municipal Engineering Office</i></p>
		Refer to Schedule of Fees for Permit	1 minute	<p><i>Admin. Aide VI and/or other MEO Staff Municipal Engineering Office</i></p>
2. Proceed to Mun. Treasurer's Office and pay the fencing permit fees	2. Accept payment & issue Official Receipt (O.R.)	Base on the order of payment	5 minutes	<p><i>MTO Staff Municipal Treasurer's Office</i></p>
3. Show the O.R. to the MEO staff & secure fencing permit	3.1. Record the O.R. to logbook of permits.	None	2 minutes	<p><i>Admin. Aide VI Municipal Engineering Office</i></p>
	3.2. Process the fencing permit for issuance.	None	2 days	<p><i>Municipal Engineer/Project Monitoring</i></p>



				Officer/Admin. Aide VI Municipal Engineering Office
	TOTAL	Refer to Schedule of Fees for Permit	2 days, 1 hour and 23 minutes	

Issuance of Fencing Permit qualified for multi-stage processing.

4. Issuance of Occupancy Permit

Occupancy permit shall be issued to attest that the structure built is complete, compliant to as per built and suitable for occupancy.

Office or Division	Municipal Engineering Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may Avail	Private Individuals, Businesses, Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Project Completion (signed and sealed by Architect/Civil, Sanitary, Electrical, Mechanical Engineer) – 3 copies duly notarized, and logbook (daily construction works) duly signed & sealed by the Supervising Engineer.	1. Architect/Civil, Sanitary, Electrical, Mechanical Engineer
2. Photocopy of the Approved Building, Electrical, Sanitary and Mechanical Permits with the copy of the approved plan as attachment – 2 copies	2. Applicant/Owner's copy
3. Fire Safety Inspection Certificate by the Bureau of Fire Protection (BFP) – 1 photocopy	3. Bureau of Fire Protection
4. Picture of the building structure – 2 photograph copies of the completed structure showing front, sides, and rear areas.	4. Applicant/Owner
5. Photocopy of the Official Receipt (Zoning Permit and Building Permit Fees) – 2 copies	5. Applicant/Owner



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete occupancy permit requirements	1.1. Receive & review documents. For complete requirements, review if it conforms to the National Bldg. Code. If incomplete, inform deficiency & return documents to client	None	7 minutes	<i>Draftsman II/ Admin.Aide VI Municipal Engineering Office</i>
	1.2. Conduct ocular inspection on the site/location	None	30 minutes	<i>Municipal Engineer/ Engineering Assistant/ Inspector Municipal Engineering Office</i>
	1.3. If inspected and not conformed to Nat'l. Bldg. Code return the requirements to the applicant.	None	1 minute	<i>Inspector/ Engineering Assistant / Draftsman II Municipal Engineering Office</i>
	1.4. Give the client 1 copy of requirements to be submitted to BFP	None	1 minute	<i>Admin. Aide VI and/or other MEO Staff Municipal Engineering Office</i>
2. Proceed to Bureau of Fire Protection (BFP) for the submission of 1 copy of the requirements	2. Issue Fire Safety Inspection Certificate	Based BFP Schedule of Permit Fees	Depends on BFP	<i>Municipal Fire Marshall Bureau of Fire Protection</i>



3. Return to MEO and submit one (1) copy of Fire Safety Inspection Certificate(FSIC) to MEO Staff	3. Accept 1 copy of FSIC for the issuance of occupancy permit	None	1 minute	<i>Admin. Aide VI Municipal Engineering Office</i>
4. Wait for the issuance of occupancy	4. Process the occupancy permit for issuance	None	2 days	<i>Municipal Engineer /Draftsman II/ Project Monitoring Officer/ Admin Aide VI Municipal Engineering Office</i>
	TOTAL	Refer to Schedule of Fees for Permit	2 days and 40 minutes	

Issuance of Occupancy Permit qualified for multi-stage processing.

SCHEDULE OF FEES FOR PERMIT

Fixed Cost of Construction Per Sq. M.	Php 20,000.00
Building Proper per sq.m.	23.00
Open Space per sq.m.	1.20
Excavation per cu.m.	3.00

ELECTRICAL FEES

Main Switch per pc.	60.00
Each switch, lighting and/or convenience outlets	1.50
Each remote control master switch	24.00
Ref./Freezer	40.00
Pole/location Plan	24.00
Electric Meter	60.00

SANITARY FEES

Toilet (1 water closet, 1 shower head, 2 floor drain, 1 lavatory, 3 faucets	24.00
Every fixture in excess of one unit:	



Each water closet	7.00
Floor drain	3.00
Sink	3.00
Lavatory	7.00
Faucet	2.00
Shower Head	2.00
Urinal	4.00
Bath Tub	7.00
Water Meter	2.00
Septic Tank	24.00

MECHANICAL FEES

ACU	60.00
-----------	-------

GROUND PREPARATION AND EXCAVATION FEE

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

FENCING FEES

Made of masonry, metal, concrete up to one point eighty (1.80) m. in height, per linear m. or fraction thereof	3.00
In excess of one point eighty (1.80) m in height, per linear m. or fraction thereof	4.00
Made of indigenous, materials, barbed, chicken or hog wires, per linear m.....	2.40

CONSTRUCTION OF PAVEMENTS, UP TO TWENTY SQUARE METER 24.00

In excess of twenty (20) square meter 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	3.00
--	------

Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks



up to twenty (20) sq.m. per calendar month	240.00
Every sq.m. or fraction thereof in excess of twenty (20) sq.m.	12.00

SIGN FEES

Erection and Anchorage of display surface, up to four (4) sq.m. of signboard area	120.00
---	--------

Installation Fees, per sq.m. 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

REPAIR FEES

Alteration/renovation/improvement on vertical dimensions of buildings/ structures in square m., such as facades, exterior and interior walls and horizontal dimensions such as floorings, ceilings and roofing shall be assessed with the rate per sq.m.	5.00
---	------

DEMOLITION/MOVING OF BLDGS./STRUCTURES FEES PER SQ.M. OF AREA OR DIMENSION

Bldgs. In all Groups per sq.m. flr.area	Php	3.00
Bldg. System/Frames or portion thereof per vertical or horizontal dimensions		4.00
Structures up to ten (10) m.in height		800.00
Every meter or portion thereof in excess of ten (10) m.		50.00
Appendage up to three cu.m./unit		50.00
Every cu.m.of portion thereof in excess of three cu.m.		50.00
Moving Fee, per sq.m. of area of bldg/structure to be moved		3.00

CERTIFICATE OF OCCUPANCY (For Fixed Costing)

Residential Buildings:

Costing up to P150,000.00	Php	100.00
Costing more than P150,000.00 up to P400,000.00		200.00
Costing more than P400,000.00 up to P850,000.00		400.00
Costing more than P850,000.00 up to P1,200,000.00.....		800.00
Every million or portion thereof in excess of P1,200,000.00.....		800.00

Commercial Buildings:

Costing up to P150,000.00		200.00
---------------------------------	--	--------



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

CERTIFICATIONS

Certified true copy of building permit	Php	50.00
Certified true copy of certificate of occupancy		50.00
Other certifications		50.00

SCHEDULE OF FEES FOR ELECTRICAL PERMIT (FOR SMALL FAMILY DWELLING)

A. Total Connected Load (kVA)

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

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

B. Total Transformer/ Uninterrupted Power Supply (UPS) / Generator Capacity (KVA)

Fee					
i.	5 KVA or less.....	Php	40.00		
ii.	Over 5kVA to 50kVA.....	Php	40.00	+	Php 4.00/kVA
iii.	Over 50 kVA to 300kVA.....	Php	220.00	+	Php 2.00/kVA
iv.	Over 300kVA to 1,500kVA.....	Php	720.00	+	Php 1.00/kVA
v.	Over 1,500kVA to 6,000kVA.....	Php	1,920.00	+	Php 0.50/kVA
vi.	Over 6,000 kVA.....	Php	4,170.00	+	Php 0.25/kVA

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

C. Pole/Attachment Location Plan Permit

i.	Power Supply Pole Location.....	Php 30.00/pole
----	---------------------------------	----------------



ii. Guying Attachment..... Php 30.00/attachment

This applies to designs/installations within the premises.

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

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



MUNICIPAL GENERAL SERVICES OFFICE

Internal Services



1. Issuance of Office Supplies

The Municipal General Services Office is responsible for the over-all management of office supplies of the Agency.

Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G – Government to Government			
Who may Avail	All Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (R.I.S.) – 1 copy		Municipal General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Requisition and Issue Slip (R.I.S.)	1. Provide Requisition and Issue Slip (R.I.S.)	None	1 minute	<i>Admin. Aide I</i> GSO
2. Submit R.I.S.	2.1. Receive duly accomplished R.I.S and check the list of items being requested.	None	2 minutes	<i>Admin. Aide I</i> GSO
	2.2. Check inventory to confirm availability of item/s being requested. If item is not available, inform the employee.	None	3 minutes	<i>Admin. Aide I</i> GSO
	2.3. Get from the stockroom/stock cabinets the requested office supply/supplies.	None	5 minutes	<i>Admin. Aide I</i> GSO
	2.4. Approve release of office supply/supplies	None	2 minutes	<i>OIC-GSO</i> GSO
3. Wait for the release of office supply/supplies being requested	3. Release office supply/supplies and have the requestor	None	3 minutes	<i>Admin. Aide I</i> GSO



and sign receiving section of R.I.S.	sign the receiving section of R.I.S			
	TOTAL	None	16 minutes	

2. Request for Fuel, Oil and Lubricant

The Municipal General Services Office is responsible for the release of purchase orders for fuel, oil and lubricant for all authorized vehicles.

Office or Division	Municipal General Services Office
Classification	Simple
Type of Transaction	G2G – Government to Government
Who may Avail	All Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Trip Ticket – 1 copy	Municipal General Services Office
Picture of fuel gauge – 1 copy	Requestor
Driver's Trip Ticket or Driver's Log Book (in the case of MDDRMO and Marshall Municipal Vehicle) – 1 copy	Municipal General Services Office
Purchase Order (P.O.) – 1 copy	Municipal General Services Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit accomplished Driver's Trip Ticket or present Driver's Log Book (in the case of MDDRMO and Marshall Municipal Vehicle) along with the picture of fuel gauge.	1.1. Provide Driver's Trip Ticket.	None	1 minute	<i>Admin. Aide / GSO</i>
	1.2. Received and verify documents.	None	2 minutes	<i>Admin. Aide / GSO</i>
	1.3. Prepare P.O.	None	1 minute	<i>Admin. Aide / GSO</i>
	1.4. Approve P.O.	None	1 minute	<i>OIC-GSO / GSO</i>
2. Receive P.O. for fuel, oil and lubricant and send back O.R. and	2. Issue P.O. for fuel, oil and lubricant, and have the	None	3 minutes	<i>Admin. Aide / GSO</i>



picture of fuel gauge for confirmation purpose of GSO.	requestor sign the log book			
	TOTAL	None	8 minutes	



MUNICIPAL HEALTH OFFICE

External Services



1. Paraan ng Pagkuha ng Death Certificate

Ang aming tanggapan ay nagpoproseso ng mga detalye para sa Death Certificate

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Kamag-anak ng mga namataya			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate form		Punerarya na magbibigay ng serbisyo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibibigay ng kamag-anak ng namatay ang Death Certificate Form sa Nars/Komadrona.	1. Tatanungin ng Nars/Komadrona ang kamag-anak ng namatay tungkol sa personal na impormasyon ng namatay.	Wala	5 Minuto	Nars Komadrona MHO
2. Pupunta ang kamag-anak sa Doktor upang hingan ng impormasyon sa sanhi ng pagkamatay.	2. Tatanungin ng Doktor ang kamag-anak ng namatay ng medical history ng namatay.	Wala	5 Minuto	Doktor MHO
3. Hihintayin ng kamag-anak na matapos i-type ang form.	3.1 Ita-type ng Nars/Komadrona ang mga nakuhang impormasyon sa form. 3.2 Susuriin ng kamag-anak kung tama ang mga nilagay na impormasyon sa form. 3.3 Pipirmahan ng gumawa ng form at ng Doktor ang form.	Wala	13 Minuto	Nars Komadrona MHO
4. Matatanggap ng kamag-anak ang	4. Ibibigay ng Nars/Komadrona sa	Wala	2 Minuto	Nars Komadrona



form at pupunta sa LCR at Treasurer's Office upang magbayad.	kamag-anak ang Death Certificate Form.			MHO
	TOTAL	Wala	25 Minuto	

2. Paraan ng Pagkuha ng Health Card/Certificate

Ang aming opisina ay nagbibigay ng Health Card/Certificate sa lahat ng empleyado ng mga establisyemento sa Bayan ng Orani

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng empleyado sa mga establisyemento sa Bayan ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Food Handlers – X-ray, urinalysis, fecalysis, HAV IgM		Laboratoryo		
Mga nagtatrabaho sa Pub House o KTV Bar - X-ray, urinalysis, fecalysis, HAV IgM, pap smear		Laboratoryo		
Tonsorial - X-ray, urinalysis, fecalysis, HAV IgM		Laboratoryo		
Non-food handlers - X-ray, urinalysis, fecalysis		Laboratoryo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magtungo sa Municipal Health Office	1.1. Aalamin ang uri at kung saan ang trabaho ng aplikante 1.2. Ibibigay ang mga requirements sa aplikante	Wala	5 Minuto	Sanidad MHO
2. Ipapakita ang kumpletong requirements	2. Susuriin ang mga ipapakitang requirements ng aplikante	Wala	5 Minuto	Sanidad MHO



3. Magtungo sa Treasurer's Office upang magbayad ng Health Card/Certificate	3. Kukuhanin ang bayad at bibigyan ng resibo ang kliyente	PHP 100.00	5 Minuto	Kahera MTO
4. Ipapatala ang mga detalye ng aplikante	4.1. Itatala sa logsheet ang detalye ng aplikante 4.2. Ibibigay na ang Health Card/Certificate sa aplikante	Wala	5 Minuto	Sanidad MHO
	TOTAL	PHP 100.00	20 Minuto	

3. Paraan ng Pagkuha ng Medical Certificate

Ang aming opisina ay nagbibigay ng Medical Certificate para sa mga residente ng Bayan ng Orani na nangangailangan nito

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng residente ng Bayan ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete Blood Count		Laboratoryo		
Urinalysis		Laboratoryo		
Chest X-ray		Laboratoryo		
Drug Test (kung kinakailangan lamang)		Laboratoryo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magparegistro sa para sa impormasyon, vital signs at paggawa ng record	1. Tatanungin ng Nars o Komadrona ang pasyente, kukunan ng vital signs, at gagawan ng record	Wala	5 Minuto	Nars Komadrona MHO



2. Pupunta ang pasyente sa Doktor dala ang mga resulta ng laboratoryo	2. Tatanungin ng Doktor ang pasyente tungkol sa kanyang kalagayan at susuriin.	Wala	5 Minuto	Doktor MHO
3. Hihintayin ng pasyente ang Medical Certificate	3.1. Gagawin at pipirmahan ng Doktor ang Medical Certificate 3.2. Ang mga pasyenteng nangangailangang maggamot muna ay bibigyan ng reseta	Wala	5 Minuto	Doktor MHO
4. Magbayad at kuhanin ang Medical Certificate	4. Magbibigay ng resibo pagkatanggap ng bayad at ibigay ang Medical Certificate	PHP 100.00	5 Minuto	Clerk MHO
	TOTAL	PHP 100.00	20 Minuto	

4. Paraan ng Pagkuha ng Medico-Legal Certificate para sa mga namatay

Ang aming opisina ay nagbibigay ng Medico-Legal Certificate para sa mga residente ng Bayan ng Orani na nangangailangan nito

Office or Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Lahat ng residente ng Bayan ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request para sa Medico-Legal Examination		Philippine National Police		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magparegistro sa Nars o Komadrona para sa impormasyon, vital	1. Tatanungin ng Nars o Komadrona ang pasyente, kukunan ng vital signs, at gagawan ng record	Wala	10 Minuto	Nars Komadrona MHO



signs at paggawa ng record				
2. Pupunta ang kliyente sa Doktor	2.1. Tatanungin ang kliyente tungkol sa kalagayan 2.2. Gagawin ng Doktor ang Medico-legal form	Wala	20 Minuto	<i>Doktor</i> MHO
3. Magbayad at kuhanin ang Medico-legal form	3. Magbibigay ng resibo pagkatanggap ng bayad at ibigay ang Medico-legal form	PHP 100.00	5 Minuto	<i>Clerk</i> MHO
	TOTAL	PHP 100.00	35 Minuto	

5. Paraan ng Pagkuha ng Sanitary Permit

Ang aming opisina ay nagbibigay ng Sanitary Permit sa lahat ng establisyemento sa Bayan ng Orani

Office or Division	Municipal Health Office
Classification	G2C – Government to Citizen
Type of Transaction	Complex
Who may Avail	Mga nagmamay-ari o tagapangasiwa ng mga establisyemento sa Bayan ng Orani
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Business Clearance	Barangay Hall ng nakakasakop na barangay
Health Card/Certificate ng mga empleyado ng establisyemento	Municipal Health Office
Environmental Compliance Certificate o Certificate of Non-Compliance (kung naangkop lamang)	Department of Environment and Natural Resources
Environmental Clearances (kung naangkop lamang)	Department of Environment and Natural Resources
Zoning Clearance (kung naangkop lamang)	Municipal Planning and Development Office
Para sa mga Water Refilling Stations lamang: 1. Engineer's Report	Licensed Professional



2. Result of water analysis from DOH-accredited water laboratory a. Bacteriological analysis b. Physical/Chemical analysis		Water Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kukukuha ng Application Form sa Sanidad at itatala ang mga impormasyon sa form	1. Bibigyan ang kliyente ng Application Form.	Wala	5 Minuto	Sanidad MHO
2. Kukuha ng listahan ng mga requirements	2. Bibigyan ng mga listahan ng requirements ang aplikante depende kung ano ang naaangkop sa kanyang establisyemento	Wala	5 Minuto	Sanidad MHO
3. Isusumite ang mga kaukulang requirements	3. Susuriin ang mga isinumiteng requirements kung ito ay kumpleto at mag iiwan ng mga kopya nito para maitago	Wala	5 Minuto	Sanidad MHO
4. Ituturo ang lugar ng establisyemento at iiskedyul para sa Sanitary Inspection	4. Pupuntahan sa araw ng iskedyul ang establisyemento at isasagawa ang Sanitary Inspection	Wala	2 Araw	Sanidad MHO
5. Magtungo sa Treasurer's Office upang magbayad ng Sanitary Permit	5. Kukuhanin ang bayad at bibigyan ng resibo ang kliyente	PHP 200.00	5 Minuto	Kahera MTO
6. Ipapatala ang pangalan ng establisyemento, pangalan ng may-ari at mga empleyado nito sa logsheet	6.1. Itatala sa logsheet ang pangalan ng establisyemento, pangalan ng may-ari at mga empleyado nito 6.2. Ibibigay na ang Sanitary Permit sa aplikante	Wala	5 Minuto	Sanidad MHO



	TOTAL	PHP 200.00	2 Araw at 25 Minuto	
--	--------------	-----------------------	--------------------------------	--

6. Paraan ng Pagpapabakuna (Imunisasyon)

Ang aming opisina ay nagbibigay regular ng bakuna o imunisasyon sa mga bata edad 0 - 12 buwan

Office or Division	Municipal Health Office			
Classification	G2C - Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng batang 0 - 12 buwan gulang			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Under five card		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Iregistro ang bata sa Nars o Komadrona	1.1. Bibigyan ng Under Five Card ang mga bagong pasyente. 1.2. Kukunan ng impormasyon ng Nars ang magulang ng bata at kukunan ng vital signs ng BHW. 1.3. Ihahanda ng Nars ang mga kailangan sa pagbabakuna.	Wala	10 Minuto	<i>Nars Komadrona MHO</i>
2. Bibigyan ng bakuna ang pasyente	2.1. Bibigyan ng bakuna ang pasyente ng Nars. 2.2. Bibigyan ng Nars ang pasyente ng paalala at araw ng susunod na bakuna. 2.3. I-update ng Nars o Komadrona ang	Wala	15 Minuto	<i>Nars Komadrona MHO</i>



	record at report tungkol sa bakuna.			
	TOTAL	Wala	25 Minuto	

7. Paraan ng Pagpapakonsulta

Ang aming opisina ay nagbibigay sa mga mamamayan ng Orani ng libreng konsultasyong medikal

Office or Division	Municipal Health Office			
Classification	G2C - Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng residente ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
Under Five Record para sa mga batang may edad 0 – 59 na buwan		Ito ay ibinibigay sa magulang ng mga bata noong sila ay nagpabakuna		
Referral form		Barangay Health Station na pinanggalingan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magparegistro sa Nars o Komadrona para sa impormasyon, vital signs at paggawa ng record.	1. Tatanungin ng Nars o Komadrona ang pasyente, kukunan ng vital signs, at gagawan ng record.	Wala	5 Minuto	<i>Nars Komadrona MHO</i>
2. Pupunta ang pasyente sa Doktor para magpakonsulta.	2.1. Tatanungin ng Doktor ang pasyente tungkol sa kanyang kalagayan, susuriin, at bibigyan ng reseta. 2.2. Ang mga pasyenteng kailangang i-refer sa hospital ay	Wala	15 Minuto	<i>Doktor MHO</i>



	bibigyan ng referral form. 2.3. Ang mga kailangang ipalaboratoryo ay bibigyan ng request.			
	TOTAL	Wala	20 Minuto	

8. Paraan ng Pagpapasuri ng Dugo (Complete Blood Count, Blood Typing, VDRL)

Ang aming opisina ay nagbibigay sa mga mamamayan ng Orani ng mga serbisyo ng Laboratoryo

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng residente ng Bayan ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
Laboratory Request		Medical Professional		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipakita ng pasyente ang laboratory request.	1. Tanggapin at suriin ang laboratory request.	Wala	5 Minuto	<i>Med Tech Aide</i> MHO
2. Makinig at sumunod sa mga kailangan gawin at ihanda ang sarili sa pagbibigay ng dugo.	2.1. Turuan ang pasyente ukol sa proseso na gagawin. 2.2. Kuhanan ng dugo ang pasyente.	Wala	10 Minuto	<i>Med Tech Aide</i> MHO
3. Mag-antay ng resulta.	3.1. Pagsusuri ng dugo ng pasyente.	Wala	30 Minuto	<i>Med Tech</i> MHO



	3.2. Pagtatala ng resulta ng eksaminasyon.			
3. Pagkuha ng resulta	4. Pagtatala ng resulta sa logbook at pagbibigay ng resibo at resulta ng pagsusuri at pabalikin sa Kumadrona.	PHP 135.00	5 Minuto	<i>Med Tech Aide</i> MHO
	TOTAL	PHP 135.00	50 Minuto	

9. Paraan ng Pagpapasuri ng Ihi

Ang aming opisina ay nagbibigay sa mga mamamayan ng Orani ng mga serbisyo ng Laboratoryo

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng residente ng Bayan ng Orani			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
Laboratory Request		Medical Professional		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipapakita ng pasyente ang laboratory request at humingi ng bote upang paglagyan ng ihi	1. Suriin ang laboratory request at turuan ang mga pasyente kung paano ang tamang paraan ng paglalagay ng ihi sa bote	Wala	3 Minuto	<i>Med Tech Aide</i> MHO
2. Kumolekta ng ihi at dalhin sa laboratory	2. Tanggapin at markahan ang specimen at ipaalam sa pasyente ang oras ng pagkuha ng resulta	Wala	5 Minuto	<i>Med Tech Aide</i> MHO



3. Mag-antay ng resulta	3. Pagmamarka at paglalagay ng bilang sa specimen, panlabas na pagsusuri sa specimen, paglilipat ng ihi sa test tube at pag-Centrifuge nito at masusing pagsusuri sa mikroskopyo at pagtatala ng resulta	Wala	15 Minuto	Med Tech MHO
4. Pagbabayad at pagkuha ng resulta	4. Pagtatala ng resulta sa logbook at pagbibigay ng resulta at resibo	PHP 20.00	2 Minuto	Med Tech Aide Clerk MHO
	TOTAL	PHP 20.00	25 Minuto	

10. Paraan ng Eksaminasyon sa Plema sa Pamamagitan ng Direct Sputum Smear Microscopy

Ang aming opisina ay nagbibigay sa mga mamamayan ng Orani ng serbisyo ng pagsusuri ng plema

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng may sintomas ng tuberkulosis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
Referral Form		Barangay Health Station na pinagmulan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipakita ang referral form	1. Tatanggapin at susuriin ang referral form	Wala	3 Minuto	Med Tech Aide MHO
2. Magbigay ng 1 specimen ng plema	2.1. Lagyan ng pangalan, tamang mga numero at tingnan kung tama	Wala	30 Minuto	Med Tech Aide MHO



	ang binigay na plema 2.2. Isulat ang pangalan at iba pang detalye ng pasyente 2.3. Pagpapahid ng plema sa glass slide 2.4. Pagpapatuyo at paglalagay ng AFB na pangulay 2.5. Pagsusuri gamit ang microscope 2.6. Itala ang resulta sa logbook			
3. Pagkuha ng resulta	3. Ibibigay ang resulta sa kliyente	Wala	2 Minuto	Med Tech Aide MHO
	TOTAL	Wala	35 Minuto	

11. Paraan ng Pagpapasuri ng Plema sa Pamamagitan ng Gene Xpert

Ang aming opisina ay nagbibigay sa mga mamamayan ng Orani ng serbisyo ng pagsusuri ng plema

Office or Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Lahat ng may mga sintomas ng tuberkolosis o mga mayroong matagalang direktang pakikisalamuha sa taong may tuberkolosis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NTP request form (Form 2A)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipakita ang referral na papel.	1.1 Tatanggapin at rerebisahin ang referral na papel.	Wala	2 Minuto	Medtech Aide MHO



2. Magbigay ng plema na nakalagay sa isang tamang lalagyan.	2.1 Titingnan kung tama ang isinumite na plema 2.2 Lalagyan ng pangalan, sunud sunod na numero at petsa ang lalagayan ng plema	Wala	2 Minuto	<i>Medtech Aide</i> MHO
3. Pag-antayin ang pasyente.	3.1 Itatala ang pangalan at iba pang detalye ng pasyente.	Wala	2 Minuto	<i>Medtech Aide</i> MHO
4. Mag antay ng tawag mula sa nars na nakatalaga sa programang Tuberculosis.	4.1 Abisuhan ang pasyente na antayin ang abiso mula sa nars. 4.2 Ilalagay ang plema sa tamang lugar ng pagpoproseso 4.3 Ihanda ang mga gagamitin at makina para sa pagususri 4.4 Sisimulan at ipoproseso ang plema 4.5 Isasalang ang naprosesong plema sa makina (GeneXpert Machine) 4.6 Babasahin at itatala ang resulta ng eksaminasyon 4.7 Isusulat at isusumite ang opisyal na resulta	Wala	2 Minuto	<i>Medtech Aide</i> <i>Med Tech</i> MHO
		Wala	2 Minuto	
		Wala	5 Minuto	
		Wala	30 Minuto	
		Wala	2 Oras	
		Wala	5 Minuto	
		Wala	2 Minuto	
	TOTAL	Wala	2 Oras at 52 Minuto	



12. Paraan ng Pagpaplano ng Pamilya

Ang aming opisina ay nagbibigay ng mga opsyon na maaring pamilyan tungkol sa pagpaplano ng pamilya at tamang agwat ng pagbubuntis

Office or Division		Municipal Health Office		
Classification		G2C – Government to Citizen		
Type of Transaction		Simple		
Who may Avail		Lahat ng may kapasidad na mabuntis at makabuntis		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magparegistro sa Nars o Komadrona para sa impormasyon, vital signs at paggawa ng record.	1. Tatanungin ng Nars o Komadrona ang pasyente, kukunan ng vital signs, at gagawan ng record.	Wala	5 Minuto	Nars Komadrona MHO
2. Makinig sa maikling payo tungkol sa pagpaplano ng pamilya.	2. Ipapaliwanag ng Nars o Komadrona ang mga paraan ng pagpaplano ng pamilya at gagawin ang pamamaraan depende sa kagustuhan ng pasyente.	Wala	20 Minuto	Nars Komadrona MHO
	TOTAL	Wala	25 Minuto	

13. Paraan ng Pagtuturo at Pangangalaga sa mga Nanganak

Ang aming opisina ay nagbibigay ng serbisyo sa mga nanganak sa Bayan ng Orani katulad ng pangangalaga at pagtuturo sa mga bagong panganak

Office or Division	Municipal Health Office
Classification	G2C – Government to Citizen



Type of Transaction		Simple		
Who may Avail		Mga ina na bagong panganak		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
HBMR Card		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hintayin sa bahay ang komadrona sa gagawing pagdalaw	1.1. Aalamin ng komadrona ang kalagayan ng mag-ina at titingnan kung mayroong kumplikasyon at kasunod ang kaukulang lunas 1.2. Bibigyan ng komadrona ang pasyente ng mga bitaminang kailangan nito 1.3. Maghahabilin ang mga komadrona ng mga kailangang gawin ng bagong panganak na nanay 1.4. Gagawa ng ulat at pagtatala ang komadrona ukol sa mag-ina	Wala	40 Minuto	<i>Komadrona</i> MHO
2. Hintayin ang instruction kung kalian ulit dadalaw ang komadrona	2. liskedyul ang susunod na dalaw at ipapaalam sa kliyente	Wala	5 Minuto	<i>Komadrona</i> MHO
	TOTAL	Wala	45 Minuto	



14. Paraan Para sa Gamutan ng mga Nakagat ng Hayop

Ang aming opisina ay nagbibigay ng lunas para sa mga taong nakagat ng ano mang uri ng hayop

Office or Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may Avail	Lahat ng nakagat o nakalmot ng ano mang uri ng hayop			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal na pagsadya		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magparegistro sa Nars o Komadrona para sa impormasyon, vital signs at paggawa ng record.	1.1. Tatanungin ng Nars o Komadrona ang pasyente, kukunan ng vital signs, at gagawan ng record. 1.2. Ire-refer ng Nars ang pastyente sa Doktor.	Wala	5 Minuto	<i>Nars Komadrona MHO</i>
2. Pupunta ang pasyente sa Doktor para magpakonsulta.	2.1. Tatanungin ng Doktor ang pasyente tungkol sa kanyang kalagayan, susuriin, at bibigyan ng reseta. 2.2. Bibigyan ng Doktor ang pasyente ng Referral sa Animal Bite Center.	Wala	15 Minuto	<i>Doktor MHO</i>
3. Pupunta ang pasyente sa Nars para sa Anti-Tetanus.	3. Lalagyan ng Nars ng bakuna para sa Tetano ang pasyente.	PHP 75.00	5 Minuto	<i>Nars MHO</i>
4. Pupunta ang pasyente sa Animal Bite Center para sa	4. I-update ng Nars o Komadrona ang record ng Animal Bite.	Wala	5 Minuto	<i>Nars MHO</i>



Bakuna laban sa Rabis.				
	TOTAL	PHP 75.00	30 Minuto	

15. Paraan sa Pagpapatala sa Pambansang Programa sa Tuberkulosis

Ang aming opisina ay nagbibigay ng serbisyong gamutan sa mga mamamayan ng Bayan ng Orani na may tuberkulosis

Office or Division	Municipal Health Office			
Classification	G2C – Government to Citizen			
Type of Transaction	Simple			
Who may Avail	Lahat ng may sintomas ng tuberkulosis na positibo sa eksamin ng plema			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resulta ng eksamin ng plema		Municipal Health Office		
Personal na pagsadya nang may kasamang BHW		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipapakita ng pasyente sa Nars ang resulta ng examin sa plema	1.1. Tatanungin ng Nars ang pasyente, kukunan ng vital signs, at gagawan ng record 1.2. Irerehistro ng Nars ang pasyente, bibigyan ng NTP Treatment card at ID	Wala	20 Minuto	Nars MHO
2. Sasali ang pasyente sa discussion tungkol sa tuberkulosis	2. Magtuturo ang Nars ng paraan ng gamutan at pangangalaga sa sarili at sa kasambahay na may sakit na tuberkulosis	Wala	20 Minuto	Nars MHO



3. Matatanggap ng pasyente ang paunang gamut at paraan ng pag-inom nito	3. Ibibigay ng Nars ang unang dose ng gamot	Wala	20 Minuto	Nars MHO
4. Babalik ang pasyente sa Komadrona para sa tutok gamutan na tatagal ng 6 na buwan	4.1.Ibibigay ng Nars ang natitirang gamot para sa 6 na buwang gamutan para matutukan ang paggagamot 4.2.I-update ng Nars ang Inventory logbook	Wala	15 Minuto	Nars MHO
	TOTAL	Wala	1 Oras at 15 Minuto	



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

External Services



1. Receiving Application for Employment

The Agency provides opportunity to all applicants, both internal and external, to vie for vacancies so as to establish fairness in the recruitment process.

Office or Division	Municipal Human Resource Management Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen G2G – Government to Government
Who may Avail	Interested and qualified applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Application (1 original copy)	Applicant
Fully accomplished Personal Data Sheet (PDS) – CSC Form no. 212 (1 original copy)	Can be downloaded at www.csc.gov.ph
Recent passport-sized picture with complete and handwritten name tag and signature over printed name (1 original copy, not computer generated)	Photo studio
Performance rating in the last rating period, if applicable (1 photocopy)	Applicant's previous or current employer
Certificate of eligibility/rating/license (1 photocopy)	CSC, PRC
Transcript of Records (1 photocopy)	School, college or university attended by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1. Receive the required documents and check for completeness	None	5 minutes	<i>Admin. Officer II (HRMO I)/ Admin. Officer V (HRMO III)</i> Municipal Human Resource Management Office
	1.2. Initial assessment of applicant	None	10 minutes	<i>Admin. Officer V (HRMO III)</i>



	1.3. Inform the applicant when and where to follow up the application	None	3 minutes	Municipal Human Resource Management Office <i>Admin. Officer V (HRMO III)</i> Municipal Human Resource Management Office
	TOTAL	None	18 minutes	



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

Internal Services



1. Issuance of Service Record and Certificate of Employment

All municipal employees, regardless of employment status, may secure from the Agency a copy of updated service record and certificate of employment as per their request.

Office or Division	Municipal Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may Avail	LGU-Orani employees, elective officials and separated employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Request Form (MGO-HRMO-F15)		Municipal Human Resource Management Office		
Company Identification Card or any Government Issued Identification Card		Company ID, PRC, GSIS, SSS, Pag-IBIG, Post Office, DFA, PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of Document Request Form (MGO-HRMO-F15) and fill out the form	1. Provide Document Request Form (MGO-HRMO-F15)	None	2 minutes	<i>Admin. Aide I</i> Municipal Human Resource Management Office
2. Submit duly accomplished Document Request Form (MGO-HRMO-F15)	2.1. Receive duly accomplished Document Request Form (MGO-HRMO-F15)	None	3 minutes	<i>Admin. Aide I</i> Municipal Human Resource Management Office
	2.2. Prepare service record and/or certification	None	10 minutes	<i>Admin. Aide I/ Admin Aide II (RMO I)/ Admin Officer II (HRMO I)</i> Municipal Human Resource Management Office
	2.3. Sign service record and/or certification	None	3 minutes	<i>Admin. Officer V (HRMO III)</i> Municipal Human Resource



	2.4. Release the service record and/or certification	None	2 minutes	Management Office <i>Admin. Aide I</i> Municipal Human Resource Management Office
	TOTAL	None	20 minutes	

2. Processing of Application for Leave of Absence

The Agency honors the right to Leave of Absence granted to government officials and employees not to report to work with or without pay as may be provided by law and as the rules prescribed in the Omnibus Rules on Leave. Hence, all officials and employees are required to file Application for Leave subject for approval.

Office or Division	Municipal Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2G – Government to Government			
Who may Avail	LGU-Orani employees and elective officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave (CSC Form no. 6)		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of Application for Leave (CSC Form no. 6) and fill out the form	1. Provide Application for Leave (CSC Form no. 6)	None	3 minutes	<i>Admin. Aide I/ Admin. Aide II (RMO I)</i> Municipal Human Resource Management Office
2. Submit duly accomplished Application for Leave (CSC Form	2.1. Receive and check all the details of application and note under “Details	None	15 minutes	<i>Admin. Aide II</i> Municipal Human Resource



no. 6) with approval of Department Head	of Action on Application" section of the form the employee's leave balance as of the current date in reference to Employee Leave Card			Management Office
	2.2. Certify leave credit balance of employee applying for leave of absence	None	3 minutes	<i>Admin. Officer V (HRMO III)</i> Municipal Human Resource Management Office
	2.3. Forward Application for Leave to Mayor's Office for approval	None	5 minutes	<i>Admin. Aide I</i> Municipal Human Resource Management Office
	2.4. Approve Application for Leave	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	2.5. Once approved, post record and update Employee Leave Card	None	10 minutes	<i>Admin. Aide II</i> Municipal Human Resource Management Office
	TOTAL	None	1 day, 36 minutes	

Processing of Application for Leave of Absence qualified for multi-stage processing.



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

External Services



1. Issuance of Development Permit

The development permit is given to applicant applying for subdivision and condominium projects under P.D. 957; subdivision project under B.P. 220; industrial/commercial subdivision; farm lot subdivision; and memorial park/ cemetery project/ columbarium.

Office or Division	Municipal Planning and Development Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen G2B – Government to Business
Who may Avail	Individual, Private Corporation
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. SB Resolution granting development permit. (1 original copy) 2. Feasibility of the proposed subdivision/ memorial park / etc. (1 original copy) 3. Certified true copy of title and current tax receipt (1 copy) 4. Certified true copy of environmental compliance certified (ECC) (1 copy) 5. Preliminary approval and locational Clearance (PALC). (1 original copy) 6. Certified true copy of DAR Conversion (1 copy) 7. Plans Required: Site Development Plan (blueprint) <ol style="list-style-type: none"> A. Lot Plan/Location Pan with Vicinity Map (1 original copy) B. Road Design/Plan and Details (1 original copy) C. Drainage Plan & Details (1 original copy) D. Site Grading Plan (1 original copy) 	<ol style="list-style-type: none"> 1. Sangguniang Bayan 2. Licensed Civil Engineer/Licensed Architect/Environmental Planner 3. Client and treasurer's office 4. DENR Environmental Management Bureau (EMB) 5. MPDO 6. Department of Agrarian Reform (DAR) Region III 7. Licensed Civil Engineer/ Licensed Architect/Environmental Planner



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements	1. Admin Aide II will give the checklist of requirements to client.	None	2 minutes	<i>Admin Aide II</i> MPDO
2. Submit the requirements	2.1. Admin Aide II will receive the requirements.	None	3 minutes	<i>Admin Aide II</i> MPDO
	2.2. Planning Officer I will evaluate and inspect the proposed project.	None	1 hour	<i>Planning Office III</i> MPDO <i>Municipal Planning and Development Coordinator</i> MPDO
	2.3. MPDC will review the proposed project.	None	10 minutes	<i>Municipal Planning and Development Coordinator</i> MPDO
	2.4. MPDC will issue the order of payment	Refer to table of fees	5 minutes	<i>Municipal Planning and Development Coordinator (MPDC)</i> MPDO
3. SB Resolution	3. MPDO will endorse to SB for Approval of Development	None	Varies	<i>SB office</i>
4. Secure and fill out the Development Form	4. Admin Aide II will provide and guide the client in filling out the form.	None	4 minutes	<i>Admin Aide II</i> MPDO
3. Client will proceed to Municipal Treasurer's Office (MTO) for payment, show Order of Payment and secure Official Receipt	5. Accept payment base on the Order of Payment and issue Official Receipt.	Base on the Order of Payment	5 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> MTO
5. Return to MPDO and submit the Official Receipt to Admin Aide II.	5.1. Admin Aide II will attach the receipt to the development permit form.	None	1 minute	<i>Admin Aide II</i> MPDO



	5.2. Planning Office I & MPDC will sign the development permit form.	None	2 minutes	<i>Planning Officer III/ Municipal Planning and Development Coordinator MPDO</i>
	5.3. Admin Aide II will transmit the form to Mayor's Office for signature.	None	2 minutes	<i>Admin Aide II MPDO</i>
	5.4. Receive development permit form.	None	1 minute	<i>Admin Assistant Office of the Municipal Mayor</i>
	5.5. Review and sign development permit form.	None	1 day	<i>Municipal Mayor Office of the Municipal Mayor</i>
	5.6. Return form to MPDO	None	2 minutes	<i>Admin Assistant Office of the Municipal Mayor</i>
	5.7. Receive development permit form.	None	1 minute	<i>Admin Aide II MPDO</i>
6. Get the Development Permit and receipt then proceed to Engineering Office.	6. Admin Aide II will notify clients thru text and personally give the approved development permit receipt to the client.	None	3 minutes	<i>Admin Aide II MPDO</i>
	TOTAL	Refer to table of fees	1 day, 1 hour and 41 minutes	

Issuance of Development Permit qualified for multi-stage processing.

DEVELOPMENT PERMIT FEES

A. Subdivision Project under P.D. 957

1. Approval of Subdivision Plan (Including Town Houses)
 - 1.1. Preliminary Approval and Locational Clearance (PALC)
Preliminary Subdivision Development Plan (PSDF)

- Processing Fee – **Php 360.00/ha or fraction thereof**
- Inspection Fee – **Php1,500.00/ha regardless of density**



1.2. Final Approval & 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/ha regardless of density**

1.3. Alteration of Plan (affected areas only) same as Final Approval and

- Additional Fee on floor area of houses **Php 15.00/sq.m.** and building sold with lot
- Inspection Fee – **P1,500/ha regardless of *Application for CR/LR w/ DP issued by LGUs shall be charge inspection fee**

2. Certificate of Registration

- Processing Fee – **Php 2,880.00**

3. License to Sell

- Processing Fee – **Php 216.00/saleable lot**
- Additional Fee on floor area of housing component **Php 14.4/sq.m.**
- Inspection Fee – **Php 1,500.00/ha regardless of density**

4. Certificate of Completion

- Certificate Fee – **Php 216.00**
- Inspection Fee – **Php 1,500.00/regardless of density**

5. Extension of Time to Develop

- Processing Fee – **Php 504.00**
- Additional Fee (unfinished area for development) – **Php 14.40 sq.m.**
- Inspection Fee – **Php 1,500.00/ha regardless of density**

B. Condominium Project under P.D. 957

1. Approval of Condominium Plan/Final Approval and Development Permit

1.1. Preliminary Approval and Locational Clearance (PALC)

1.2. Final Approval & Development Permit

- Processing Fee – **Php 720.00**
 - a. Total Land Area – **Php 7.20/sq.m.**
 - b. Number of Floor – **Php 288.00/floor**
 - c. Building Area – **Php 23.05/sq.m. of GFA**
- Inspection fee – **Php 1,500/ha regardless of density**

1.3. Alteration of Plan (affected areas only) same as Final Approval and Development Permit

1.4. Conversion (affected areas only)

2. Certificate of Registration

- Processing Fee – **Php 2,880.00**

3. License to Sell

- Residential – **Php 17.30/sq.m. of saleable area**



- Commercial – **Php 36.00/sq.m. of saleable area**
 - Inspection Fee – **Php 1,500.00/ha**
4. Extension of Time to Develop
- Processing Fee – **Php 504.00**
 - Additional Fee (unfinished area for development) – **Php 17.30 sq.m.**
 - Inspection Fee – **Php 1,500.00/ha regardless of density**
5. Certificate of Completion
- Certificate Fee – **Php 216.00**
 - Inspection Fee – **Php 1,500.00/regardless of density**

C. Subdivision Project under B.P. 220

1. Approval of Subdivision Project

1.1. Preliminary Approval and Locational Clearance (PALC)

- Processing Fee
 - a. Socialized Housing – **Php 90.00/ha**
 - b. Economic Housing – **Php 216.00/ha**
- Inspection Fee
 - a. Socialized Housing – **Php 1,500.00.00/ha**
 - b. Economic Housing – **Php 1,500.00/ha**

1.2. Final Approval & Development Permit

- Processing Fee
 - a. Socialized Housing – **Php 600.00/ha**
 - b. Economic Housing – **Php 1,440.00/ha**
- Inspection Fee
 - a. Socialized Housing – **Php 1,500.00.00/ha**
 - b. Economic Housing – **Php 1,500.00/ha**

(Project already inspected for PALC application may not be charged inspection fee.)

1.3. Alteration of Plan (affected areas only) same as Final Approval and Development Permit

1.4. Building Permit (floor area of housing)

2. Certificate of Registration

- Processing Fee
 - a. Socialized Housing – **Php 420.00/ha**
 - b. Economic Housing – **Php 720.00/ha**

3. License to Sell (per saleable lot)

- Processing Fee
 - a. Socialized Housing – **Php 24.00/saleable lot**
 - b. Economic Housing – **Php 72.00/ saleable lot**
- Additional fee on floor area of housing component – **Php 3.00 sq.m.**
- Inspection Fee
 - a. Socialized Housing – **Php 1,500.00/ha**



b. Economic Housing – **Php 1,500.00/ha**

4. Extension of Time to Develop
 - Processing Fee – **Php 3.00/sq.m.**
 - Inspection Fee (unfinished area for development) – **Php 1,500.00/floor**
5. Certificate of Completion
 - Certificate Fee – **Php 216.00**
 - Inspection Fee – **Php 1,500.00/floor**

D. Industrial/Commercial Subdivision

1. Approval of Industrial/Commercial Subdivision
 - 1.1. Preliminary Approval and Locational Clearance (PALC)
 - Processing Fee – **Php 432.00/ha**
 - Inspection Fee – **Php 1,500.00/ha**
 - 1.2. Final Approval & Development Permit
 - Processing Fee – **Php 720.00/ha**
 - Inspection Fee – **Php 1,500.00/ha**
(Project already inspected for PALC application may not be charged inspection fee.)
 - 1.3. Alteration of Plan (affected areas only) same as Final Approval and Development Permit
2. Certificate of Registration – **Php 2,880.00**
3. License to Sell
 - Processing Fee – **Php 3.00 sq.m. of land area**
 - Inspection Fee – **Php 1,500.00/ha**
4. Extension of Time to Develop
 - Processing Fee – **Php 504.00**
 - Additional Fee (unfinished area for development) – **Php 14.40/sq.m.**
 - Inspection Fee – **Php 1,500.00/floor**
5. Certificate of Completion
 - Certificate Fee – **Php 216.00**
 - Processing Fee
 - a. Industrial – **Php 504.00**
 - b. Commercial – **Php 720.00**
 - Inspection Fee – **Php 1,500.00/ha**

E. Farm Lot Subdivision

1. Approval of Farm Lot Subdivision
 - 1.1. Preliminary Approval and Locational Clearance (PALC)
 - Processing Fee – **Php 288.00/ha**
 - Inspection Fee – **Php 1,500.00/ha**
 - 1.2. Final Approval & Development Permit



- Processing Fee – **Php 1,440.00/ha**
- Inspection Fee – **Php 1,500.00/ha**
(Project already inspected for PALC application may not be charged inspection fee.)

1.3. Alteration of Plan (affected areas only) same as Final Approval and Development Permit

2. Certificate of Registration – **Php 2,880.00**

3. License to Sell

- Processing Fee – **Php 720.00/lot**
- Inspection Fee – **Php 1,500.00/ha**

4. Extension of Time to Develop

- Processing Fee – **Php 504.00**
- Additional Fee on floor area of housing component and other development – **Php 14.40/sq.m.**
- Inspection Fee – **Php 1,500.00/floor**

5. Certificate of Completion

- Certificate Fee – **Php 216.00**
- Inspection Fee – **Php 1,500.00/ha**

F. Memorial Park/ Cemetery Project/ Columbarium

1. Approval of Memorial Park/ Cemetery Project/ Columbarium

1.1. Preliminary Approval and Locational Clearance (PALC)

- a. Memorial Project – **Php 720.00**
- b. Cemetery – **Php 288.00/ha**
- c. Columbarium – **Php 3,600.00/ha**
- Inspection Fee
 - a. Memorial Project – **Php 1,500.00/ha**
 - b. Cemetery – **Php 1,500.00/ha**
 - c. Columbarium – **Php 1,500.00/ha**

1.2. Final Approval & Development Permit

- a. Memorial Project – **Php 3.00/sq.m.**
 - b. Cemetery – **Php 1.50/sq.m.**
 - c. Columbarium – **Php 7.20/sq.m. of land area**
Php 3.00/floor
Php 23.05/sq.m. of GFA
 - Inspection Fee
 - a. Memorial Project – **Php 1,500.00/ha**
 - b. Cemetery – **Php 1,500.00/ha**
 - c. Columbarium – **Php 1,500.00/ha**
- (Project already inspected for PALC application may not be charged inspection fee.)

1.3. Alteration of Plan same as Final Approval and Development Permit

2. Certificate of Registration – **Php 2,880.00**



3. License to Sell

- Processing Fee
 - a. Memorial Project – **Php 72.00/2.5 sq.m.**
 - b. Apartment Type – **Php 28.80/unit**
 - c. Cemetery – **Php 28.80/tomb**
 - d. Columbarium – **Php 72.00/vault**
- Inspection Fee
 - a. Memorial Project – **Php 1,500.00/ha**
 - b. Cemetery – **Php 1,500.00/ha**
 - c. Columbarium – **Php 1,500.00/floor**

4. Extension of Time to Develop

- Processing Fee – **Php 504.00**
Additional Fee (unfinished area of development)
 - a. Memorial Project – **Php 1,400.00**
 - b. Cemetery – **Php 720.00/ha**
 - c. Columbarium – **Php 5.80/sq.m. of GFA**
- Inspection Fee
 - a. Memorial Project – **Php 1,500.00/ha**
 - b. Cemetery – **Php 1,500.00/ha**
 - c. Columbarium – **Php 1,500.00/ha**

5. Certificate of Completion

- Certificate Fee – **Php 216.00**
- Processing Fee
 - a. Memorial Project – **Php 1,400.00**
 - b. Cemetery – **Php 720.00/ha**
 - c. Columbarium – **Php 5.80/sq.m. of GFA**
- Inspection Fee
 - a. Memorial Project – **Php 1,500.00/ha**
 - b. Cemetery – **Php 7,500.00/ha**
 - c. Columbarium – **Php 1,500.00/floor**

2. Issuance of Zoning / Locational Clearance

The zoning certificate or locational clearance is given to client applying for single residential structure attached or detached; apartment/townhouses; dormitories; institutional project; commercial, industrial and agro-industrial; special uses/special projects (gasoline station, cell sites, slaughterhouse, treatment plants, etc.); and alteration/expansion.

Office or Division	Municipal Planning and Development Office
Classification	Simple



Type of Transaction	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may Avail	Individual, Private Corporation, Government Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Ownership (any of the ff.) A. Transfer Certificate of title (1 photocopy) B. Lease Contract (1 photocopy) C. Deed of Donation (1 photocopy) D. Tax Declaration (1 photocopy) 2. Site Development Plan (1 original copy) 3. Vicinity Map (1 original copy) 4. Perspective (1 original copy) 5. Bill of Materials (1 original copy)		Client Client Client Client Licensed Civil Engineer / Licensed Architect Licensed Civil Engineer / Licensed Architect Licensed Civil Engineer / Licensed Architect Licensed Civil Engineer / Licensed Architect		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form and checklist of requirements.	1. Admin Aide II will give the application form and checklist of requirements	None	2 minutes	<i>Admin Aide II</i> MPDO
2. Submit the zoning form and attached the requirements.	2.1. Admin Aide II will receive the zoning form & requirements	None	3 minutes	<i>Admin Aide II</i> MPDO
	2.2. Planning Officer III will inspect and evaluate the project.	None	40 minutes	<i>Planning Officer III</i> MPDO
	2.3. MPDC will issue the order of payment.	Refer to table of fees	2 minutes	<i>Municipal Planning and Development Coordinator</i> MPDO
3. Client will proceed to Municipal Treasurer's Office (MTO) for payment, show Order of Payment and secure Official Receipt	4. Accept payment base on the Order of Payment and issue Official Receipt.	Base on the Order of Payment	5 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> MTO



4. Return to MPDO and submit the Official Receipt to Admin Aide II.	1.1. Admin Aide II will attach the receipt to the zoning form.	None	1 minute	<i>Admin Aide II</i> MPDO
	1.2. Planning Officer III and MPDC will sign the zoning form.	None	2 minutes	<i>Planning Officer III/ Municipal Planning and Development Coordinator</i> MPDO
	1.3. Admin Aide II will transmit the form to Mayor's Office for signature.	None	2 minutes	<i>Admin Aide II</i> MPDO
	1.4. Receive zoning clearance form.	None	1 minute	<i>Admin Assistant</i> Office of the Municipal Mayor
	1.5. Review and sign zoning clearance form.	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	1.6. Return form to MPDO.	None	2 minutes	<i>Admin Assistant</i> Office of the Municipal Mayor
	1.7. Receive zoning clearance form.	None	1 minute	<i>Admin Aide II</i> MPDO
5. Get the zoning decision and receipt then proceed to Engineering Office.	5. Notify client thru text and personally give the zoning clearance to the client.	None	3 minutes	<i>Admin Aide II</i> MPDO
	TOTAL	Refer to table of fees	1 day, 1 hour and 4 minutes	

Issuance of Zoning / Locational Clearance qualified for multi-stage processing.

ZONING/LOCATIONAL CLEARANCE FEES

A. Single Residential structure attached or detached

1. Php 100,000 and below – **Php 288.00**
2. Over 100,000 to 200,000 – **Php 576.00**



3. Over 200,000 – **Php 720.00 + (1/10 of 1 % in excess of Php 200,000.00)**

B. Apartment/Townhouses

1. Php 500,000 and below – **Php 1,440.00**
2. Over 500,000 to 2 Million – **Php 2,160.00**
3. Over 2 Million – **Php 3,600.00 + (1/10 of 1% of cost in excess of Php 2 Million regardless of the number of doors)**

C. Dormitories

1. Php 2 Million and below – **Php 3,600.00**
2. Over 2 Million – **Php 3,600.00 + (1/10 of 1 % of cost in excess of P 2 Million regardless of the number of doors)**

D. Institutional Project

1. Below Php 2 Million – **Php 2,880.00**
2. Over Php 2 Million – **Php 2,880.00 + (1/10 of 1 % of cost in excess of P 2 Million)**

E. Commercial, Industrial and Agro-Industrial

1. Below Php100,000 – **Php 1,440.00**
2. Over Php 100,000 to Php 500,000 – **P2,160.00**
3. Over Php 500,000 to Php 1M – **P2,880.00**
4. Over Php 1M to Php 2M – **Php 4,320.00**
5. Over Php 2M – **Php 7,200.00 + (1/10 of 1% cost in excess of Php 2M)**

F. Special Uses/Special Projects

1. Below Php 2 Million – **Php 7,200.00**
2. Over Php 2 Million – **Php 7,200.00+ (1/10 of 1% of cost in excess of Php 2 Million)**

G. Alteration/Expansion (affected areas/cost only) same as original application

3. Re-classification of Lot

The re classification of lot / land is given to client who wants to reclassify their land from agricultural to other purposes.

Office or Division	Municipal Planning and Development Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen G2B – Government to Business
Who may Avail	Individual, Private Corporation



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter of the lot owner to the mayor thru MPDC for re classification (1 original copy)		Client		
2. 13 sets of the following (photocopy only): a. Title b. Lot plan c. Tax declaration d. Latest payment of real property tax		Client Geodetic Engineer / Civil Engineer Municipal Assessor's Office Municipal Treasurer's Office		
3. Barangay Resolution (1 original copy)		Barangay Officials		
4. Certification from Municipal Agriculture Office the said lot is non-productive (1 original copy)		Municipal Agriculture Office		
5. BARC certification that said lot is not tenanted (1 original copy)		Barangay Agrarian Reform Council		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements	1. Admin Aide II will give the checklist of requirements to client.	None	2 minutes	<i>Admin Aide II</i> MPDO
2. Submit the requirements	2.1. Admin Aide II will receive the requirements.	None	3 minutes	<i>Admin Aide II</i> MPDO
	2.2. MPDC will review the requirements	None	10 minutes	<i>Municipal Planning and Development Coordinator</i> MPDO
	2.3. Planning Officer III will inspect the area and give recommendations.	None	40 minutes	<i>Planning Officer III</i> MPDO
	2.4. MPDC will endorse to the Sangguniang Bayan for a resolution.	None	10 minutes	<i>Municipal Planning and Development Coordinator</i> MPDO



3. Secure order of payment and fill out the Reclassification Form	3.1. MPDC will issue the order of payment.	A. 10,000 sq. m. and below – Php 5.00/ sq.m. B. In excess of 10,000 sq.m. – Php4.00/ sq.m.	5 minutes	<i>Municipal Planning and Development Coordinator (MPDC) MPDO</i>
	3.2. Admin Aide II will provide and guide the client in filling out the reclassification form.	None	4 minutes	<i>Admin Aide II MPDO</i>
4. Client will proceed to Municipal Treasurer's Office (MTO) for payment, show Order of Payment and secure Official Receipt	4. Accept payment base on the Order of Payment and issue Official Receipt.	Base on the Order of Payment	5 minutes	<i>Revenue Collection Clerk II/ Admin Aide I MTO</i>
5. Return to MPDO and submit the Official Receipt to Admin Aide II.	5.1. Admin Aide II will attach the receipt to the reclassification form.	None	1 minute	<i>Admin Aide II MPDO</i>
	5.2. Planning Office III & MPDC will sign the reclassification form.	None	2 minutes	<i>Planning Officer III/ Municipal Planning and Development Coordinator MPDO</i>
	5.3. Admin Aide II will transmit the form to Mayor's Office for signature.	None	2 minutes	<i>Admin Aide II MPDO</i>
	5.4. Receive reclassification form.	None	1 minute	<i>Admin Assistant Office of the Municipal Mayor</i>



	5.5. Review and sign reclassification form.	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	5.6. Return form to MPDO	None	2 minutes	<i>Admin Assistant</i> Office of the Municipal Mayor
	5.7. Receive reclassification form.	None	1 minute	<i>Admin Aide II</i> MPDO
6. Get the Development Permit and receipt then proceed to Engineering Office.	6. Admin Aide II will notify clients thru text and personally give the reclassification form to the client	None	3 minutes	<i>Admin Aide II</i> MPDO
	TOTAL	A. 10,000 sq. m. and below – Php 5.00/ sq.m. B. In excess of 10,000 sq.m. – Php4.00/ sq.m.	1 day, 1 hour and 31 minutes	

Re-classification of Lot qualified for multi-stage processing.



MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE

External Services



1. Local and Special Recruitment Activity

The Public Employment Service Office shall facilitate the conduct of local recruitment/ special recruitment activities in coordination with the Philippine Overseas Employment Administration (POEA) and in accordance with the existing laws, rules and regulations.

Office or Division	Municipal Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All Citizens Seeking For Employment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume or Biodata (1 original copy)		Applicant		
National Skills Registration Program (NSRP) Applicant Registration Form (1 copy)		Municipal Public Employment Service Office		
Referral Slip (MGO-PESO-F03) (1 copy)		Municipal Public Employment Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log name in the visitors' or applicants' logbook	1. Ask the applicant to view the available job vacancies	None	5 minutes	PESO Assistant
2. Submit resume	2. Issue NSRP Applicants Registration Form and explain the process of filling out the form	None	2 minutes	PESO Assistant
3. Fill-out the NSRP Application Form	3.1 Conduct the job matching process by checking the qualification required by the employer versus the qualifications of the of the applicant	None	5 minutes	PESO Assistant
	3.1.1 If qualified, refer to the employer	None	5 minutes	PESO Manager/ PESO Assistant



	by giving referral slip If not qualified, keep application for future referral			
	TOTAL	None	17 minutes	

2. Referral Services

The PESO shall provide referral and placement services for local and overseas as well as private and public employment in accordance with existing policies, rules and regulations.

Office or Division	Municipal Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All Citizens Seeking For Employment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume or Biodata (1 Original Copy)		Applicant		
National Skills Registration Program (NSRP) Applicant Registration Form (1 copy)		Municipal Public Employment Service Office		
Referral Slip (1 copy)		Municipal Public Employment Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log their name in the visitors' or applicants' logbook	1. Give information about Public Employment Service Office	None	4 minutes	PESO Assistant
2. Submit client resume and other documents	2. Ask the client to view the PESO Bulletin Board for the job vacancies	None	2 minutes	PESO Assistant



3. Check PESO Bulletin Board for job vacancies	3. PESO shall ask the client to fill out the NSRP Applicant Registration form	None	10 minutes	PESO Assistant
4. Fill up NSRP Applicant Registration form	4.1. Register client in PEIS using the NSRP Applicant Registration form	None	3 minutes	PESO Assistant
	4.2. Conduct the job matching process by checking the qualifications of the employers versus the personal qualification of the applicants	None	4 minutes	PESO Manager
	4.3 Refer qualified applicants to employers by giving Referral slip	None	6 minutes	PESO Manager
	TOTAL	None	29 minutes	

3. Request For Conduct of Local and Special Recruitment Activity

The Public Employment Service Office shall facilitate the conduct of local recruitment/ special recruitment activities in coordination with the Philippine Overseas Employment Administration (POEA) and in accordance with the existing laws, rules and regulations.

Office or Division	Municipal Public Employment Service Office
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may Avail	Local and Overseas Employers



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Establishment Registration Checklist of Requirements (1 copy)		Municipal Public Employment Service Office		
Letter of Intent (1 copy)		Employer		
National Skills Registration Program (NSRP) Establishment Registration Form (1 copy)		Municipal Public Employment Service Office		
No Objection Certificate (MGO-PESO-F01) (1 copy)		Municipal Public Employment Service Office		
Job Vacancy Display Card (1 original copy)		Employer		
Local Recruitment Activity (LRA) Terminal Report (MGO-PESO-F04) (1 copy)		Municipal Public Employment Service Office		
Special Recruitment Activity (SRA) Terminal Report (1 copy)		Municipal Public Employment Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter of Intent (may be done via e-mail) to conduct recruitment activity with the requirements for establishment registration and secure NSRP Establishment Registration Form	1.1. Verify the submitted requirements	None	30 minutes	PESO Manager
	1.2. Issue NSRP Establishment Registration Form	None	1 minute	PESO Assistant
2. Fill out the establishment registration form and secure No Objection Certificate	2.1. Issue No Objection Certificate as approval of the request	None	10 minutes	PESO Manager
	2.2. Post Job Vacancy Display Card to all kinds of media (social media, bulletin board, etc.)	None	2 weeks	PESO Assistant
	2.3. Refer qualified applicants to the			



	employer by giving referral slip	None	2 minutes	PESO Manager
3. Register applicants in the LRA Terminal Report (if local) or SRA Terminal Report (if overseas)	1. Monitor the result of the referral	None	5 days	PESO Assistant
	TOTAL	None	2 weeks, 5 days, 45 minutes	

4. Special Program for Employment Of Students

DOLE's youth employment-bridging program which aims to provide temporary employment during summer and / or Christmas vacation or any time of the year to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Office or Division	Municipal Public Employment Service Office		
Classification	Complex		
Type of Transaction	G2C – Government to Citizen		
Who may Avail	Must be 15-30 year-old who are either students, out-of-school youth (OSY), or dependents of displaced or would be displaced workers, intending to enroll and pursue their educations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Passport sized picture (3 copies)		Photo studio	
Birth Certificate (1 photocopy, bring original copy for verification)		Municipal Civil Registry or Philippine Statics Authority	
Certificate of Enrollment / Registration (1 photocopy, bring original copy for verification)		School/College/University	
Grades (1 photocopy, bring original copy for verification)		School/College/University	
<ul style="list-style-type: none"> • High School (3rd Grading for present school year) • College (1st Semester for present school year) 			
Photocopy of Form 2316 (for employed parents) or Certificate of Tax Exemption (for unemployed		Bureau of Internal Revenue	



parents of beneficiaries) (1 photocopy, bring original copy for verification)				
Application Form (1 copy)		Municipal Public Employment Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log their name in the visitors' or applicants' logbook	1. Pre-orient the applicant about the program and the purpose of the documents required under the program within the day of application.	None	5 minutes	PESO Manager
2. Submit client resume or bio data	2.1. Provide check list of requirements	None	2 minutes	PESO Assistant
	2.2. State deadline of submission of requirements	None	1 minute	PESO Assistant
3. Submit all the documentary requirements as stated in the checklist	3.1. Receive all the documentary requirements and the accomplished Application Form.	None	1 minute	PESO Assistant
	3.1.1. If documents submitted are not complete, decline the application.	None	1 minute	PESO Assistant
	3.1.2. If the documents required are complete, validate photocopies of the documents.	None	5 minutes	PESO Manager
	3.2. Conduct screening for matching and referral of	None	8 minutes	PESO Manager



	successful applicants			
	3.3. Prepare, endorse and submit the names of successful applicants to participating employers for hiring process not later than five (5) calendar days after the evaluation	None	5 days	PESO Manager
	TOTAL	None	5 days, 23 minutes	



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

External Services



1. Conduct of Pre-Marriage Counselling (PMC)

The MSWD in coordination with LCR and POPCOM provide counseling and information education services related to marriage preparations for couples 18 y/o and above that are about to marry.

Office or Division	Municipal Social Welfare Development			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may Avail	18 Years Old and Above Couples About to Marry			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pre-Marriage Counselling Form (1 Original Copy) 2. Birth Certificate of Couple (1 Photocopy Only) 3. Certificate of Non-Marriage (1 Photocopy Only)		1. The Municipal Social Welfare & Development Office Shall Provide 2. Local Civil Registrar 3. Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make clarification inquiries about Pre-Marriage Counselling	1. Orientation regarding the counseling session & documents needed	None	10 mins.	<i>Child Development Worker I MSWDO / Local Civil Registrar Officer MCR/ Population Commission Representative POPCOM</i>
2. Attend pre-marriage counseling	2. Conduct pre-marriage counseling	None	2 hrs.	<i>Child Development Worker I MSWDO / Local Civil Registrar Officer MCR/ Population Commission Representative POPCOM</i>



3. Received the Pre-Marriage Counselling Certificate of Attendance	3. Issue Pre-Marriage Counselling Certificate	None	5 mins.	<i>Local Civil Registrar Officer MCR / Population Commission Representative POPCOM</i>
TOTAL		None	2 hrs, 15 mins.	

2. Implementation of Child Development Center (CDC)

The MSWD provides early childhood care services to children 3-4y/o to teach them basic knowledge and skills to help them develop their full potentials upon entering their succeeding years in school

Office or Division	Municipal Social Welfare Development			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may Avail	3 to 4.11 yrs. old indigent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate of Minor (1 Photocopy Only) 2. Barangay Certificate (1 Photocopy) 3. Medical Certificate (1 Photocopy) 4. Health Record (1 Photocopy)		1. Local Civil Registrar/ Philippine Statistics Authority 2. Barangay Hall 3. Barangay Health Center/ Rural Health Unit/ Hospital 4. Barangay Health Center/ Rural Health Unit/ Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Barangay Child Development Center to make inquiries & get list of requirements	1. Orient client on steps to undergo & provide requirements for application	None	5 mins.	<i>Child Dev. Worker (CDW) MSWDO</i>
2. Submit the necessary requirements	2. Evaluate and verify submitted requirements	None	10 mins.	<i>Child Dev. Worker (CDW) MSWDO</i>



2.1. If client's submitted documents are complete, undergo interview with assigned CDW	2.1. Conduct assessment on ECCD checklist	None	1 hr. per child	Child Dev. Worker (CDW) MSWDO
2.2. If client's submitted documents are incomplete	2.2. Orient client on steps to undergo & provide requirements for application	None	5 mins.	Child Dev. Worker (CDW) MSWDO
3. Attend daily session	3. Conduct daily session	None	3 hrs.	Child Dev. Worker (CDW) MSWDO
4. Participate in other Child Development Activity	4. Conduct recognition day & other activity/program	None	3 hrs.	Child Dev. Worker (CDW) MSWDO
	TOTAL	None	7 hrs. 20 mins.	

3. Issuance of Persons with Disability Identification Card (PWD I.D.) & Solo Parent I.D.

The MSWD offices provides IDs for the Person's with Disabilities and Solo Parents for them to enjoy their privileges, benefits, and discounts

Office or Division	Municipal Social Welfare Development
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may Avail	All persons with disability & solo parents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Person's With Disabilities I.D. Requirements: <ol style="list-style-type: none"> Medical/Disability Certificate Specifying the Disability (1 Original Copy) Certification of Barangay Residency (1 Original Copy) Birth /Baptismal/Marriage /Voters Certificate/Voters I.D (Any of the Aforementioned) (1 Photocopy Only) (2pcs) 1x1 & (1 Pc.) 2x2 Pictures (Clear & White Background) 	For Person's With Disabilities I.D. Requirements: <ol style="list-style-type: none"> Rural Health Unit Preferred Public/Private Doctor Barangay Hall Local Civil Registrar/Philippine Statistics Authority Secure at any Photo Printing Store/Booth
For Solo Parent's I.D. Requirements:	For Solo Parent's I.D. Requirements



<ol style="list-style-type: none"> 1. Birth Certificate of Children Below 18y/O (1 Photocopy) 2. Barangay Certification for Solo Parents (1 Original Copy) 3. Certification From 2 Dis Interested Persons in area that person is a Solo Parent W/ 1 Photocopy of I.D. & with 3 Signatures 4. Death Certificate If Widow/Widower (If Necessary) (1 Photocopy) 5. Legal Separation/Declaration of Nullity (If Necessary) (1 Photocopy) 6. Certificate of No Marriage (If Necessary) (1 Photocopy) 7. Medical Certificate of Physical/ Mental Capacity (If Necessary) (1 Photocopy) 8. 1x1 Picture (2 Pcs.) 	<ol style="list-style-type: none"> 1. Local Civil Registrar/Philippine Statistics Authority 2. Barangay Hall 3. The Certification Is Issued Together with the Intake Form For Solo Parent's I.D. 4. Local Civil Registrar/ Philippine Statistics Authority 5. Public Attorney's Office or Preferred Private Attorney 6. Local Civil Registrar/ Philippine Statistics Authority 7. Secure at any Hospital / Mental Hospital/ Preferred Doctor/ Psychiatrist/ Psychologist 8. Secure at any Photo Printing Store/Booth
--	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make inquiries & get requirements for I.D. securing	1. Give brief orientation & list of requirements & application form	None	5 mins.	<i>Person's with Disabilities Focal Person/ Solo Parent Focal Person MSWDO</i>
2. Submit duly accomplished application form & other requirements & wait for the releasing after 5 days	2. Evaluate & verify submitted requirements & duly accomplished form	None	5 mins.	<i>Person's with Disabilities Focal Person/ Solo Parent Focal Person MSWDO</i>
2.1. If client's submitted requirements are insufficient, he/she shall be informed of the lacking documents	2.1. Instruct client to secure first lacking documents before submission & processing	None	5 mins	<i>Person's with Disabilities Focal Person/ Solo Parent Focal Person MSWDO</i>
2.2 If client's submitted requirements are complete & accomplished, proceed to step #3	2.2. Verify client's submitted documents	None	5 mins	<i>Person's with Disabilities Focal Person/ Solo Parent Focal Person MSWDO</i>
3. Receive the identification card & purchase booklet	3. Prepare the Solo Parent/ PWDs I.D. for issuance	None	Releasing after 5 days (PWD's ID)	<i>Person's with Disabilities Focal Person/</i>



			Releasing after 3 weeks (Solo Parent's I.D.)	<i>Solo Parent Focal Person MSWDO</i>
	3.1. Log & release the I.D of PWD's/ Solo Parent	None	10 mins.	<i>Person's with Disabilities Focal Person/ Solo Parent Focal Person MSWDO</i>
	TOTAL	None	5 days and 25 mins	

4. Provision of Assistance to Individuals in Crisis Situation

The MSWD provides assistance to individual in crisis situation in a form of medical, burial, and financial assistance if truly necessary.

Office or Division	Municipal Social Welfare Development		
Classification	Simple		
Type of Transaction	G2C - Government to Citizen		
Who may Avail	Indigent Individuals / Families		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Medical Assistance: <ol style="list-style-type: none"> 1. Medical Certificate/ Abstract (1 Original/ Certified True Copy) 2. Doctor's Prescription (1 Photocopy) 3. Request For Laboratory (1 Original/ Certified True Copy) 4. Diagnostic & Surgical Procedure (1 Original/ Certified True Copy) 		For Medical Assistance: <ol style="list-style-type: none"> 1. Hospital/ Rural Health Unit/ Private Clinic 2. Hospital/ Rural Health Unit/ Private Clinic 3. Hospital/ Rural Health Unit/ Private Clinic 4. Hospital/ Rural Health Unit/ Private Clinic 	
For Hospitalization Bill: <ol style="list-style-type: none"> 1. Updated Hospital Bill (1 Original/ Certified True Copy) 2. Notarized Promissory Note (1 Original/ Certified True Copy) 3. Medical Certificate (1 Original/ Certified True Copy) 		For Hospitalization: <ol style="list-style-type: none"> 1. Hospital where patient is confined 2. Public/Private Attorney's Office/ Notary Public 3. Hospital where patient is confined 	
For Burial Assistance: <ol style="list-style-type: none"> 1. Statement of Account For Outstanding 			



<p>Funeral Bill (1 Original/ Certified True Copy)</p> <ol style="list-style-type: none"> 2. Senior Citizen's ID for the deceased Senior (1 Photocopy) 3. Death Certificate (1 Photocopy) <p>For Generic Requirements:</p> <ol style="list-style-type: none"> 1. Valid ID w/ 3 Signature (1 Photocopy) 2. Birth Certificate (Assistance Intended to Clients Child) (1 Photocopy) 3. Marriage Contract/Cert.(Assistance Intended To Spouse) (1 Photocopy) 4. Barangay Certification (1 Original/ Certified True Copy) 5. Barangay Certificate of Indigency (Name to Payee/Claimant) (1 Original) 6. Request Letter To The Mayor (1 Original Handwritten) 	<p>For Burial Assistance:</p> <ol style="list-style-type: none"> 1. Funeral Home/ Hospital where patient died 2. Relative of the senior shall present this upon request 3. Funeral Home/ Hospital where patient died <p>For Generic Requirements:</p> <ol style="list-style-type: none"> 1. Client Can Secure This At Any Photocopying Shop 2. Local Civil Registrar/ Philippine Statistics Authority 3. Local Civil Registrar/ Philippine Statistics Authority 4. Barangay Hall where client resides 5. Barangay Hall where client resides 6. Client should write this on a clean bond paper/ pad paper
--	---

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure list of requirements	1. Give list & brief orientation of requirements	None	20 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
2. If submitted requirements are complete	2. Evaluate & verify the submitted requirements & conduct interview & assessments.	None	10 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
2.1. If submitted requirements are incomplete	2.1. Give list & brief orientation of requirements	None	20 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
3. Wait after 3 days to process the documents	3. Encoding/Recording the finished Intake Sheet for reporting purposes.	None	10 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>



4. Receive information or follow up for the release of assistance	4. Preparation and signing of Summary Report of Medical/Hospital/Burial Assistance.	None	2 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
	4.1. Preparation of Routing Slip	None	1 day	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
	4.2. Submission of Summary of Assistance to Office of the Mayor for his approval	None	1 day	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
	4.3. Preparation of Obligation Request, Disbursement Voucher & Acknowledgement Receipt of the approved Summary of Assistance.	None	20 minutes	<i>Admin Aide III/ Community Worker/ Admin Aide I MSWDO</i>
	TOTAL	None	2 days, 1 hr, 2 mins	

5. Releasing of Assessment/Processing of Application for Parental Travel Permit

The MSWD provides assistance to parent(s) or guardian(s) of minors 18 y/o and below for the processing & issuance of Parental Travel Permit

Office or Division	Municipal Social Welfare Development	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may Avail	Minor below 18 y/o who wish to travel abroad unaccompanied by his/her parents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Birth Certificate (2 Photocopy Only)		1. Local Civil Registrar/Philippine Statistics Authority
2. Marriage Contract (2 Photocopy Only)		2. Local Civil Registrar/Philippine Statistics Authority



<ol style="list-style-type: none"> 3. Notarized Affidavit of Consent/Support of Parents (2 Photocopy Only) 4. Passport or Any Valid I.D. Of Parents (2 Photocopy Only) 5. Passport & Visa of Travelling Companion (2 Photocopy Only) 6. 4 Copies of 2x2 Picture of Minor and Appearance (For Renewal Same Procedure) 	<ol style="list-style-type: none"> 3. Secure at any Public/Private Attorney's Office 4. Client should have secured the passport already and has a copy of this as attachment 5. Client should have also secured this document 6. Client can secure this at any digital photo printing shop & bring this as attachment to the other documents 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure list of requirements	1. Orientation & give list of requirements & application form	None	15 mins.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
2. Submit duly accomplished application form and other requirements and wait for the releasing after 5 days	2. Evaluate and verify submitted reports	None	5 mins	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
2.1. If client's requirements are incomplete, please refer to step 1	2.1. Orientation & give list of requirements & application form	None	5 mins	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
2.2. Answer questions	2.2. Intake interview	None	40 mins.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
2.3. Client shall wait until the home visitation is done	2.3. Conduct home visitation & collateral interview	None	2 hrs.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
2.4. Client shall wait for the assessment report	2.4. Prepare Assessment Report	None	40 mins.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
3. Pay assessment fee to treasurer's office	3. Release to client the Assessment	PHP 500.00	40 mins.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>
4. Receive the assessment paper and bring it to DSWD Region F.O III Maimpis, Pampanga.	4. Report and ask for official receipt coming from treasurer's office & instruct to submit it to Regional office for	None	5 mins.	<i>Admin Asst. II/ Social Welfare Office II MSWDO</i>



	issuance of travel permit			
5. Receive the parental travel permit	5. Evaluate and verify submitted requirements and assessment report of MSWDO & interview	None	The processing time shall depend on the aforementioned office's process	DSWD Regional Office III
5.1. Proceed to DSWD Field Office III at San Fernando, Pampanga	5.1. Processing, payment and releasing of parental travel permit	None	The processing time shall depend on the aforementioned office's process	DSWD Regional Office III
	TOTAL	PHP 500.00	4 hrs., 30mins.	

6. Releasing of Social Case Study Report (SCSR), Referral, Certification

The MSWD provides referral services by linking clients to other institutions that is applicable and specific to their needs.

Office or Division	Municipal Social Welfare Development
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may Avail	Indigent Individuals / Families of this Municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Certification Of Indigency To Be Used At Public Attorney's Office: <ol style="list-style-type: none"> Barangay Certification of Indigency (1 Photocopy Only) Bir Tax Exemption (1 Photocopy Only) Assesor's Certification (1 Photocopy Only) 	For Certification Of Indigency To Be Used At Public Attorney's Office: <ol style="list-style-type: none"> Barangay Hall Municipal Bureau of Internal Revenue Office Municipal Assesor's Office
For Social Case Study Report/Referral: <ol style="list-style-type: none"> Medical Certificate/ Abstract/ Hospital Bill/ Doctor's Prescription/ Request for Laboratory/ Costing Of Procedures To Undergo/ Costing/Quotation Of Hemodialysis Sessions (If For Medical/ Hospital Bill/ Dialysis) (1 Photocopy Only) 	For Social Case Study Report/Referral: <ol style="list-style-type: none"> Hospital/ Private Clinic/ Private Doctor/ Dialysis Clinic



2. Death Certificate (If For Burial Assistance) (1 Photocopy Only)		2. Funeral Home Service/ Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1. Check & verify the given documents.	None	2 mins.	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
1.1. If client's documents are INCOMPLETE	1.1. Orient client on the lacking documents and return when fully secured	None	2 mins	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
1.2. If client's documents are complete	1.2. Interview & assess the client	None	1 hr.	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
1.3. Wait for completion of collateral interview / Home visit	1.3. Make collateral interview / Home visit if necessary.	None	30 mins.	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
2. Submit requirements	2. Evaluate & verify submitted requirements.	None	30 mins.	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
2.1. Wait for the releasing after 2-3 days	2.1. Prepare the necessary Referrals / certification Social Case Study Report	None	3 days	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
3. Receive copy of referral, certification and Social Case Study report	3. Release copy of referral, certification, Social Case Study Report (SCSR)	None	2 mins	<i>Admin Asst. V/ Admin Asst. II/ Social Welfare Officer II MSWDO</i>
	TOTAL	None	3 days 2 hrs	



7. Responding to Emergency /Disaster Events

The MSWD provides assistance to victims of Natural and Manmade Calamities

Office or Division	Municipal Social Welfare Development			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may Avail	Victims of Natural and Manmade Calamities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Victims of Fire/ Earthquake/ Flooding: 1. Picture of Damaged House or Property (2 Photocopy Only) 2. Bureau of Fire Protection (BFP) / Philippine National Police (PNP Office) (2 Photocopy Only) 3. Medical Certificate (If Applicable) (2 Photocopy Only) 4. Barangay Certification indicating the incident and damage of the property (2 Photocopy Only) 5. Valid I.D. of Client w/ Signature (2 Photocopy Only)		For Victims of Fire/ Earthquake/ Flooding: 1. Client must have a printed copy already 2. Secure at the nearest Bureau of Fire Protection (BFP Office) / Philippine National Police (PNP Office) 3. Hospital/Rural Health Uni (RHU) / Private Clinic (Original) 4. Barangay Hall (Original) 5. Client can secure this at any photocopying shop		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MSWDO and secure requirements/ make clariflcatory inquiries	1. Intake interview, provide brief orientation about the requirements	None	30 mins.	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
2. Submit documents to MSWDO	2. Evaluate & verify submitted document	None	2 mins.	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
2.1. Client will wait for home visitation of concerned authorities	2.1 Conduct home visitation for damaged verification	None	1 hr.	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
3. Wait for the release of the assistance	3. Prepare supporting documents for possible assistance	None	24 hrs.	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>



4. Received assistance	4. Distribute assistance	None	1 hr.	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
IN THE EVENT OF MASS EVACUATION:	5. Manage evacuation centers	None	24 hrs	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
5. Proceed to designated evacuation centers and register.				
5.1. Receiving of incoming evacuees	5.1. Register evacuees, create different committees.	None	24 hrs	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
5.2. Updating of concerns about evacuation	5.2. Prepare reports /send to concern offices	None	24 hrs	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
6. Stay in the evacuation center & help to maintain cleanliness, peace and order and prepare food inside the center.	6. After the calamity, advise the victims in going back to their respective origin.	None	24 hrs	<i>Admin Asst. II/ Social Welfare Officer II MSWDO</i>
	TOTAL	None	5 days, 1 hr, 53 mins.	

8. Serve Clients with Special Cases under the following Laws:

- R.A. 7610: Special Protection of Children Against All Types of Abuse
- R.A. 9262: Violence Against Women & their Children (VAWC)
- R.A. 9344: Known as Juvenile Justice Welfare Act of 2006 for Children-In-Conflict-With-The-Law (CICL)
- PD 603: Child & Youth Welfare Code (Child Custody, Child Support, Neglected, Abandoned, Dependent Child)

The MSWD office provides services to clients seeking assistance in relation to the abovementioned laws

Office or Division	Municipal Social Welfare Development
Classification	Complex



Type of Transaction	G2C - Government to Citizen
Who may Avail	Victims of physical, sexual, emotional, psychological & economical abused and exploitation (women & children) Children in conflict with the law (18 years below)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Assisting Cases Under R.A. 7610 Special Protection of Children Against All Types of Abuse:</p> <p>1. Physical/ Sexual Abuse:</p> <ol style="list-style-type: none"> 1.1. Medico-Legal/ Medical Certificate (1 Original) 1.2. Philippine National Police Report/Blotter (PNP) (1 Original) 1.3. Barangay Report/Blotter (1 Original) <p>2. Psychological/Emotional Abuse:</p> <ol style="list-style-type: none"> 2.1. Psychiatric Evaluation (1 Original) 2.2. Philippine National Police Report/Blotter (PNP) (1 Original) 2.3. Barangay Report/Blotter (1 Original) <p>For Assisting Cases Under R.A. 9262 Violence Against Women & Children:</p> <p>1. Physical/Sexual Abuse:</p> <ol style="list-style-type: none"> 1.1. Medico-Legal/ Medical Certificate (1 Original) 1.2. Philippine National Police Report/Blotter (PNP) (1 Original) 1.3. Barangay Report/ Blotter (Original) <p>2. Psychological/Emotional Abuse:</p> <ol style="list-style-type: none"> 2.1. Psychiatric Evaluation (Original) 2.2. Barangay Report/Blotter (1 Original) <p>3. Economical Abuse:</p> <ol style="list-style-type: none"> 3.1. Certification/Copy of Kasunduan/ Blotter From Brgy From Previous Records (If There Is An Existing Record) (1 Original) 3.2. Marriage Certificate (1 Photocopy Only) 3.3. Birth Certificate of Child (1 Photocopy Only) <p>For Assisting Cases Under R.A. 9344 Juvenile Justice Welfare Act Of 2006 for Children-In-Conflict-With-The-Law</p>	<p>For Assisting Cases Under R.A. 7610 Special Protection of Children Against All Types of Abuse:</p> <p>1. Physical/Sexual Abuse:</p> <ol style="list-style-type: none"> 1.1. Hospital (Original & Photocopy) 1.2. Philippine National Police Office (PNP) 1.3. Barangay Hall (Place of Incidence) <p>2. Psychological/Emotional Abuse:</p> <ol style="list-style-type: none"> 2.1. Secure At Any Hospital / Mental Hospital/ Preferred Doctor/ Psychiatrist/ Psychologist 2.2. Philippine National Police Office (PNP) 2.3. Barangay Hall (Place of Incidence) <p>For Assisting Cases Under R.A. 9262 Violence Against Women & Children:</p> <p>1. Physical/Sexual Abuse:</p> <ol style="list-style-type: none"> 1.1. Hospital (Original & Photocopy) 1.2. Philippine National Police (PNP) 1.3. Barangay Hall (Place of Incidence) <p>2. Psychological/Emotional Abuse:</p> <ol style="list-style-type: none"> 2.1. Secure At Any Hospital / Mental Hospital/ Preferred Doctor/ Psychiatrist/ Psychologist 2.2. Barangay Hall (Place of Incidence) <p>3. Economical Abuse:</p> <ol style="list-style-type: none"> 3.1. Barangay Hall (Place of Incidence) 3.2. Philippine Statistics Authority 3.3. Philippine Statistics Authority <p>For Assisting Cases Under R.A. 9344 Juvenile Justice Welfare Act Of 2006 For Children-In-Conflict-With-The-Law</p>



<ol style="list-style-type: none"> 1. Barangay Report/Blotter (1 Original) 2. Philippine National Police Report/Blotter (PNP) (1 Original) 3. Birth Certificate/ Baptismal Certificate (1 Photocopy Only) 4. Dental Examination (Upon Request If There Is No Documentary Existence/Proof of Age of Minor) (1 Original) 5. School Card (Upon Request Only) (1 Photocopy) 6. Court Order (If Necessary) (1 Original) 7. Release on Recognisance Request to Court (1 Original) 8. Discernment Report (1 Original) 		<ol style="list-style-type: none"> 1. Barangay Hall (Place of Incidence) 2. Philippine National Police (PNP) 3. Philippine Statistics Authority/ Local Civil Registrar 4. Rural Health Unit/ Hospital 5. Secure at last school attended of minor 6. Regional Trial Court/ Family Court 7. Regional Trial Court/ Family Court 8. Secure at your nearest Municipal Social Welfare And Development Office Of Orani 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report the incident to MSWD Office & make inquiries on steps to undertake & documents needed.	1. Orient client about documents to be secured & provide counseling if necessary	None	1 hr	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
2. For clients that fall under R.A. 7610: Special Protection of Children Against All Types of Abuse & R.A. 9262: Violence Against Women & their Children (VAWC) - Report the incident to Barangay/ Philippine National Police (PNP Office)/ Municipal Social Welfare & Development Office	2. Provide client counseling/ Psychological First Aid then orient on the steps to be taken in order to pursue filing of case to Philippine National Police (PNP Office)	None	1 hr	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
2.1. Undergo medical exam/ medico-legal (if applicable to case)	2.1. Assist victim if minor & guardian/parent is not available	None	1 hr	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>



2.2. If client has an existing blotter/ record at Barangay, he/she must obtain a photocopy of the said blotter as attachment to the documents needed in pursuing the case	2.2. Orient client to secure the document in the Barangay where the incident happened	None	5 mins	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
2.3. If client is disabled/ a minor, the guardian/ parent/ authorized representative shall secure the abovementioned document (Barangay Blotter) in behalf of the client	2.3. Orient guardian/parent/ authorized representative to secure the document in the Barangay where the incident happened	None	5 mins	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
3. Client shall return to Philippine National Police (PNP Office) for sworn statement and submit all documents.	3. Conduct joint interview to client	None	3hrs.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i> <i>Women & Children Protection Desk Officer</i>
3.1. If client's documents are lacking, client has to secure first the necessary documents before pursuing the case	3.1. Orient client & assisting parent/guardian/ authorized representative to request necessary documents as soon as possible	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i> <i>Women & Children Protection Desk Officer</i>
4. Client shall return to Philippine National Police (PNP) Office/ Municipal Social Welfare & Development Office (MSWDO)	4. Submit report & other documents to court	None	2 hrs	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i> <i>Women & Children</i>



in filing & pursuing the case in court				<i>Protection Desk Officer</i>
For complainants that fall under crimes committed by a minor in pursuant of R.A. 9344: Known as Juvenile Justice Welfare Act of 2006 for Children-In-Conflict-With-The-Law 1. Please refer to procedure No. 1	1. Orient client about documents to be secured & provide counseling if necessary	None	1 hr	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
2. Give sworn statement of the incident to Barangay / Philippine National Police & submit requirements	2. Conduct interview to client & clarify details of the case	None	1 hr	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i> <i>Women & Children Protection Desk Officer</i>
2.1. If the complainant's case is below 6 years of imprisonment, he/she shall be referred back to the Barangay for settlement of case at Barangay level	2.1. Provide clarifications to the complainant and orient the office's protocol to provide intervention to minor's violation that are below 6 years of imprisonment	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i> <i>Women & Children Protection Desk Officer</i>
2.1.1. If the complainant's case is below 6 years of imprisonment and the minor's age is below 15 years of age, then the minor shall undergo necessary Community-Based Intervention & Monitoring by the concerned agencies/organizations such as: Barangay Council	2.1.1. Critical Assessment of the Social Worker assigned to the case is vital to this to determine proper action	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>



<p>for the Protection of Children/ Anti-Violence Against Women & Children Desk Barangay Officer/ Municipal Social Welfare & Development Office of Orani. However, the minor's age, gravity of the committed offense, and the minor's best interest shall be taken into consideration.</p>				
<p>2.1.2. If the complainant's case is below 6 years of imprisonment but the minor's age is above 15 years of age but below 18 years of age, then the minor shall be subjected to an assessment of discernment. However, the minor's age, gravity of the committed offense and the minor's best interest shall be taken into consideration.</p>	<p>2.1.2. Critical Assessment of the Social Worker assigned to the case is vital to this to determine proper action</p>	<p>None</p>	<p>1 hr.</p>	<p><i>Admin. Asst. II/Social Welfare Officer II MSWDO</i></p>
<p>2.2. If the complainant's case is 6 years and above of imprisonment, the office shall provide disposition of the case depending on the minor's age, gravity of the case, and the minor's best interest</p>	<p>2.2. Critical Assessment of the Social Worker assigned to the case is vital to this to determine proper action</p>	<p>None</p>	<p>1 hr.</p>	<p><i>Admin. Asst. II/Social Welfare Officer II MSWDO</i></p>



<p>whether to pursue the case or the allegedly accused minor shall be committed for intervention (Diversion Program/Community-Based Rehabilitation Program / Admission to Rehabilitation Center)</p>				
<p>2.2.1 If the victim's case is 6 years and above of imprisonment but the minor's age is above 15 years old but below 18 years of age, and depending on the gravity of the case, the office shall subject the minor to an assessment of discernment. However, the minor's age, gravity of the committed offense, and the minor's best interest shall be taken into consideration.</p>	<p>2.2.1. Critical Assessment of the Social Worker assigned to the case is vital to this to determine proper action</p>	<p>None</p>	<p>1 hr.</p>	<p><i>Admin. Asst. II/Social Welfare Officer II MSWDO</i></p>
<p>IF COMPLAINANT SHALL PURSUE FILING OF CASE AGAINST MINOR (15 Y/O – BELOW 18 Y/O) :</p> <p>3. The allegedly accused minor shall fill –out & answer some information for assessing discernment</p>	<p>3. Conduct assessment of discernment</p>	<p>None</p>	<p>2 days</p>	<p><i>Admin. Asst. II/Social Welfare Officer II MSWDO</i></p>



4. Undergo intervention/ diversion program	4. Conduct of intervention/ diversion	None	2 hrs.	<i>Admin. Asst. II/Social Welfare Officer II /Women & Children Protection Desk Officer /Barangay Council for the Protection of Children</i>
5. Undergo counseling of Social Worker	5. Conduct Counseling	None	30 mins.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
6. Attend court hearings & wait for court decisions	6. Attend Court Hearing	None	2 hrs. per session (continuing process)	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
For clients that fall under P.D. 603: Child Custody: 1. Please refer to procedure No. 1	1. Assist client in filling out form & worker shall provide counseling if necessary	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
IF CLIENT IS WILLING TO SETTLE CASE: 2. Fill out form & provide necessary details of the case to the attending worker	2. Provide applicable intervention thru a scheduled conference	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
3. Attend Case Conference	3. Provide applicable intervention	None	1hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
3.1. If there is no settlement of the case.	3.1. Client is then referred to seek legal consultation to the Philippine National Police (PNP Office)/ Women & Children Protection Desk/ Public Attorney's Office at the Regional Trial Court of Balanga City, Bataan or the client could seek legal consultation to their preferred private attorney. Provide client a copy of the settlement & refer	None	1hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>



	to PNP Office/WCPD/ PAO Balanga City, Bataan			
IF CLIENT'S SITUATION IS TO RESCUE ABDUCTED CHILD AGES 0 – 8 Y/O: 4. Fill out form & provide necessary details of the case to the attending worker	4.. Assist client in filling out form & worker shall provide counseling if necessary	None	5 mins.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
4.1. Refer to Philippine National Police (PNP OFFICE)/ Women & Children Protection Desk (WCPD)/ Barangay Council For The Protection Of Children (BCPC) for immediate action/ Municipal Disaster Risk Reduction & Management Office (MDRRMO for vehicle concerns)	4.1. Assist client in contacting said authorities for immediate action of case	None	30 mins.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
For clients that fall under P.D. 603: Child Support: 1. Please refer to procedure No. 1	1. Assist client in filling out form & worker shall provide counseling if necessary	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
IF CLIENT IS WILLING TO SETTLE CASE: 2. Refer to Barangay for settlement of case. (Up to 3 conferences should be held before referral to concerned agencies/ office)	2. Provide client referral letter to Barangay	None	5 mins.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
IF THERE IS NO SETTLEMENT IN BARANGAY: 3. Refer to Philippine National Police (PNP OFFICE)/ Women & Children Protection Desk/ Public Attorney's Office/ Preferred	3.Orient client to secure a copy of Barangay Blotter/PNP Blotter	None	5 mins.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>



Private Attorney/Lawyer for legal consultation				
For clients that fall under P.D. 603: Neglected/Abandoned/Dependent: 1. Please refer to procedure 1	1. Assist client in filling out form & worker shall provide counseling if necessary	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
IF CASE IS MILD: 1.1. Parents/ Guardians of the minor & the minor him/herself shall be given an intervention program such as but not limited to: Parenting Effectiveness Seminar/ Counseling Services that will be monitored by concerned agencies/ offices such as Barangay Council for the Protection of Children/ Anti-Violence Against Women & Children Protection Desk/ Municipal Social Welfare & Development Office	1.1. Assist concerned agencies/offices in formulating intervention program & monitoring strategies to said Parent/Guardian / Minor	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
IF CASE IS SEVERE: 1.2. Refer to Philippine National Police (PNP OFFICE)/ Women & Children Protection Desk (WCPD) for investigation and filing of the case	1.2. Assist in the referral of the case to said authorities	None	1 hr.	<i>Admin. Asst. II/Social Welfare Officer II MSWDO</i>
	TOTAL	None	2 days, 22 hrs, 30 mins	



MUNICIPAL TOURISM OFFICE

External Services



1. Request for Data/Assistance

It covers the provision of tourism related assistance provided by the Municipal Tourism Office.

Office or Division	Municipal Tourism Office			
Classification	Simple			
Type of Transaction	G2C – Government to citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	Tourists, Excursionists, Travel Agencies, Tour Operators, Students, Researchers and other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent/Letter of Request for Document		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the visitor's logbook	1. Assist client in filling out information in the visitor's logbook.	None	3 minutes	<i>Admin Aide I</i> Municipal Tourism Office
2. Inform Tourism Office regarding the service/information needed thru verbal or written communication (Letter of Intent/Letter of Request for Document)	2.1. Accommodate inquiry/Accept letter of Intent or Letter of Request for Document).	None	3 minutes	<i>Admin Aide I/</i> <i>Municipal Tourism Operations Officer II</i> Municipal Tourism Office
	2.2. Record intent/request.	None	2 minutes	<i>Admin Aide I/</i> <i>Municipal Tourism Operations Officer II</i> Municipal Tourism Office
	2.3. Assess service being requested. If data being requested is not available, inform the client.	None	5 minutes	<i>Admin Aide I/</i> <i>Municipal Tourism Operations Officer II</i> Municipal Tourism Office
	2.4. Endorse to LCE, if applicable.	None	5 minutes	<i>Admin Aide I/</i> <i>Municipal Tourism Operations Officer II</i> Municipal Tourism Office



	2.4.1. Contact the client once the request has been approved.		Depends on LCE approval	
	2.5. Provide information/info materials to clientele.	None	15 minutes	<i>Admin Aide I/ Municipal Tourism Operations Officer II Municipal Tourism Office</i>
3. Answer the Customer Survey Feedback Form (for walk-in clients only)	3. Provide Customer Survey Feedback Form	None	5 minutes	<i>Admin Aide I Municipal Tourism Office</i>
	TOTAL	None	38 minutes	

2. Retailing of Tourism Products

Municipal Tourism Office offers tourism products from local enterprises.

Office or Division	Municipal Tourism Office			
Classification	Simple			
Type of Transaction	G2C – Government to citizen G2B – Government to Business G2G – Government to Government			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the visitor's logbook.	1. Assist client in filling out information in the visitor's logbook.	None	3 minutes	<i>Admin Aide I Municipal Tourism Office</i>
2. Select product/s to purchase.	2. Assist client/recommend products (if needed).	None	Depends on the client	<i>Admin Aide I/ Municipal Tourism Operations Officer II</i>



				Municipal Tourism Office
3. Pay selected products and answer the Customer Survey Feedback Form.	3.1. Tally amount of selected product/s.	None	5 minutes	<i>Admin Aide I/ Municipal Tourism Operations Officer II Municipal Tourism Office</i>
	3.2. Accept payment and issue Official Receipt (O.R.)	Based on Product Price List	5 minutes	<i>Admin Aide I/ Municipal Tourism Operations Officer II Municipal Tourism Office</i>
	3.3. Pack and release products.	None	2 minutes	<i>Admin Aide I/ Municipal Tourism Operations Officer II Municipal Tourism Office</i>
	TOTAL	Based on Product Price List	15 minutes	



MUNICIPAL TREASURER'S OFFICE

External Services



1. Amendment of Business Permit

Any business for which a municipal business tax has been paid by the person conducting may transfer ownership, management and/or name of business or transfer in any other place within the territorial limits of this municipality.

Office or Division	Business Permit and Licensing Section			
Classification	Simple			
Type of Transaction	G2B – Government to Business			
Who may Avail	All Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>If change business name and/or owner: Proof of Business Name Registration (1 scanned copy)</p> <p>If change location Occupancy Permit (1 scanned copy) Contract of Lease/Agreement (1 scanned copy)</p>		<p>Department of Trade and Industry/Negosyo Center Securities and Exchange Commission Cooperative and Development Authority</p> <p>Property Owner</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request amendment of business information.	1.1. Receive and assess request for amendment of business information.	None	3 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer <i>Admin. Aide I</i> Office of the Municipal Treasurer
	1.2. Modify information as requested. In case of modify or add line of business:	None	3 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer



	Inform client of corresponding fees			
	1.3. Print tax order of payment	None	3 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer <i>Admin. Aide I</i> Office of the Municipal Treasurer
2. Pay and receive business permit	2.1. Receive and encode payment	PHP 100.00 If change or add line of business: Refer to table of fees (Mayor's Permit Fee)	3 minutes	<i>Admin. Aide I</i> Office of the Municipal Treasurer
	2.2. Issue new business permit and official receipt.		3 minutes	<i>Admin. Aide I</i> Office of the Municipal Treasurer
	TOTAL	PHP 100.00 + Mayor's Permit Fee (if any)	15 minutes	



2. Business Permit Application

Any person who shall establish, operate or conduct any business, trade or activity within the Municipality shall first obtain a Business Permit and pay required fees and business tax imposed under the pertinent and as stated in the Revenue Code of the Municipality of Orani.

Office or Division	Business Permit and Licensing Section			
Classification	Simple			
Type of Transaction	G2B – Government to Business			
Who may Avail	All business owners including ambulant vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Business Name Registration (1 scanned copy)		Department of Trade and Industry/Negosyo Center Securities and Exchange Commission Cooperative and Development Authority		
2. Occupancy Permit (1 scanned copy)		Municipal Engineering Office Property Owner		
3. Proof of Property Ownership (1 scanned copy) <ul style="list-style-type: none"> • Tax Declaration, if owned • Contract of Lease/Agreement, if renting 		Municipal Assessor's Office Property Owner		
Additional Requirement for Renewal of Business:				
4. Basis for computation of taxes, fees and charges such as but not limited to: <ul style="list-style-type: none"> • Income Tax Return • Audited Financial Statement • Sword Declaration of Gross Sales (1 scanned copy)		Bureau of Internal Revenue Organization's Accounting or Finance Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMIT Visit the eBPLS website (prod1.ebpls.com/or anibataan/) for one-time registration. Log-In, click Create Application and fill-out the online	1.1. Evaluate and review submitted application form and requirements. If requirements are incomplete or included in negative list, decline the	None	10 minutes	<i>Admin Aide / Office of the Municipal Treasurer Business Permit and Licensing Officer</i>



<p>business application form.</p> <p><i>For renewal of business, enter and search the Business Identification Number (BIN) or business name.</i></p> <p>Upload scanned copy of requirements and submit application.</p> <p>The client shall receive online assessment of taxes, fees and charges via registered e-mail address.</p>	<p>application. (<i>The applicant shall submit application with requested documents.</i>)</p>			<p>Office of the Municipal Treasurer</p>
	<p>1.2. Assess taxes, fees and charges</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer</p>
<p>2. PAY AND RECEIVE</p> <p>Present Tax Order of Payment (TOP) and pay BFP FSIC fee, business taxes, fees and charges, community tax certificate fee (cedula) and barangay business clearance fees.</p> <p>Receive Mayor's/Business Permit, Barangay Business Clearance, cedula, business sticker and plate (new business only)</p>	<p>2.1. Assess completeness of documentary requirements and receive payment.</p>	<p>Refer to Table of Fees</p>	<p>5 minutes</p>	<p><i>Admin Aide I</i> Office of the Municipal Treasurer</p> <p><i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer</p>
	<p>2.2. Issue official receipt together with Mayor's/Business Permit, Barangay Business Clearance, cedula, business sticker and plate (new business only)</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Aide I</i> Office of the Municipal Treasurer</p>
	<p>TOTAL</p>	<p>Refer to Table of Fees</p>	<p>25 minutes</p>	

Business Permit application is covered under R.A. 11032



TABLE OF FEES

GRADUATED TAX ON BUSINESS

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

Amount of Gross Sales / Receipts for the Preceding Calendar Year	Tax Per Annum
Less than 10,000.00	PHP 199.65
10,000 or more but less than 15,000.00	266.20
15000.00 or more but less than 20,000.00	365.42
20,000.00 or more but less than 30,000.00	532.40
30,000.00 or more but less than 40,000.00	798.60
40,000.00 or more but less than 50,000.00	998.25
50,000.00 or more but less than 75,000.00	1,597.20
75,000.00 or more but less than 100,000.00	1,996.50
100,000.00 or more but less than 150,000.00	2,662.00
150,000.00 or more but less than 200,000.00	3,327.50
200,000.00 or more but less than 300,000.00	4,658.50
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	9,680.00
750,000.00 or more but less than 1,000,000.00	12,100.00
1,000,000.00 or more but less than 2,000,000.00	16,637.50
2,000,000.00 or more but less than 3,000,000.00	19,965.00
3,000,000.00 or more but less than 4,000,000.00	23,958.00
4,000,000.00 or more but less than 5,000,000.00	27,951.00
5,000,000.00 or more but less than 6,500,000.00	29,493.75
6,500,000.00 or more	At a rate not exceeding 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	Tax Per Annum
Less than 1,000.00	PHP 21.78
1,000.00 or more but less than 2,000.00	PHP 39.93
2,000.00 or more but less than 3,000.00	PHP 60.50
3,000.00 or more but less than 4,000.00	PHP 87.12
4,000.00 or more but less than 5,000.00	PHP 121.00
5,000.00 or more but less than 6,000.00	PHP 146.41
6,000.00 or more but less than 7,000.00	PHP 173.03
7,000.00 or more but less than 8,000.00	PHP 199.65
8,000.00 or more but less than 10,000.00	PHP 266.27
10,000.00 or more but less than 15,000.00	PHP 266.20
15,000.00 or more but less than 20,000.00	PHP 333.85
20,000.00 or more but less than 30,000.00	PHP 399.30
30,000.00 or more but less than 40,000.00	PHP 532.40
40,000.00 or more but less than 50,000.00	PHP 798.60
50,000.00 or more but less than 75,000.00	PHP 1,197.60
75,000.00 or more but less than 100,000.00	PHP 1,597.20
100,000.00 or more but less than 150,000.00	PHP 2,267.70
150,000.00 or more but less than 200,000.00	PHP 2,928.20
200,000.00 or more but less than 300,000.00	PHP 3,993.00
300,000.00 or more but less than 500,000.00	PHP 5,372.40
500,000.00 or more but less than 750,000.00	PHP 7,986.00
750,000.00 or more but less than 1,000,000.00	PHP 10,648.00
1,000,000.00 or more but less than 2,000,000.00	PHP 12,100.00
2,000,000.00 or more	At a rate not exceeding 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 not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d);

D. On retailers

Amount of Gross Sales / Receipts for the Preceding Calendar Year	Tax Per Annum
400,000.00 or less	2.42%
More than 400,000.00	1.21%

E. On contractors and other independent contractors in accordance with the following schedule:

Amount of Gross Sales / Receipts for the Preceding Calendar Year	Tax Per Annum
Less than 5,000.00	PHP 33.28
5,000.00 or more but less than 10,000.00	PHP 74.42
10,000.00 or more but less than 15,000.00	PHP 126.45
15,000.00 or more but less than 20,000.00	PHP 199.65
20,000.00 or more but less than 30,000.00	PHP 332.75
30,000.00 or more but less than 40,000.00	PHP 465.85
40,000.00 or more but less than 50,000.00	PHP 665.50
50,000.00 or more but less than 75,000.00	PHP 1,131.35
75,000.00 or more but less than 100,000.00	PHP 1,597.20
100,000.00 or more but less than 150,000.00	PHP 2,395.80
150,000.00 or more but less than 200,000.00	PHP 3,194.40
200,000.00 or more but less than 250,000.00	PHP 4,392.23
250,000.00 or more but less than 300,000.00	PHP 5,590.20
300,000.00 or more but less than 400,000.00	PHP 7,453.60
400,000.00 or more but less than 500,000.00	PHP 9,982.50
500,000.00 or more but less than 750,000.00	PHP 11,192.50
750,000.00 or more but less than 1,000,000.00	PHP 12,402.50



1,000,000.00 or more but less than 2,000,000.00	PHP 13,915.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

F. On banks and other financial institutions, at the rate of sixty percent if one percent (60% 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.

G. On the business hereunder enumerated:

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, ferries 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 state;
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; and
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	Tax Per Annum
Less than 5,000.00	PHP 33.28
5,000.00 or more but less than 10,000.00	PHP 74.42
10,000.00 or more but less than 15,000.00	PHP 126.45
15,000.00 or more but less than 20,000.00	PHP 199.65
20,000.00 or more but less than 30,000.00	PHP 332.75



30,000.00 or more but less than 40,000.00	PHP 465.85
40,000.00 or more but less than 50,000.00	PHP 665.50
50,000.00 or more but less than 75,000.00	PHP 1,064.50
75,000.00 or more but less than 100,000.00	PHP 1,597.20
100,000.00 or more but less than 150,000.00	PHP 2,395.80
150,000.00 or more but less than 200,000.00	PHP 3,194.40
200,000.00 or more but less than 250,000.00	PHP 4,392.30
250,000.00 or more but less than 300,000.00	PHP 5,590.20
300,000.00 or more but less than 400,000.00	PHP 7,453.60
400,000.00 or more but less than 500,000.00	PHP 9,982.50
500,000.00 or more but less than 750,000.00	PHP 11,192.50
750,000.00 or more but less than 1,000,000.00	PHP 12,402.50
1,000,000.00 or more but less than 2,000,000.00	PHP 13,915.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

H. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding Php 50.00 per peddler annually).

I. On operators of public utility vehicles maintain booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses per unit	PHP 1,000.00
"Mini" buses/Van for Hire per unit	PHP 600.00
Jeepneys/Fieras/Tamaraws per unit	PHP 400.00

**NOTE: Rate may be determined by computing estimated earning per day x 300 days x rate not to exceed 2% of gross receipts.

Failure to pay the tax described within the time described shall subject the taxpayer to an 25% annual surcharge and 2% monthly interest until the tax is paid.



TAX ON AMBULANT AND ITINERANT AMUSEMENT OPERATORS

One (1) month	PHP 150,000.00
More than one (1) month up to two (2) months	PHP 500,000.00

MAYOR'S PERMIT FEE

1.) On Manufacturers/Importers/Producers	
Micro	PHP 500.00
Small	PHP 600.00
Medium	PHP 1,200.00
Large	PHP 2,500.00
2.) On Banks	
Rural, Thrift and Savings Bank	PHP 10,000.00
Commercial, Industrial and Development Banks	PHP 10,000.00
Universal Banks	PHP 35,000.00
On ATM (off site within Municipal Building)	PHP 10,000.00
On ATM (outside site within Municipal Building)	PHP 5,000.00
3.) On Other Financial Institutions	
Small	PHP 1,500.00
Medium	PHP 2,500.00
Large	PHP 5,000.00
4.) On Contractors/Service Establishments	
Micro	PHP 1,500.00
Small	PHP 2,500.00
Medium	PHP 3,000.00
Large	PHP 5,000.00
5.) On Wholesalers/Retailers/Dealers/Distributors	
Micro	PHP 1,000.00
Small	PHP 1,600.00
Medium	PHP 2,000.00
Large	PHP 4,000.00
6.) On Trans-loading Operations	
Medium	PHP 3,000.00
Large	PHP 5,000.00
7.) Other Businesses	
Micro	PHP 600.00
Small	PHP 1,600.00
Medium	PHP 2,000.00
Large	PHP 2,500.00



8.) On Restaurants/Eatery	
Micro	PHP 2,000.00
Small	PHP 3,000.00
Medium	PHP 4,000.00
Large	PHP 6,000.00
9.) On School or Hospital Canteen	
Micro	PHP 1,000.00
Small	PHP 1,500.00
Medium	PHP 2,000.00
Large	PHP 2,500.00
9.) On School or Hospital Canteen	
Medium	PHP 10,000.00
Large	PHP 15,000.00
11.) On Telecommunications	PHP 15,000.00
12.) On Ambulant Vendors	PHP 300.00
13.) Recreational Facilities	PHP 5,000.00
14.) On Organization of Exhibits	PHP 1,000.00
15.) On Exhibits (per expert)	PHP 500.00
16.) On Special Permits for Bargains and Special Occasions	PHP 500.00
17.) On Quarry	
Small	PHP 2,000.00
Medium	PHP 3,000.00
Large	PHP 5,000.00
18.) On Telecommunications Tower	PHP 30,000.00
SANITARY PERMIT FEE	
With a floor area of 2 sq. m. or more, but not less than 25	PHP 200.00
With a floor area of 25 or more, but not less than 50	PHP 300.00
With a floor area of 50 or more, but not less than 100	PHP 400.00
With a floor area of 100 or more, but not less than 200	PHP 500.00
With a floor area of 200 or more, but not less than 500	PHP 1,000.00
With a floor area of 500 or more,	PHP 1,200.00



but not less than 1000 With a floor area of 1000 or more	PHP 2,000.00
---	--------------

GARBAGE COLLECTION FEES

A. Business Establishment	
Micro	PHP 500.00
Small	PHP 1,500.00
Medium	PHP 3,000.00
Large	PHP 5,000.00
 B. Ambulant Vendors	 PHP 300.00

STORAGE OF FLAMMABLE AND COMBUSTIBLE MATERIALS

A. Storage of gasoline, diesel, fuel, kerosene and similar products	
B. Storage of cinematographic film	
500 to 2,000 liters	PHP 200.00
2,001 to 5,000 liters	PHP 400.00
5,001 tot 20,000 liters	PHP 600.00
20,001 to 50,000 liters	PHP 1,000.00
 C. Storage of Celluloid	 PHP 500.00
D. Storage of Calcium Carbide	
less than 50 cases	PHP 200.00
50 to 99 cases	PHP 300.00
100 or more cases	PHP 500.00
 E. Storage of tax resin and similar materials	
less than 1,000 kgs...	PHP 400.00
1,001 to 2,500 kgs.	PHP 600.00
2,501 to 5,000 kgs...	PHP 1,000.00
Over 5,000 kgs...	PHP 1,400.00
 F. Storage of coal deposits	 PHP 200.00/tons
 G. Storage of combustible, flammable or explosive substance not mentioned above	 PHP 400.00

PERMIT FEE FOR COCKPIT OWNERS/OPERATORS/LICENSEES/PROMOTERS AND COCKPIT PERSONNEL

Annual Filing Fee	PHP 500.00
Annual Cockpit Permit Fee	PHP 3,000.00
Annual Business Permit	(Based on gross income)



Annual Franchise Renewable Fee	PHP 120,000.00
From Cockpit Personnel:	
A. Promoters/Hosts	PHP 1,000.00
B. Pit Manager	PHP 300.00
C. Referee	PHP 300.00
D. Bet Taker "Taga-Pusta/Llamador"	PHP 200.00
E. Bet Manager "Maciador/Kasador"	PHP 1,000.00
F. Gaffer "Mananari"	PHP 200.00
G. Cashier	PHP 300.00
H. Derby (Matchmaker)	PHP 300.00
I. Gater	PHP 300.00
J. Veterinarian "Manggagamot"	PHP 200.00
K. Listador	PHP 300.00

SPECIAL PERMIT FEE FOR COCK FIGHTING

A. Special Derby Assessment from Promoters of the following:	
Two-Cock Derby / 2 hits	PHP 2,000.00 per day
Three-Cock Derby / 3 hits	PHP 4,000.00 per day
Four-Cock Derby / 4 hits	PHP 6,200.00 per day
Five-Cock Derby / 5 hits	PHP 8,500.00 per day
Fee per cockfight (from winner's purse)	PHP 100.00



3. Business-Related Certification

Any person who has business in the Municipality of Orani may request for certification or certified true copy of business permit.

Office or Division	Business Permit and Licensing Section			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business			
Who may Avail	All Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification Request Letter (1 original) or, Latest Mayor's Business Permit (1 photocopy)		Client Municipal Treasury Office – Business Permit and Licensing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit certification request letter	1.1. Receive and verify request letter	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	1.2. Prepare and issue Tax Order of Payment (TOP)	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer
	1.3. Prepare certification	None	3 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
2. Pay required fees and receive certificate	2.1. Receive payment	PHP 100.00	3 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer



	2.2. Issue Official Receipt and certification	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer
	TOTAL	PHP 100.00	15 minutes	

4. Community Tax Certificate (Cedula)

Every inhabitant of the Philippines who is a resident of Municipality of Orani, Bataan, 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 any calendar year, or who is engaged in a profession, business or corporation, or who own real property with an aggregate assessed value of One Thousand Pesos (P1,000.00) or more, or who is required to file an income tax return shall pay an annual community tax.

Office or Division	General Collection			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business			
Who may Avail	All inhabitants of this Municipality, 18 years old or over			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate Form		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled Community Tax Certificate Form.	1. Receive and encode information details indicated in the Community Tax Certificate Form.	None	3 minutes	<i>Administrative Aide I</i> Office of the Municipal Treasurer
2. Pay required fees and receive Community Tax Certificate (Cedula)	2. Receive payment and issue Community Tax Certificate (Cedula) If applicant has business,	For Individual Taxpayers: Annual Communit	2 minutes	<i>Administrative Aide I</i> Office of the Municipal Treasurer



	<p>Community Tax Certificate (Cedula) shall be paid and issued in the Business Permit and Licensing Section</p>	<p>y Tax – PHP 5</p> <p>Additional Annual Tax of PHP 1 for every PHP 1,000 of income regardless of whether from business, exercise of profession or from property which in no case shall exceed PHP 5,000</p> <p>In case of husband and wife, the additional tax herein imposed shall be based upon the total property owned by them and the total gross receipts or earnings derived by them</p>		
--	---	---	--	--



		<p>For Corporations, Partnership:</p> <p>Annual Community Tax – PHP 500</p> <p>Additional Annual Tax of PHP 2 for every PHP 5,000 worth of owned real property in the Philippines and PHP 2 for every PHP 5,000 of gross receipts of earnings</p> <p>If the tax is not paid within the time prescribed, there shall be added to the unpaid amount an interest of 24% per annum from the date it is</p>		
--	--	---	--	--



		due until it is paid.		
	TOTAL	Refer to above fees	5 minutes	

5. Fishpond/Fish Pen Permit

There shall be collected a Fishpond/Fish pen Permit Fee for the purposes of granting permit to erect fish pen and operate fishpond within the municipality and/or municipal waters.

Office or Division	Business Permit and Licensing Section			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business			
Who may Avail	All fishpond and fish pen operators within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration (1 photocopy)		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement	1.1. Receive and evaluate submitted requirement.	None	1 minute	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	1.2. Assess taxes, fees and charges and issue tax order of payment.	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i>



				Office of the Municipal Treasurer
2. Pay and receive official receipt	2.1. Receive payment	Fishpond permit Fee: PHP 500.00 per hectare Fishpen Permit Fee: PHP 1,500.00 per pen	1 minute	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	2.2. Issue official receipt for fishpond/fish pen permit	None	3 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	TOTAL	Based on above fees	10 minutes	



6. Payment of Other Municipal Fees and/or Charges

There shall be collected fees from person requesting for copies of official records and documents from the Municipal Agriculture Office.

Office or Division	General Collection			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Any person or entity applying for permit and/or wish to avail services of the Municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Department or office where permit or service shall be rendered		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment.	1. Review and assess submitted order of payment.	None	3 minutes	<i>Administrative Aide I</i> Municipal Treasury Office <i>Administrative Aide III</i> Municipal Treasury Office
2. Pay and receive official receipt	2. Issue official receipt	The amount of fees shall be specified in the order of payment issued by the requesting office	2 minutes	<i>Administrative Aide I</i> Municipal Treasury Office <i>Administrative Aide III</i> Municipal Treasury Office
	TOTAL	Refer to fees by requesting office	5 minutes	



7. Police Clearance

Police Clearance is a document proving that the holder has no criminal or derogatory record based on the PNP database.

Office or Division	General Collection			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All resident of the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume with 2x2 ID picture (1 original)		Applicant		
2. Barangay Clearance (1 original)		Barangay Hall where the applicant resides		
3. Community Tax Certificate (1 original)		General Collections/Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled biodata or resume with attached 2x2 picture	1.1. Receive and evaluate submitted requirements	None	1 minute	<i>Administrative Aide I</i> Office of the Municipal Treasurer <i>Administrative Aide III</i> Office of the Municipal Treasurer
	1.2. Encode applicant's personal information in the Police Clearance system.	None	3 minutes	<i>Administrative Aide I</i> Office of the Municipal Treasurer <i>Administrative Aide III</i>



				Office of the Municipal Treasurer
	1.3. Take applicant's photo and record fingerprint in the Police Clearance System.	None	1 minute	<i>Administrative Aide I</i> Office of the Municipal Treasurer <i>Administrative Aide III</i> Office of the Municipal Treasurer
2. Pay and Receive Police Clearance Certificate and proceed to PNP Police Station for signing of clearance	2.1. Print and issue Police Clearance.	For Local Employment – PHP 150 For Overseas Employment – PHP 300 For Other Purposes – PHP 250	3 minutes	<i>Administrative Aide I</i> Office of the Municipal Treasurer <i>Administrative Aide III</i> Office of the Municipal Treasurer
	2.2. Give instructions to applicant to proceed to PNP Station for signing of clearance.	None	1 minute	<i>Administrative Aide I</i> Office of the Municipal Treasurer <i>Administrative Aide III</i> Office of the Municipal Treasurer
	TOTAL	PHP 150.00 – PHP 300.00	9 minutes	



8. Real Property Tax

Real property tax is a tax levied by the local government on properties and should be paid by property owners. Properties that are taxable include land, building, improvements on the land and/or the building, and machinery.

Office or Division	Municipal Treasurer Office – Real Property Tax Division			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All property owners in the Municipality of Orani, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real Property Tax Order of Payment or Notice of Assessment		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Real Property Tax Order of Payment / Notice of Assessment.	<p>1.1 Assessment and computation of taxes.</p> <p>1.2 If the taxpayer is found delinquent: the taxpayer needs to settle all the delinquencies.</p> <p>1.3 Starting 2020, If tax is not paid, staff will compute Statement of Account (SOA) for Abstract and Socialized Housing Tax, if the lot is Residential and Commercial and the Assessed Value is above 50,000 it is subject for Socialized Housing Tax (Building, Agricultural Land) are excluded in Socialized Housing Tax.</p>	None	5 minutes	<p><i>Admin Aide I</i> Municipal Treasury Office</p> <p><i>Revenue Clerk II</i> Municipal Treasury Office</p> <p><i>License Inspector I</i> Municipal Treasury Office</p>
2. Secure Statement of Account.	2. Issue Statement of Account.	None	1 minutes	<i>Admin Aide I</i> Municipal Treasury Office



				<p><i>Revenue Collection Clerk II</i> Municipal Treasurer Office</p> <p><i>License Inspector I</i> Municipal Treasury Office</p>
<p>3.1 Pay the required fees.</p> <p>3.2 Secure Official Receipt that will be issued upon payment.</p>	<p>3.1 Receive payment.</p> <p>3.2 Issue the Official Receipt.</p>	<p>Real Property Tax: Assessed Value x 1%, discounted by 10%</p> <p>Penalty as imposed by the Provincial Treasury Office of Bataan, if applicable</p> <p>Socialized Housing Tax: Assessed Value x 0.5% in excess of 50,000</p>	5 minutes	<p><i>Admin Aide I</i> Municipal Treasury Office</p> <p><i>Revenue Collection Clerk II</i> Municipal Treasurer Office</p> <p><i>License Inspector I</i> Municipal Treasury Office</p>
4. Issue Tax Clearance and Records of Payment	4. Issue Tax Clearance.	None	5 minutes	<p><i>Admin Aide I</i> Municipal Treasury Office</p> <p><i>Admin Aide IV</i> Municipal Treasury Office</p> <p><i>Bookbinder II</i> Municipal Treasury Office</p>



	TOTAL	Based on computati on of fees as indicated above	16 minutes	
--	--------------	---	-------------------	--

Real Property Tax is covered under Local Government Code of the Philippines RA 7160

9. Real Property Tax Clearance and/or Records of Payment

Property owners in the Municipality of Orani, Bataan may request for record of latest and/or all real property payment(s).

Office or Division	Municipal Treasurer Office – Real Property Tax Division			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All property owners in the Municipality of Orani, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Tax Declaration		Municipal Assessor's Office		
Latest Official Receipt or Accountable Form No. 56		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request certification and submit requirements.	1. Verify and evaluate submitted request and requirements.	None	2 minutes	<i>Admin Aide I</i> Municipal Treasury Office <i>Revenue Clerk II</i> Municipal Treasury Office <i>License Inspector I</i> Municipal Treasury Office
2. Secure Order of Payment.	2. Issue Order of Payment.	None	1 minute	<i>Admin Aide I</i> Municipal Treasury Office



				<i>Revenue Collection Clerk II</i> Municipal Treasurer Office <i>License Inspector I</i> Municipal Treasury Office
3.1 Pay the required fees.	3.1 Receive payment.	PHP 100	2 minutes	<i>Admin Aide I</i> Municipal Treasury Office
3.2 Secure Official Receipt that will be issued upon payment.	3.2 Issue the Official Receipt.			<i>Administrative Aide III</i> Municipal Treasury Office
4. Receive Real Property Tax Declaration and/or Records of Payment.	4. Issue Real Property Tax Declaration and/or Records of Payment.	None	1 minute	<i>Admin Aide I</i> Municipal Treasury Office <i>Admin Aide IV</i> Municipal Treasury Office <i>Bookbinder II</i> Municipal Treasury Office
	TOTAL	PHP 100	6 minutes	

Real Property Tax Clearance and/or Records of Payment is covered under Local Government Code of the Philippines RA 7160.

10. Retirement of Business

Termination or retirement of business shall mean that the business operations are stopped completely. Any change in ownership, management and/or name of business shall not constitute termination.

Any person subject to tax on business upon termination of business shall process retirement of business. Any tax due shall first be paid before any business is fully terminated.

Office or Division	Business Permit and Licensing Section
Classification	Complex



Type of Transaction	G2B – Government to Business			
Who may Avail	All business owners including ambulant vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cancellation of Business Name Certificate of Dissolution (1 scanned copy)		Department of Trade and Industry/Negosyo Center Securities and Exchange Commission Cooperative and Development Authority		
2. Affidavit of Retirement (1 scanned copy)		Notary Public		
3. Barangay Certification of Business Closure (1 scanned copy)		Barangay Hall where the business is located		
4. Basis for computation of taxes, fees and charges such as but not limited to: <ul style="list-style-type: none"> Income Tax Return Audited Financial Statement Sword Declaration of Gross Sales (1 scanned copy)		Bureau of Internal Revenue Organization's Accounting or Finance Department		
Other requirements, if applicable: <ul style="list-style-type: none"> Death Certificate (1 scanned copy) 		Local Civil Registry Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMIT Visit the eBPLS website (prod1.ebpls.com/or anibataan/) for one-time registration. Log-In, click Business Retirement and fill-out the online retirement form Upload scanned copy of requirements and submit application. The client shall receive assessment of taxes, fees and charges via registered e-mail address.	1.1. Evaluate and review submitted application form and requirements.	None	5 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	1.2. The Municipal Treasurer shall assign an inspector to verify if the business has stopped operating. If the business is still operating or simply placed under new business name, owner or manager,	None	5 days	<i>Admin Aide I</i> Office of the Municipal Treasurer <i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer



	<p>or transferred to another location within the territory: the application for retirement shall be revoked.</p> <p>If found to avoid payment of taxes by stimulating retirement or termination of business: the new business application will be revoked and the business continues to become liable for the payment of all taxes and fees and charges.</p>			
	1.3. Assess business retirement fee	None	5 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
2. PAY AND RECEIVE Present Tax Order of Payment (TOP) and pay business retirement fee. Receive Business Retirement Certificate	2.1. Assess completeness of documentary requirements and receive payment.	Refer to table of fees – Gross Sales Tax	5 minutes	<i>Admin Aide I</i> Office of the Municipal Treasurer
	2.2. Issue Business Retirement Certificate	None	5 minutes	<i>Business Permit and Licensing Officer</i> Office of the Municipal Treasurer
	TOTAL	Refer to Table of Fees	5 days and 20 minutes	



ORANI TRICYCLE REGULATORY OFFICE

External Services



1. Application for Public Motorized Tricycle for Hire (Franchise) / Utility Motorized Tricycle / Family-Use Motorized Tricycle (New and Renewal) and Operator's Permit

Franchising and operation of tricycles shall be controlled and regulated with the end view of effectively managing these vehicles for basic services.

Office or Division	Orani Tricycle Regulatory Office (OTRO)
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may Avail	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Public Motorized Tricycle for Hire</u></p> <ol style="list-style-type: none"> 1. Motorized Tricycle Operator's Permit Form 2. Documents attesting Filipino Citizenship 3. Barangay Certification that the applicant is bonafide resident of the Barangay within the Municipality 4. TODA Clearance 5. Land Transportation Office (LTO) Certification of Registration (CR) and Latest Official Receipt (OR) of registration payment in the name of applicant (2 photocopy) 6. Insurance coverage for any liability it may incur to passengers and third parties in case of accidents 7. Other necessary documents such as but not limited to: <ol style="list-style-type: none"> 7.1. Community Tax Certificate (1 photocopy) <p>For Operator/Driver</p> <ol style="list-style-type: none"> 7.2. Professional Driver's License (1 photocopy) 	<ol style="list-style-type: none"> 1. OTRO 2. Any Government Agency issuing Documents attesting Filipino Citizenship 3. Barangay Hall 4. Accredited Orani TODA 5. Land Transportation Office (LTO) 6. Insurance Company 7. Other necessary documents such as but not limited to: <ol style="list-style-type: none"> 7.1. Orani Municipal Treasury Office <p>For Operator/Driver</p> <ol style="list-style-type: none"> 7.2. Land Transportation Office



<p>For Operator</p> <p>7.3. One (1) Government issued ID (1 photocopy)</p> <p>7.4. Professional Driver's License of the designated driver (1 photocopy)</p> <p>7.5. Special Power of Attorney If the franchisee (operator) allows a proxy (1 photocopy)</p> <p>7.6. One (1) 2x2 picture</p> <p><u>Utility Motorized Tricycle /</u></p> <p>1. Barangay Business Clearance</p> <p>2. Business Permit</p> <p>3. Department of Trade and Industry (DTI) Business Name</p> <p>4. Land Transportation Office (LTO) Certification of Registration (CR) and Latest Official Receipt (OR) of registration payment in the name of applicant (2 photocopy)</p> <p>5. Marshal Traffic Clearance</p> <p>6. Professional or Non-Professional Driver's License of the designated driver (1 photocopy)</p> <p><u>Family-Use Motorized Tricycle</u></p> <p>1. Land Transportation Office (LTO) Certification of Registration (CR) and Latest Official Receipt (OR) of registration payment in the name of applicant (2 photocopy)</p> <p>2. Professional or Non-Professional Driver's License of the designated driver (1 photocopy)</p>	<p>For Operator</p> <p>7.3. Any Government Agency issuing valid ID</p> <p>7.4. Land Transportation Office</p> <p>7.5. Client/ Notary Public</p> <p>7.6. Client</p> <p>1. Orani Business Permit and Licensing Office (BPLO)</p> <p>2. BPLO</p> <p>3. Department of Trade and Industry</p> <p>4. Land Transportation Office</p> <p>5. Orani Municipal Marshal Office</p> <p>6. Land Transportation Office</p> <p>1. Land Transportation Office (LTO)</p> <p>2. Land Transportation Office (LTO)</p>
--	--



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry of the documentary requirements and Secure and fill-up Motorized Tricycle Operator's Permit Form	1.1. Entertain all inquiries and check initial documents presented, if any.	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	1.2. Provide Motorized Tricycle Operator's Permit Form with checklist of requirements	None		
2. Fill-up Motorized Tricycle Operator's Permit Form with complete documentary requirements	2.1 Receive and check if Profile Form is properly filled up	None	1 minute	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.2 Evaluate and Verify the completeness and validity of documentary requirements submitted	None	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.3 If the requirements are incomplete and/or invalid:			
	2.3.1 Return the received documents to franchisee (operator) for completion	None	1 minute	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.4 If the requirements are complete and/or valid (NEW):			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4.1 Encode the information indicated in Profile Form to OTRO System	None	15 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.5 If the requirements are complete and/or valid (RENEWAL):			
	2.5.1 Update the information indicated in Profile Form to OTRO System, if any.	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.6 Inspect the Motorized Vehicle for physical specification and condition if roadworthy.	None	15 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.7 Collate all evaluated and verified application through the Tricycle System from Monday to Friday, 3:00PM for submission to Orani Tricycle Franchising Board (OTFB) for review and approval.	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Issued OTFB Resolution of approved application.	None	30 minutes	<i>Admin Staff</i> Office of the Municipal Administrator/ Orani Tricycle Franchising Board
	2.9 Endorsed to Sanggunian Bayan (Executive Agenda) for issuance of SB Resolution of granting Tricycle Franchise	None	1 day to 5 days	<i>Admin Staff</i> Office of the Municipal Administrator
	2.10 Issuance of SB Resolution for granting Tricycle Franchise Note: Franchise are valid for three (3) years	None	1 day	Sanggunian Bayan
	2.11 Inform/ Call applicant(s) that their application were approve	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
3. Secure an Official Receipt and pay the required Operators Permit Fees	3.1. Inform/ Call applicant(s) that their application for tricycle franchise was approved	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	3.2. Compute fees and Issue Order of Payment to be paid by client for issuance of Operator's	See table of fees below	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Received payment and issue Official Receipt	See table of fees below	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
4. Receive the copy of Certificate of Public Convenience (CPC) and Franchise Stickers	4.1. Release Certificate of Public Convenience (CPC) and Franchise Stickers and log in logbook/ receiving logs	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	TOTAL	Refer to Table of Fees	6 days, 2 hours, and 2 minutes	

Application for Public Motorized Tricycle for Hire (Franchise) / Utility Motorized Tricycle / Family-Use Motorized Tricycle (New and Renewal) and Operator's Permit qualified for multi-stage processing



TABLE OF FEES

PUBLIC MOTORIZED TRICYCLE FOR HIRE	
Nature of Fee	Amount
Motorized Tricycle Operator's Permit (MTO) Fee	Php 200.00
<u>REGULATORY FEES</u>	
Annual Sticker Fees	Php 150.00
MTO Plate	Php 250.00
Operator's ID Card	Php 25.00
Driver's ID Card (per driver)	Php 25.00
Parking Fee	Php 35.00
Dropping Fee	Php 60.00
Confirmation Fee	Php 100.00
Certification of No Record	Php 100.00
Transfer Fee	Php 1,000.00
Fare Matrix	Php 50.00
Body Number Sticker	Php 300.00
Environmental Fee	Php 75.00
Penalty	Php 50.00

UTILITY MOTORIZED TRICYCLE	
Nature of Fee	Amount
Motorized Tricycle Operator's Permit (MTO) Fee	Php 350.00
<u>REGULATORY FEES</u>	
Annual Sticker Fees	Php 100.00
Operator's ID Card	Php 50.00
Driver's ID Card (per driver)	Php 25.00
Certification of No Record	Php 25.00
Body Number Sticker	Php 200.00

FAMILY-USE MOTORIZED TRICYCLE	
Nature of Fee	Amount
Sticker Fee	Php 100.00



2. Certificate of Confirmation (Public Motorized Tricycle For HIRE)

Certification that the Franchise Line/ Operator Permit has been renewed.

Office or Division	Orani Tricycle Regulatory Office (OTRO)			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All who have a Franchise Line in Municipal of Orani, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CPC (1 photocopy)		Franchisee Operator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Certificate of Confirmation	1. Received the photocopy of CPC	None	3 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
2. Pay the required fees to payment window and secure Official Receipt	2.1. Receive payment 2.2. Issue the official receipt	Confirmation Fee – PHP 100	3 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> Municipal Treasurer Office
3. Receive the Certificate of Confirmation	3. Prepare and release the Certificate of Confirmation	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	TOTAL	PHP 100.00	11 minutes	



3. Certificate of No Record on File (Public Motorized Tricycle For HIRE)

Certification that the motor has no filed record over Franchise Line/Operator Permit in Municipality of Orani, Bataan

Office or Division	Orani Tricycle Regulatory Office (OTRO)			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All who have a Franchise Line in Municipality of Orani, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt/ O.R. and Certification of Registration of Motor/ C.R. (1 photocopy)		1. Land Transportation Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Certificate of No Record on File.	1. Receive photocopy of O.R/C.R.	None	3 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
2. Pay the required fees to payment window and secure Official Receipt	2.1. Receive payment 2.2. Issue the official receipt	NRF Fee – PHP 100	3 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> Municipal Treasurer Office
3. Receive the Certificate of No Record on File	3. Prepare and release the Certificate of No Record on File.	None	3 Minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	TOTAL	PHP 100.00	9 minutes	



4. Change Unit (Public Motorized Tricycle for Hire [Franchise] / Utility Motorized Tricycle / Family-Use Motorized Tricycle)

Any changes in unit (motor) can be done with proper reasons

Office or Division	Orani Tricycle Regulatory Office (OTRO)	
Classification	Complex	
Type of Transaction	G2C – Government to Citizen	
Who may Avail	All unit (motor) who has a record in Municipality of Orani, Bataan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Profile Form – Operator’s and Driver’s Information	Orani Tricycle Regulatory Office (OTRO)	
2. Official Receipt/ O.R. and Certification of Registration of Motor/ C.R. (1 photocopy)	Land Transportation Office	
3. Driver’s License (1 photocopy)	Land Transportation Office	
4. Community Tax Certificate (1 photocopy)	Municipal Treasury Office	
5. Inspection Clearance	Marshal Office	
6. CPC with Official Receipt, Sticker, and Plate	Franchisee (operator)	
Additional Requirements:		
1. If the franchisee (operator) is not the driver: Any valid I.D. (1 photocopy)	Any government agency issuing valid I.D.	
2. If the previous motor is junked: Notarized Affidavit of junked (1 photocopy)	Notary Public	
3. If the previous motor has been sold: Deed of sale of motor (1 photocopy)	Notary Public	



<p>4. If the previous motor is retrieved by the company: Certification from the motor company (1 photocopy)</p> <p>5. If the new motor is pre-owned: Certification from the motor company (1 photocopy)</p> <p>6. If the new motor obtains FOR HIRE status: Petition and Order (Dropping order), and Substitution where Municipality it came from. (1 photocopy)</p>	<p>Motor Company</p> <p>Motor Company</p> <p>Local Government Unit</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the duly accomplished Profile Form and requirements as stated above</p>	<p>1.1. Evaluate and verify the submitted form and documents</p> <p>1.2. Encode the information indicated in Profile Form to Municipal Government System</p> <p>1.3. Print the encoded information</p> <p>1.4. Create a new MTOP Index card</p> <p>1.5. Request for approval from Sangunian Bayan</p> <p>1.6. Approved by the Sanguinan Bayan</p>	<p>None</p>	<p>15 minutes</p>	<p><i>OTRO Staff</i> Orani Tricycle Regulatory Office</p>



2. Pay the required fees to payment window and secure Official Receipt	2.1. Receive payment 2.2. Issue the official receipt	Dropping Fee – PHP 60	3 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> Municipal Treasurer Office
3. Receive the dropping paper	3. Prepare and release the dropping paper indicating that the unit has been changed	None	3 Minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
TOTAL		PHP 60.00	21 minutes	

5. Fare Matrix (Public Motorized Tricycle For HIRE)

An ordinance stating the fare amount for commuting via motorized tricycle inside the town of Orani, Bataan – Municipal Ordinance no. 188 series of 2014

Office or Division	Orani Tricycle Regulatory Office (OTRO)			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	All who have a Franchise Line in Municipal of Orani, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CPC (1 photocopy)		Franchisee Operator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Fare Matrix	1. Receive the photocopy of CPC	None	3 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
2. Pay the required fees to payment window and secure Official Receipt	2.1. Receive payment 2.2. Issue the official receipt	Fare Matrix Fee – PHP 50	3 minutes	<i>Revenue Collection Clerk II/ Admin Aide I</i> Municipal Treasurer Office



3. Receive the Fare Matrix	3. Prepare and release the Fare Matrix	None	5 minutes	OTRO Staff Orani Tricycle Regulatory Office
	TOTAL	PHP 100.00	11 minutes	

6. Transfer of Ownership of Motor Vehicle including Franchise Line / Transfer of Ownership of Motor Vehicle / Transfer of Ownership of Franchise Line

Franchise Line/Operator's Permit can only be transferred up to fourth degree relative. The owner of motor vehicle and owner of the franchise line must be the same person.

Office or Division	Orani Tricycle Regulatory Office (OTRO)		
Classification	Complex		
Type of Transaction	G2C – Government to Citizen		
Who may Avail	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Profile Form – Operator's and Driver's information	Orani Tricycle Regulatory Office		
Official Receipt / O.R. and Certification of Registration of Motor/ C.R. (2 photocopy)	Land Transportation Office		
Any Government valid I.D	Any Government issuing I.D.		
Community Tax Certificate both vendor and vendee (1 photocopy)	Municipal Treasurer Office		
Notarized Deed of Sale (1 photocopy)	Notary Public		
Inspection Clearance	Marshal Office		
2x2 picture (1 piece)	Operator and Driver		
Birth Certificate and/or Marriage Certificate and/or Death Certificate (1 photocopy)	Local Civil Registrar or PSA.		
CPC (1 photocopy)	Franchisee		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry of the documentary requirements and Secure and fill-up Motorized Tricycle Operator's Permit Form	1.1. Entertain all inquiries and check initial documents presented, if any. 1.2. Provide Motorized Tricycle Operator's Permit Form with checklist of requirements	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
2. Fill-up Motorized Tricycle Operator's Permit Form with complete documentary requirements	2.1 Receive and check if Profile Form is properly filled up	None	1 minute	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.2 Evaluate and Verify the completeness and validity of documentary requirements submitted	None	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.3 If the requirements are incomplete and/or invalid:			
	2.3.1 Return the received documents to franchisee (operator) for completion	None	1 minute	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.4 If the requirements are complete and/or valid (NEW):			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4.1 Encode the information indicated in Profile Form to OTRO System	None	15 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.5 If the requirements are complete and/or valid (RENEWAL):			
	2.5.1 Update the information indicated in Profile Form to OTRO System, if any.	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.6 Inspect the Motorized Vehicle for physical specification and condition if roadworthy.	None	15 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	2.7 Collate all evaluated and verified application through the Tricycle System from Monday to Friday, 3:00PM for submission to Orani Tricycle Franchising Board (OTFB) for review and approval.	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Issued OTFB Resolution of approved application.	None	30 minutes	<i>Admin Staff</i> Office of the Municipal Administrator/ Orani Tricycle Franchising Board
	2.9 Endorsed to Sanggunian Bayan (Executive Agenda) for issuance of SB Resolution of granting Tricycle Franchise	None	1 day to 5 days	<i>Admin Staff</i> Office of the Municipal Administrator
	2.10 Issuance of SB Resolution for granting Tricycle Franchise Note: Franchise are valid for three (3) years	None	1 day	Sanggunian Bayan
	2.11 Inform/ Call applicant(s) that their application was approve	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
3. Secure an Official Receipt and pay the required Operators Permit Fees	3.1. Inform/ Call applicant(s) that their application for tricycle franchise was approved	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	3.2. Compute fees and Issue Order of Payment to be paid by client for	See table of fees	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	issuance of Operator's 3.3. Received payment and issue Official Receipt	See table of fees	10 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
4. Receive the copy of Certificate of Public Convenience (CPC) and Franchise Stickers	4. Release Certificate of Public Convenience (CPC) and Franchise Stickers and log in logbook/ receiving logs	None	5 minutes	<i>OTRO Staff</i> Orani Tricycle Regulatory Office
	TOTAL	Refer to the Table of Fees	6 days, 2 hours, and 2 minutes	



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Answer the client feedback form and drop it at the designated drop box at the Public Assistance and Complaint Desk.</p> <p>Contact info: (047) 237-1162 or hrorani2020@gmail.com</p>
How feedbacks are processed?	<p>Every Friday, the Human Resource Management Staff opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (047) 237-1162</p>
How to file a complaints?	<p>Answer the client Complaint Form and drop it at the designated drop box at the Public Assistance and Complaint Desk.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence
How complaints are processed?	<p>The Human Resource Management Staff opens the drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Human Resource Management Staff shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The Human Resource Management Staff will create a report after the</p>



	<p>investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The Human Resource Management Staff will give feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (047) 237-1162</p>
Contact Information of ARTA, PCC, CCB	<p>ARTA: complaints@arta.gov.ph 8478 5093</p> <p>PCC: 8888</p> <p>CCB: 0908-881-6565 (SMS)</p>



List of Offices

Office	Address	Contact Information
Office of the Municipal Mayor	2 nd Floor Municipal Building, Centro 1, Orani, Bataan	officeofthemunicipalmayor.orani@gmail.com
Office of the Sangguniang Bayan	2 nd Floor Municipal Building, Centro 1, Orani, Bataan	lgusborani@gmail.com
Office of the Municipal Administrator	2 nd Floor Municipal Building, Centro 1, Orani, Bataan	orani.admroffice@gmail.com
Municipal Accounting Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	(047) 237-0931; oraniacctgstaff.1@gmail.com
Municipal Agriculture Office	Municipal Building, Centro 1, Orani, Bataan	daorani2016@gmail.com
Municipal Assessor's Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	(047) 237-1282; oraniassessor@gmail.com
Municipal Budget Office	2 nd Floor Municipal Building, Centro 1, Orani, Bataan	0919-002-9055; budgetoffice2112@yahoo.com
Municipal Civil Registry Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	0939-912-7175; 0917-635-3001; mcoranibataan@gmail.com
Municipal Cooperative and Development Office	Negosyo Center, Centro 1, Orani, Bataan	oranicooperative@gmail.com
Municipal Disaster and Risk Reduction Management Office	2 nd Floor Municipal Building Annex, Centro 1, Orani, Bataan	0960-564-2457; r3.bat.mdrmo.orani@gmail.com
Municipal Engineering Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	oranimunicipalengineering@gmail.com
Municipal General Services Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	GENERALSERVICESORANI@gmail.com
Municipal Health Office	Leona Subd., Mulawin Orani, Bataan	oranirhu@yahoo.com
Municipal Human Resource Management Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	(047) 237-1162; hrorani2020@gmail.com
Municipal Management Information System Office	2 nd Floor Municipal Building, Centro 1, Orani, Bataan	oranimiso2021@gmail.com



Municipal Marshal Office	Municipal Building Annex, Centro 1, Orani, Bataan	0963-737-3723; bagwiscl01@gmail.com
Municipal Planning and Development Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	oranimpdo@gmail.com
Municipal Public Employment Service Office	Municipal Building Annex, Centro 1, Orani, Bataan (Beside COMELEC)	0949-344-6369 oranipeso@gmail.com
Municipal Social Welfare and Development Office	Municipal Building, Centro 1, Orani, Bataan	0998-562-0530 mswdoorani@yahoo.com
Municipal Tourism Office	Tourism Center, Centro 1, Orani, Bataan	oranitourism@gmail.com
Municipal Treasurer's Office	Ground Floor Municipal Building, Centro 1, Orani, Bataan	(047) 237-0449 mtoorani2019@gmail.com
Municipal Treasurer's Office – Economic Enterprise (Market Operations)	Orani Public Market, Mulawin, Orani, Bataan	ecoeorani@gmail.com
Municipal Treasurer's Office – Economic Enterprise (Fishport Operations)	Consignacion, Pantalan Bago, Orani, Bataan	ecoeorani@gmail.com
Orani Tricycle Regulatory Office	Centro 1, Orani, Bataan (Beside Orani Multi-Purpose Gym)	motro2022@gmail.com