



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





I. MANDATE

The RA 7160 also known as the Local Government Code of 1991 give the local governments powers to ensure the preservation and enhancement of culture, promotion of health and safety, right of people to a balanced ecology, development of technical capabilities, improvement of public morals, economic prosperity and social justice, full employment of residents, peace and order, and the convenience of inhabitants.

II. VISION

TUBIGON is a prime eco-cultural tourism destination and economically vibrant trading center, and productive agro-industrial municipality in the region led by competent, dynamic, and committed leaders, with family-oriented, God-loving, and empowered people sustainably managing the environment.

III. MISSION

To create a positive environment for sustainable growth through the provision of effective and efficient services, and sound local governance that will improve the quality of life its citizenry.

IV. SERVICE PLEDGE

We, the officials and employees of the Local Government Unit of Tubigon, do hereby pledge our strong commitment to perform our duties and functions with utmost goal to ensure its citizenry have the opportunity to:

Access to enhanced

Basic services (Health, Education, Social Welfare & Protective Services) and other services

Agriculture & Fisheries

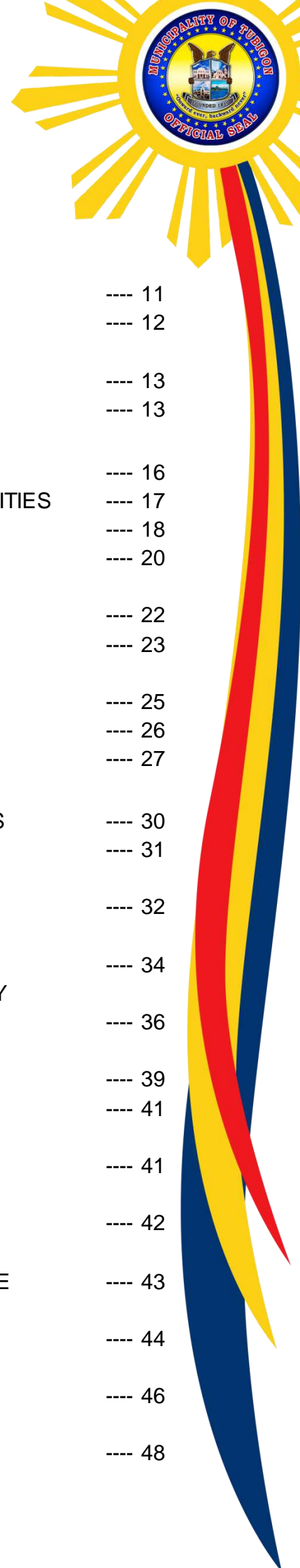
Infrastucture

Tourism and Culture

Environment Management & Economic Development

T U B I G O N

“Onward ever, backward never”



LIST OF SERVICES

ACCOUNTING OFFICE

PROCESSING OF CLAIMS (MUNICIPAL TRANSACTIONS)	----	11
ISSUANCE OF CERTIFICATE OF INCOME TAX WITHHELD FROM EMPLOYEES	----	12
ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY	----	13
PROCESSING OF CLAIMS (MUNICIPAL TRANSACTIONS)	----	13

BUSINESS PERMITS & LICENSING OFFICE

SECURING MAYOR'S PERMIT TO VARIOUS ACTIVITIES	----	16
SECURING PERMIT ON ALL ADVERTISING/PROMOTIONAL ACTIVITIES	----	17
SECURING/ RENEWING MAYOR'S PERMIT / BUSINESS PERMIT	----	18
SECURING/ RENEWING MAYOR'S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS , V- HIRE AND BUSES	----	20
ISSUANCE OF FISHERY PERMIT	----	22
RETIRING A BUSINESS OPERATION/ CERTIFICATION OF "NO BUSINESS PERMIT RECORD"	----	23
AMENDMENTS IN THE BUSINESS PERMIT	----	25
RENEWAL OF CONTRACT OF LEASE	----	26
SECURING A BURIAL PERMIT	----	27

ASSESSOR'S OFFICE

ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATIONS	----	30
REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW DISCOVERIES OF LAND	----	31
REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW BUILDING AND MACHINERY	----	32
REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF UNTITLED PROPERTY	----	34
REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF TITLED PROPERTY	----	36
REQUEST FOR THE REVISION OF OLD TAX DECLARATION	----	39
REQUEST FOR THE ISSUANCE OF CERTIFICATION OF LANDHOLDING/NO LANDHOLDINGS	----	41
REQUEST FOR THE ISSUANCE OF SKETCH PLAN PER APPROVED CADASTRAL SURVEY OR VICINITY MAP	----	41
REQUEST FOR THE ISSUANCE OF CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT	----	42
REQUEST FOR CANCELLATION OF TAX DECLARATION BECAUSE IT IS NO LONGER EXISTING AND DUE TO DESTRUCTION	----	43
REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO COURT DECISION	----	44
REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO DUPLICATIONS	----	46
REQUEST FOR SUBDIVISION/CONSOLIDATION OF TITLED PROPERTIES	----	48



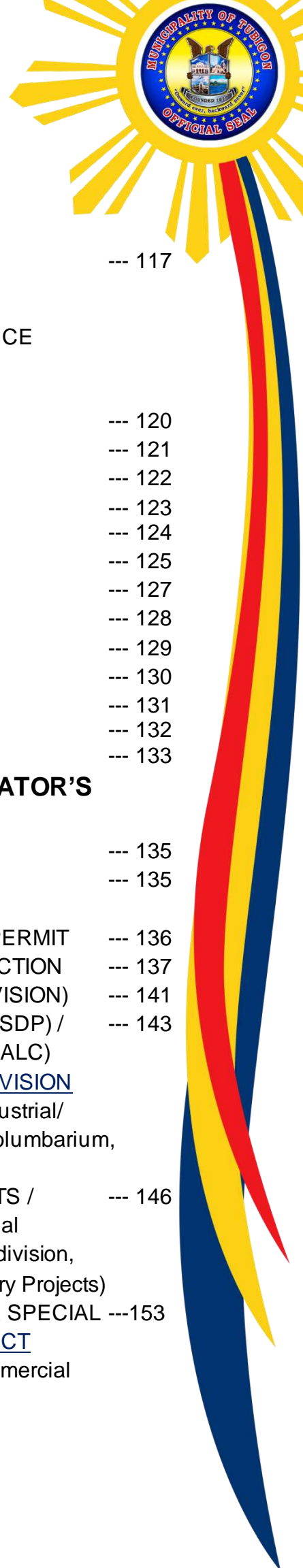
LIST OF SERVICES

REQUEST FOR SUBDIVISION/CONSOLIDATION OF UNTITLED PROPERTIES	--- 49
REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY UNDER CARP/OLT/CLOA	--- 50
ENGINEERING OFFICE	
SECURING BUILDING PERMIT	--- 55
SECURING OCCUPANCY PERMIT	--- 57
REQUEST THE PREPARATION OF PLAN AND PROGRAM OF WORKS	--- 58
REQUEST STREETLIGHT MAINTENANCE	--- 59
REQUEST DRAINAGE MAINTENANCE	--- 59
MUNICIPAL AGRICULTURE OFFICE (MAO)	
ISSUANCE OF INSPECTION CLEARANCE ON FISHING GEAR	--- 61
ISSUANCE OF AUXILIARY INVOICE	--- 63
FISHERFOLK REGISTRATION (FishR)	--- 64
ANIMAL TREATMENT/VACCINATION/DEWORMING/CASTRATION/ ARTIFICIAL INSEMINATION	--- 65
ISSUANCE OF ANIMAL HEALTH CERTIFICATE FOR SWINE AND CERTIFICATE OF VACCINATION FOR DOG/POULTRY/GAME FOWL	--- 68
DISTRIBUTION OF REGISTERED, HYBRID AND CERTIFIED RICE SEEDS AND OTHER CEREALS	--- 71
DISTRIBUTION OF VEGETABLE SEEDS, MONGO SEEDS AND OTHER HIGH VALUE CROPS PLANTING MATERIALS	--- 72
INTEGRATED PEST MANAGEMENT	--- 72
CROPS, LIVESTOCK, FISHERIES – FISHING BOATS, ACCIDENT DISMEMBERMENT SECURITY SCHEME (ADS ²) AND AGRICULTURAL PRODUCERS PROTECTION PLAN (AP ³) INSURANCE: PHILIPPINE CROP INSURANCE CORPORATION (PCIC)	--- 73
MUNICIPAL BUDGET OFFICE	
REVIEW AND CONSOLIDATION OF BUDGET PROPOSALS OF DIFFERENT DEPT. AND OFFICES OF THE LGU AND SUBMIT FINAL DRAFT OF ANNUAL BUDGET TO THE SB FOR APPROVAL	--- 79
ASSIST THE LOCAL CHIEF EXECUTIVE IN THE PREPARATION OF THE SUPPLEMENTAL BUDGET	--- 80
PREPARE REQUEST FOR REALIGNMENT/AUGMENTATION	--- 81
REVIEW OF BARANGAY ANNUAL/SUPPLEMENTAL BUDGET	--- 82
CERTIFY THE OBLIGATION REQUEST (ObR) AS TO EXISTENCE OF APPROPRIATIONS	--- 84
CERTIFY AS TO EXISTENCE OF APPROPRIATIONS FOR JOB ORDERS, TRAVEL REQUEST, AND PURCHASE/JOB REQUEST	--- 85
MUNICIPAL CIVIL REGISTRAR'S OFFICE	
REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB) AND CERTIFICATE OF MARRIAGE	--- 87
REGISTRATION OF CERTIFICATE OF DEATH (COD)	--- 87
DELAYED REGISTRATION OF BIRTH (COLB), MARRIAGE (COM) AND DEATH (COD)	--- 88
OUT OF TOWN DELAYED REGISTRATION OF BIRTH & MARRIAGE	--- 90



LIST OF SERVICES

APPLICATION FOR LEGITIMATION OF CHILD & RA 9255	----	91
ENDORSEMENT OF CIVIL REGISTRAY DOCUMENTS TO THE PSA	----	92
APPLICATION FOR CHANGE OF FIRST NAME & CORRECTION OF CLERICAL ERROR	----	92
APPLICATION FOR CORRECTION OF GENDER & DATE OF BIRTH (MONTH & DATE ONLY)	----	94
MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) & CHANGE OF FIRST NAME (CFN)	----	96
APPLICATION FOR SUPPLEMENTAL REPORT	----	97
OUT OF TOWN APPLICATION FOR LEGITIMATION, RA 9255 & SUPPLEMENTAL REPORT	----	98
ISSUANCE OF BIRTH, MARRIAGE & DEATH CERTIFICATE OR CERTIFIED TRUE COPY (LOCAL)	----	99
ISSUANCE OF CENOMAR & SECURITY PAPER(SECPA) OF BIRTH, DEATH & MARRIAGE CERTIFICATE	---	100
ENDORSEMENT OF AMENDED/ANNOTATED CIVIL REGISTRATION DOCUMENTS WITH COURT ORDER	---	101
APPLICATION FOR MARRIAGE LICENSE	---	102
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO)		
CALAMITY RESPONSE	---	105
REQUEST FOR HAZARD CERTIFICATION (HAZARDOUS TREE)	---	105
HOSPITAL TRANSFER	---	106
EMERGENCY SITUATION RESPONSE	---	107
REQUEST FOR EQUIPMENT ASSISTANCE	---	109
REQUEST FOR INFORMATION AND EDUCATION MATERIALS	---	110
REQUEST FOR MULTI HAZARD MAPS	---	111
MUNICIPAL ENVIRONMENT & NATURAL RESOURCES OFFICE (MENRO)		
REQUEST FOR PRE-INSPECTION TO CUT TREES (IN COORDINATION WITH MDRRMC)	---	113
REPORT/COMPLAINT RECEIVED BY THE MENRO OFFICE RELATIVE TO ILLEGAL CUTTING OF TREES, ILLEGAL FISHING, AND OTHER VARIOUS ACTIVITIES PUNISHABLE UNDER MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON, DENR, OR BFAR)	---	114
MUNICIPAL ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE (ESWMO)		
AVAILING OF GARBAGE COLLECTION	---	116
GARBAGE COLLECTION FEE FOR HOUSEHOLDS/BUSINESS ESTABLISHMENTS (PAYING CLIENT)	---	117



LIST OF SERVICES

REPORT/COMPLAINT RECEIVED BY THE MESWM OFFICE (THRU LIT PERSONNEL) AND RELATIVE TO VARIOUS ACTIVITIES PUNISHABLE UNDER ESWM MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON AND BARANGAY OFFICIALS)	--- 117
MUNICIPAL HEALTH OFFICE	
AVAILING OF OUTPATIENT CONSULTATION	--- 120
AVAILING OF IMMUNIZATION SERVICES (BCG)	--- 121
AVAILING OF FAMILY PLANNING SERVICES	--- 122
AVAILING OF LABORATORY EXAMINATIONS	--- 123
AVAILING OF ANTI-TUBERCULOSIS DRUGS	--- 124
AVAILING OF MATERNAL HEALTH SERVICES	--- 125
AVAILING OF LEPROSY EXAMINATION/TREATMENT	--- 127
AVAILING OF ANIMAL BITE TREATMENT	--- 128
AVAILING OF COUNSELING ON NUTRITION	--- 129
PROVIDE PRENATAL EXAMINATION	--- 130
ISSUANCE OF HEALTH RELATED CERTIFICATIONS	--- 131
SECURING A HEALTH CERTIFICATE/CARD/PERMIT	--- 132
FILLING OF SANITATION NUISANCE AND COMPLAINT	--- 133
MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE (MPDCO)	
SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS	--- 135
SECURING ZONING CERTIFICATE AND ZONING CERTIFICATE FOR FREE PATENT	--- 135
SECURING ZONING/LOCATIONAL CLEARANCE FOR BUSINESS PERMIT	--- 136
SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION	--- 137
SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)	--- 141
SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: <u>COMPLEX SUBDIVISION PROJECT</u> (Residential Subdivisions under PD 957 & BP 220, Industrial/ Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)	--- 143
SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: <u>COMPLEX SUBDIVISION PROJECT</u> (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farm lot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)	--- 146
SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: <u>COMPLEX SUBDIVISION PROJECT</u> (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)	---153



LIST OF SERVICES

SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farm lot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)	--- 158
SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: CELL SITES	--- 161
SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: FUNERAL ESTABLISHMENTS	--- 165
SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: POULTRY/PIGGERY	--- 167
SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: REFILLING GAS STATION	--- 169
MUNICIPAL TREASURER'S OFFICE	
ASSESSMENT OF BUSINESS TAX AND OTHER FEES	--- 173
PAYMENT OF BUSINESS TAX AND OTHER FEES (NEW BUSINESS)	--- 173
PAYMENT OF BUSINESS TAX AND OTHER FEES (EXISTING BUSINESS)	--- 174
PAYMENT OF REAL PROPERTY TAX	--- 175
ASSESSMENT ON TAX ON FISHERIES	--- 176
PAYMENT OF TAX ON FISHERIES	--- 177
PAYMENT OF COMMUNITY TAXES	--- 178
PAYMENT OF PROFESSIONAL TAXES	--- 180
PAYMENT OF AMUSEMENT TAXES	--- 181
PAYMENT OF SECRETARY'S FEE	--- 182
PAYMENT OF BUILDING PERMIT FEES AND CHARGES	--- 183
PAYMENT OF LCR CERTIFICATION FEES	--- 184
PAYMENT OF ASSESSOR'S FEES	--- 185
PAYMENT OF ZONING AND LOCATIONAL FEE	--- 186
PAYMENT OF MAYOR'S PERMIT	--- 186
PAYMENT OF POLICE CLEARANCE	--- 187
CLEARANCE FEE FOR SCRAP MATERIALS	--- 188
PAYMENT AND PURCHASE OF ACCOUNTABLE FORMS	--- 189
PAYMENT OF RENTALS FOR THE USE TUBIGON CULTURAL AND SPORTS CENTER AND ITS FACILITY	--- 190
PAYMENT OF RENTAL FOR MUN. LOT, BLOCK & STALLS IN THE TUBIGON COMMERCIAL COMPLEX AND MUNICIPAL LOTS	--- 192
PAYMENT OF INITIAL DEPOSIT FOR RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS	--- 193
RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS	---194
PAYMENT OF FINES AND PENALTIES	--- 202
RETIREMENT OF BUSINESS	--- 203



LIST OF SERVICES

RELEASE OF SOCIAL PENSION AND SOCILA BONUS FOR SENIOR CITIZENS--	204
RELEASE OF FINANCIAL ASSISTANCE	--- 204
RELEASE OF CHECK TO GOVERNMENT SUPPLIER	--- 205
OTHER COLLECTION OF FEES	--- 206
OFFICE OF SENIOR CITIZEN AFFAIRS (OSCA)	
RECEIVING COMPLAINTS FOR NOT GRANTING DISCOUNTS	--- 208
ISSUANCE OF OSCA ID	--- 208
GRANTING OF BURIAL ASSISTANCE	--- 209
ISSUANCE OF PURCHASE BOOKLETS	--- 210
ISSUANCE OF MEMBER DATA RECORD (MDR)	--- 211
WATERWORKS OFFICE	
APPLICATION OF MEMBERSHIP FOR WATER CONNECTION	--- 213
REPAIR AND MAINTENANCE (Leaks, No water Supply, High Bill)	--- 213
REQUEST FOR RECONNECTION/DISCONNECTION	--- 214
COLLECTION OF MONTHLY WATER BILL	--- 215
STIMULATION AND THERAPEUTIC ACTIVITY CENTER (STAC)	
SERVES AS AN INFORMAL VENUE FOR SOCIALIZATION	--- 217
FOR CWDS OF THE FOLLOWING SERVES:	
a) Occupational Therapy	
b) Physical Therapy	
c) Special Education	
OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN	
FOR SECURING CERTIFIED TRUE COPIES OF MUNICIPAL COUNCIL DOCUMENTS	--- 220
FOR ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOs) & PEOPLES ORGANIZATIONS (POs)	--- 220
TOLL ROADS OFFICE	
COLLECTION OF PARKING FEES	--- 224
COLLECTION OF COMFORT ROOM FEES	--- 225
COLLECTION OF STALL FEES	--- 225
HUMAN RESOURCE & MANAGEMENT OFFICE	
ISSUANCE OF CERTIFIED COPIES OF SERVICE RECORDS	--- 227
ISSUANCE OF CERTIFICATE OF EMPLOYMENT	--- 228
CERTIFICATION OF LEAVE CREDITS	--- 229
ISSUANCE OF NOSA (NOTICE OF SALARY ADJUSTMENT)	---230
ISSUANCE OF NOSI (NOTICE OF STEP INCREMENT)	---231
MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICE (MLGOO)	
PROCESSING OF BARANGAY OFFICIAL'S DEATH BENEFIT ASSISTANCE	--- 233
ISSUANCE OF CERTIFICATE OF INCUMBENCY (BRG. AND MUNICIPAL)	--- 234
PROCESSING OF AUTHORITY TO PURCHASE VEHICLE	--- 234
MAYOR'S OFFICE	
SECURING MAYOR'S CLEARANCE & CERT. OF GOOD MORAL CHAR.	--- 236
SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVIES	--- 237
SECURING PERMIT TO CONDUCT PUBLIC ASSEMBLY, RALLIES AND DEMONSTRATIONS, PARADES, MOTORCADE, RECOREDA, CAROLLING, DISCO, BENEFIT DANCE,	--- 238



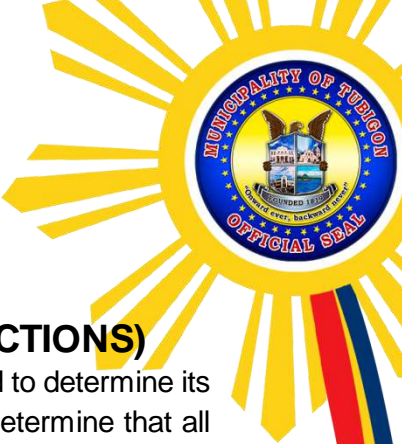
CONCERTS, FUND RASING, RAFFLE DRAWS, ETC.	---	239
AVAILING OF PUBLIC ASSISTANCE	---	241
SEUCRING AFFIDAVITS	---	243
ISSUANCE OF BURIAL PERMIT	---	244
ISSUANCE OF MAYOR'S PERMIT	---	245
SECURING FINANCIAL ASSISTANCE	---	245
MUN. SOCIAL WELFARE & DEVELOPMENT OFFICE (MSWDO)		
APPLICATION FOR A SOLO PARENT ID	---	248
AVAILING THE TUBIGON DROP-IN & WOMEN CRISIS CENTER SERVICES	---	249
FINANCIAL ASSISTANCE FOR HOSPITALIZATION AND MEDICINES FOR INDIVIDUALS IN CRISIS SITUATION	---	251
AVAILING FOOD PACKS FOR AFFECTED FAMILIES/COMMUNITIES	---	253
PRE-MARRIAGE COUNSELING	---	254
GETTING PWD (MEDICINE & GROCERY) PURCHASE BOOKLETS	---	255
APPLICATION FOR A PWD ID (NEW/RENEW)	---	256
TUBIGON COMMUNITY HOSPITAL		
SECURING A BIRTH CERTIFICATE/DEATH CERTIFICATE	---	259
SECURING A MEDICAL RECORD	---	260
SECURING A RECORD FOR MEDICO LEGAL	---	261
AVAILING OF OUTPATIENT CONSULTATION	---	262
AVAILING DENTAL SERVICES	---	263
AVAILING LABORATORY EXAMINATION	---	264
AVAILING ADMISSION and DISCHARGE	---	266
AVAILING OF AMBULANCE SERVICES	---	268
AVAILING OF DELIVERY SERVICES	---	269
AVAILING OF PROCEDURES AND TREATMENT OF MI NOR MEDICAL CASES AND EMERGENCIES	---	271
AVAILING OF X-RAY SERVICES – (In-patients)	---	273
AVAILING OF X-RAY SERVICES – (Out-patients)	---	274
FEEDBACK & COMPLAINTS MECHANISM	---	278
LIST OF OFFICES	---	281



ACCOUNTING OFFICE

ADMINISTRATIVE SERVICES

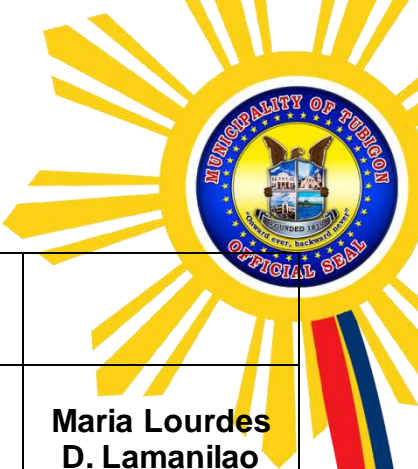




1. PROCESSING OF CLAIMS (MUNICIPAL TRANSACTIONS)

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement vouchers, payrolls & supporting documents 2. Pre-numbered and pre-audited DVs and payrolls 3. Duly filed up/dated/signed supporting documents 4. Audited DV's with duly accomplished Obligation Request (OBR) by the MBO 5. Audited & obligated DVs, payrolls and duly filled up/signed/dated supporting documents		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submit the Disbursement Voucher/ Liquidation of Cash Advance Report and the supporting documents for Pre-Audit. Wait while the documents are being evaluated and reviewed.	Evaluates and Reviews submitted documents.	None		
1. Records/pre-numbers DVs/payrolls and prepares JEV			Simple - average of 2 minutes; Complex - Average of 4 minutes	Melka Marabiles (for General Fund DVs); Analou Casao (for Trust Fund & SEF Dvs)
2. Pre-audits claim per DVs/payroll and supporting docs			Simple - average of 5 minutes; Complex - average of 30 minutes	Accounting Staff
3. Verifies/controls Obligation of Gen. Fund & SEF and Controls/monitors Trust Fund disbursements			General Fund/SEF - average of 2 mins; rust Fund - average of 3 minutes	Marisol Sibanta (for General Fund DVs); Analou Casao (for Trust Fund & SEF Dvs)
4. Final review and signature of the Accountant			Simple - average of 2 minutes; Complex - average of 10	Municipal Accountant

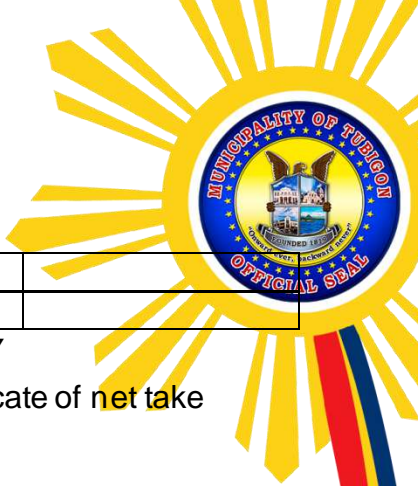


			minutes	
B. Submit the Pre-Audited voucher to the Treasurer's Office for signing as to availability of funds and preparation of check.			5 mins	Maria Lourdes D. Lamanilao (Municipal Treasurer)
C. Secure the approval and signature of the Municipal Mayor			5 mins	Engr. William R. Jao (Municipal Mayor)
D. Return the approved/signed check together with the voucher and supporting documents to the Accounting Office for the Withholding Tax Certificate and Accountant's advice.			5 mins	Accounting Staff & Hennessy D. Muga (Municipal Accountant)
E. Sign the voucher, receive the check and accountant's advice.			2 mins	Treasurer's Office Staff
TOTAL:		None	64 minutes	

2. ISSUANCE OF CERTIFICATE OF INCOME TAX WITHHELD FROM EMPLOYEES

Government employees' income taxes are withheld pursuant to the National Internal Revenue Code. The Certificate of Compensation Payment/Tax withheld is annually given to show proof that tax due to employees had been paid.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Register in the logbook and state your request.		None	3 mins	Marisol Sibanta - AO III
B. Wait while the requested documents being prepared by the employee in-charge.	Prepares the requested document. Signs the prepared document		5 mins 1 min	Marisol Sibanta - AO III
C. Receive the document requested.	Releases the requested		1 min	Treasurer's Office Staff



	document			
TOTAL:		None	10 minutes	

3. ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

Employees shall secure from the Municipal Accounting Office the certificate of net take home pay for whatever purpose it may serve them.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Register in the logbook and state your request.		None	3 mins	Marisol Sibanta - AO III
B. Wait while the requested documents being prepared by the employee in-charge.	Prepares the requested document.		5 mins	Marisol Sibanta - AO III
	Signs the prepared document		1 min	Mun. Accountant
C. Receive the document requested.	Releases the requested document		1 min	Marisol Sibanta - AO III
TOTAL:		None	10 minutes	

4. PROCESSING OF CLAIMS (MUNICIPAL TRANSACTIONS)

All claims shall be approved by the Punong Barangay (PB) and certified as to validity, propriety and legality of the claim by the Municipal Accountant. In case of claim chargeable against SK Fund, the SK Chairman shall initial under the name of the PB. All disbursements shall be covered with duly processed and approved DVs/payrolls. The BT shall be responsible for paying claims against the Barangay.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Vouchers with complete supporting documents. 2. Transmittal Letter 3. Punong Barangay Certification (Duplicate for the Municipal Accountant and Quadruplicate for COA SA) 4. Personal appearance of the Barangay Treasurer		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement	Evaluates and reviews the	None	15 minutes	Brgy. Bookkeeper/



Vouchers and the supporting documents for evaluation and review. Attached JEVs for audited vouchers.	submitted documents			Accounting Office
2. Submit the evaluated and reviewed Disbursement vouchers and the supporting documents to the Accountant for final approval	Check & review the submitted documents		5 minutes	Municipal Accountant
3. Submit the Punong Barangay Certifications for the Accountants approval	Check & review the submitted documents		1 minute	Municipal Accountant
4. Within twenty (20) days after the end of each month, submit all of the Disbursement Vouchers transacted within the previous month with the supporting documents for final evaluation. Submit also copies of Punong Barangay Certifications and the transmittal report.	Check & review the submitted documents		10 minutes	Brgy. Bookkeeper/ Accounting Office
TOTAL:		None	31 minutes	



BUSINESS PERMITS & LICENSING OFFICE (BPLO)

ADMINISTRATIVE SERVICES





1. SECURING MAYOR’S PERMIT TO VARIOUS ACTIVITIES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request addressed to the Mayor, indicating the purpose and schedule of the activity including the time and venue (and route in the case of Parades, Motorcades and Processions) 2. Zoning Clearance / Authority or Consent from the Private Owner 3. Market Clearance (if applicable) 4. Official Receipt of Payment from the Municipal Treasurer’s Office		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor’s	Receives, reviews the requirements and forwards the request to the Mayor for approval. <input type="checkbox"/> <i>If not complete, return documents to applicants</i> <i>The Mayor (or his authorized representative) approves and signs the request/intent.</i> Instructs the client to pay the corresponding permit fee at the Treasurer’s Office.	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416) Benefit Dance- P100.00 Carolling – P100.00 Disco – P300.00 Film Showing – P150.00 Fund Raising/ Raffle Draws/ Concerts – P300.00 Political Rally/ Parade/ Motorcade – P500 Rekurida – P450.00 Others – P200.00	15 mins.	Mayor’s Office Staff
Payment. Pays the permit fee at the Treasurer’s Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the BPLO Office.		2 mins.	MTO Cashier
Printing and Releasing of Mayor’s Permit. Presents the Official	Receives the Official Receipt		15 min.	BLPO Staff



Receipt to the Employee in-charge.	and prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit. Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.</i>			
TOTAL:			32 minutes	

2. SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVITIES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to the Mayor 2. Sample of the Advertising/ Promotional Material 3. Zoning Clearance / Authority or Consent from the Private Owner 4. Market Clearance (if applicable) 5. Official Receipt issued by the Municipal Treasurer's Office		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's	Receives, reviews the requirements and forwards the request to the Mayor for approval. <input type="checkbox"/> <i>If not complete, return documents to applicants</i> <i>The Mayor (or his authorized representative) approves and signs the</i>	P 300.00 per day	15 mins.	Mayor's Office Staff



	<i>request/intent.</i> Instructs the client to pay the corresponding permit fee at the Treasurer's Office.			
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the BPLO Office.		2 mins.	MTO Cashier
Printing and Releasing of Mayor's Permit. Presents the Official Receipt to the Employee in-charge.	Receives the Official Receipt and prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:		300/day	32 minutes	

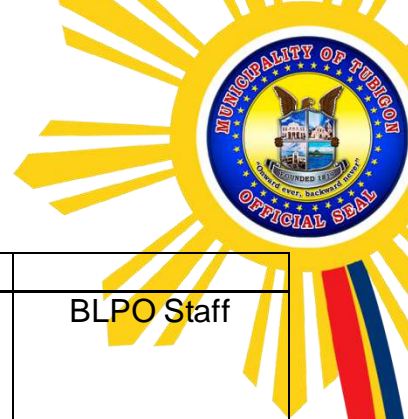
3. SECURING /RENEWING MAYOR’S PERMIT / BUSINESS PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to CLIENT
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (Purpose: for Business Permit) 4. Police Clearance 5. Fire Safety and Inspection Clearance 6. Certificate of Occupancy 7. BIR Certificate of Tax Payment 8. Clearance from Market Administration (for	BUSINESS PERMITS AND LICENSING OFFICE



<p>Market Occupants)</p> <p>9. DTI Registration</p> <p>10. Clearance from the ESWM Office</p> <p>11. Photocopy of Space Rental Permit of the Lessee (if Lessor)</p> <p>12. Official Receipt of payment from the Municipal Treasurer's Office</p> <p>13. Documentary Stamp</p> <p>Additional requirements</p> <p>14. SEC Articles of Incorporation</p> <p>15. Sanitary/ Health Certificate (for Food Businesses)</p> <p>16. CDA Registration</p> <p>For Renewal</p> <p><input type="checkbox"/> Prior Year print-out of Mayor's Permit</p>				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i> Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.	Depending on the Line of Business (and of unpaid dues, if any)	20 mins.	BLPO Staff
	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the		5 mins.	MTO Cashier



	BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:			45 minutes	

4. SECURING / RENEWING MAYOR’S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS, V- HIRE AND BUSES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (Purpose: For Mayor's Permit) 4. Police Clearance 5. Most Recent OR/CR a. (or Certification from the Dealer for Newly-Purchased Vehicle) 6. LTFRB Franchise (for V-Hire, Jeepneys, Bus and Multi-cabs) 7. Clearance from the Traffic Office 8. Clearance from the ESWM Office 9. Documentary Stamp		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete	Receives and reviews application as to	Depen ding on	20 mins.	BLPO Staff



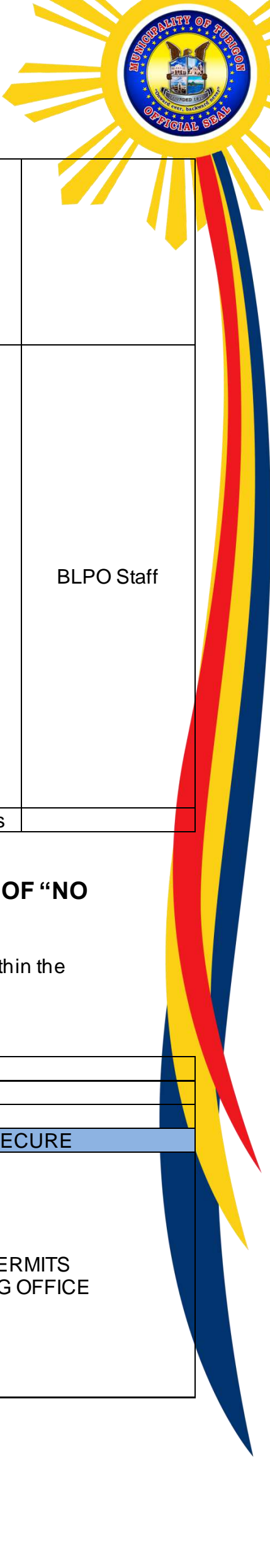
requirements at BPLO	<p>completeness of documentation and requirements</p> <p><i>If not complete, return documents to applicants</i></p> <p>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</p>	the Line of Business (and of unpaid dues, if any)		
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.		5 mins.	MTO Cashier
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		25 min.	BLPO Staff
TOTAL:			50 minutes	



5. ISSUANCE OF FISHERY PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. Business Permit Application Form</div> <div>2. Community Tax Certificate</div> <div>3. Barangay Clearance (Purpose: For Mayor's Permit)</div> <div>4. Police Clearance</div> <div>5. Most Recent OR/CR</div> <div>a. (or Certification from the Dealer for Newly-Purchased Vehicle)</div> <div>6. LTFRB Franchise (for V-Hire, Jeepneys, Bus and Multi-cabs)</div> <div>7. Clearance from the Traffic Office</div> <div>8. Clearance from the ESWM Office</div> <div>9. Documentary Stamp</div>		<div>BUSINESS PERMITS AND LICENSING OFFICE</div>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	<div>Receives and reviews application as to completeness of documentation and requirements</div> <div><i>If not complete, return documents to applicants</i></div> <div>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</div>	Depen ding on the Line of Busine ss (and of unpaid dues, if any)	15 mins.	BLPO Staff
	Payment.		5 mins.	MTO Cashier



Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:			34 minutes	

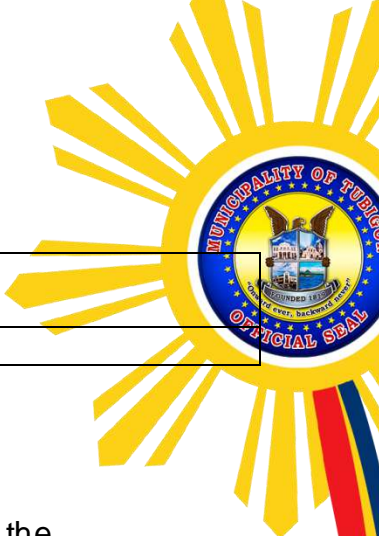
6. RETIRING A BUSINESS OPERATION/CERTIFICATION OF “NO BUSINESS PERMIT RECORD”

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to CLIENT
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form for Cessation of the Business 2. Business Permit to be surrendered 3. Brgy certification regarding cessation of business permit (to be surrendered) 4. Tax clearance from the Municipal Treasurer's Office 5. Official Receipt of payment from the Municipal Treasurer's Office	BUSINESS PERMITS AND LICENSING OFFICE



CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i> Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.	Depen ding on the unpaid dues if any Cert. fee 60.00	15 mins.	BLPO Staff
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.		5 mins.	MTO Cashier
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the		15 min.	BLPO Staff



	client to sign the logbook.			
TOTAL:			34 minutes	

7. AMENDMENTS IN THE BUSINESS PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Amendments Request Form 2. Business Permit to be amended 3. Sworn Affidavit for the Amendment 4. DTI or SEC Registration 5. Barangay Clearance		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i> Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.	Cert. fee 60.00	15 mins.	BLPO Staff
	Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.		5 mins.	MTO Cashier



	prints the Official Receipt and forwards the application to the BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:		60.00	35 minutes	

8. RENEWAL OF CONTRACT OF LEASE

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Previous Contract of Lease 2. Proof of Updated Market Stall Rental		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i>	None	5 mins.	BLPO Staff
Printing and signing of the Lease of Contract	The Employee in-		25 mins.	BPLO Staff



	charge (at the BPLO) prepares the Lease Contract Forwards the certificate to the Market Administrator Office, Mun. Treasurer's Office and Mayor's Office for signatures. <i>The Market Administrator, Mun. Treasurer and Mayor sign the permit.</i>			
Notarized and Releasing of Lease of Contract.	Releases and keeps a copy of the notarized Lease Contract for office files, and requests the client to sign the logbook.		1 Hour	BLPO Staff
TOTAL:		None	1 Hour & 30 minutes	

9. SECURING A BURIAL PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate 2. Official Receipt		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Payment. Pays the Burial Permit Fee at the Treasurer's Office.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.	50.00	5 mins.	MTO Cashier
Printing and Releasing	The Employee in-		10 mins.	BPLO Staff



of the Burial Permit.	charge (at the BPLO) prepares the permit. <i>The BPLO (or his authorized representative) signs the permit.</i> Keeps a copy of burial permit for office files, releases the permit and requests the client to sign the logbook.			
TOTAL:		50.00	13 minutes	



ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES





1. **ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATIONS**

To provide a system generated certified true copies to the transacting clients.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for the certification fee 2. Real Property tax must be paid until the current year. 3. Special Power of Attorney is required if the requesting party is not the tax declarant.		1. Municipal Treasurer's Office 2. Municipal Treasurer's Office 3. To be prepared by a Notary Public		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certified true copy	Interviews the client the tax declaration number		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the requested TD thru the RPTIS, if not available informed client		4 minutes	Assessor's Staff
3 Pay the certification fee to the Municipal Treasurer's Office	Prepared the requested tax declaration	75.00	5 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested TD		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certified TD		1 minute	Assessor's Staff
6 Receives the certified copy	Release the certified TD		1 minute	Assessor's Staff
TOTAL		75.00	13 minutes	

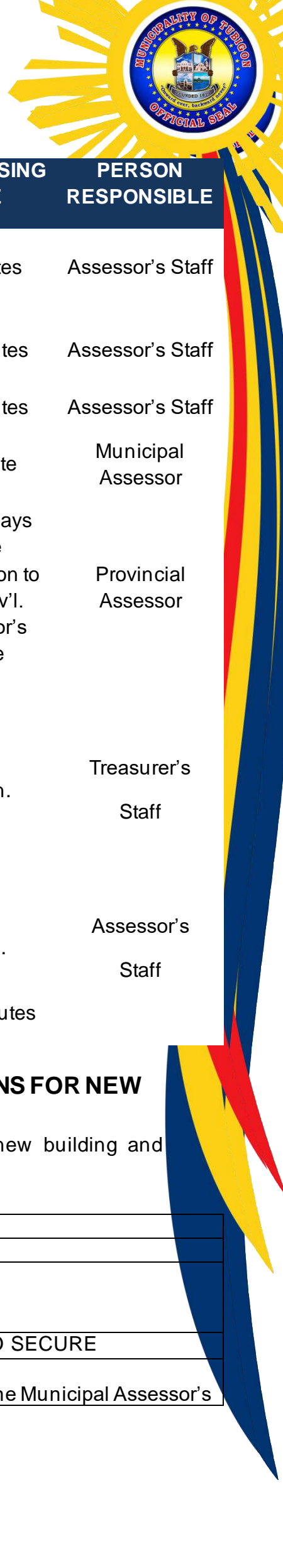
Note: 13 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

2. **REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW DISCOVERIES OF LAND**



The objective for the issuance of tax declaration for the newly discovered lands is to properly account all real properties within the municipality.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Untitled Property 1. Sketch Plan 2. A & D certification from DENR (original copy) 3. Affidavit of ownership 4. Affidavit of Adjoining Owners (all adjoining owners must sign in the affidavit) For Titled Property: 1. Sketch Plan 2. Photo copy of the title authenticated by the Municipal Assessor 3. Document that support the ownership of the title (if in case the document is insufficient additional affidavit is required) For new discoveries of land with erroneous survey claimant (untitled property): 1. Sketch plan 2. Certification from DENR as to A & D 3. Affidavit of Ownership 4. Affidavit of Adjoining owners 5. Affidavit of waiver from the cadastral survey claimant 6. Certification from the barangay captain New Discoveries of Fishponds with FLA 1. Approved Plans FLA/Sketch plan duly signed by Geodetic Engineer with certificate from DENR/DA/BFAR 2. Letter request from applicant with proper endorsement from the Municipal Assessor (masso level) Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer and not the declared owner. New Discoveries of Fishponds without FLA 1. Sketch Map 2. Findings of the Municipal Assessor Note: It should be indicated in the declared owner portion of the FAAS and TD that the applicant is only a beneficial user-developer and not a declared owner. Note: All the documents submitted must be in two (2) copies	1. CENRO – DENR 2. CENRO - DENR 3. To be prepared by a Notary Public 4. To be prepared by a Notary Public 1. Municipal Assessor's 2. From the Owner 3. From the Owner 1. CENRO - DENR 2. CENRO – DENR 3. To be prepared by a Notary Public 4. To be prepared by a Notary Public 5. To be prepared by a Notary Public 6. Barangay captain where the property is located 1. CENRO – DENR 2. From the applicant 1. Geodetic Engineer 2. Municipal Assessor's Office



CLIENTS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the issuance of new tax declaration	3 minutes	Assessor's Staff
2	Present all the requirements needed	10 minutes	Assessor's Staff
3	Wait	20 minutes	Assessor's Staff
4	Wait	1 minute	Municipal Assessor
5	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
6	Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office	Realty tax depends on the assessment 20 min.	Treasurer's Staff
7	Received the new tax declaration	1 min.	Assessor's Staff
		None	34 inutes

3. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW BUILDING AND MACHINERY

The objective for the issuance of tax declaration for the new building and machinery is to generate more revenues.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For new building:	
1. Actual measurement of the building or blue	1. Actual Inspection by the Municipal Assessor's



print copy of the building plan For machinery: 2. Proof of Purchase with Official receipts or sworn statement of the owner as to prices, year acquired, installed and operated. Note: All the documents submitted must be in two (2) copies	Staff 2. From the Supplier or Owner
--	--

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the issuance of new tax declaration	Informs the client about the requirements needed		3 minutes	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 minutes	Assessor's Staff
3 Wait	The staff concerned prepares the new tax declaration then initial it		20 minutes	Assessor's Staff
4 Wait	Signs the jurat portion and recommendation for approval		1 minute	Municipal Assessor
5 Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval		3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
6 Receives the newly declared tax declaration	Once approved, inform the client to pay the realty tax on the succeeding year of the issuance of TD at MTO	Realty tax depends on the assessment	1 min.	Treasurer's Staff
TOTAL		None	35 minutes	

Note: 35 minutes serving time per client and it may be extended if two or more clients.



4. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF UNTITLED PROPERTY

The issuance of tax declaration for transfer of ownership of untitled property is the updating of the ownership property index.

Office or Division:	Municipal Assessor's Office	
Classification:	Complex	
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. THRU DEED OF SALE 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Sale duly registered with the Office of the Registry of Deeds (2 copies) 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Assessor's Fee 6. Verification Fee		1. Municipal Treasurer's Office 2. From the Owner 3. Municipal Assessor's Office 4. From the Owner 5. Municipal Treasurer's Office 6. Municipal Treasurer's Office
B. THRU DEED OF DONATION 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Donation duly registered with the Office of the Registry of Deeds (2 copies) 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Assessor's Fee 6. Verification Fee		1. Municipal Treasurer's Office 2. From the Owner 3. Municipal Assessor's Office 4. From the owner 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office
C. THRU DEED OF EXCHANGE 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Exchange duly registered with the Office of the Registry of Deeds (2 copies) 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration subject to exchange 5. Assessor's Fee 6. Verification Fee		1. Municipal Treasurer's Office 2. From the Owner 3. Municipal Assessor's Office 4. From the owner 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office
D. THRU EXTRAJUDICIAL SETTLEMENT		



1. Tax clearance and/or current tax receipts (1 copy) 2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) (2 copies) 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner’s copy of the tax declaration 5. Assessor’s Fee 6. Verification Fee	1. Municipal Treasurer’s Office 2. From the owner 3. Municipal Assessor’s Office 4. From the owner 5. Municipal Treasurer’s Office 6. Provincial Treasurer’s Office
E. THRU COURT ORDER 1. Tax clearance and/or current tax receipts (1 copy) 2. Court Decision/Order duly registered with the Office of the Registry of Deeds - (2 copies) 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner’s copy of the tax declaration 5. Finality of Judgment duly registered in the Registry of Deeds (ROD) – 2 copies 6. Writ of Execution duly registered in the Registry of Deeds (ROD) – 2 copies 7. Assessor’s Fee 8. Verification Fee	1. Municipal Treasurer’s Office 2. From the owner 3. Municipal Assessor’s Office 4. From the owner 5. From the owner 6. From the owner 7. Municipal Treasurer’s Office 8. Provincial Treasurer’s Office
F. THRU BANK FORECLOSURE 1. Tax clearance and/or current tax receipts - 1 copy 2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner’s copy of the tax declaration 5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) – 2 copies 6. Assessor’s Fee 7. Verification Fee	1. Municipal Treasurer’s Office 2. From the banking institution 3. Municipal Assessor’s Office 4. From the owner 5. From the banking institution 6. Municipal Treasurer’s Office 7. Provincial Treasurer’s Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the issuance of TD for transfer of ownership	Informs the client about the requirements needed		4 min.	Assessor’s Staff
2 Present all the	Examines & verifies all		10 min.	Assessor’s Staff



	requirements needed	the required documents. Informs the client about the lacking documents			
3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the transfer	75.00	5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for transfer of ownership then initials the tax declaration		20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL			125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared.

5. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR TRANSFER OF OWNERSHIP OF TITLED PROPERTY

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. THRU DEED OF SALE	
1. Tax clearance and/or current tax receipts - 1 copy	1. Municipal Treasurer's Office
2. Deed of Sale duly registered with the Office of the Registry of Deeds (ROD) - 2 copies	2. From the owner
3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for	3. Municipal Assessor's Office



approval if signed by a representative a special power of attorney is required – 2 copies

- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title – 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

B. THRU DEED OF DONATION

- 1. Tax clearance and/or current tax receipts - 1 copy
- 2. Deed of Donation duly registered with the Office of the Registry of Deeds (ROD) - 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title – 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

C. THRU DEED OF EXCHANGE

- 1. Tax clearance and/or current tax receipts - 1 copy
- 2. Deed of Exchange duly registered with the Office of the Registry of Deeds (ROD) - 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies
- 4. Original owner's copy of the tax declaration subject to exchange
- 5. Authenticated copies of the titles subject to exchange – 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

D. THRU EXTRAJUDICIAL SETTLEMENT

- 1. Tax clearance and/or current tax receipts (1 copy)
- 2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) - 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Authenticated copy of the title – 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

E. THRU COURT ORDER

- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

- 1. Municipal Treasurer's Office
- 2. Deed of Donation
- 3. Municipal Assessor's Office

- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office

- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office

- 4. From the owner
- 5. Registry of Deeds Tagbilaran City
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office



1. Tax clearance and/or current tax receipts - 1 copy 2. Court Decision/Order duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Finality of Judgment duly registered in the Registry of Deeds (ROD) – 2 copies 6. Writ of Execution duly registered in the Registry of Deeds (ROD) – 2 copies 7. Authenticated copy of the title – 2 copies 8. Assessor's Fee 9. Verification Fee	1. Municipal Treasurer's Office 2. From the Owner 3. Municipal Assessor's Office 4. From the owner 5. From the owner 6. From the owner 7. Registry of Deeds Tagbilaran City 8. Municipal Treasurer's Office 9. Provincial Treasurer's Office
F. THRU BANK FORECLOSURE 1. Tax clearance and/or current tax receipts - 1 copy 2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) - 2 copies 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 4. Original owner's copy of the tax declaration 5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) – 2 copies 6. Authenticated copy of the title – 2 copies 7. Assessor's Fee 8. Verification Fee	1. Municipal Treasurer's Office 2. From the banking institution 3. Municipal Assessor's Office 4. From the owner 5. From the banking institution 6. Registry of Deeds Tagbilaran City 7. Municipal Treasurer's Office 8. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the issuance of TD for transfer of ownership	Informs the client about the requirements needed		4 min.	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff
3 Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the transfer	75.00	5 min.	Assessor's Staff

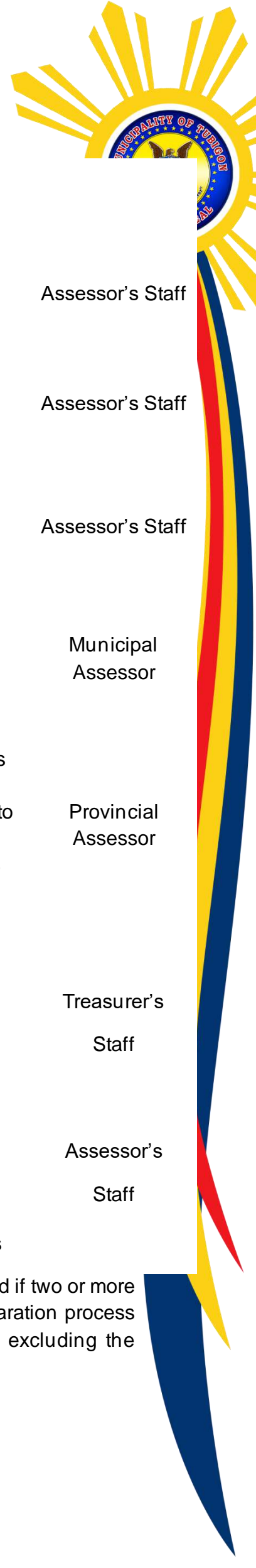


4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for transfer of ownership then initials the tax declaration		20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 verification fee to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL			125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

6. REQUEST FOR THE REVISION OF OLD TAX DECLARATION

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Tax clearance and/or current tax receipts - 1 copy 2. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 3. Original owner's copy of the old tax declaration 4. Assessor's fee 5. Verification fee		1. Municipal Treasurer's Office 2. Municipal Assessor's Office 3. From the owner 4. Municipal Treasurer's Office 5. Provincial Treasurer's office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the revision of old tax declarations	Verifies the record if it was not being revised. In case there is no record, advise the client to	20 min.	Assessor's Staff

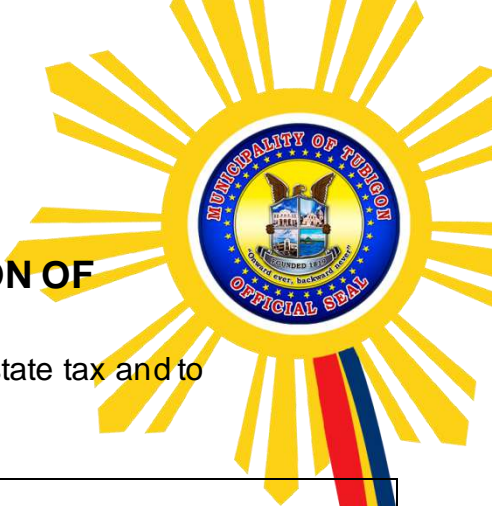


	verify it to the Provincial Assessor's Office				
2	Wait	Advise the client to pay the verification fee		15 min.	Assessor's Staff
2	Pay the verification fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the revision of the old tax declaration	30.00	5 min.	Assessor's Staff
3	Present the OR to the staff and after presenting is the waiting time	Prepares the revised tax declaration and put initial signature		20 min.	Assessor's Staff
4	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
5	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
6	Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office	Once approved compute the realty tax up to the current year & inform the client to pay the realty tax at MTO		20 min.	Treasurer's Staff
7	Received the revised old tax declaration	Released the revised old tax declaration		1 min.	Assessor's Staff
TOTAL			80.00	82 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared. Duration: 40 minutes for the preparation process and a total of 82 minutes until the approved revised tax declaration excluding the Provincial Assessor's Office processing time.

7. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF LANDHOLDING/NO LANDHOLDINGS

These two certifications are needed in the computation of estate tax and to determine the total aggregate landholding of the property owner.



Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official receipt for the assessor's fee	1. Municipal Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certification of landholding	Interviews the client re: the name of the declarant		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the landholdings thru the RPTIS, if not available informed client		5 minutes	Assessor's Staff
3 Pay the Assessor's fee to the Municipal Treasurer's Office	Prepare the requested cert. of landholding	75.00	13 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested certification		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certification		1 minute	Assessor's Staff
6 Receives the certified copy	Release the certification		1 minute	Assessor's Staff
TOTAL		75.00	22 minutes	

Note: 22 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

8. REQUEST FOR THE ISSUANCE OF SKETCH PLAN PER APPROVED CADASTRAL SURVEY OR VICINITY MAP

Office or Division:	Municipal Assessor's Office
Classification:	Simple



Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official receipt for the sketch plan/vicinity map	1. Municipal Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a sketch plan	Interviews the client re: the name of the declarant and the lot number. If the client did not know ask the location of the property		1 minute	Assessor's Staff
2 Wait while the requested documents are being verified.	Retrieve the maps thru the Manifold or Autocad system		51 minutes	Assessor's Staff
3 Pay the sketch fee or VM fee to the Municipal Treasurer's Office	Prepared the requested sketch plan or vicinity map	100.00 for SP 75.00 for VM	5 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested sketch plan or vicinity map		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the sketch plan or vicinity map		1 minute	Assessor's Staff
6 Receives the sketch plan or vicinity map	Release the sketch plan or vicinity map		1 minute	Assessor's Staff
TOTAL		P 100/75	60 minutes	

Note: 1 hour serving time per sketch plan and it may be extended if two or more sketch plans are being prepared

9. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT

Office or Division:	Municipal Assessor's Office
Classification:	Simple



Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for the assessor's fee		1. Municipal Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a certification of improvement/no improvement	Interviews the client re: the name of the declarant		1 minute	Assessor's Staff
2 Wait while the requested documents are being retrieved.	Retrieve the data thru the RPTIS, if not available informed client		8 minutes	Assessor's Staff
3 Pay the Assessor's fee to the Municipal Treasurer's Office.	While waiting the OR, prepared the requested cert. of improvement/no improvement	75.00	10 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested certification		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the certification		1 minute	Assessor's Staff
6 Receives the certification requested	Release the certification		1 minute	Assessor's Staff
TOTAL		75.00	22 minutes	

Note: 22 minutes serving time per tax declaration and it may be extended if two or more tax declarations.

10. REQUEST FOR CANCELLATION OF TAX DECLARATION BECAUSE IT IS NO LONGER EXISTING AND DUE TO DESTRUCTION

Office or Division:	Municipal Assessor's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request form duly signed by the owner or his/her representative duly endorsed by the		1. Municipal Assessor's Office	

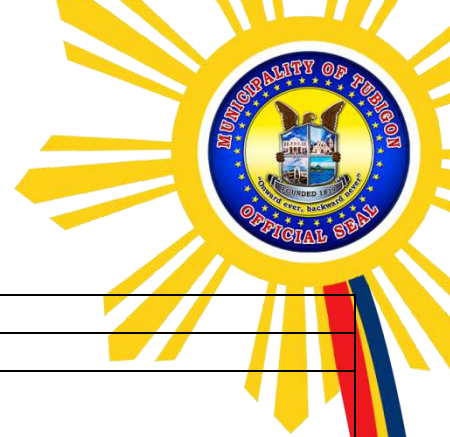


Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Tax Declaration subject for cancellation 3. Current land tax official receipt p 4. Ocular inspection of the property subject for cancellation 5. Assessor's fee 6. Verification fee	2. From the owner 3. Municipal Treasurer's Office 4. Municipal Assessor's Office Staff 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office
---	---

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the cancellation of tax declarations	Informs the client about the requirements needed		1 minutes	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		3 minutes	Assessor's Staff
		75.00		
3 Pay the realty tax up to the current year and Assessor's fee at MTO	The staff concerned prepares the cancellation then initial it	Realty tax depends upon the amount due	5 minutes	Assessor's Staff
4 Wait	Signs the jurat portion and recommendation for approval		1 minute	Municipal Assessor
5 Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor	Informs the client that the prepared cancellation be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
	TOTAL	125.00	10 minutes	

Note: 10 minutes serving time per client and it may be extended if two or more clients.

11. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO COURT DECISION



Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required)	1. Municipal Assessor's Office
2. Tax Declaration subject for cancellation	2. From the owner
3. Current land tax official receipt paid at the Municipal Treasurer's Office	3. Municipal Treasurer's Office
4. Writ of execution duly registered from ROD (2 copies)	4. From the owner
5. Finality of Judgment duly registered from ROD (2 copies)	5. From the owner
6. Court Decision duly registered from ROD (2 copies)	6. From the owner
7. Assessor's Fee	7. Municipal Treasurer's Office
8. Verification Fee	8. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the cancellation of tax declarations due to court decision	Informs the client about the requirements needed		1 minutes	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents	75.00	3 minutes	Assessor's Staff
3 Pay the realty tax up to the current year and Assessor's fee at MTO	The staff concerned prepares the cancellation then initial it	Realty tax depends upon the amount due	5 minutes	Assessor's Staff
4 Wait	Signs the jurat portion and recommendation for		1 minute	Municipal Assessor

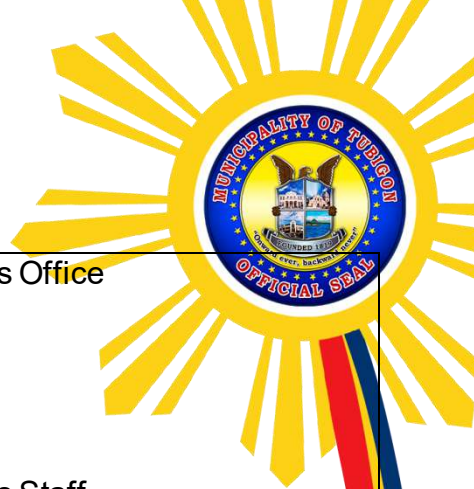


5	Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor	approval			
		Informs the client that the prepared cancellation be	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
		Signed by the Provincial Assessor for approval			
		TOTAL	125.00	10 minutes	

Note: 10 minutes serving time per client and it may be extended if two or more clients.

12. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO DUPLICATIONS

Office or Division:	Municipal Assessor's Office				
Classification:	Simple				
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Same Declared Owner 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Assessor's Fee 6. Verification Fee			1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office		
Different Owners: 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Affidavit of Waiver 6. Assessor's Fee 7. Verification Fee			1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. To be prepared by a Notary Public 6. Municipal Treasurer's Office 7. Provincial Treasurer's Office		
Subdivided lot with tax declaration but the mother lot is not cancelled:					



1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Assessor's Fee 5. Verification Fee		1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the cancellation of tax declarations due to duplications		1 minutes	Assessor's Staff
2	Present all the requirements needed		3 minutes	Assessor's Staff
		75.00		
3	Pay the realty tax up to the current year and Assessor's fee at MTO	The staff concerned prepares the cancellation then initial it	5 minutes	Assessor's Staff
4	Wait	Signs the jurat portion and recommendation for approval	1 minute	Municipal Assessor
5	Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor	Informs the client that the prepared cancellation be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office 3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL		125.00	10 minutes	

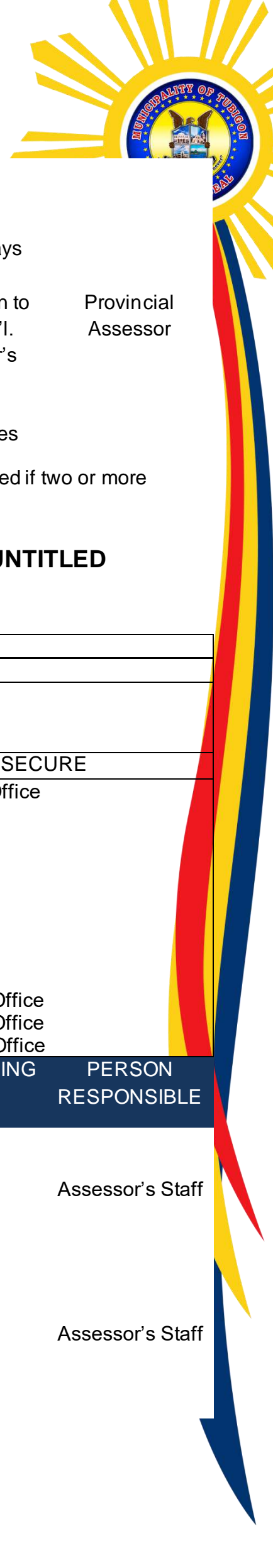
Note: 10 minutes serving time per client and it may be extended if two or more clients.



13. REQUEST FOR SUBDIVISION/CONSOLIDATION OF TITLED PROPERTIES

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies	1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)	2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)	3. From the owner
4. Authenticated copy of the title – 2 copies	4. Registry of Deeds Tagbilaran City
5. Tax Declaration of the mother lot	5. From the owner
6. Current land tax receipt	7. Municipal Treasurer's Office
7. Assessor's Fee	8. Municipal Treasurer's Office
8. Verification Fee	9. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the subdivisions/ consolidation of lots	Informs the client about the requirements needed		4 min.	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff
3 Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	75.00	5 min.	Assessor's Staff
4 Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/ consolidation then initials the tax declaration		20 min.	Assessor's Staff
5 Wait	Signs the jurat portion and		1 min.	Municipal Assessor



	recommendation for approval			
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	6 Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office Provincial Assessor
TOTAL		125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

14. REQUEST FOR SUBDIVISION/CONSOLIDATION OF UNTITLED PROPERTIES

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies	1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)	2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)	3. From the owner
4. Tax Declaration of the mother lot	4. From the owner
5. Current land tax receipt	5. Municipal Treasurer's Office
6. Assessor's Fee	6. Municipal Treasurer's Office
7. Verification Fee	7. Provincial Treasurer's Office

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the subdivisions/ consolidation of lots	Informs the client about the requirements needed		4 min.	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff



3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	75.00	5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/consolidation then initials the tax declaration		20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL			125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared.

15. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY UNDER CARP/OLT/CLOA

Office or Division:	Municipal Assessor's Office	
Classification:	Simple	
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies		1. Municipal Assessor's Office
2. Approved subdivision plan (2 copies)		2. From the owner
3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)		3. From the owner
4. Authenticated copy of the title – 2 copies		4. Registry of Deeds Tagbilaran City
5. Tax Declaration of the mother lot		5. From the owner
6. Current land tax receipt		6. Municipal Treasurer's Office



7. Assessor's fee 8. Verification fee		7. Municipal Treasurer's Office 8. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the subdivisions/ consolidation of lots	Informs the client about the requirements needed		4 min.	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff
3 Pay the verification fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	30.00	5 min.	Assessor's Staff
4 Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/ consolidation then initials the tax declaration		20 min.	Assessor's Staff
5 Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6 Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL		125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared

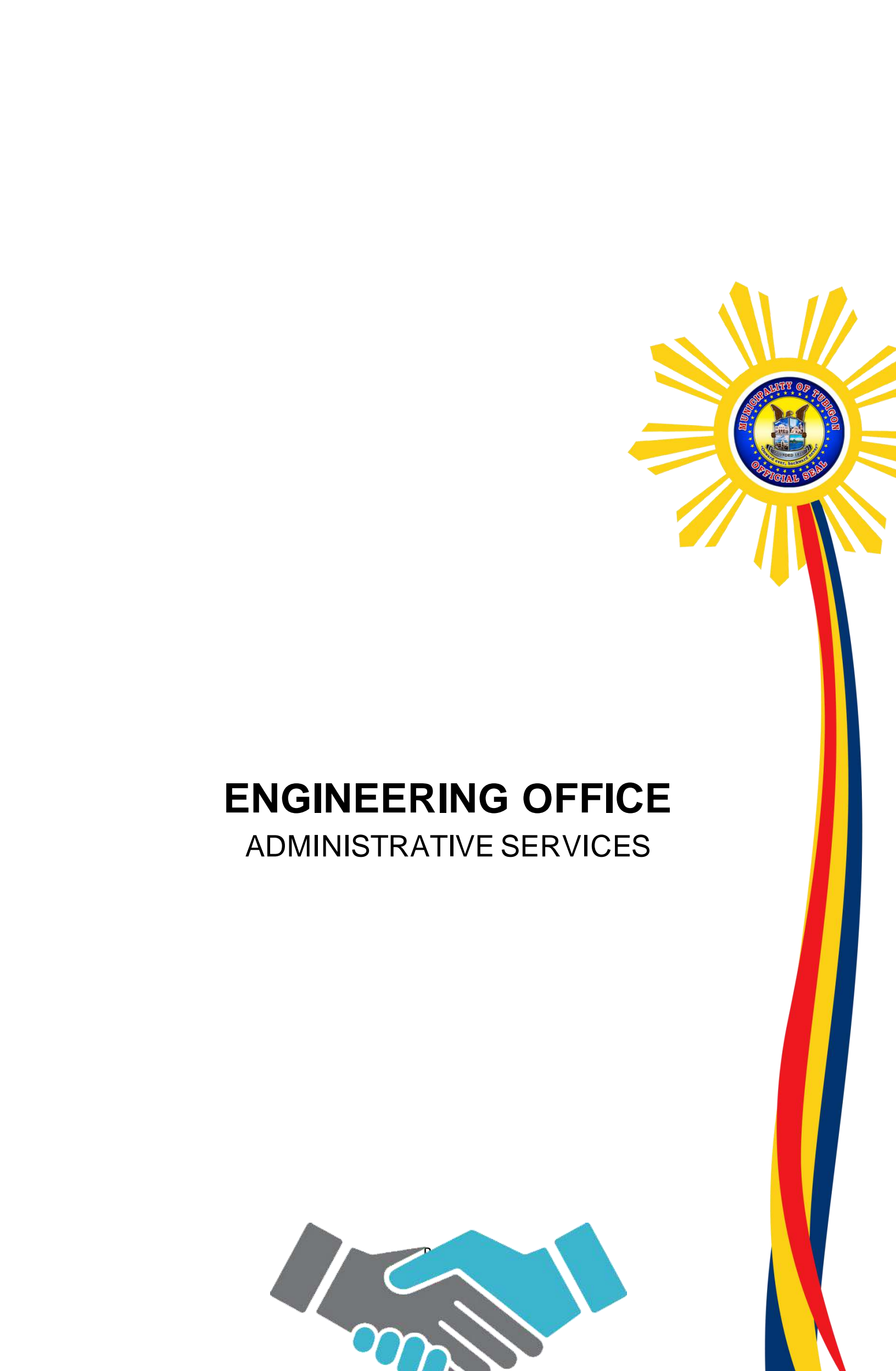
16. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY WITH P468 (WATERSHED/RESERVE AREA)

Office or Division:
Classification:
Type of Transaction:
<div> 1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to 2. Approved subdivision plan (2 copies) 3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies) 4. Certification from CENRO, DENR as to A & D but within the watershed and reserve area 5. Tax Declaration of the mother lot 6. Current land tax receipt 7. Assessor's fee 8. Verification fee </div>

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div> 1 Request for the subdivisions/ consolidation of lots with P468 </div>	<div> Informs the client about the requirements needed </div>		<div> 4 min. </div>	<div> Assessor's Staff </div>
<div> 2 Present all the requirements needed </div>	<div> Examines & verifies all the required documents. Informs the client about the lacking documents </div>		<div> 10 min. </div>	<div> Assessor's Staff </div>

3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	75.00	5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/consolidation then initials the tax declaration		20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	<p>Informs the client that the prepared tax declaration be</p> <p>Signed by the Provincial Assessor for approval</p>	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL			125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared



ENGINEERING OFFICE

ADMINISTRATIVE SERVICES



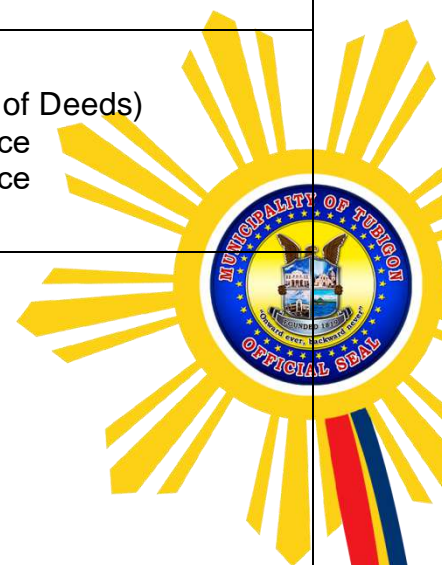


1. SECURING BUILDING PERMIT

The policy of the State to safeguard life, health, property, and public welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose of this Code to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

Office or Division:	ENGINEERING OFFICE	
Classification:	SIMPLE	
Type of Transaction:	G2C, G2B, G2G	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

<p>1. Five (5) sets of Plans and specifications prepared, signed and sealed.</p> <p>a.) Geodetic Engineer, in case of lot survey plans;</p> <p>b.) Architect, in case of architectural documents; in case of architectural interior/interior design documents, either and architect or interior designer may sign;</p> <p>c.) Civil Engineer, in case of civil/ structural documents;</p> <p>d.) Professional Electrical Engineer, in case of Electrical documents;</p> <p>e.) Professional Mechanical Engineer, in case of mechanical documents;</p> <p>f.) Sanitary Engineer, in case of sanitary documents;</p> <p>g.) Master Plumber, in case of plumbing documents;</p> <p>h.) Electronics Engineer, in case of electronics documents.</p>	<p>Applicant will be the one to secure signature of appropriate professionals</p>
<p>2. In case the applicant is the registered owner of the lot:</p> <p>a.) Certified true copy of TCT,</p> <p>b.) Tax declaration, and</p> <p>c.) Current Real Property Tax Receipt/Tax Clearance</p>	<ul style="list-style-type: none"> - ROD (Register of Deeds) - Treasurer's Office - Treasurer's Office
<p>3. In case the applicant is not the registered owner of the lot:</p> <p>a.) Duly notarized copy of the contract lease, or</p> <p>b.) Duly notarized copy of the deed of absolute sale, or</p> <p>c.) Housing and Land Use Regulatory Board (HLURB)</p> <p>d.) Authorization from lot owner-notarized</p>	<ul style="list-style-type: none"> - Lot Owner - HLURB - Lot Owner
<ul style="list-style-type: none"> - 4. Boring test for building 3-storeys and higher; 	<ul style="list-style-type: none"> - Geotechnical establishments
<ul style="list-style-type: none"> - 5. Structural analysis and design 	<ul style="list-style-type: none"> - Structural Designer
<ul style="list-style-type: none"> - 6. Fire Safety Clearance for Building Permit 	<ul style="list-style-type: none"> - BFP
<p>7. Clearance from Other Agencies (whenever necessary)</p> <p>a.) Department of Public Works and Highways (DPWH)</p> <p>b.) Air transportation Office (ATO)</p> <p>c.) Housing and Land Use Regulatory Board (HLURB)</p> <p>d.) Local Government Unit (LGU)</p> <ul style="list-style-type: none"> - Barangay clearance for building permit 	<ul style="list-style-type: none"> - DPWH - ATO - HLURB - BLGU





<ul style="list-style-type: none">- setback clearance from Provincial Engineering Office if building is located along Provincial Roade.) Department of Tourism (DOT)f.) Department of Environment and Natural Resources (DENR) - ECC/CNC for poultry, piggery, rice mill, cemetery ,gasoline stations, resorts, iron, steel mills, refineries, power plants, subdivisions and housing projects, sugar millsg.) Department of Transportation and Communicationh.) Department of Interior and Local Government (DILG)i.) Philippine Ports Authority (PPA)j.) Department of Education (Dep-Ed)k.) Department of Health (DOH)l.) Philippine Institute of Volcanology and Seismology (PHIVOLCS)m.) Laguna Lake Development Authority (LLDA)n.) Manila Waterworks and Sewerage System (MWSS)o.) National Water Resources Board (NWRB)p.) Department of Agrarian Reform(DAR)q.) Department of Agriculture (DA)r.) Department of Labor and Employment (DOLE) – safety and health clearances.) National Housing Authority (NHA)t.) National Council for the Welfare of Disabled Persons (NCWDP)		<ul style="list-style-type: none">- Provincial Engineering Office- DOT- DENR- DOTR- DILG- PPA- DEP-ED- DOH- PHIVOLCS- LLDA- MWSS- NWRB- DAR- DA- DOLE- NHA- NCWDP		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the validation officer together with the required documents	Validate the submitted documents	None	25 minutes	Validation Officer
2. Computation of Fees	Compute the Building Fees	Depending the floor area of the building	15 minutes	Assessment Officer
3. Re-validation of documents and issuance of Building Permit	Re-validate the documents and issue Building Permit	None	4 days, 23 hours & 10 minutes	Building Official/ Municipal Engineer
4. Releasing of Building Permit	To release the building permit	None	10 minutes	Releasing Officer
TOTAL:			5 days	

2. SECURING OCCUPANCY PERMIT:



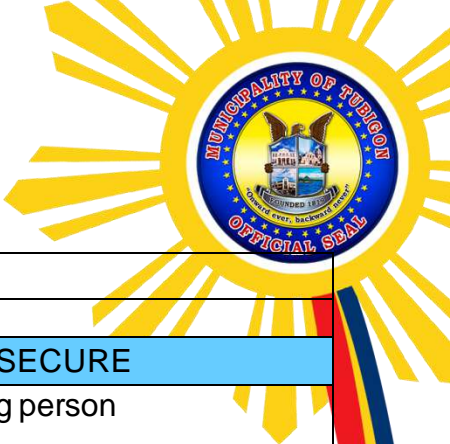
The policy of the State to safeguard life, health, property, and public welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose of this Code to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C, G2B, G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form for Certificate of Occupancy 2. Notarized Certificate of Completion 3. Construction logbook 4. As-built plans and specifications 5. Fire Safety Inspection Certificate for Occupancy		- Building Official - Applicant will provide - Applicant will provide - Applicant will provide - BFP		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the validation officer together with the required documents	Validate the submitted documents	None	25 minutes	Validation Officer
2. Computation of Fees	Compute the Building Fees	Depending the floor area of the building	15 minutes	Assessment Officer
3. Re-validation of documents and issuance of Building Permit	Re-validate the documents and issue Occupancy Permit	None	4 days, 23 hours & 10 minutes	Building Official/ Municipal Engineer
4. Releasing of Occupancy Permit	To release the Occupancy permit	None	10 minutes	Releasing Officer
TOTAL:			5 days	

3. REQUEST THE PREPARATION OF PLAN AND PROGRAM OF WORKS

The office of the Municipal Engineer is mandated to help the Barangay Officials in the preparation of plan and program of works.

Office or Division:	ENGINEERING OFFICE
---------------------	--------------------



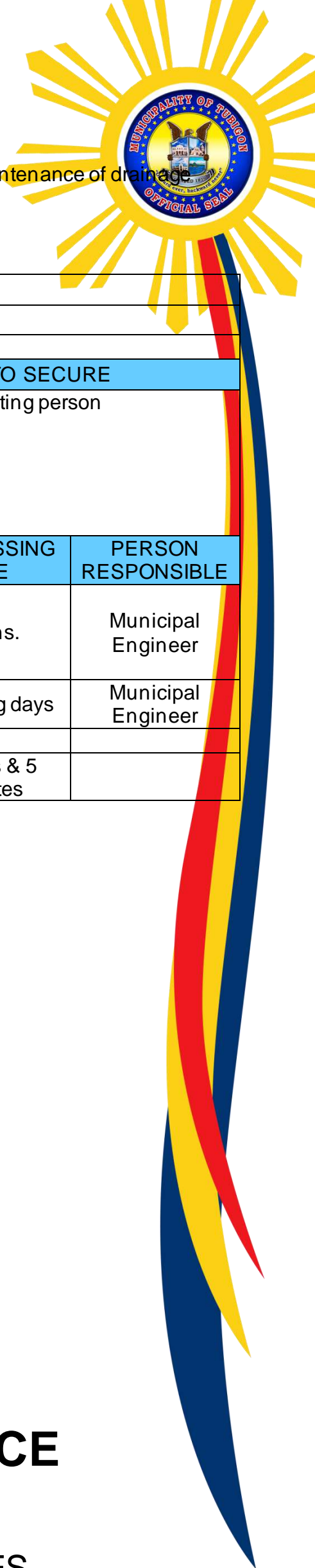
Classification:	COMPLEX			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	6 working days	Municipal Engineer
TOTAL:			7 days	

4. REQUEST STREETLIGHT MAINTENANCE

The Office of the Municipal Engineer is mandated for the maintenance of streetlights within the Municipality of Tubigon.

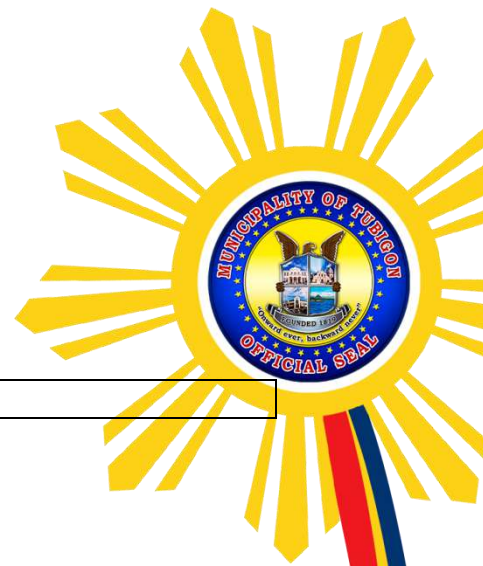
Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	3 working days	Municipal Engineer
TOTAL:			3 days & 5 minutes	

5. REQUEST DRAINAGE MAINTENANCE



The Office of the Municipal Engineer is mandated in the maintenance of drainage system within the Municipality of Tubigon.

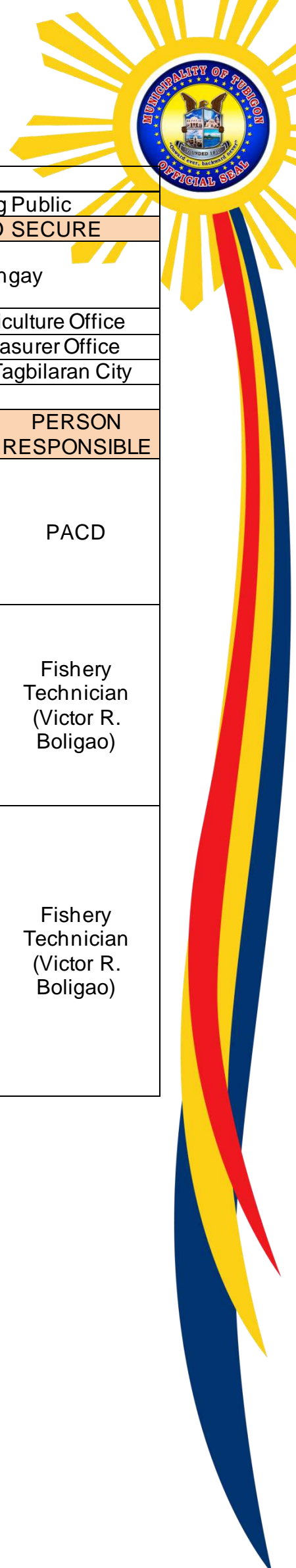
Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	3 working days	Municipal Engineer
TOTAL:			3 days & 5 minutes	



Office or Division:	MUNICIPAL AGRICULTURE
---------------------	-----------------------

1. ISSUANCE OF INSPECTION CLEARANCE ON FISHING GEAR

All fishing vessel 3 tons below operating within municipal waters are required to secure inspection clearance pertaining to fishery license that is based on Municipal Ordinance No. 2015-01-408, Sec. 56. The clearance can be obtained from the Municipal Agriculture Office.



Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance 2. Cedula 3. Fish Net Sample			Barangay	
4. Fishery License Registration Form			Municipal Agriculture Office	
5. Official Receipt (OR)			Municipal Treasurer Office	
6. BFAR Permit (if applicable)			BFAR – PFO Tagbilaran City	
7. Personal appearance (New Applicants)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Fishery Technician and present the requirements for Fishery Licensing for validation	Validates submitted requirements	None	5 mins.	Fishery Technician (Victor R. Boligao)
3. Provide information required in the license registration form	Interview the fishing vessel operator/owner Fill-up the fishery license registration and advice to pay fees at the Municipal Treasurer's Office (MTO)	None	10 mins.	Fishery Technician (Victor R. Boligao)



4. Approach collecting officer at MTO	Refer to Municipal Ordinance No. 2015-01-408, received payment and provide Official Receipt (OR)	Refer to Municipal Ordinance No. 2015-01-408	5 mins.	
5. Return to Municipal Agriculture Office and present OR to Fishery Technician	Indicate OR informations needed in the Fishery License Registration Sign Fishery License	None	3 mins.	
6. Wait for the processing	Refer to MA for approval and secure photocopy	None	3 mins.	
7. Receive signed Fishery License	Release Fishery License and advice client to proceed at BPLO for releasing of Mayor's Permit	None	2 min.	
TOTAL		None	30 minutes	

2. ISSUANCE OF AUXILIARY INVOICE

All fishery products shipped at Tubigon wharf are required to secure Auxiliary Invoice pertaining to Shipment Permit that is based on the Municipal Ordinance No. 2015-01-408, Sec. 74. The invoice can be obtained from the Municipal Agriculture Office.

Office or Division:	MUNICIPAL AGRICULTURE
Classification:	SIMPLE



Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt of the product transported			Municipal Treasurer's Office	
2. Auxiliary Invoice Form			Municipal Agriculture Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Fishery Technician and present the Official Receipt and provide information required in the auxiliary invoice	a) Received OR; b) Interview the Shipper of Fishery Products; c) Fill-up the Auxiliary Invoice and sign	None	5 mins.	Fishery Section Staff
3. Wait for the processing	Refer Auxiliary Invoice to MA for approval	None	2 mins.	Fishery Section Staff
4. Receive signed auxiliary invoice	Release auxiliary invoice	None	1 min.	Fishery Section Staff
TOTAL		None	10 minutes	

3. FISHERFOLK REGISTRATION (FishR)

All municipal fisherfolks (source of livelihood related to fishery) are required to register pertaining to Fisherfolks Registration (FishR) – National Program for Municipal Fisherfolk Registration that is based on RA 8550, Philippine Code of 1998, Sec. 19. The registration can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Fishery Section Staff and provide information required in the FishR Form	Interview fisherfolk Fill-up the FishR Registration Form	None	10 mins.	Fishery Section Staff
3. Wait for the processing	Review and sign FishR Form	None	2 mins.	Fishery Section Staff
4. Receive accomplished FishR Form	Release FishR Form	None	1 min.	Fishery Section Staff
TOTAL		None	15 minutes	

4. ANIMAL TREATMENT/VACCINATION/DEWORMING/CASTRATION/ARTIFICIAL INSEMINATION

All livestock and poultry raisers and dog owners can avail the services depending on the needs of the animals. Animal treatment refers to the medication of a particular livestock and poultry illnesses and disorders, vaccination signifies animal disease prevention/all dogs are required to be vaccinated pertaining to the Provincial Ordinance No. 2007-012 – Strengthening the Bohol Rabies Prevention and Eradication Program, deworming denotes management against external and internal parasites, castration is the extraction of animal testicles and Artificial Insemination (AI) is the insertion of semens to native/lower breed animals from a high breed large animal and goat.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Dog cards with registration information			Barangay	
2. Only 3 mos. old dogs and above could be vaccinated				
3. Only healthy animals are to be vaccinated				
4. Animal treatment consultation				
5. Artificial Insemination – Large Animal & Goat				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Treatment:	Interview his/her	None	2 mins.	PACD



1. Approach PACD and inquire about the services needed	purpose then refer to the person in-charge			
2. Approach the Livestock Section Staff	Interview the raiser/owner	None	3 mins.	Livestock Section Staff
3. Give description to the present condition of the animal	a. Refer to symptoms and give initial diagnosis; b. Prescribe medicine.	None	10 mins.	Livestock Section Staff
4. Procure prescribed medicine for treatment	a) Field visit; a) Administer treatment.	None	1-2 hours	Livestock Section Staff
TOTAL		None	2 hours	

Massive Vaccination/ Deworming/ Castration:				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	a. Interview the raiser/owner; b. Provide schedule of vaccination, deworming and castration.	None	3 mins.	Livestock Section Staff
3. Wait for the scheduled dates	Disseminate communication letter of the scheduled dates	None	As scheduled	Livestock Section Staff
4. Livestock raisers and pet owners gather at the venue	Conduct vaccination/ deworming/ castration	None	As scheduled	Livestock Section Staff
TOTAL		None	4-8 hours	
Walk-in Vaccination (only on dogs'	Interview his/her purpose then refer to the	None	2 mins.	PACD



cases):	person in-charge			
1. Approach PACD and inquire about the services needed				
2. Approach the Livestock Section Staff	Interview the owner	None	3 mins.	Livestock Section Staff

3. Bring dog at the office and dog record if available	a) Examine dog health condition; b) Administer vaccination to healthy dogs of ages 3 months onwards.	None	5 mins.	Livestock Section Staff
TOTAL		None	10 mins.	
Walk-in Deworming (only on dogs' cases):				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	Interview the owner	None	3 mins.	Livestock Section Staff
3. Give description to the present condition of the dog and ask prescription	Prescribe appropriate dewormer	None	5 mins.	Livestock Section Staff
4. Procure the prescribed dewormer and bring the dog to the office	a) Examine the dog health condition; b) Administer dewormer.	None	2 mins.	Livestock Section Staff
TOTAL		None	10 mins.	

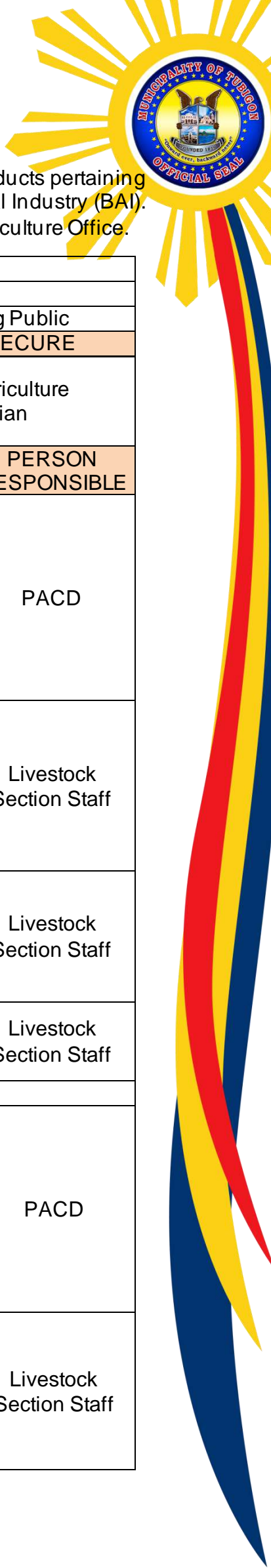


Home Service Castration:				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	Interview the raiser/owner;	None	5 mins.	Livestock Section Staff
3. Give description to the present condition of the animal	a. Analyze the condition if castration possible; b. Provide schedule.	None	5 mins.	Livestock Section Staff
4. Prepare the animal for castration	Conduct castration	None	1 hour	Livestock Section Staff
TOTAL		None	1.2 hours	
Artificial Insemination (AI):				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	Interview the raiser/ owner	None	5 mins.	Livestock Section Staff
3. Wait for AI schedule	Provide AI schedule	None	2 mins.	Livestock Section Staff
4. Prepare animal chute or A-frame	Perform Artificial Insemination (AI) within animal heat period	None	Within 24 hours	Livestock Section Staff
5. Prepare the animal	Animal inseminated	None	Within 24 hours	Livestock Section Staff
TOTAL		None	As required	

5. ISSUANCE OF ANIMAL HEALTH CERTIFICATE FOR SWINE AND CERTIFICATE OF VACCINATION FOR DOG/POULTRY/GAME FOWL

All shipment of swine required to furnish animal health certificate and certificate of vaccination for dogs, poultry and game fowls inorder to acquire veterinary health certificate from the Office of the Provincial Veterinarian for the issuance of shipping

permit for the local transport of live animals, animal products and by-products pertaining to Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI). The issuance of such certificate can be obtained from the Municipal Agriculture Office.



Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Dog Vaccination Record (MAO Vaccinated) 3. Poultry/Game Fowl Vaccination Record and Vaccine Label Official Receipt of the product transported			Municipal Agriculture Veterinarian	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Swine Animal Health Certificate				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	a) Interview the shipper and inquire necessary information to fill-up the certificate	None	10 mins.	Livestock Section Staff
3. Wait for the processing	a. Prepare animal health certificate; b. Refer to MA for approval.	None	6 mins.	Livestock Section Staff
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
TOTAL		None	20 mins.	
Dog Vaccination Certificate				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	a. Interview the shipper and check name from the dog vaccination record if	None	10 mins.	Livestock Section Staff



	listed; b. If listed, then process certification; c. If none, then advice for dog vaccination (only can travel 2 weeks after vaccination).			
3. Wait for the processing	a. Prepare vaccination certificate; b. Refer to MA for approval.	None	6 mins.	Livestock Section Staff
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
TOTAL		None	20 mins.	

Poultry/Game Fowl Vaccination Certificate				
1. Approach PACD and inquire about the services needed	c. Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	a. Interview the shipper and examine vaccination record; b. Collect vaccine label; Process certification.	None	10 mins.	Livestock Section Staff
3. Wait for the processing	a. Prepare vaccination	None	6 mins.	Livestock Section Staff



	certificate; Refer to MA for approval.			
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
TOTAL		None	20 mins.	

6. DISTRIBUTION OF REGISTERED, HYBRID AND CERTIFIED RICE SEEDS AND OTHER CEREALS

All registered farmers on Registry System for Basic Sector in Agriculture (RSBSA) can avail either Registered, Hybrid, Certified Rice Seeds and other cereals from the Department of Agriculture (DA) and Provincial Government Rice and Other Cereals Programs. Non-registered farmers shall fill-up the RSBSA form before availing the program. The distribution can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. RSBSA Registered			Municipal Agriculture Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach Rice Technician	Interview and require pre-masterlist of the farmer beneficiaries from FA/IA President	None	5 mins.	Rice Technician
3. Submit pre-masterlist	Validate pre-masterlist	None	5 mins.	Rice Technician
4. Wait for the delivery of rice seeds	Facilitate for the delivery of rice seeds	None	As scheduled	Rice Technician
	Prepare masterlist for farmers signatories		30 mins.	
5. Received rice seeds	a. Request to sign masterlist; b. Release	None	1-2 hours	Rice Technician

	rice seeds.			
	TOTAL	None	As required	

7. DISTRIBUTION OF VEGETABLE SEEDS, MONGO SEEDS AND OTHER HIGH VALUE CROPS PLANTING MATERIALS

All households and schools can avail either vegetable seeds, mongo seeds and other high value crops planting materials from the Department of Agriculture (DA), Provincial and Local Government High Value Crops Programs. The distribution can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach HVCDP Technician	Interview the seeds recipient	None	2 mins.	HVCDP Technician
3. Provide detailed description of the area to be planted	Advice for suitable crop to be planted	None	5 mins.	HVCDP Technician
4. Request seeds	Advice proper seed requirement	None	3 mins.	HVCDP Technician
5. Received seeds	a. Request to sign masterlist; b. Release seeds.	None	3 mins.	HVCDP Technician
TOTAL		None	15 mins.	

8. INTEGRATED PEST MANAGEMENT

All farmers can avail technical assistance, control measures guidelines and available pest and diseases repellants from the Department of Agriculture (DA), Provincial and

Local Government Integrated IPM Programs. The services can be obtained from the Municipal Agriculture Office.



Office or Division:				
Classification:				
Type of Transaction:				
CHECKLIST OF REQUIREMENTS				
None				
CLIENTS				PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed				PACD
2. Approach Rice/HVCDP Technician				Rice/HVCDP Technician
3. Provide detailed description of the damage or infestation; Present sample plants that shows damage.				Rice/HVCDP Technician
4. Received control measures guidelines/technical assistance and IPM repellants (if available)				Rice/HVCDP Technician
TOTAL				

9. CROPS, LIVESTOCK, FISHERIES – FISHING BOATS, ACCIDENT DISMEMBERMENT SECURITY SCHEME (ADS²) AND AGRICULTURAL PRODUCERS PROTECTION PLAN (AP³) INSURANCE: PHILIPPINE CROP INSURANCE CORPORATION (PCIC)

All registered farmers and fisherfolks on Registry System for Basic Sector in Agriculture (RSBSA) can avail free insurances and non-registered shall fill-up the RSBSA form before availing the services except ADS² and AP³ has a particular payment. Insurance forms can be filed at the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. RSBSA Registered			Municipal Agriculture Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Application for Crops, Livestock, Fisheries –</i>	Interview his/her purpose then refer to the person in-	None	2 mins.	PACD



Fishing Boats Insurance	charge			
1. Approach PACD and inquire about the services needed				
2. Approach PCIC Assigned Staff	a. Interview the farmer/fisherfolk; b. Check name on RSBSA masterlist; non-listed shall fill-up RSBSA form except ADS ² and AP ³	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide Certificate of Ownership (Cattle & Carabao); Provide 3R photo (motorized and non-motorized boats)	a. Entry all the required information on Application Form and review entries; b. Request client to sign application form. c. Request MAO staff to sign application form.	None	10 mins.	PCIC Assigned Staff
4. Received accomplished form copy	Release application form.	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	
Application for ADS² and AP³				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach PCIC Assigned Staff	Interview the farmer/fisherfolk	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required;	a. Entry all the required information on Application Form and review entries; b. Request client to sign application	None	10 mins.	PCIC Assigned Staff



	form.			
4. Provide payment	a. Received payment; b. Request MAO staff to sign application form	100.00 (ADS2) 375.00 (AP3)	5 mins.	PCIC Assigned Staff
5. Received accomplished form copy	Release application form.	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	
Notice of Loss (Crops):				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach PCIC Assigned Staff	a. Interview the farmer/fisherfolk; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Loss.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide photos if required by PCIC.	a. Entry all the required information on Notice of Loss and review entries; b. Request client to sign Notice of Loss.	None	10 mins.	PCIC Assigned Staff
4. Received copy of the accomplished Notice of Loss	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	



Notice of Loss (Livestock):				PACD
1. Approach PACD and inquire about the services needed		None	2 mins.	
2. Approach PCIC Assigned Staff		None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide photo of the dead animal; Provide Certificate of Ownership (Cattle & Carabao);		None	10 mins.	PCIC Assigned Staff
4. Wait for the processing		None	10 mins.	PCIC Assigned Staff
5. Received copy of the accomplished Notice of Loss		None	3 mins.	PCIC Assigned Staff
TOTAL			30 mins.	

Notice of Loss (motorized and non-motorized boats):				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach PCIC Assigned Staff	a. Interview the owner/fisherfolk; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Loss.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information	a. Entry all the required	None	10 mins.	PCIC Assigned Staff



required; Provide photo of the damaged boat.	information on Notice of Loss and review entries; b. Request claimant to sign Notice of Loss.			
4. Wait for the processing	Request Fishery Technician to sign	None	2 mins.	PCIC Assigned Staff
5. Received copy of the accomplished Notice of Loss	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	22 mins.	

Notice of Claim (ADS² and AP³):				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach PCIC Assigned Staff	a. Interview the claimant/beneficiary; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Claim.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide required documents	a. Entry all the required information on Notice of Claim and review entries; b. Attached required documents (<i>such as Police Blotter for accident case only, Death Certificate, Proof of Beneficiary</i>); c. Request claimant to sign Notice of Claim.	None	15 mins.	PCIC Assigned Staff
4. Received copy of the accomplished Notice of Claim	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	25 mins.	



MUNICIPAL BUDGET OFFICE

ADMINISTRATIVE SERVICES





1. REVIEW AND CONSOLIDATION OF BUDGET PROPOSALS OF DIFFERENT DEPARTMENT AND OFFICES OF THE LGU AND SUMBIT FINAL DRAFT OF ANNUAL BUDGET TO THE SANGGUNIANG BAYAN FOR APPROVAL

Office or Division:	BUDGET OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
5. Local Budget Preparation Form No. 1 (Budget of Expenditures and Sources of Financing) 6. Local Budget Preparation Form No. 2 (Programmed Appropriation and Obligation By Object of Expenditure) 7. Local Budget Preparation Form No. 2A (Programmed Appropriation and Obligation for Special Purpose Appropriations) 8. Local Budget Preparation Form No. 3 (Personnel Schedule) 9. Local Budget Preparation Form No. 4 (Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets) 10. Local Budget Preparation Form No. 5 (Statement of Indebtedness) 11. Local Budget Preparation Form No. 6 (Statement of Statutory and Contractual Obligations and Budgetary Requirements) 12. Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector) 13. Transmittal 14. Budget Message 11. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following: a. MLGOO-endorsed GAD Plan and Budget b. LDRRM-endorsed to OCD		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit budget proposals	2. Review and consolidate budget proposal of different departments/offices	None	Annual Budget must be submitted at the Sangguniang Bayan office on or before October 16 of the current year	All Department and Section Heads
	3. Conduct Budget Hearing	None		Local Finance Committee/Budget Staff
	4. Prepare the Local Expenditure Program	None		Municipal Mayor/Local Finance



	5. Submit the transmittal letter to the Sangguniang Bayan for review and approval	None		Committee (LFC)
	6. Submit the transmittal of Executive Budget to the Sangguniang Bayan	None		
TOTAL:		None		

2. ASSIST THE LOCAL CHIEF EXECUTIVE IN THE PREPARATION OF THE SUPPLEMENTAL BUDGET.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Supplemental Budget 2. Transmittal Letter 3. Local Budget Preparation Form No. 8 (Statement of Funding Sources) 4. Local Budget Preparation Form No. 9 (Statement of Supplemental Appropriation) 5. Supplemental Investment Plan		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for supplemental of budget to the Finance Head for approval		None	2 minutes	Department Head/Section Head
	2. Prepare the supplemental budget and other supporting documents	None	2 days	Municipal Budget Officer
	3. Submit to the Office of the Municipal Mayor for approval	None	10 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	2 days & 14mins.	



3. PREPARE REQUEST FOR REALIGNMENT/AUGMENTATION.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Realignment/Augmentation of Budget 2. Realignment/Augmentation Form		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for Realignment/Augmentati on to the Finance Head for approval		None	2 minutes	Department/ Section Head
	2. Prepare the Realignment/Aug mentation template	None	10 minutes	Municipal Budget Officer & Staff
	3. Submit to the Office of the Municipal Mayor for approval	None	2 minutes	Budget Staff
	4. Prepare and submit the endorsement letter to the Sangguniang Bayan	None	2 minutes	Mayor's Office Staff
TOTAL:		None	16 minutes	



4. REVIEW OF BARANGAY ANNUAL/SUPPLEMENTAL BUDGET

The Municipal Budget Office is tasked to assist barangay officials in the preparation of their budgets to ensure compliance with mandatory obligation and budgetary requirements prior to the final review by the Sangguniang Bayan.

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ANNUAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Budget Message 4. Barangay Budget Preparation Form No.1 (Budget of Expenditures and Sources of Financing) 5. Barangay Budget Preparation Form No.2 (Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results) 6. Barangay Budget Preparation Form No.2-A (List of Projects Chargeable Against the 20% Development Fund) 7. Barangay Budget Preparation Form No.3 (Plantilla of Personnel) 8. Barangay Budget Preparation Form No. 4 (Statement of Indebtedness) if any 9. Annual Investment Program, duly approved by Sanggunia through a Resolution, and supported by the following: a. MLGOO-endorsed GAD Plan and Budget b. BDRRM Plan reviewed by the appropriate Review Team; SUPPLEMENTAL BARANGAY BUDGET: 1. Transmittal 2. Barangay Appropriation Ordinance (Amount, Numbered, Date Approved, Sealed, Signed, Attested and Approved) 3. Statement of Funding Sources (SB Form 1) 4. Statement of Supplemental Appropriations (SB Form 2) 5. Sanggunian approved Supplemental AIP		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit draft of Barangay Annual/Supplemental Budget proposal		None	2 mins.	Punong Barangay/Barangay Official concerned
	2. Receive the Barangay Annual/Supplemental Budget proposal	None	2 mins.	Budget Staff
	3. Review and evaluate the	None	30mins	Municipal Budget Officer and Staff



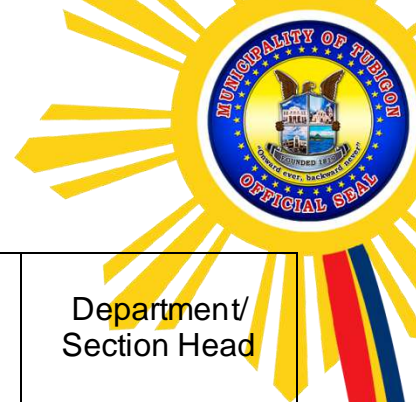
	submitted proposed budget			
	4. Return draft with corrections and lacking documents	None	5 minutes	Municipal Budget Officer and Staff
5. Submit second draft with corrections and lacking documents.		None	2 mins	Punong Barangay/Barangay Official concerned
	6. Review second draft if changes have been incorporated, if still with corrections or not compliant, return for finalization	None	5 minutes	Budget Staff
7. Submit the corrected and complete final proposal to the Secretary of the Sangguniang Bayan Office		None	2 minutes	Punong Barangay/Barangay Official concerned
	8. Wait the endorsement from the Sangguniang Bayan for final review	None		Secretary to the Sangguniang Bayan Office
	9. Review the budget proposal if with substantial compliance	None	1 day	Municipal Budget Officer and Staff
	12. Prepare and sign indorsement to Sangguniang Bayan	None	2 mins.	Municipal Budget Officer and Staff
	11. Forward to Sangguniang Bayan for final review and approval	None	1 min.	Municipal Budget Officer and Staff
TOTAL:		None		



5. CERTIFY THE OBLIGATION REQUEST (ObR) AS TO EXISTENCE OF APPROPRIATIONS

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

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		BUDGET OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Obligation Request to the MBO in quadruplet copies with completeness supporting documents		None		Department/ Section Head
	2. Check the attached documents or completeness	None	5 mins.	Budget Staff
	3. Receive the Obligation Request (ObR) with supporting documents	None	1 min.	Budget Staff
	4. Verify as to existence of appropriation	None	6 mins.	Budget Staff
	5. Assign the Obligation Request (ObR) Number	None	3 mins.	Budget Staff
	6. Classifying of the expenditure and posting of the same to the control book	None	4 mins.	Budget Staff
	7. Certify and signing of the Obligation Request; and detached one copy of the ObR	None	3 mins.	Municipal Budget Officer
	8. Release the Obligation Request to the client/forward to proper or concerned office/personnel	None	1 min.	Municipal Budget Officer/Budget Staff



9. Get the approved Obligation Request and proceed to the Accounting Office for processing of the voucher		None	1 min.	Department/ Section Head
TOTAL:		None		

6. CERTIFY AS TO EXISTENCE OF APPROPRIATIONS FOR JOB ORDERS, TRAVEL REQUEST, AND PURCHASE/JOB REQUEST

Office or Division:	BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Request 2. Purchase Request/Job Request – 3 copies 3. Job Orders and Contract of Services		1. Requesting Department/Office 2. Requesting Department/Office 3. HRMO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.
	2. Receive the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
	3. Certify as to availability of appropriations	None	3 mins.	Municipal Budget Officer
	4. Release to the client the Job Orders/Contract of Services, Travel Request, and Purchase/Job Request	None	1 min.	Budget Staff
5. Get the certified Job Orders/Contract of Services, Travel Request, and Purchase/Job Request		None	1 min.	HRDO, Requesting Office/Dept.
TOTAL:		None		



**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES





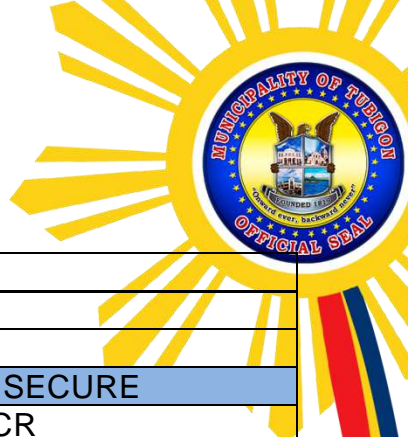
1. REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB) AND CERTIFICATE OF MARRIAGE

- The birth to a child, being a vital event of a person shall be registered within 30 days from the time of birth as the Local Civil Registrar of the city/municipality where the birth occurred.
- For ordinary marriage, the certificate of marriage shall be registered within 15 days from the date of marriage; while marriage exempt from marriage license, the prescribed period of registration is within 30 days.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registration of Birth a) Certificate of Live Birth (COLB) b) Marriage Certificate of the parents c) Authorization letter if authorized representative d) ID's of the person giving authority & authorized representative 2.Registration of Marriage a) Certificate of Marriage (COM) b) Authorization letter if authorized representative c) ID's of the person giving authority & authorized representative		LCR		
CLIENTS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
3. Approach employee in charge 4. wait while the document is being reviewed	Review & evaluate as to the completeness of the documents Advice to return for the owner's copy	None	10 minutes After 5 working days	Rose Dianne Jeaneeva Mae
3.Ask for the his/her owner's copy	Release the certificate of live birth/marriage certificate	None	5 minutes	Rose Dianne Jeaneeva Mae
TOTAL:		None	5 days & 20 min	

2. REGISTRATION OF CERTIFICATE OF DEATH (COD)

- It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.



	LOCAL CIVIL REGISTRAR			
	SIMPLE			
	G2C – Government to public clients			
	WHERE TO SECURE			
	LCR			
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review & evaluate as to the completeness of the documents	None	15 mins.	Rose Dianne Jeaneeva Mae
	Releasing of owner’s copy			
		None	15 minutes	

NOTE: The owner’s copy will be given right away or client be advice to return if the MCR is not available for her signature.

3. DELAYED REGISTRATION OF BIRTH (COLB), MARRIAGE (COM) AND DEATH (COD)

-It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative result from PSA 2. Joint Affidavit of two disinterested persons w/ Corroboration 3. Baptismal Cert./Cert. of Dedication 4. Marriage/Death Certificate from the church 5. School record/Voter’s Cert./SSS/GSIS or any Public documents 6. Immunization card 7. Barangay certification 8. Authorization letter if authorized representative 9. ID’s of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in	Review & evaluate as to the completeness of the		30 mins.	Rose Dianne Mirasol



charge and present the documents	documents			
	Verify if no records on file			
Wait while the document is being reviewed	Order the client to pay the corresponding fees @ the MTO:			
	0-15 yrs. old	150		
	16-20 yrs old	250		
	21 yrs old & above	350		
	Subscription fee	100		
	Secretary's fee	60		
	If client wants PSA copy:			
	- Endorsement fee	100		
	- Breqs service fee	200		
	- SECPA	155		
	- Mailing			
Present O.R. & wait while the document is being process for signature	Process the documents			
	Let the client affixed his/her signature on the document			
	Advice client to be back after posting for his/her file		12 days	
2. Ask for his/her owner's copy	Release of the owner's copy & client affixed his/her signature in the logbook			
TOTAL:		None	12 days & 30 mins.	

MTO
JRS/J&T/ LBC

NOTE: 1. Owner’s copy will be released on the 2nd working day after the 10 days posting
2. Waiting time for the SECPA is one to two months after endorsement or depending the action taken by the PSA
3. Mailing is subject to change without prior notice by the courier



4. OUT OF TOWN DELAYED REGISTRATION OF BIRTH & MARRIAGE

-For birth & marriage occurred outside Tubigon

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA negative result 2. Baptismal/Certificate of Dedication 3. Affidavit of Out of town delayed registration w/ corroboration 4. Immunization card 5. Voter’s Certification/School record/SSS 6. Marriage Certificate from the church 7. Barangay Certification 8. Or any public documents 9. Authorization letter if authorized representative 10. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Review & evaluate the documents	100	5 minutes	Mirasol
Wait while the document is being reviewed	Advice client to pay for the service fee		30 minutes	MTO
	Prepare the Certificate of Live Birth(COLB)/Certificate of Marriage(COM) for the clients signature & review			Rose Dianne
	Advice client to make follow up or wait for our txt msge for his/her file from the receiving Local Civil Registry Office			
TOTAL:		100	35 minutes	

NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar
 Waiting period depends on the action of the concerned MCR



5. APPLICATION FOR LEGITIMATION OF CHILD & RA 9255

-- Illegitimate child can use the surname of the father

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. Certificate of Live Birth</div> <div>2. Affidavit of Acknowledgment/Admission of Paternity</div> <div>3. Joint Affidavit of Legitimation of Child</div> <div>4. Affidavit to Use the Surname of the Father (AUSF)<div>- signed by the mother if the child is 0-7 yrs old</div><div>- signed the child w/ attestation of the mother for 8-17 yrs</div><div>- signed by the child w/o attestation of the mother for 18 yrs old</div></div> <div>5. Marriage Certificate of the parents</div> <div>6. Advisory on Marriage of the Parents</div> <div>7. Handwritten document</div> <div>8. Or Any public documents showing affiliation of the child</div> <div>9. CTC</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	<div>Review & evaluate as to the completeness of the supporting documents</div> <div>Verify record on file</div>		10 minutes	Grace
2.	<div>Order client to pay at the MTO:</div> <div>-Legitimation fee/RA 9255</div> <div>-Secretary's fee (2)</div> <div>Additonall fees for SECPA:</div> <div>- endorsement fee</div> <div>- Mailing</div> <div>- Breqs service fee</div> <div>- SECPA(PSA)</div> <div>Prepare additional supporting documents for clients signature</div>	<div>300</div> <div>120</div> <div>100</div> <div>90</div> <div>200</div> <div>155</div>	15 minutes	<div>MTO Personnel</div> <div>Grace</div>
3. Present O.R.	Client affix his/her signature		2 mos.	



	Inform client to come back after 1-2 mos for his SECPA			
TOTAL:			2 mos.& 25 mins	

NOTE: Waiting time may vary depending on the action of the PSA.

6. ENDORSEMENT OF CIVIL REGISTRAY DOCUMENTS TO THE PSA

- For those who have no record at the Philippine Statistics Authority & for the issuance of Security Paper (SECPA)

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative result 2. Authorization letter if authorized representative 3. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge	Check record on file		5 mins.	Rose Dianne Jeaneeva Mae Miraso MTO
Fill up information sheet	If positive order client to pay the required fees Endorsement fee BREQS service fee Add'tl fee for SECPA:(PSA) (Acknowledgment receipt)	100 200 155	15 mins.	
2. Present O.R.	Advice client to wait for our text message or make follow up for the SECPA		2 mos.	
TOTAL:			2mos.& 20mins	

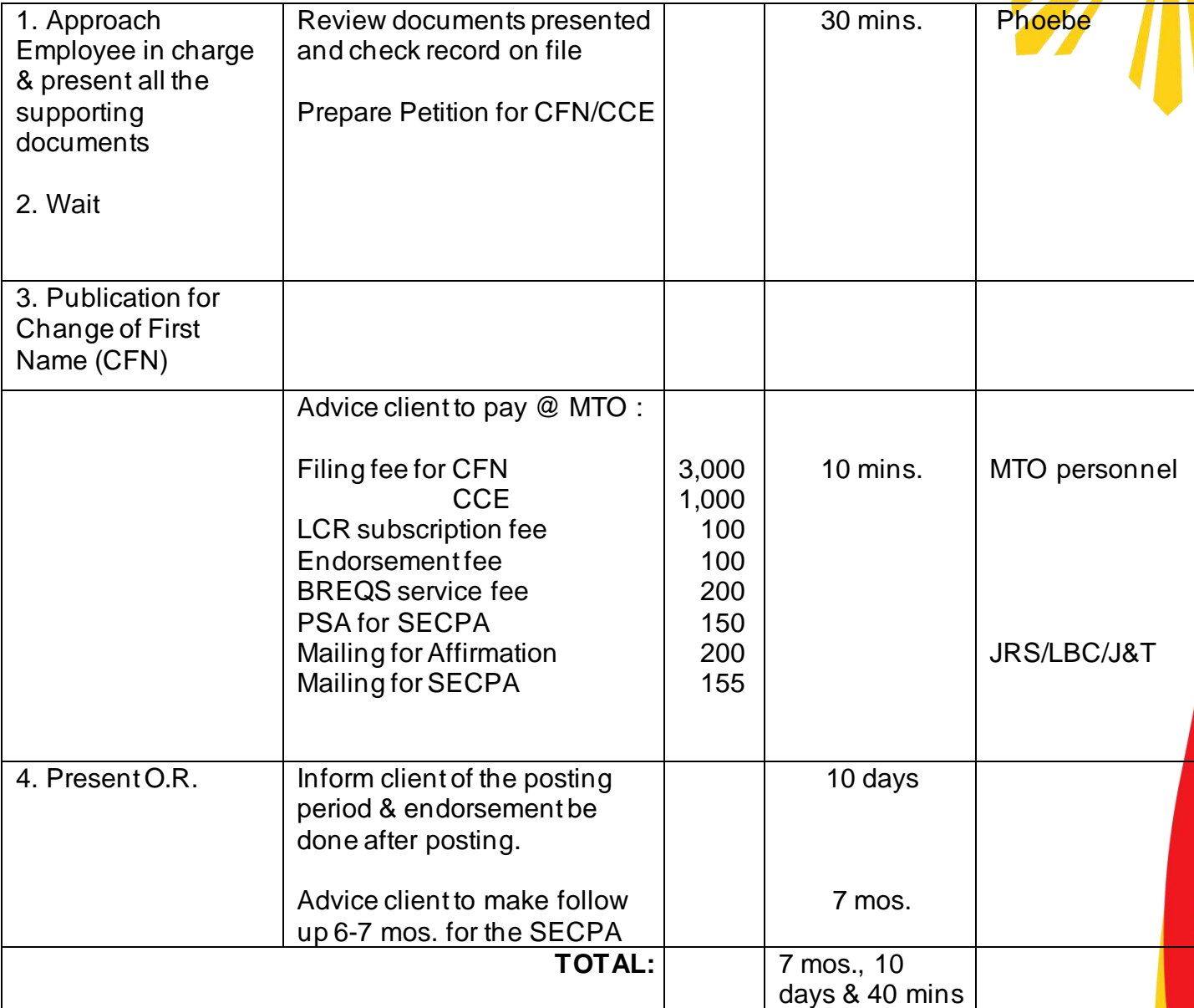
7. APPLICATION FOR CHANGE OF FIRST NAME & CORRECTION OF CLERICAL ERROR

RA 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in the entry and or change of first name in the civil registrar without need of judicial order. It is aim to an



expeditious and cheaper way of correcting errors found in the civil registry documents.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2c – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CHANGE OF FIRST NAME (CFN): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal Certificate e) Medical record b) Voter’s affidavit f) Business record c) Employment record g) Marriage certificate d) GSIS/SSS record i) School record 3. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case 4. NBI clearance 5. Police clearance 6. CTC (Petitioner) 7. Proof of publication 8. SPA/Authorization letter if authorized representative 9. ID's of the person who give authority and the authorized person CORRECTION OF CLERICAL ERROR (CCE): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal certificate f) NBI clearance b) Voter’s registration record g) Medical record c) Employment record h) Business record d) GSIS/SSS record i) School record e) Marriage certificate j) Police clearance Additional requirements if middle or last name to be corrected; a) Birth certificate of the mother/father b) Marriage certificate of the parents c) Birth certificate of siblings 4. SPA/Authorization letter if authorized representative 5. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION			



8. APPLICATION FOR CORRECTION OF GENDER & DATE OF BIRTH(MONTH & DATE ONLY)

-RA 10172 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in an entry on gender and date of birth(month & date only) in the civil registrar without need of a judicial order. It is aimed to an expeditious and cheaper way of correcting errors found in the civil registry documents.

Office or Division:	LOCAL CIVIL REGISTRAR	
Classification:	HIGHLY TECHNICAL	
Type of Transaction:	G2C – Government to public clients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. PSA of the Birth Certificate 2. Any (3) of the following a) Baptismal certificate		LCR



b) Voter’s registration record g) Medical record c) Employment record h) Business record d) GSIS/SSS record i) School record e) Marriage certificate 3. Medical certification issued by MHO 4. Earliest School Record 5. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case 6. NBI clearance 7. Police clearance 8. CTC (Petitioner) 9. Proof of publication				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & present all the necessary documents	Interview, & check the documents as to the completeness & consistency Verify records on file		10 mins.	Phoebe
2. Wait while the document is being processed	Prepare the Petition		20 mins.	
3. Publication				
4. Present Affidavit of publication & clippings	Advice client to pay @ MTO: Filing fee LCR subscription fee Endorsement fee Mailing for affirmation Mailing for issuance of secpa BREQS service fee PSA for SECPA	3,000 100 100 105 105 200 155	10 mins.	MTO Personnel JRS, LBC, J&T
Present O.R.	Inform client for the posting period & endorsement be done after posting Advice client to make follow up for the SECPA		10 days 7 mos.	MTO PSA
TOTAL:		None	7 mos., 10 days & 40 mins.	

NOTE: Waiting time may vary depending to the action by the PSA.



9. MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) & CHANGE OF FIRST NAME(CFN)

-Correction of Clerical Error and Change of First Name maybe avail for birth, marriage and death certificate registered outside Tubigon

Office or Division:	LOCAL CIVIL REGISTRAR		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2C – Government to public clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
CHANGE OF FIRST NAME (CFN): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal Certificate e) Medical record b) Voter’s affidavit f) Business record c) Employment record g) Marriage certificate d) GSIS/SSS record i) School record 3. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case 4. NBI clearance 5. Police clearance 6. CTC (Petitioner) 7. Proof of publication 8. SPA/Authorization letter if authorized representative 9. ID's of the person who give authority and the authorized person CORRECTION OF CLERICAL ERROR (CCE): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal certificate b) Voter’s registration record g) Medical record c) Employment record h) Business record d) GSIS/SSS record i) School record e) Marriage certificate j) Police clearance f) Passport k) NBI clearance Additional requirements if middle or last name to be corrected; a) Birth certificate of the mother/father b) Birth certificate of siblings c) Marriage certificate of the parents Fees: Migrant petition fee – CFN 1,000 CCE 500 Mailing		LCR	



4. Authorization letter if authorized representative 5. ID's of the person who give authority and the authorized person				
Fees: Supplemental fee 100 Secretary's fee 60 Endorsement fee 100 Mailing 105 Breqs service fee 200 PSA for SECPA 155				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & submit documents	Check & review as to the completeness of the documents	100	5 mins.	Grace
	Advice client to pay the LCR service fee		10 mins.	MTO
2. Present O.R.	Advice client to wait for our txt msge or make follow up for the approval from PSA & SECPA		2 mos.	
3. Release of SECPA				Mirasol
TOTAL:			2 mos. & 15 minutes	

NOTE: Waiting time for the SECPA may vary depending on the action taken by PSA

11. OUT OF TOWN APPLICATION FOR LEGITIMATION, RA 9255 & SUPPLEMENTAL REPORT

Office or Division:	LOCAL CIVIL REGISTRAR		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2C – Government to public clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none">1. PSA Copy of the Certificate of Live Birth/Death/Marriage2. AffidAVIT of Aknowledgment/Admission of Paternity3. Joint Affidavit of Legitimation of Child4. Marriage Certificate5. Affidavit to use the surname of the father6. Baptismal Cert. or any documents showing affiliation of the child7. Affidavit of Supplemental Report8. CTC <p>Fees: Service fee 100</p> <p>Incidental fees of the receiving LCR</p>		LCR	

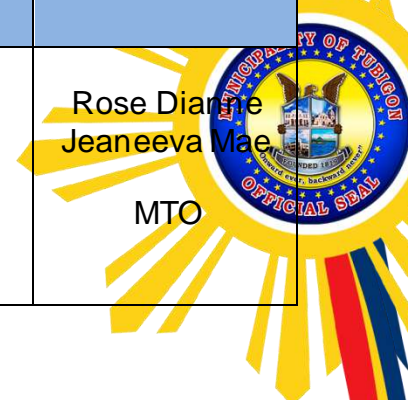


Mailing				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & submit documents	Check & review as to the completeness of the documents	100	15 mins.	Grace
Present O.R.	Advice client to pay LCR service fee @ MTO		2 mos.	MTO
TOTAL:		None	2 mos. & 15 minutes	

NOTE: Waiting time for the approved application may vary from the action taken by the receiving MCR.

12. ISSUANCE OF BIRTH, MARRIAGE & DEATH CERTIFICATE OR CERTIFIED TRUE COPY (LOCAL)

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative Fees: Certification fee 60.00 BREQS service fee 200.00 PSA for SECPA 155.00		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Check/retrieve record on file	60.00	10 mins.	Rose Diagne Jeaneeva Mae
2. Wait while record is being verified	If positive order client to pay @ the MTO		10 mins.	MTO



employee in charge & fill-up application form	information are correct			Jeaneeva Mae
	Advice client to pay the service fee	200		MTO
	Issue acknowledgment receipt for payment of the SECPA	155		
2. Present O.R.	Advice client to wait for our txt msge or make follow up		15 days	PSA
3. Releasing of the SECPA	Client affixed his/her signature as claimant		5 mins.	LCR personnel
TOTAL:		None	15 days & 25 minutes	

14.ENDORSEMENT OF AMENDED/ANNOTATED CIVIL REGISTRATION DOCUMENTS WITH COURT ORDER

Office or Division:		LOCAL CIVIL REGISTRAR		
Classification:		HIGHLY TECHNICAL		
Type of Transaction:		G2C – Government to public clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court Decision 2. Certificate of Finality 3. Certificate of Registration, Certificate of Authenticity Signed by the city civil registrar where the court exist. 4. Authorization letter 5. ID's of the person giving authority and the authorized Person Fees : Endorsement fee 100 BREQS service fee 200 Mailing		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit documents	Check the documents submitted Retrieve document on file		15 mins.	Grace



2.	Order client to pay the prescribed fees:			
	Endorsement fee	100	10 mins	MTO
	BREQS service fee	200		LBC/J&T/JRS
	Mailing			
3. Present O.R.	Advice client to wait for our text message or make follow up for the SECPA		2 mos.	
TOTAL:			2mos.& 30mins	

NOTE: Waiting time may vary depending on the action of the PSA

15. APPLICATION FOR MARRIAGE LICENSE

Office or Division:	LOCAL CIVIL REGISTRAR		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2C – Government to public clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. CENOMAR(both parties) 2. Birth Certificate (both parties) 3. Pre-Marriage Counselling 4. Parents consent if contracting party’s between the age Of 18-21 years old 5. Parents advice if contracting party’s between the age Of 21-25 years old 6. Legal guardian declared by the court if both parents are Not available 7. Death certificate if one of the contracting party is Widow/widower If one of the contracting party is a foreigner: 1. Legal capacity to contract marriage in the Philippines 2. Divorce papers if divorcee If contracting parties are living together for more than 5 years and want to apply for a marriage license thru Art. 34: 1. Affidavit of cohabitation notarized by a lawyer Requirements in claiming the marriage license if authorized representative: 1. Authorization letter 2. ID’s of the person giving authority and authorized Representative Fees : Application fee 600 Marriage counselling 150 Marriage license 200 CENOMAR(both parties) 820 Solemnization fee if solemnized By the Mayor 600		LCR	



CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit documents	Check the documents submitted Give application form		10 mins.	Rose Dianne
2. Fill-up application form				
3. Client wait	Check if the given information is correct		5 mins.	MTO
	Let the client sign the application Order client to pay Application fee Marriage counselling Marriage license Solemnization fee if Mayor	600 150 200 600	10 mins.	
4. Present O.R.	Advice client to claim their marriage license on the 1 st working day after the 10 days posting period.		11 days	
5. Client claim their marriage license	Release of marriage license		5 mins.	
TOTAL:			11 days & 30mins	

NOTE: Issuance of marriage license will be on the next working day after the 10 days posting.



MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO) ADMINISTRATIVE SERVICES



1. CALAMITY RESPONSE

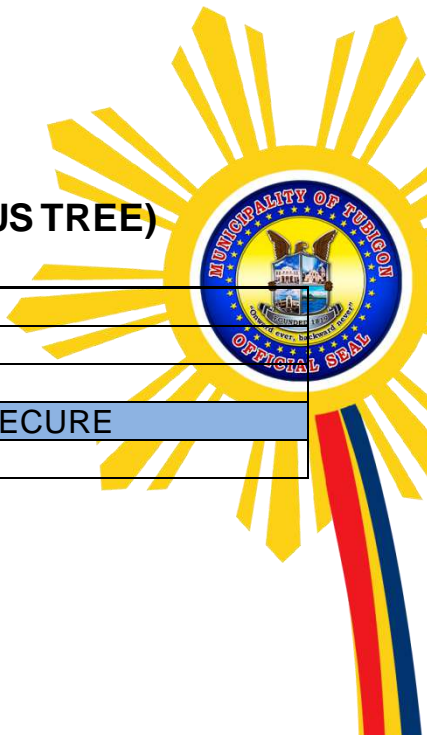
To putting people safe, prevent disaster and meeting the basic needs of the people until more permanent and sustainable solutions can be found.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
15. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
16. .Calls for the nearest Barangay Officials in the Barangay for assistance or call MDRRM Office	Responds to a person's call Interview and call MDRRMO MDRRMO interview the caller for the details of the incident and so to identify who will be involved in the response team	None	1-3 minutes	Barangay Officials MDRRMO Staff
17. Wait for responders	Deploy Responder to the area	None	3-5 minutes	MDRRMO, PNP, Task Force, Medical Team, BFP,
3.Keep calm. Participate and cooperate	Assess the situation for danger Attend to the need of the affected individual/s 24/7 Operations	None	Case to case basis	MDRRMO, PNP, Task Force, Medical Team, BFP, (TCH)
4.				
TOTAL:		None	More or less 8 minutes	

2. REQUEST FOR HAZARD CERTIFICATION (HAZARDOUS TREE)

Help and assess in the elimination of hazardous trees in the barangay.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

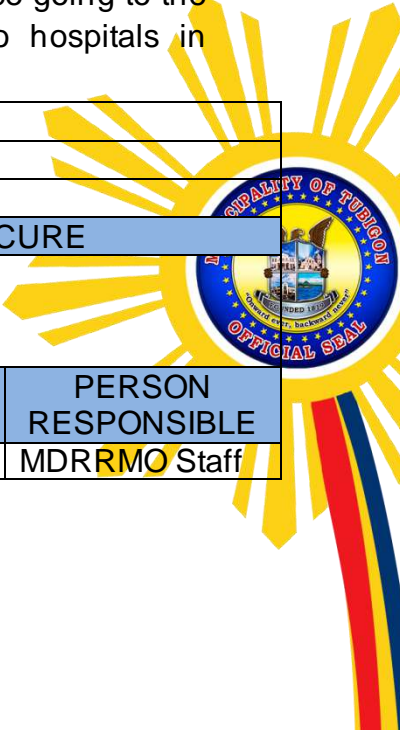


1. Hazard Certification from the Barangay		Barangay where the said tree is located		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request to the MDRRMO	Receipt letter and coordinate with the MENRO Office for site inspection.	None	1-3 minutes	MDRRMO Staff
18. Wait for the status of the request	Site inspection conducted by the MDRRMO and MENRO	None	1 day	MDRRMO & MENRO
3.Wait for the status of the request	Evaluation and issue certification	None	10 minutes	MDRRMO, MENRO
4.				
TOTAL:		None	1 day &13 minutes	

3. HOSPITAL TRANSFER

Assess individual in medical crisis to be transported from their residence going to the hospital, vice versa, or from Tubigon Community Hospital going to hospitals in Tagbilaran City.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. .Personal request	Check the	None	1-3 minutes	MDRRMO Staff

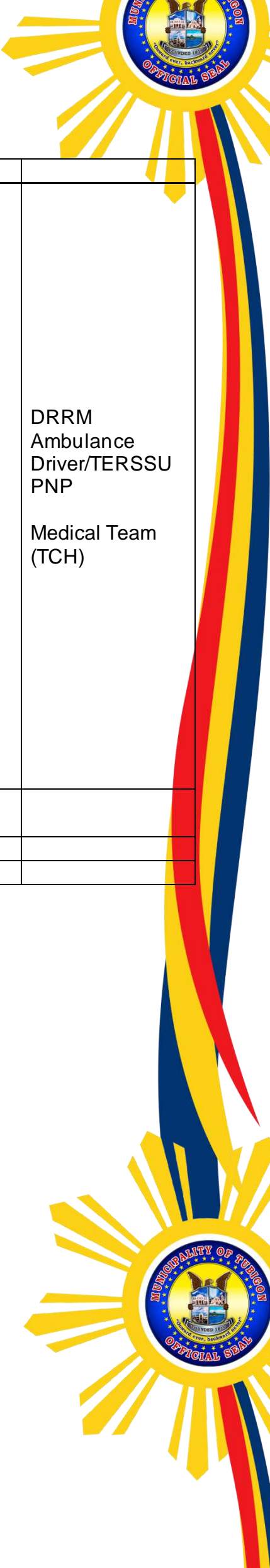


to the LDRRMO	availability of the ambulance Interview the requesting party as to the nature of transfer.			
2. Wait on the agreed time and date	Proceed to the agreed place on the agreed time and date.	750.00 (for fuel)	3-5 minutes	DRRM Ambulance Driver
TOTAL:		None	8 minutes	

4. EMERGENCY SITUATION RESPONSE

Anybody in a situation that poses an immediate risk to health, life, property or environment. One who needs urgent interventions to prevent a worsening of the situations, mitigations may not be possible and agencies may only be able to offer palliative care for the aftermath

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. .Call MDRRMO and asked for assistance.	Received the call and interview the client as to the nature of emergency Call MDRRMO/Hospita I	None	1-3 minutes	MDRRMO Staff



2. Wait for the responder	<p>Ask for the details of the emergency</p> <ul style="list-style-type: none">• Handle mainly crime-related emergencies• Handled fire-related emergencies and usually possess secondary rescue duties• Handle medical related emergencies	none	3-5 minutes	<p>DRRM Ambulance Driver/TERSSU PNP</p> <p>Medical Team (TCH)</p>
3. Relax, Keep Calm	Proceed to the place of accident	none	Case to case basis	
TOTAL:		None	8 minutes	

5. REQUEST FOR EQUIPMENT ASSISTANCE

Provide assistance to barangays/individuals in need to use the equipment for disaster mitigation purposes.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 .Submit a letter request address to the LCE	Receipt letter request and forward the same to the Mayors Office for approval	None	2 -5 minutes	MDRRMO Staff
2 Wait for the status of the request	<ul style="list-style-type: none">• Determination of the availability /status of the equipment being requested• Scheduling of the equipment being requested• Assignment / designation of Manpower (Driver and Operator)	none	1-30 minutes	MDRRMO/MEO



6. REQUEST FOR INFORMATION AND EDUCATION MATERIALS

Disseminate information on hazard areas, what to do before, during and after a disaster, relevant information on natural hazard that will help the public in their preparedness plan.

Office or Division:		MDRRMO		
Classification:		SIMPLE		
Type of Transaction:		G2C-Government to Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 .Submit a letter request address to MDRRMO	Receipt letter request and identification/clarification of IEC materials being requested	None	1-3 minutes	MDRRMO Staff
2 Wait for the status of the request	<ul style="list-style-type: none">Coordinate concerned Division for the Preparation of IEC materials neededInform the requesting entity of the status of their request	none	1-30 minutes	MDRRMO

7. REQUEST FOR MULTHAZARD MAPS



Provides barangay/institutions with hazard maps that will be use in their disaster risk reduction and management plan preparation for their respective barangay/institutions.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 .Submit a letter request address to MDRRMO	Receipt letter request and identification/clarification of IEC materials being requested	None	1-3 minutes	MDRRMO Staff
2 Wait for the status of the request	<ul style="list-style-type: none">Coordinate concerned Division for the Preparation of IEC materials neededInform the requesting entity of the status of their request	none	1-30 minutes	MDRRMO



**MUNICIPAL
ENVIRONMENT AND
NATURAL RESOURCES
OFFICE (MENRO)
ADMINISTRATIVE SERVICES**





1. REQUEST FOR PRE-INSPECTION TO CUT TREES (IN COORDINATION WITH MDRRMC)

Any person can request for inspection as pre-requisite for their application for cutting permit at the CENRO/DENR.

Office or Division:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public Transact G2B – Government to Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate from the Barangay concerned that the latter interposed no objection to such request.		Barangay		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up request form	Interview the Applicant on the area for inspection	None	5 minutes	Mr. Geomar Mara
	Applicant will be contacted for the inspection date	None	10 minutes	Mr. Geomar Mara
	After the inspection, Applicant will receive the inspection report (together with the certificate issued by the MDRRM)	None	10 minutes	Mr. Romeo D. Geronimo, Jr.
Fill-out the Client Satisfaction Rating Form				
END OF TRANSACTION				

NOTE: The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

2. REPORT/COMPLAINT RECEIVED BY THE MENRO OFFICE RELATIVE TO ILLEGAL CUTTING OF TREES, ILLEGAL FISHING, AND OTHER VARIOUS ACTIVITIES PUNISHABLE UNDER MUNICIPAL



ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON, DENR, OR BFAR).

Any person has the right to report and complaint (thru verbal, mobile phone or social media) any illegal activities committed within the territorial jurisdiction of the municipality.

Office or Division:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Public Transact			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Contact with the MENRO Office (any means of communication above-mentioned)	Verify and investigate the report/complaint		To be scheduled (not more than three days)	Mr. Romeo D. Geronimo, Jr.
	If report/complaint appears sufficient evidence, composite team will be organized for the apprehension		Schedule of action will depend on the availability of the government agencies concerned	



**MUNICIPAL
ECOLOGICAL SOLID
WASTE MANAGEMENT
OFFICE (ESWMO)
ADMINISTRATIVE SERVICES**





1. AVAILING OF GARBAGE COLLECTION

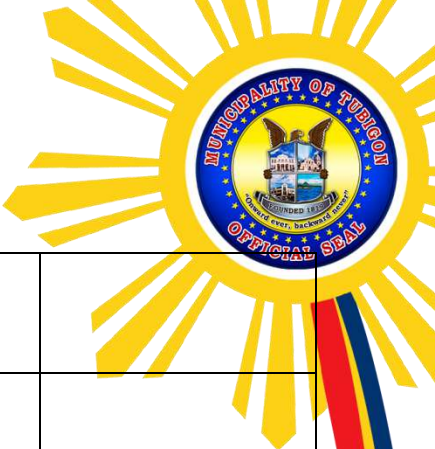
Garbage collection services of the LGU is available to all households and business establishments within the municipality.

Office or Division:	ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public Transact G2B – Government to Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Solid wastes must be segregated.		Not applicable		
Compliance of the requirements of the business permit (For businesses only).		Business Permit and Licensing Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		None	6 days a week	Garbage Collectors

2. GARBAGE COLLECTION FEE FOR HOUSEHOLDS/BUSINESS ESTABLISHMENTS(PAYING CLIENT)

Any person can apply for garbage collection to be personally collected in their respective households for their biodegradable wastes.

Office or Division:	ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2B – Government to Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official receipt for the payment Garbage Collection Fee.		Municipal Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up request form	Interview the Applicant on the situation of their solid wastes on their household.	None	5 minutes	Ruth Pagas
	Applicant will be contacted for	None	5 minutes	Ruth Pagas



	the inspection date			
	LIT will recommend the approval of the application and the Applicant will be instructed to pay the Garbage Collection Fee at the Office of the Municipal Treasurer. If the application does not comply the requirements, the application will be disapproved.	Php. 100.00 per month	15 minutes	Local Implementing Team
Fill-out the Client Satisfaction Rating Form				
END OF TRANSACTION				

NOTE: The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

3. REPORT/COMPLAINT RECEIVED BY THE MESWM OFFICE (THRU LIT PERSONNEL) AND RELATIVE TO VARIOUS ACTIVITIES PUNISHABLE UNDER ESWM MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON AND BARANGAY OFFICIALS).

Any person has the right to report and complaint (thru verbal, mobile phone or social media) any violations of ESWM ordinances and national laws committed within the territorial jurisdiction of the municipality.

Office or Division:	ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to Public Transact G2B – Government to Business Entity
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



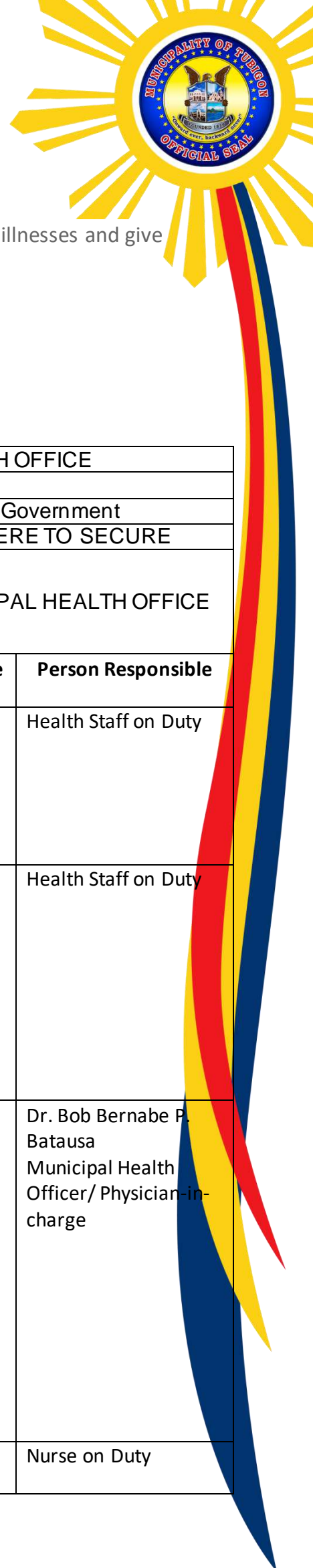
Reports/Complaints (Any means of communications)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Contact with the MESWM/MENRO Office (any means of communication above-mentioned)	Verify and investigate the report/complaint	None	To be scheduled (not more than three days)	Mr. Felix C. Libarios Mr. Romeo D. Geronimo, Jr.
	If report/complaint appears sufficient evidence, LIT personnel (and others) will take action on the said report/complaint .	None	Schedule of action will depend on the availability of the government agencies concerned.	



MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES





1. AVAILING OF OUTPATIENT CONSULTATION

About the Service: The purpose of this service is to diagnose and treat illnesses and give appropriate medical services.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:		MUNICIPAL HEALTH OFFICE			
Classification:		SIMPLE			
Type of Transaction:		G2G-Government to Government			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. For Philhealth Patient— Member Data Record (MDR) 2. Referral Slip 3. ECCD Card for (0-5YRS.OLD) 4. Individual Treatment Record				MUNICIPAL HEALTH OFFICE	
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to Health staff on duty for Admitting Outpatient Consultation	Health Staff on Duty asks client’s reason for consultation and writes client’s data on the Individual Treatment Record (ITR)	(None)	10 min.	Health Staff on Duty
2	Approach Health staff on duty for your medical Assessment	Health Staff on Duty will take medical history of patient. Get vital signs and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the physicians on duty.	(None)	5 mins.	Health Staff on Duty
3	Approach the Medical Officer / Physician for your Examination	Physician on Duty : 1. Examines patient 2. Prescribes appropriate medicine and gives medical advice. 3. Refers patient to assigned personnel for issuance of medicine. 4. If hospitalization is required, fill-up referral form to the hospital or choice.	(None)	10 mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer/ Physician-in-charge
4	Carry out Doctor’s Order	1. Dispensing of Medicines	(None)	5 mins.	Nurse on Duty

		2. Counseling			
--	--	---------------	--	--	--

Note: PPRF forms are available at the PACD table free of charge.
The 30-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

2. AVAILING OF IMMUNIZATION SERVICES(BCG)

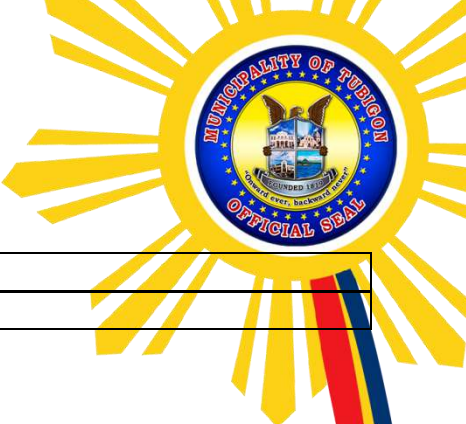
About the Service: To Prevent Acquisition Of Diseases.

Schedule of Availability of Service:

Every Wednesday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:				MUNICIPAL HEALTH OFFICE	
Classification:				SIMPLE	
Type of Transaction:				G2C – for Government Services whose client is the transacting public	
CHECKLIST OF REQUIREMENTS					WHERE TO SECURE
1.ECCD Card for (0-5YRS.OLD)					Tubigon Birthing Center/ Barangay Health Center
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to the Midwife on Duty for Enlistment/ Registration	The MHO Staff shall enlist all patients of a first come first serve basis. Prepare record for new clients and retrieve/update record for existing clients	(None)	2 mins.	Midwife on duty
2	Approach the Midwife on duty/ Health staff for Vital signs taking	Babies’ data/record are updated such as weight, height, temperature, etc.	(None)	5 mins.	Midwife on duty
3	Approach the Midwife on Duty for your child Immunization	A Registered Health Worker/ Midwife shall administer the immunization	(None)	3 mins.	Midwife on duty
4	Schedule of follow-up check-up	The Midwife/ Health Worker shall advice the companion of the baby when to return for the next immunization schedule to their designated BHS	(None)	5 mins.	Midwife on duty



Fill-out the Client Satisfaction Rating Form
END OF TRANSACTION

Note: The immunization service is provided by Barangay Health Centers

Note: PPRF forms are available at the PACD table free of charge.
The 15-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

3. AVAILING OF FAMILY PLANNING SERVICES

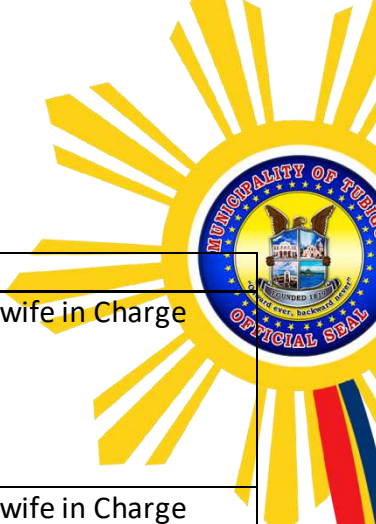
About the Service: Family planning service provides not only family planning commodities but also includes Basic Family Planning Education, Information on different Family Planning Methods as well as Family Planning Counseling to all women of reproductive age geared towards responsible parenthood.
Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

IUD insertion and removal (Tubigon Birthing Center) – as they come
IMPLANT insertion and removal (Tubigon Birthing Center) – as they come

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. For Philhealth Patient—Member Data Record (MDR) 2. Family Planning Form 1				Tubigon Birthing Center/ Barangay Health Center	
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to the Midwife in Charge for interview and fill-up the Family Planning form.	The Midwife in Charge may interview the client for Family Planning Benefits and ask to fill-up the Family Planning form.	(None)	5 mins.	Midwife in Charge
2	Approach the Midwife for Vital signs taking	Get the vital signs of client. Conduct initial Rural Health Midwife physical examination before referring to the	(None)	3 mins.	Midwife in Charge



		physician.			
3	Listen to Midwife in Charge for Family Planning Counseling	The Midwife in Charge will assess the client, counsel the client on the family planning methods available.	(None)	10 mins.	Midwife in Charge
4	Choose what type of family planning will you avail and Listen to the Midwife in charge for family planning orientation	Orient the client on the family planning method selected.	(None)	5 min.	Midwife in Charge
5	Schedule of follow-up check-up	Remind the client on the regular follow-up	(None)	2 min.	Midwife in Charge
Fill-out the Client Satisfaction Rating Form					
END OF TRANSACTION					

Note: PPRF forms are available at the PACD table free of charge.
 The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

4. AVAILING OF LABORATORY EXAMINATIONS

About the Service: The Municipal Health Office provides laboratory services to every constituents of the municipality. The objectives of this service are to aid the clinician in arriving to a proper diagnosis.

Schedule of Availability of Service: Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

Duration: 30 to 60 minutes

Extraction time: Urine/stool: 10-15 minutes; Hgb/Hct: 5-10 minutes; Blood Typing: 3-5 minutes; CBC: 10-20 minutes (per sked); Sputum exam: 20-30 minutes; Slit-Skin-Smear: 1 hour.

Scheduled Release of Result:Urine/stool: 5-10 minutes Hgb/Hct: 5-10 minutes Blood Typing: 3-5 minutes Sputum: Food handler’s (Following day), Presumptive TB (turn around time 2 days); Slit-Skin-Smear: 1 hour.

HOW TO AVAIL OF THE SERVICE:

Office or Division:				MUNICIPAL HEALTH OFFICE	
Classification:				SIMPLE	
Type of Transaction:				G2C – for Government Services whose client is the transacting public	
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. For Philhealth Patient—Member Data Record (MDR) 2. Individual Treatment Record 3. Laboratory Request from the Physician				Municipal Health Office	
Step	Client	Agency Action	Fees To be Paid	It will take	Person



				you	Responsible Form
1	Go to the medical technologies and present your laboratory request	Register the client in the logbook. Ask for the laboratory request and instruct client on getting the specimen properly.		10 mins.	Medtech on duty
2	Pay fees at the cashier	The cashier will release receipt for payment	Hemoglobin—P25.00 Platelet Count—P25.00 Complete Blood Count—P75.00 Routine Urinalysis—P50.00 Stool exam—P50.00 Blood Typing—P100.00 Sputum: Food Handler's—P50.00 Presumptive TB—Free Slit-skin-smear—Free	3 mins.	Cashier
3	Submit the specimen to the laboratory room for examination of medical technology	Submit/Extract Specimen E. 1. Identify properly the specimen; 2. Prepare and read specimen.	(None)	See extraction time	Medtech on duty
4	Get the laboratory result	The Medtech will release the result on the scheduled time	(None)	See result scheduled time	Medtech on duty
Fill-out the Client Satisfaction Rating Form					
END OF TRANSACTION					

Note: PPRF forms are available at the PACD table free of charge.
The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

5. AVAILING OF ANTI-TUBERCULOSIS DRUGS

About the Service: Tuberculosis has burdened the country for so many years .presently, it is still a major health hazard .The Municipal Health Office manages an anti-tuberculosis program. It is geared toward preventing and controlling the spread/transmission of tuberculosis (TB) in the community. the main objective is to identify and treats patients with TB by providing anti-tuberculosis medication for free using the DOTS.

Schedule of Availability of Service: Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break
HOW TO AVAIL OF THE SERVICE:

Office or Division:	MUNICIPAL HEALTH OFFICE
---------------------	-------------------------



Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. For Philhealth Patient— Member Data Record (MDR) 2. Referral slips 3. Individual Treatment Record 4. Laboratory Results (Sputum, Chest X-ray and other related laboratory results)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach Public Health Nurse for Assessment	Enrollment of Patient a. Assess patient if eligible as National Tuberculosis Program (NTP) beneficiary b. If not eligible, proceed to Chest X-Ray for other categories of treatment c. If eligible, enroll patient and issue NTP identification card d. Give patient info-education about TB Disease and Control and the Importance of the Directly Observed Treatment (DOTS) for Short Course with his/her treatment partner e. Refer the client to the physician if there is other medical complaint related to his/her condition. f. if not, proceed initial TB drug supply to treatment partner g. Inform patient about the follow-up sputum examination schedule.	None	30 mins. to 1 hr.	PHN (Angelita Libante)
Fill-out the Client Satisfaction Rating Form					
END OF TRANSACTION					

Note: PPRF forms are available at the PACD table free of charge.
The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.

6. AVAILING OF MATERNAL HEALTH SERVICES

About the Service: The Municipal Health Office ensures safe motherhood and deliveries to healthy babies at health facilities.



Schedule of Availability of Service: EVERYDAY 24/7

Who May Avail of the Service: All pregnant women about to give birth

What are the Requirements: Referral Slip, Home-based Maternal Record (HBMR), Laboratory Results

Duration: Varies to several hours

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. For Philhealth Patient— Member Data Record (MDR) 2. Referral slips 3. Home-based Maternal Record (HBMR) 4. Laboratory Results (U/A, cbc and other related laboratory results)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to the Midwife on duty for admission and medical record	Get maternal record. Accomplish the HBMR of the mother/birth plan form.	(None)	2 mins.	Birthing Staff/ Midwife on duty
2	Vital signs taking	Check for the vital signs of the mother to determine the risk factor.	(None)	5 mins.	Birthing Staff/ Midwife on duty
3	Labor Watch	The midwife on duty will do labor watch If no progress of labor, refer to higher facility	(None)	Varies to several hours	Birthing Staff/ Midwife on duty
4	Delivery of Baby	The midwife on duty will do newborn care and postpartum care If there is delivery complication refer to higher facility	Normal Spontaneous Deliveries—P 1,000 (Office Hours) P1,500 (during Saturdays, Sundays & holidays) except indigent clients	Varies to several hours	Birthing Staff/ Midwife on duty
5	Newborn Screening of Newborn Baby	The medtech will perform newborn screening to newborn baby	Non-Philhealth P 550.00 P 1,500.00 (P950.00 excess payment for Philhealth members)	Varies to several hours	Medtech on duty/ Midwife trained on NBS
6	Discharge at the birthing home and receive medicines and post discharge instructions	Discharge the patient with take home medicines and post discharge instructions		Varies to several hours	Birthing Staff/ Midwife on duty

Note: PPRF forms are available at the PACD table free of charge.

The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.



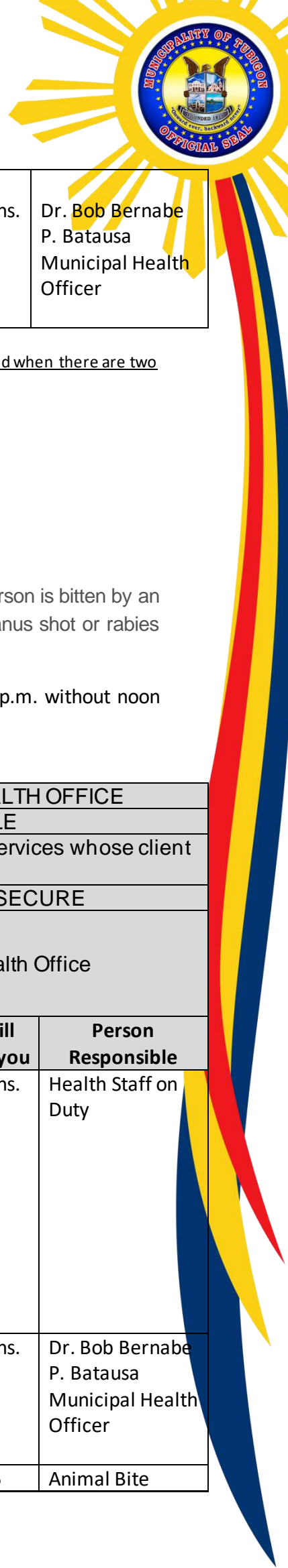
7. AVAILING OF LEPROSY EXAMINATION/TREATMENT

About the Service: To ensure the provision of a comprehensive, integrated quality leprosy services at all levels of health care

Schedule of Availability of Service: Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. For Philhealth Patient—Member Data Record (MDR) 2. Referral slips 3. Laboratory Results			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach Health staff on duty for your medical Assessment	Health Staff on Duty will take medical history of patient. Get vital signs and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the physicians on duty.	(None)	5 mins.	Health Staff on Duty
2	Approach the Medical Officer / Physician for your Examination	Physician on Duty : 1. Examines patient 2. Refers patient for skin-slit - smear to medtech	(None)	10 mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer
3	Go to laboratory room for skin slit smear	The medtech will perform skin slit smear If positive refer to PHN for treatment If negative refer back to physicians on duty.	(None)	10 mins.	Medtech on duty
4	Approach PHN for treatment if positive.	The PHN will do counseling and give medicines for treatment	(None)	30mins.	PHN (Angelita P. Libante)



	If negative, go to the physician on duty for further consultation.	The physician on duty will conduct further consultation for patients with negative results on laboratory examination.	(None)	30mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer
--	--	---	--------	---------	---

Note: PPRF forms are available at the PACD table free of charge.
The 50-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.


8. AVAILING OF ANIMAL BITE TREATMENT

About the Service: To ensure the provision of first aid measures taken if a person is bitten by an animal. Medical care should be sought in case the person bitten needs a tetanus shot or rabies exposure treatment.

Schedule of Availability of Service: Monday and Thursday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:		MUNICIPAL HEALTH OFFICE			
Classification:		SIMPLE			
Type of Transaction:		G2C – for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. For Philhealth Patient—Member Data Record (MDR) 2. Referral slips 3. Individual Treatment Record		Municipal Health Office			
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach Health staff on duty for your medical record and Assessment	Health Staff on Duty will take medical history of patient. Get vital signs and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the physicians on duty.	(None)	15mins.	Health Staff on Duty
2	Approach the Medical Officer / Physician for your Categorization	Physician on Duty : 1. Examines patient 2. Categorized the animal bite victim	(None)	25mins.	Dr. Bob Bernabe P. Batausa Municipal Health Officer
3	Go to nurse for	For category 2—the	OUT OF POCKET	20-45	Animal Bite



	vaccination	nurse will interview and do vaccination For category 3—the nurse will perform skin testing for allergy If negative for skin testing, the nurse will do category 3 vaccination	FEES 1. The animal bite victim/owner of the animal should buy their own tetanus toxoid at any pharmacy 2. some category 3 will buy additional anti-rabies serum (equirab) at any pharmacy	mins.	Nurse (Leony Marie P. Muga)
4	Instructions given for schedule and follow-up vaccination	The nurse will schedule for the follow-up vaccination	(None)	5mins.	Animal Bite Nurse (Leony Marie P. Muga)

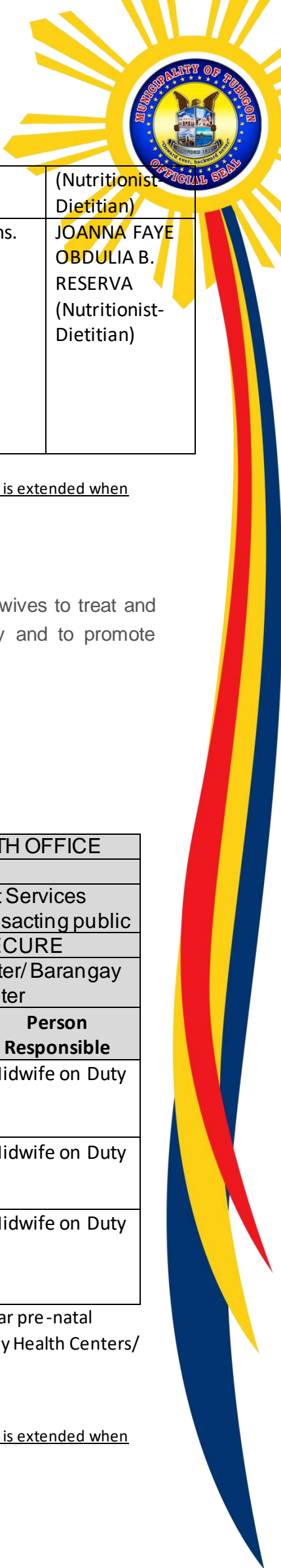
Note: PPRF forms are available at the PACD table free of charge.
The 30 minutes to 1 hour processing time is for one client being served at one time. The time is extended when there are two or more clients.

9. AVAILING OF COUNSELING ON NUTRITION

About the Service: To Nutrition Office are committed to provide the highest possible service performance and pledge to achieve well nourished individuals.

Schedule of Availability of Service: Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break
HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1 Individual Treatment Record 2. ECCD Card (0-5 years old)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach Health staff on duty for your medical record and nutrition Assessment	Health Staff on Duty will take weight and height and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the nutritionist-dietitian	(None)	7 mins.	Health Staff on Duty
2	Approach the Nutritionist-Dietitian for	The Nutritionist-Dietitian will do counseling to malnourished individuals	(None)	30-45 mins.	JOANNA FAYE OBDULIA B. RESERVA



	nutrition Counseling				(Nutritionist Dietitian)
3	Wait for schedule and follow-up of nutrition assessment for rehabilitation	The Nutritionist-Dietitian will schedule the next follow-up visit for nutrition assessment and receives diet plan (adult client), Treatment Card (SAM and MAM client)	(None)	5mins.	JOANNA FAYE OBDULIA B. RESERVA (Nutritionist-Dietitian)

Note: PPRF forms are available at the PACD table free of charge.
The 45 minutes to 1 hour processing time is for one client being served at one time. The time is extended when there are two or more clients.

10. PROVIDE PRENATAL EXAMINATION

About the Service: To provide regular check-ups that allow doctors or midwives to treat and prevent potential health problems throughout the course of the pregnancy and to promote healthy lifestyles that benefit both mother and child..

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1 Home-based Maternal Record (HBMR) 2. Laboratory Results			Tubigon Birthing Center/ Barangay Health Center		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Provide the data being asked	Accomplish the Home-Based Mother Record	(None)	5 mins.	Midwife on Duty
2	Undergo the physical examination	Record the vital signs and conduct physical examination	(None)	15 mins.	Midwife on Duty
3	Undergo the Pre-Natal Examination Health Education	Provide Pre-Natal Examination Health Education and available medicines	(None)	10 mins.	Midwife on Duty

Note: A pre-natal service at Birthing Center is for trimester of pregnancy only. Regular pre-natal examination for second trimester and below is examined by their respective Barangay Health Centers/ Stations.

-PPRF forms are available at the PACD table free of charge.
The 30 minutes to 1 hour processing time is for one client being served at one time. The time is extended when there are two or more clients.



11. ISSUANCE OF HEALTH RELATED CERTIFICATIONS

About the Service: To ensure optimum health, any person/individual employed at any business establishments that are operating within the municipality are required to secure a health certificate and concern citizen may request the burial transfer and exhumation permit. This certificate is issued by the Municipal Health Office.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1 - Photocopy of death certificate (for Burial Transfer and Exhumation Permit) 2. Medical Certificate form (Teachers/other Offices: application of leave, SSS disability, etc.)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Present the requirements	Assess and validates the requirements	(None)	5 mins.	Health Staff on Duty Sanitary Inspector for transfer of cadaver (Anita Cañada)
2	Pay fees at the cashier For transfer of cadaver after payment proceed step no. 5 for issuance of permit	The cashier will release receipt for payment	Certification fee for Transfer of Cadaver— P 500.00 Driver's License—P50.00 Employment—P50.00 Student—P50.00 Other Purposes—P50.00	5 mins.	Cashier in charge
3	Approach the health staff for the vital signs taking	The health staff will get vital signs (Medical Certificate Issuance)	(None)	5 mins.	Health staff on duty
4	Go to Municipal Health Officer for medical check-up.	The Municipal health officer will conduct check-up and refer to health clerk for encoding diagnosis for Medical Certificate	(None)	10 mins.	Municipal Health Officer (DR. BOB BERNABE P. BATAUSA)
5	Issuance of Medical Certificate/ Permit to Transfer of Cadaver	The Medical Clerk will encode medical certificate/ permit to transfer of cadaver	(None)	5 mins.	Data Encoder (Jenelyn Pelegrino)

Note: PPRF forms are available at the PACD table free of charge.

The 15-30 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.



12. SECURING A HEALTH CERTIFICATE/CARD/PERMIT

About the Service: All business establishments operating within the municipality for public patronage are required to secure a Sanitary permit pertaining to health and sanitation that are based on the Implementing Rules and Regulations stated in IRR of PD 856 and Municipal Resolution No. 2005-09-228. The permit can be obtained from the Municipal Health Office.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Laboratory Results: Chest X-RAY, Sputum and Stool Exam			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach the Sanitary Inspector for Validation of Requirements	Validation of submitted requirements Refer to physician if there is medical complications in his/her laboratory results	(None)	3 mins.	Sanitary Inspector (Anita Cañada)
2	Pay fees at the cashier	The cashier will release receipt for payment	Health Card Fee— P 10.00	2 mins.	Cashier
3	Wait for processing and Claim your Health Certificate/Card	The Sanitary Inspector will Log and Release the Health Certificate/Card	(None)	10 mins.	Sanitary Inspector (Anita Cañada)

Note: PPRF forms are available at the PACD table free of charge.
The 15 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.



13. FILLING OF SANITATION NUISANCE AND COMPLAINT

About the Service: The Sanitary nuisance and complaint ensures the investigation and abatement of various types of sanitary nuisances reported by citizens and other government agencies to the Municipal Health Office. This program investigates sanitary nuisances specifically related to food mishandling, water contamination, mosquito breeding and environmental odors hazardous to health.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			HIGHLY TECHNICAL		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SUBMIT		
1. Written Complaint			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Submit written complaint to sanitary inspector	Validation of submitted requirements Interview the complainant	(None)	15 mins.	Sanitary Inspector (Anita Cañada)
2	Wait for the schedule of inspection	The Sanitary Inspector will give schedule for inspection* Issuance of Sanitary Closure for the establishment once found violated upon inspection.	(None)	5 mins.	Sanitary Inspector (Anita Cañada)

Note: PPRF forms are available at the PACD table free of charge.
The 20 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.

*The schedule of inspection varies to the available date given by the sanitary inspector. Referral to Barangay Lupon for Legal Action if needed.



**MUNICIPAL PLANNING &
DEVELOPMENT
COORDINATOR'S
OFFICE (MPDCO)**
ADMINISTRATIVE SERVICES





1. SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS

Research assistance thru provision of municipal data/documents is given to any individual/organization.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
16. Letter request. 17. Valid Identification card		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
19. Submit the Request (verbal/written)	Receives and Evaluates the Request (verbal/written)	None	5 minutes	Admin. Aide III / Planning Officer I
20. Fills-up logbook and Receive Order of Payment	Prepare Order of Payment	Depends on the quantity and technicality of data	5 minutes	Planning Officer I
	Research requested data/documents		30 minutes to 1 hour	Planning Officer I
3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Release requested data/documents	None	5 minutes	Planning Officer I
TOTAL:		Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	50 minutes to 1 hour and 20 minutes	

2. SECURING ZONING CERTIFICATE AND ZONING CERTIFICATE FOR FREE PATENT

Land Use Zoning Certification is requested by a taxpayer and/or any individual for them to identify/know the land use of the lot they own whether it is a residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	SIMPLE

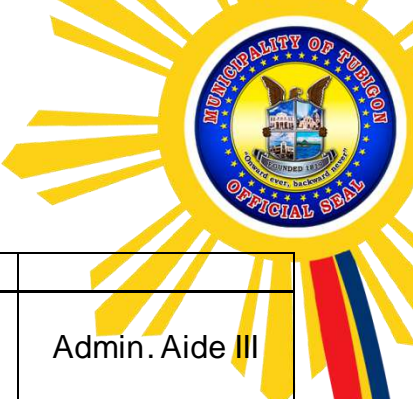


Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy of Title/Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE		
2. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Zoning Certification and secure List of Requirements	Receive Letter Request and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	None	5 minutes	Admin. Aide III
2. Receive Order of Payment	Prepare Order of Payment	None	5 minutes	Admin. Aide III
3. Pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	P150.00	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Prepare Zoning Certification	None	5 minutes	Admin. Aide III
	Approve and sign Zoning Certification	None	2 minutes	Zoning Officer/ Admin.
5. Claim Zoning Certification	Record on logbook and release/issue Zoning Certification	None	3 minutes	Admin. Aide III
TOTAL:		P150.00	25 minutes	

3. SECURING ZONING/LOCATIONAL CLEARANCE FOR BUSINESS PERMIT

A Zoning Certification/Locational Clearance is required prior to securing a New Business Permit in order to ensure compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the Municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2B			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business License Application/Assessment Form		BUSINESS PROCESS & LICENSING OFFICE (BPLO)		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Business	Check the location	Included	10 minutes	Admin. Aide III

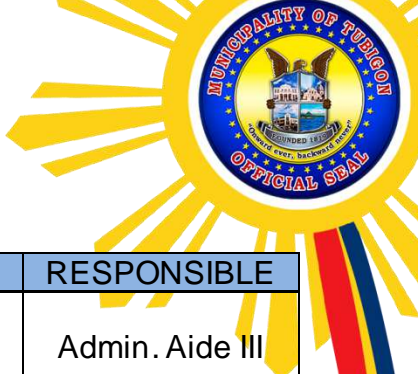


License Application Form	of the business	in the assessment of Business Permit		
	Review attachments and verify documents		10 minutes	Admin. Aide III
	Sign Zoning/Locational Clearance slot on Business License Application Form		5 minutes	Zoning Officer/ Admin.
TOTAL:			25 minutes	

4. SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

An enterprise or private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance prior to the application for Building Permit. This should be done before the start of construction to ensure that the structure is allowed in the chosen location and that it is in conformity with the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished and notarized Locational Clearance Application Form		MPDC OFFICE		
2. Certified True Copy of Transfer Certificate of Title/ Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE		
3. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE		
4. Barangay Clearance		BARANGAY LGU		
5. Assessor's Certification/ CENRO Certification if lot is not titled		DENR		
6. Deed of Sale, if applicable		APPLICANT		
7. Affidavit of Consent, if applicable		LOT OWNER		
8. Contract of Lease, if applicable		LOT OWNER		
9. Blue Print copy of Building Plan containing Perspective/Site Development Plan and Vicinity Map duly signed by an Architect or Civil Engineer (5 sets)		APPLICANT		
10. Bill of Materials		DPWH OR PROVINCIAL ENGINEERING OFFICE		
11. Road-Right-of-Way Clearance from DPWH or PEO, if applicable		DENR		
12. Waterway Clearance, if applicable		DENR		
13. Watershed Clearance, if applicable		BUILDING OWNER		
14. Authority to process and follow-up application if applicant is not the owner		APPLICANT		
15. Photocopy of Approved Subdivision Plan, if applicable				
*NOTE: Additional requirements may be required after inspection and evaluation of documents.				
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



		BE PAID	TIME	RESPONSIBLE
1. Secure Application Form and List of Requirements	Issue Application Form and List of Requirements	None	5 minutes	Admin. Aide III
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	None	20 minutes	Admin. Aide III
	Schedule and conduct site inspection Prepare result of inspection with proper recommendation/s *With Violation: issue Notice *Not Complied: recommend work stoppage *For Non-Conformance: Endorse to LZBAA for appropriate action	None	1 day	Zoning Officer/ Admin.
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	a) Single Residential Structure costing: 1. P100,000 and below - P288.00 2. over P100,000 to P200,000 - P576.00	5 minutes	Admin. Aide III
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)



		<p>3. over P200,000 - P720 + (1/10 of 1% in excess of P200,000)</p> <p>b) Apartments/Townhouses costing:</p> <p>1. P500,000 and below - P1,440.00</p> <p>2. over P500,000 to P2 Million - P2,160.00</p> <p>3. over 2 Million- P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)</p> <p>c) Dormitories costing:</p> <p>1. P2 Million and below - P3,600.00</p> <p>2. over P2 Million - P3,600 + (1/10 of 1% in excess of P2M</p>		
--	--	--	--	--



		<p>regardless of the number of floors)</p> <p>d) Institutional costing:</p> <p>1. Below P2 Million - P2,880.00</p> <p>2. Over 2 Million- P2,880 + (1/10 of 1% in excess of P2M)</p> <p>e) Commercial, Industrial and Agro-Industrial Project costing:</p> <p>1. Below P100,000 - P1,440.00</p> <p>2. Over P100,000 to P500,000 - P2,160.00</p> <p>3. Over P500,000 to P1 M - P2,880.00</p> <p>4. Over P1 Million to P2 M - P4,320.00</p> <p>5. Over P2 Million</p>		
--	--	--	--	--



		- P7,200 + (1/10 of 1% in excess of P2M) f) Alteration / Expansio n (affected areas/ cost only) - same as original applicatio n		
4. Present Official Receipt (OR)	Prepare Decision on Application for Locational Clearance	None	5 minutes	Admin. Aide III
	Approve and sign Locational Clearance	None	2 minutes	Zoning Officer/Admin.
5. Claim Locational Clearance	Record on logbook and release/issue Locational Clearance	None	3 minutes	Admin. Aide III
TOTAL:			1 day and 45 minutes	

5. SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)

Any person or legal entity who intends to subdivide a parcel of lot is required to secure a Subdivision Plan Approval to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form for Subdivision Plan (3 copies)		MPDC OFFICE		
2. Certified True Copy of Title/Tax Declaration (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
3. Vicinity Map (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
4. Subdivision Plans (3 sets)		APPLICANT		
5. Judicial Settlement or Deed of Sale (3 copies)		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure Application Form and List of Requirements	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	NONE	5 minutes	Admin. Aide III
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	P500.00	5 minutes	Admin. Aide III
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Schedule and conduct site inspection Prepare inspection/ evaluation report with proper recommendation/s *With Violation: issue Notice *For Non-Conformance: Endorse to LZBAA for appropriate action	NONE	1 day	Zoning Officer/ Admin.
	Prepare Subdivision Plan Approval	NONE	30 minutes	Zoning Officer/ Admin.
	Endorse Subdivision Plan for approval by SB thru LCE	NONE	30 minutes	LCE/ Mayor
5. Claim Subdivision Plan Approval	Record on logbook and release/issue Subdivision Plan Approval	NONE	5 minutes	Admin. Aide III
TOTAL:		P500.00	1 day 1 hour	





7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)
 8. Permit to Cut Trees
 9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.
 10. Deed of Sale if applicable
 11. Affidavit of Consent if applicable
 12. Contract of Lease if applicable
 13. Barangay Council Resolution favorably endorsing subdivision project
 14. Other Requirements:
 - i) Joint Venture
 - ii) Owner/Developer Contract
 - iii) Secretary's Certificate
 - iv) Special Power of Attorney
 - v) Road-Right-of-Way / Drainage Alley Documents
 - vi) Waterway Clearance, if applicable
 - vii) Watershed Clearance, if applicable
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

DAR

DENR
PROJECT OWNER

APPLICANT
LOT OWNER
PROJECT OWNER
BARANGAY LGU

PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
DPWH

DENR
DENR

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PSDP/PALC Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	Processing Fees for: a) Subdivision Projects under P.D. 957 - P360/ha or a fraction thereof b) Subdivision Projects under B.P. 220	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	1. Socialize	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements		3 days	Zoning Officer/ Admin.



	submitted	d Housing - P90/ha 2. Economi c Housing - P216/ha c) Condomi nium Projects under P.D. 957 and B.P.220 - P720.00 d) Industrial/ Commerc ial Subdivisi on - P432/ha e) Farmlot Subdivisi on - P288/ha f) Memorial Project - P720/ha g) Cemeteri es- P288/ha h) Columbar ium - P3,600/h a		
5. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee of P1,500/ha regardless of density	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
6. Present Official Receipt (OR)	Schedule date for site inspection		5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection		4 hours	Zoning Officer/ Admin.



	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE	Projects under B.P.220 - P720	1 hour	Zoning Officer/ Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of PSDP/PALC and furnish copy of resolution to MPDO		7 days	SB
	Prepare PSDP/PALC		15 minutes	Zoning Officer/ Admin.
	Approve and sign PSDP/PALC			
7. Claim PSDP/PALC	Record on logbook and release/issue PSDP/PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			10 days 6 hours and 25 minutes	

7. SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Development Permit (DP) prior to the start of the project. This should be done before the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	
1. Duly accomplished DP Application Form	WHERE TO SECURE MPDC OFFICE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer	
i) Vicinity Map with a minimum of 2-km	MUNICIPAL ASSESSOR'S OFFICE



- radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities.
- ii) Site Development Plan (schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.
 - iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application.
 - iv) Building Plans (all models) with Housing Components
 - v) Ground and Floor Plans for Condominiums/Townhouses only.
 - vi) Landscaping Plan
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration
 4. Current Tax Receipt
 5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable
 6. Zoning Certificate
 7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)
 8. Permit to Cut Trees
 9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.
 10. Deed of Sale if applicable
 11. Affidavit of Consent if applicable
 12. Contract of Lease if applicable
 13. Barangay Council Resolution favorably endorsing subdivision project
 14. Other Requirements:
 - i) Joint Venture
 - ii) Owner/Developer Contract
 - iii) Secretary's Certificate
 - iv) Special Power of Attorney
 - v) Road-Right-of-Way / Drainage Alley Documents
 - vi) Waterway Clearance, if applicable
 - vii) Watershed Clearance, if applicable
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.
15. Final Site Development/Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other

APPLICANT

APPLICANT

APPLICANT

APPLICANT

APPLICANT
MUNICIPAL ASSESSOR'S OFFICE
MUNICIPAL TREASURER'S OFFICE
DENR

MPDC OFFICE
DAR

DENR
PROJECT OWNER

APPLICANT
LOT OWNER
PROJECT OWNER
BARANGAY LGU

PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
DPWH

DENR
DENR

APPLICANT



features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)

16. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)

APPLICANT

17. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)

APPLICANT

18. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)

i) Final Floor and Ground Plans

APPLICANT

ii) Elevation Plans (front, rear, right side, and left side)

APPLICANT

iii) Section Plans (cross and longitudinal)

APPLICANT

iv) Building Specifications, Bill of Materials and Estimates

APPLICANT

19. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)

i) Design (Geometric and Structural Designs)

APPLICANT

iii) Storm Drainage and Sewer System Plans

APPLICANT

iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)

APPLICANT

v) Site Grading Plan

APPLICANT

vi) Power Distribution Line and Details

APPLICANT

vii) Site Development Plan/Landscape Design for Parks and Playgrounds

APPLICANT

viii) Specifications, Bill of Materials and Cost Estimates

APPLICANT

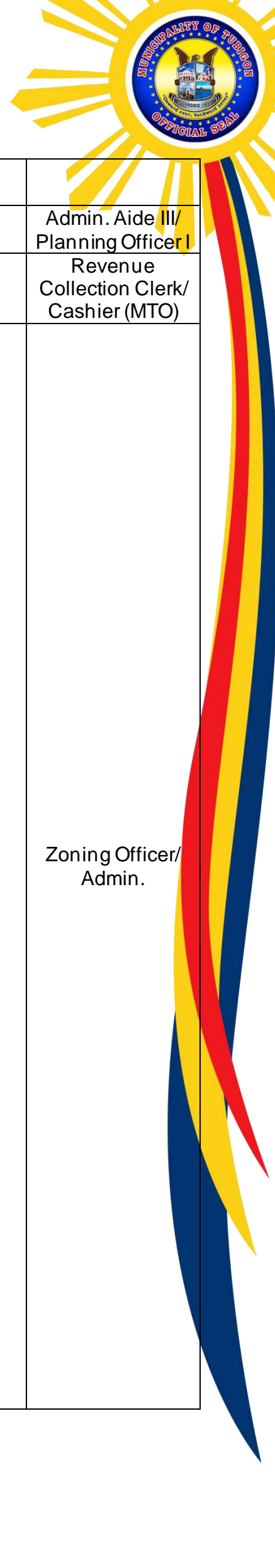
20. For projects having an area of 1 hectare and above, at least 2 copies of the following:

i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project

APPLICANT



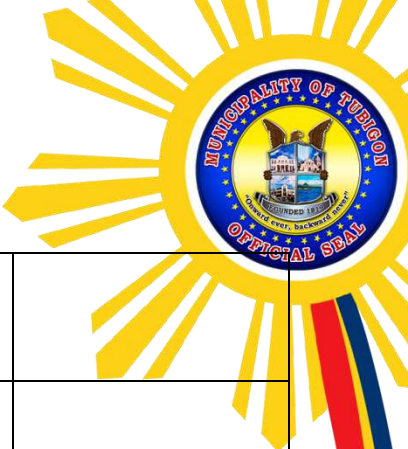
timetable/completion, with the following attachments: i) Audited Financial Statement for the last three (3) preceding years ii) Income Tax Return for the last three (3) preceding years iii) Certificate of Registration with the Securities and Exchange Commission (SEC) iv) Articles of Incorporation of Partnership v) Corporation By-Laws and all implementing amendments vi) For new corporations (3 years and below), Statement of Capitalization and sources of income and cash flow to support work program		APPLICANT BIR SEC SEC SEC APPLICANT NWRB BOHECO-1 APPLICANT/ PROJECT OWNER/ LOT OWNER APPLICANT		
21. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.				
22. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.				
23. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.				
24. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.				
*NOTE: Additional requirements may be required after inspection and evaluation of documents				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for Development Permit (DP) Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are	Processing Fee for: a) Subdivision Projects under	5 minutes	Admin. Aide III/ Planning Officer I



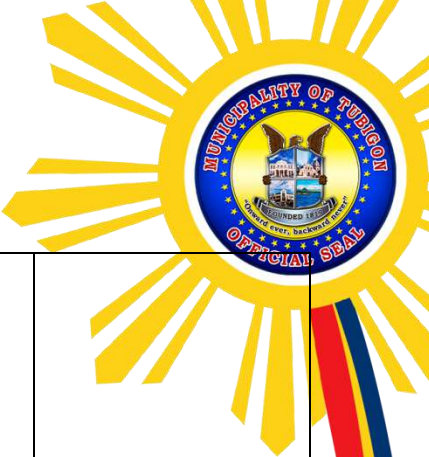
	returned to the applicant	P.D. 957 - P2,800/ha regardless of density		
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Additional Fee on Floor Area of Housing Component -P3.00/sq.m.	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt	b) Subdivision Projects under B.P. 220	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
	Process and review Application Form and requirements submitted	1. Socialized Housing -P600/ha	3 days	Zoning Officer/ Admin.
		2. Economic Housing - P1,440/ha		
		c) Condominium Projects under P.D. 957		
		Land Area - P7.20/sq.m.		
		No. of Floors - P288/floor		
		Building Areas - P23.05/sq.m. of GFA		
		d) Condominium Projects		



		under B.P.22 Total Land Area - P7.20/ sq.m. No. of Floors - P144/ floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivisi on - P720/ha f) Farmlot Subdivisi on - P1,440/ ha		
4. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee of P1,500/ ha regardless of density	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
5. Present Official Receipt (OR)	Schedule date for site inspection	Alteration of Plan (affected areas only): a) Subdivisi on Projects under P.D. 957- P2,800/ ha regardless of density Additional Fee on	5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection		4 hours	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of		7 days	SB



	DP and furnish copy of resolution to MPDO	Floor Area of Housing Component - P3.00/sq.m. b) Subdivision Projects under B.P. 220 1. Socialized Housing – P600/ha 2. Economic Housing – P1,440/ha c) Condominium Projects under P.D. 957 Land Area - P7.20/sq.m. No. of Floors - P288/floor Building Areas - P23.05/sq.m. of GFA d) Condominium Projects under B.P.220 Total Land Area - P7.20/		
	Prepare Development Permit			
	Approve and sign DP			
			15 minutes	Zoning Officer/ Admin.



		sq.m. No. of Floors - P144/ floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivisi on - P720/ha f) Farmlot Subdivisi on - P1,440/ ha		
6. Claim DP	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			10 days 6 hours and 25 minutes	

8. SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Permit for Extension of Time to Develop if development has not commenced or completed within one year upon issuance of the Development Permit of the project.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly approved Development Permit (DP) 2. Final/As-Built Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed	MPDC OFFICE APPLICANT/PROJECT OWNER



- and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)
3. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)
 4. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)
 5. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)
 - i) Final/As-Built Floor and Ground Plans
 - ii) Final/As-Built Elevation Plans (front, rear, right side, and left side)
 - iii) Final/As-Built Section Plans (cross and longitudinal)
 - iv) Building Specifications, Bill of Materials and Estimates
 6. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)
 - i) Final/As-Built Design (Geometric and Structural Designs)
 - iii) Final/As-Built Storm Drainage and Sewer System Plans
 - iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)
 - v) Final/As-Built Site Grading Plan
 - vi) Power Distribution Line and Details
 - vii) Final/As-Built Site Development Plan/Landscape Design for Parks and Playgrounds
 - viii) Specifications, Bill of Materials and Cost Estimates
 7. For projects having an area of 1 hectare and above, at least 2 copies of the following:
 - i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing,

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/ PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER



- marketability, cash flow and project timetable/completion, with the following attachments:
- i) Audited Financial Statement for the last three (3) preceding years
 - ii) Income Tax Return for the last three (3) preceding years
 - iii) Certificate of Registration with the Securities and Exchange Commission (SEC)
 - iv) Articles of Incorporation of Partnership
 - v) Corporation By-Laws and all implementing amendments
 - vi) For new corporations (3 years and below), Statement of Capitalization and sources of income and cash flow to support work program
8. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.
9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.
10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.
11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.
- *NOTE: Additional requirements may be required after inspection and evaluation of documents

APPLICANT/PROJECT OWNER

BIR

SEC

SEC

SEC

APPLICANT/PROJECT OWNER

NWRB

BOHECO-1

APPLICANT/ PROJECT OWNER/ LOT OWNER

APPLICANT

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Extension of Time to Develop	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the	a) Subdivisi on Projects under P.D. 957 <u>Processi ng Fee</u> – P504.00	5 minutes	Admin. Aide III/ Planning Officer I



	applicant	Additional Fee (unfinished area for development) – P14.40/sq.m.		
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee – P1,500/ha regardless of density b) Subdivision Projects under B.P. 220 Processing Fee a. Socialized Housing– P420.00 b. Economic Housing– P504.00 Additional Fee (unfinished area for development) – P2.88/sq.m. Inspection Fee a. Socialized Housing– P1,500/ha b. Economic Housing - P1,500/	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process application, review documents submitted, Conduct ocular inspection		3 days	Zoning Officer/ Admin.



		<p>ha</p> <p>c) Condominium Projects under P.D. 957 <u>Processing Fee</u> – P504.00 <u>Additional Fee</u> (unfinished area for development) – P17.30/sq.m. <u>Inspection Fee</u> – P1,500/ha</p> <p>d) Condominium Projects under B.P.220 <u>Processing Fee</u> – P3.00/sq.m. <u>Inspection Fee</u> (unfinished area for development) – P1,500/floor</p> <p>e) Industrial/Commercial Subdivision <u>Processing Fee</u> – P504.00 <u>Additional Fee</u> (unfinished area for development)</p>	
--	--	--	--



		ent) – P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha f) Farmlot Subdivisi on <u>Processi ng Fee</u> – P504.00 <u>Additional Fee on</u> <u>Floor</u> <u>Area of</u> <u>housing</u> <u>compone</u> <u>nt and</u> <u>other</u> <u>developm</u> <u>ent</u> - P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha		
5. Claim Permit for Extension of Time to Develop	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			3 days and 25 minutes	

9. SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS/ SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Certificate of Completion after the development project has completed.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:	COMPLEX		
Type of Transaction:	G2B		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly approved Development Permit (DP)		MPDC OFFICE	
2. Permit for Extension of Time to Develop, if applicable		MPDC OFFICE	
3. As-Built Site Development/ Subdivision		APPLICANT/PROJECT OWNER	



- Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)
4. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)
 5. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)
 6. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)
 - i) As-Built Floor and Ground Plans
 - ii) As-Built Elevation Plans (front, rear, right side, and left side)
 - iii) As-Built Section Plans (cross and longitudinal)
 - iv) Building Specifications, Bill of Materials and Estimates
 7. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)
 - i) As-Built Design (Geometric and Structural Designs)
 - iii) As-Built Storm Drainage and Sewer System Plans
 - iv) As-Built Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)
 - v) As-Built Site Grading Plan
 - vi) Power Distribution Line and Details
 - vii) As-Built Site Development Plan/Landscape Design for Parks and Playgrounds
 - viii) Specifications, Bill of Materials and Cost Estimates
 8. Application for permit to drill from the National Water Resources Board (NWRB)

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER
APPLICANT/ PROJECT OWNER

APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER
APPLICANT/PROJECT OWNER

APPLICANT/PROJECT OWNER

NWRB



<p>or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.</p> <p>9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.</p> <p>10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.</p> <p>11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.</p> <p>*NOTE: Additional requirements may be required after inspection and evaluation of documents</p>		<p>BOHECO-1</p> <p>APPLICANT/ PROJECT OWNER/ LOT OWNER</p> <p>APPLICANT</p>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Certificate of Completion	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	NONE	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	a. Subdivisi on Projects under B.P. 220: Socialize d Housing – P180.00 Economi c Housing - P216.00 b. Condomi nium Projects	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Review and process documents		1 day	Zoning Officer/ Admin.
	Conduct ocular inspection			
	Prepare Certificate of Completion		5 minutes	Admin. Aide II/ Planning Officer I
	Approve and sign Certificate of Completion		5 minutes	Zoning Officer/ Admin.



		under B.P.220 <u>Certificat e Fee -</u> P216.00 <u>Inspectio n Fee -</u> P1,500/ floor c) Industrial/ Commerc ial Subdivisi on <u>Certificat e Fee -</u> P216.00 <u>Processi ng Fee:</u> Industrial - P504.00 Commerc ial - P720.00 <u>Inspectio n Fee -</u> P1,500/ ha d) Farmlot Subdivisi on <u>Certificat e Fee -</u> P216.00 <u>Inspectio n Fee -</u> P1,500/ ha		
5. Claim Certificate of Completion	Record on logbook and release/issue Certificate of Completion	NONE	5 minutes	Admin. Aide III/ Planning Officer I
TOTAL:			1 day 4 hours and 35 minutes	

10. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES



A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) are required prior to the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	COMPLEX	
Type of Transaction:	G2B	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For PALC:		
1. Duly accomplished PALC Application Form		MPDC OFFICE
2. Vicinity Map		
3. Site Development Plan (schematic Plan) indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines)		MUNICIPAL ASSESSOR'S OFFICE APPLICANT
4. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use.		REGISTRY OF DEED/MUNICIPAL ASSESSOR'S OFFICE
5. Current Tax Receipt		
6. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application		MUNICIPAL TREASURER'S OFFICE APPLICANT/ PROJECT OWNER
For DP:		
7. Duly accomplished DP Application Form		MPDC
8. Vicinity Map – drawn to scale of 1:1,000 showing the exact location and layout of proposed project showing all structures, area, and boundaries of lot (property lines) within a radius of 200 meters		APPLICANT/ PROJECT OWNER
9. Site Development Plan – drawn to a minimum scale of 1:500 indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines) signed and sealed by a licensed Architect/ Civil Engineer/ Environmental Planner		APPLICANT/ PROJECT OWNER
10. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use.		REGISTRY OF DEED/MUNICIPAL ASSESSOR'S OFFICE
11. Current Tax Receipt		
12. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application		MUNICIPAL TREASURER'S OFFICE APPLICANT/ PROJECT OWNER
13. Certified True Copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing, a Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication		NTC



- Services which may operate the wireless communication
14. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable
 15. Zoning Certificate
 16. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR), if the project is located within agricultural area/zone
 17. Radiation Protection Evaluation Report from the Radiation Health Service of the Department of Health (DOH)
 18. Written consent:
 - Subdivisions
 - a) Approval of the governing body/board of the duly constituted Homeowners Association (HOA) if base station is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of the base station.
 - b) In the absence of an established HOA, consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed site of the base station.
 - Buildings
 - a) If base station shall be constructed of an unoccupied building, consent from the owner/developer.
 - b) If base station shall be constructed of an occupied building, the following shall be obtained:
 19. Consent/Affidavit on non-objection from owner/developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association.
 20. Approval of the governing board/body of the duly constituted condominium association including all tenants occupying the top most floor directly below the base station and in addition the consent of the owner and majority of tenants of the adjoining building.
 21. Barangay Council Resolution favorably endorsing the base station and

DENR

MPDC OFFICE
DAR

DOH

HOME OWNERS ASSOCIATION (HOA)

LOT OWNERS

BUILDING OWNER/DEVELOPER

BUILDING TENANTS

BARANGAY COUNCIL



recommending for the approval of the proposed project as a result of a conducted Public Hearing 22. Bill of Materials and Cost Estimates 23. Authorization of persons allowed to follow-up the clearance *NOTE: Additional requirements may be required after inspection and evaluation of documents.		PROJECT OWNER/DEVELOPER PROJECT OWNER/DEVELOPER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Officer/ Admin.
	Schedule date for site inspection		1 day	Zoning Officer/ Admin.
	Conduct ocular inspection			
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of		Depends on SB session schedule	SB



	resolution to MPDO		15 minutes	Zoning Officer/ Admin.
	Prepare PALC upon receipt of SB Resolution			
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	

11. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: FUNERAL ESTABLISHMENTS

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) is required prior to the establishment of a funeral parlor to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:	COMPLEX		
Type of Transaction:	G2B		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>For PALC:</u> 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease; or written and duly notarized owners consent to use together with an approved survey plan if available. 3. Current Tax Receipt 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius 5. Site Development Plan (schematic Plan) indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking		MPDC OFFICE REGISTRY OF DEED/MUNICIPAL ASSESSOR'S OFFICE MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE APPLICANT	
<u>For DP:</u> 6. Duly accomplished DP Application Form 7. Vicinity Map – drawn to scale of 1:10,000 showing clearly and specifically the exact		MPDC OFFICE APPLICANT/ PROJECT OWNER	



- location of proposed site and all existing adjacent land uses/establishments within 500-m radius.
8. Site Development Plan – drawn to the scale of 1:200 indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking signed and sealed by a licensed environmental planner.
 9. Initial clearance from the municipal health office that the plans are in accordance with the provisions of PD 856 per Funeral Establishments Category I,II and III.
 10. Floor Plan showing the different areas or rooms within the building
 11. Environmental Compliance Certificate (ECC) issued by the DENR for Category I project
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

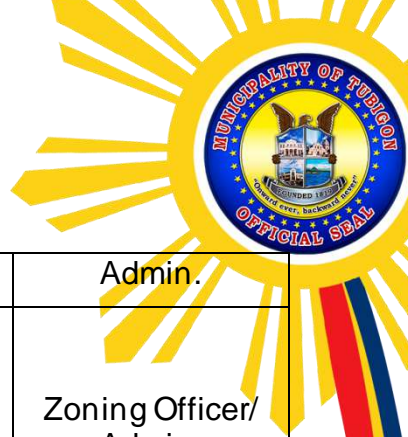
APPLICANT/ PROJECT OWNER

MUNICIPAL HEALTH OFFICE

APPLICANT/ PROJECT OWNER

DENR

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Officer/ Admin.
	Schedule date for site inspection			
	Conduct ocular		1 day	Zoning Officer/

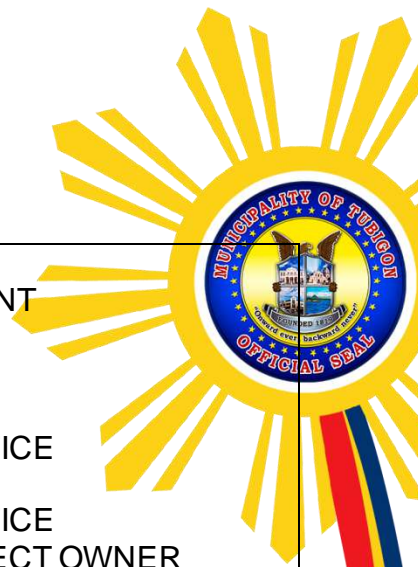


	inspection			Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	

12. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: POULTRY/PIGGERY

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) is required prior to the establishment of poultry/piggery to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For PALC: 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease; or written and duly notarized owners consent to use together with an approved survey plan if available. 3. Current Tax Receipt 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius from the lot boundary of the project	MPDC OFFICE REGISTRY OF DEED/MUNICIPAL ASSESSOR'S OFFICE MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE



site. 5. Site Development Plan (schematic Plan) showing the project site lot area boundaries and dimensions of proposed improvements within the project site 6. Zoning Certificate <u>For DP:</u> 7. Duly accomplished DP Application Form 8. Vicinity Map – drawn to an appropriate scale (minimum of 100 meters) showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within the 500-m radius from the lot boundary of the project site. 9. Site Development Plan – drawn to the scale of 1:200 showing the project site lot area boundaries and dimensions of proposed improvements within the project site signed and sealed by a licensed environmental planner 10. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR *NOTE: Additional requirements may be required after inspection and evaluation of documents.		APPLICANT MPDC OFFICE MPDC OFFICE APPLICANT/ PROJECT OWNER APPLICANT/ PROJECT OWNER DENR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements		1 day	Zoning Officer/ Admin.



	submitted			
	Schedule date for site inspection			
	Conduct ocular inspection		1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	

13. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS/ SPECIAL USES: REFILLING GAS STATION

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) are required prior to the establishment of a refilling gas station to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For PALC: 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease;	MPDC OFFICE REGISTRY OF DEED/MUNICIPAL ASSESSOR'S OFFICE



MUNICIPAL TREASURER'S OFFICE
MUNICIPAL ASSESSOR'S OFFICE

APPLICANT

MPDC OFFICE
DENR

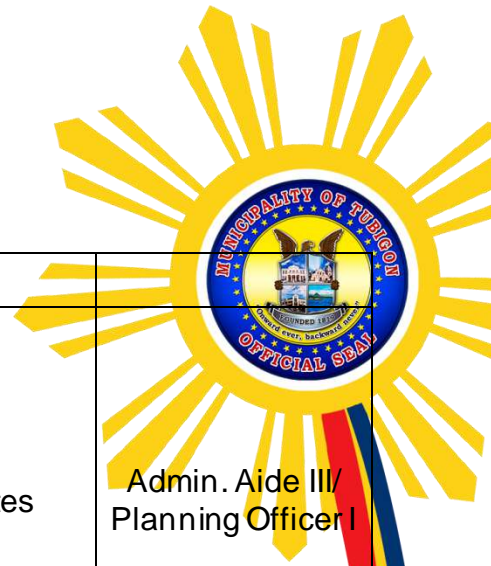
MPDC OFFICE
APPLICANT/ PROJECT OWNER

APPLICANT/ PROJECT OWNER

APPLICANT/ PROJECT OWNER

- or written and duly notarized owners consent to use together with an approved survey plan if available.
3. Current Tax Receipt
 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius from the lot boundary of the project site.
 5. Site Development Plan (schematic Plan) showing the project site lot area boundaries and dimensions of proposed improvements within the project site
 6. Zoning Certificate
 7. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR
- For DP:
8. Duly accomplished DP Application Form
 9. Vicinity Map – drawn to a scale of 1:10,000 showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within the 500-m radius from the lot boundary of the project site.
 10. Site Development Plan – drawn to the scale of 1:200 to 1:2,000 showing the project site lot area boundaries and dimensions of proposed improvements within the project site signed and sealed by a licensed environmental planner
 11. Topographic Plan showing the following:
 - a) property boundary lines, bearing and distances
 - b) streets and easements, right-of-way width and elevation on and adjacent to the project
 - c) ground elevation/contour of the site
 - d) other conditions on the land: water courses, marshes, rock outcrops, wooded areas, houses and other significant features
 - e) proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the project.
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I



PALC/DP Application				
2. Submit duly accomplished Application Form with complete documents/requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Officer/ Admin.
	Schedule date for site inspection			
	Conduct ocular inspection		1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	



MUNICIPAL TREASURER'S OFFICE (MTO)

ADMINISTRATIVE SERVICES





1. ASSESSMENT OF BUSINESS TAX AND OTHER FEES

To determine the nature and condition of a business as reference for the license and permit fees and proportionate value that is subject to tax

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
18. Mayor's Permit Application Form (2 copies) Transmittal Letter 2. Approved Verification of Documents Form from BPLO		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
21. Present the accomplished Mayor's Permit Application Form to the Assessment Clerk	Compute the Business Tax & other fees	None	10 minutes	Assessment Officer
22. Client waits while the Mayor's Permit Form is evaluated	Assessment Clerk must evaluate if all documents and signatories are complied	None	10 minutes	Assessment Officer
	Assessment Clerk Present the Assessment Form to the Municipal Treasurer for Approval			Municipal Treasurer
3. Receives the Approved Assessment Form	Instruct the client to pay the Business Tax	None	5 minutes	Assessment Officer
TOTAL:		None	25 minutes	

2. PAYMENT OF BUSINESS TAX AND OTHER FEES (NEW BUSINESS)

Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE
Type of Transaction:	for Government Services whose client is a business entity



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO 3. Approved Assessment Form		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment value	5 mins.	Cashier/Collectors
2. Wait	Issue Official Receipt		5 mins.	Cashier/Collectors
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collectors
TOTAL:		None	15 minutes	

3. PAYMENT OF BUSINESS TAX AND OTHER FEES (EXISTING BUSINESS)

Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Receipt of Previous Payment (if available)		FROM CLIENT		
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



		BE PAID	TIME	RESPONSIBLE
1. Present the Previous OR (if available) if none, inform the Cashier the Registered Business Name	Receive the OR (if available) if none, retrieved from Computer's Database and Business Ledger	Dependin g on the Tax Dues	5 minutes	Cashier/Collector s
2. Wait	Present to the client his/her tax dues and issue OR		5 minutes	Cashier/Collector s
3. Receive Official Receipt	Release the Official Receipt and Record the Payment in the Business Ledger		5 minutes	Cashier/Collector s
TOTAL:		None	15 minutes	

4. PAYMENT OF REAL PROPERTY TAX

Receive payment of Real Property Tax from persons who own real properties in the Municipality of Tubigon

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration (if available) 2. Previous Tax Receipt (if available) 3. Notice of Assessment from the Municipal Assessor - for newly assessed property		FROM CLIENT AND FROM ASSESSOR'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Previous Official Receipt if available	Ask for the previous official receipt, if it is not available ask the name of the declared owner and tax	Dependin g on the Tax Dues	3-15 minutes	RPT Cashier/Collector s



	declaration number, if the client doesn't know his/her tax declaration number, instruct the client to proceed to the assessor's office for Tax Declaration Number			
2. Client waits while the Cashier determines his/her tax due based on ETRACS	Cashier informs the client his/her tax due based on ETRACS		5 minutes	RPT Cashier/Collectors
3. Client pays tax due and receive official receipt	Accept payment and issue official receipt		5 minutes	RPT Cashier/Collectors
TOTAL:		None	25 minutes	

5. ASSESSMENT ON TAX ON FISHERIES

To determine the nature and condition of a business/persons who owns/operates motorized bancas/boats for commercial fishing as reference for the license and permit fees and proportionate value that is subject to tax

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO		MUNICIPAL AGRICULTURE'S OFFICE BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to the Assessment Clerk	Verify the completeness of the requirements and compute the Fishery Tax & other fees	None	10 minutes	Assessment Officer
2. Wait	Assessment Clerk must evaluate if all documents and signatories are complied Assessment Clerk present the	None	10 minutes	Assessment Officer



	Assessment Form to the Municipal Treasurer for Approval			
3. Receives the Approved Assessment Form	Instruct the client to pay the Fishery Tax Due	None	5 minutes	Assessment Officer
TOTAL:		None	25 minutes	

6. PAYMENT OF TAX ON FISHERIES

Receive payment of Tax on Fisheries

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO		MUNICIPAL AGRICULTURE'S OFFICE BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment	5 mins.	Cashier/Collector
2. Wait	Issue Official Receipt		5 mins.	Cashier/Collector
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



7. PAYMENT OF COMMUNITY TAXES

Receive payment of Community Taxes from

- a) Every inhabitants of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year
- b) An individual who is engaged in business or occupation
- c) An in who owns a real property with an aggregate assessed value of One Thousand Pesos (1,000.00) or more
- d) An individual who is required by law to file an Income Tax return
- e) Every Corporation, no matter how created or organized, wither domestic or resident foreign engaged in or doing business in the municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for community tax computation	Ask for Gross Compensation/Gross Sales of the preceding year and inform the client his/her calculated tax due	a. Five Pesos (5.00) plus an annual additional of One Peso (1.00) for every One Thousand Pesos (1,000.00) of income on which in case no case shall exceed	5 minutes	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue Community Tax Certificate		5 minutes	Cashier/Collector
3. Receive Community Tax Certificate	Release Community Tax Certificate		5 minutes	Cashier/Collector



		<p>Five Thousand Pesos</p> <p>b. In case of husband and wife each of them shall be liable to pay the basic annual tax of Five Pesos (5.00) but additional tax shall be One Pesos (1.00) for every One Thousand Pesos (1,000.00) of income from property owned by them or total gross receipt earning by them</p> <p>c. Every Corporation shall pay an annual community tax of Five Hundred Pesos (500.00) and annual additional tax that shall not exceed Ten Thousand Pesos</p>	
--	--	--	--



		(10,00.00) for 1. Every Five Thousand Pesos (5,000.00) worth of real property owned during preceding year based on assessed value – Two Pesos (2.000 2. Every Five Thousand Pesos (5,000.00) of gross receipt or earnings during preceding year - Two Pesos (2.00)		
TOTAL:		None	15 minutes	

8. PAYMENT OF PROFESSIONAL TAXES

Receive payment of Professional Taxes from Professionals who have passed the bar examinations or any board or other examinations conducted by the Professional Regulation Commission (PRC)

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE
Type of Transaction:	for Government Services whose client is the transacting public
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Current Annual Registration Cards issued	Professional Regulation Commission (PRC)



by the Professional Regulation Commission (PRC)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for requirement	shall in no case exceed Three hundred pesos (P300.00)	5 minutes	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 minutes	Cashier/Collector
3. Receive official receipt	Release official receipt		5 minutes	Cashier/Collector
TOTAL:		None	15 minutes	

9. PAYMENT OF AMUSEMENT TAXES

Receive payment of Amusement Tax from Proprietors, lessees, or operator of theaters, cinemas, concert halls, circuses, boxing stadia, and other places of amusement such as night clubs, cockpits & the like.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit		BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for amusement tax computation	Ask for Gross Receipts from the admission fees and compute the amusement tax based on the provided rate (10%	not more than ten percent (10%) of the gross receipts from the	5 mins.	Cashier/Collector



	of gross receipts) and inform client the tax due	admission's fees		
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 min.	Cashier/Collector
TOTAL:		None	15 minutes	

10. PAYMENT OF SECRETARY’S FEE

Receive payment of Secretary’s Fee from every person requesting for copies of official records and documents from the offices of this Municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for secretary’s fee payment	Ask for the assessment provided by the concerned office	Based on the assessment provided by the Concerned Offices	5 mins.	Cashier/Collector
2. Pay and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



11. PAYMENT OF BUILDING PERMIT FEES AND CHARGES

Receive payment of Building Permit Fee from Individuals, firms, or corporations who would like to perform construction works on a particular property. This includes those who are looking to construct, alter, renovate, or demolish a property

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved application and assessment forms from Municipal Engineering Office with required documents		Office of the Municipal Engineer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Cashier for Building Permit Fees and other charges	Verify the completeness of the documents submitted	Depending on approved assessment	5 mins.	Cashier/Collector
2. Pay the fees due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



12. PAYMENT OF LCR CERTIFICATION FEES

Receive payment from every person who avails the services rendered by the Municipal Civil Registrar

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. LCR Assessment Slip		LOCAL CIVIL REGISTRAR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the LCR Assessment Slip to the Cashier	Receive the LCR Assessment Slip	Depending on approved assessment provided by the Municipal Civil Registrar	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



13. PAYMENT OF ASSESSOR’S FEES

Receive payment from every person who avails the services rendered by the Municipal Assessor’s Office

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessor Assessment Slip		MUNICIPAL ASSESSOR’S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Assessor Assessment Slip to the Cashier	Receive the Assessor Assessment Slip	Depending on approved assessment provided by the Municipal Assessor’s Office	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



14. PAYMENT OF ZONING AND LOCATIONAL FEE

Receive payment of Zoning and Locational Fee. A Locational Clearance/ Zoning Permit, is one of the prerequisite documents before a person can get a Building Permit. This is to ensure that construction of the building follows the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Zoning Assessment Slip		MPDC OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Zoning Assessment Slip to the Cashier	Receive the Zoning Assessment Slip	Depending on approved assessment provided by the MPDC	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct the client to proceed to the MPDC for the issuance of appropriate clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

15. PAYMENT OF MAYOR’S PERMIT

Receive payment of Mayor’s Permit from Individuals, group, businesses conducting business, trade or activity within the municipality for a certain period

Office or Division:	TREASURERS OFFICE
---------------------	-------------------



Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent address to the mayor				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for the letter of intent addressed to the mayor	Depending on the activities to be conducted	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct client to present the Official Receipt to the Mayor's Office for the Issuance of Mayor's Permit		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

16. PAYMENT OF POLICE CLEARANCE

Receive payment of Police Clearance from every person who intend to secure a police clearance for different purposes

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance 2. Community Tax Certificate				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

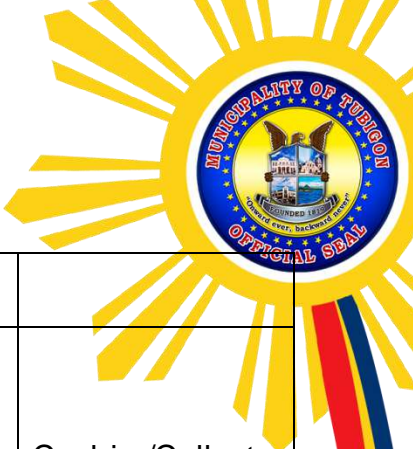


1. Approach the Cashier	Ask for Barangay Clearance and Community Tax Certificate	Local Purpose – 50.00 Abroad – 250.00	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct client to present the Official Receipt to the Local Police Office for the Issuance of Police Clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

17. CLEARANCE FEE FOR SCRAP MATERIALS

Receive payment of Clearance Fee from every person who ships and transport scrap materials

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Ask for the Delivery Truck plate number and kind of scrap materials to be shipped	Clearance Fee - 200.00 Police Certification Fee - 50.00	3 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt and	Accept payment and issue official receipt and		5 mins.	Cashier/Collector



clearance certificate	prepare clearance certificate			
3. Receive official receipt and clearance certificate and present the Clearance Certificate to the Local Police Office for the issuance of Police Certification	Release official receipt and clearance certificate		2 mins.	Cashier/Collector
TOTAL:		None	10 minutes	

18. PAYMENT AND PURCHASE OF ACCOUNTABLE FORMS

Receive payment for the purchase of accountable forms from all deputized Barangay Treasurer of this municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duplicate and Triplicate Copies of the Previous Accountable Forms 2. Validated Deposit Slip of the Total Collection Remitted				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Accountable Form Officer	Ask for Barangay Duplicate and Triplicate Copies of the Previous Accountable Forms -Validated Deposit Slip of the Total Collection Remitted	Official Receipt Accountable Form 51 – 154.00 Community Tax Certificate – None	3 mins.	Accountable Form Officer
2. Pay the fees and wait while the cashier issues	Accept payment and issue official		5 mins.	Accountable Form Officer

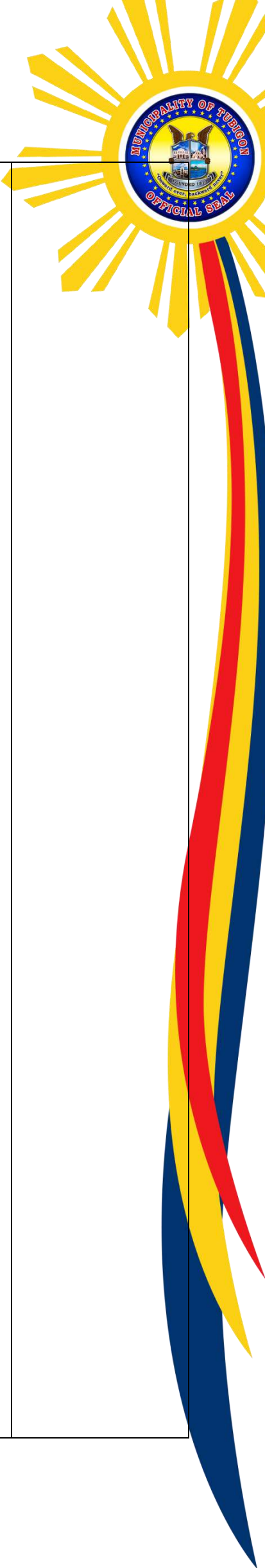


official receipt	receipt			
3. Receive official receipt	Release official receipt		2 mins.	Accountable Form Officer
4. Present the Official Receipt to the AFO for the release of accountable form	Release Accountable Forms purchased		5 mins.	Accountable Form Officer
TOTAL:		None	15 minutes	

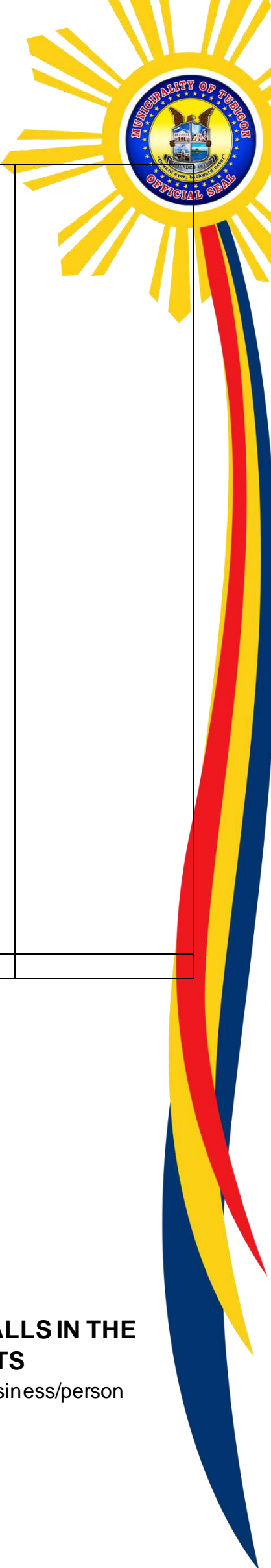
19. PAYMENT OF RENTALS FOR THE USE TUBIGON CULTURAL AND SPORTS CENTER AND ITS FACILITY

Receive Payment of Rental for the use of Tubigon Cultural and Sports Center and its facility

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Service whose client is a government employee or another government agency for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit		BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present mayor's permit	Determine the corresponding rental and inform the client	a. Non-Commercial games/dance rehearsal and similar activities per occasion – 150.00	5 mins	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt	b. Commercial Basketball/ other paid games and programs/ activities –	5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector



		2,500.00	
		c. Wedding receptions/ parties, anniversar y, paid balls/danc es & similar activities per occasion – 2,500.00	
		d.Conventi on/ seminars/ workshops /graduatio ns, proms, and similar activities for the first 4 hours and fraction thereof – 500.00 For each succeedin g hour - 100.00	
		e. Promotion sales – 6,000.00	
		f. other charges: 1. Built-in sound system - 200.00	
		2. Monobloc chairs, per chair Non commerca l – 2.00	



		Commercial -3.00		
		3. Table per table – 50.00		
		4. Built-in sound system, kaleidoscopic lights/spot lights for discos, balls, dramas and similar activities per occasion - 5,000.0		
		5. Electricity charges subject to the actual use from the kilowatt hour meter		
TOTAL:		None	15 minutes	

20. PAYMENT OF RENTAL FOR MUN. LOT, BLOCK & STALLS IN THE TUBIGON COMMERCIAL COMPLEX AND MUNICIPAL LOTS

Receive payment for the rental of municipal lot, block and stalls from business/person who are legally and presently leasing/occupying the said spaces



Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit		FROM BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier	Retrieve ledger and inform the rental charges due	Based on monthly rental of the municipal lot, block or space occupied	5 mins.	Cashier/Collector
2. Pay the rental charges & wait while Cashier issues official receipt	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

21. PAYMENT OF INITIAL DEPOSIT FOR RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

Receive payment of initial deposit for the rental of LGU owned heavy equipment's and tools

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request to the mayor through the Municipal Engineer		OFFICE OF THE MUNICIPAL ENGINEER		



2. Contract between LGU and the renters				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier and present the requirements	Determine the completeness of the requirements and inform client to pay an initial deposit	Equivalent to 8 hr. or 1 day operation except for renters from the Barangay LGU of Tubigon	5 mins.	Cashier/Collector
2. Pay to cashier the initial deposit and wait while cashier issue OR	Receive payment and issue OR		5 mins.	Cashier/Collector
3. Receive OR and proceed to the Municipal Engineer's Office	Instruct the client to present the OR to Municipal Engineer's Office		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	

22. RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS

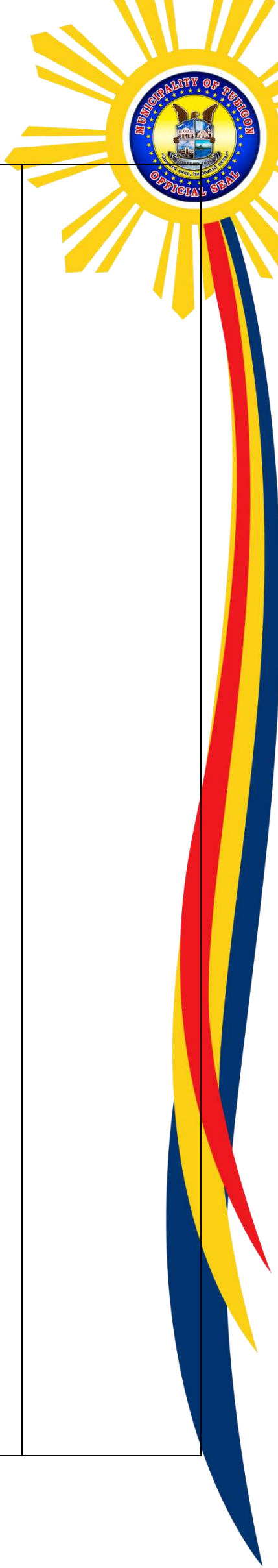
Receive payment for the rental of LGU owned heavy equipment's and tools

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public for Government Service whose client is a government employee or another government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing issued from the Municipal Engineer's Office		OFFICE OF THE MUNICIPAL ENGINEER		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the cashier and present the billing	Determine the total amount billed and inform the client	1. Volvo Vibratory Soil compactor a.	5 mins.	Cashier/Collector
2. Pay to cashier the billed amount and wait for the issuance of OR	Receive payment and issue OR		5 mins.	Cashier/Collector

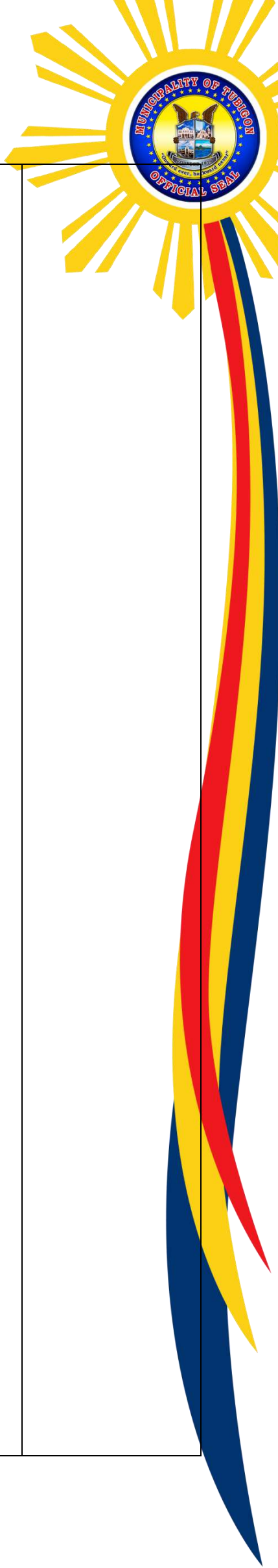


<p>3. Receive OR and proceed to Municipal Engineer's Office</p>	<p>Instruct the client to present the OR to the Municipal Engineer's Office for recording purposes and confirmation of payment</p>	<p>Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost - 1,000.00/hour (upon operation)</p> <p>b. Other LGUs -inclusive of fuel, oil, salary of operator and other recovery cost - Mobilization cost (to and from) shall be shouldered by the renters - 1,5000.00 (upon operation)</p> <p>c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator and other recovery cost) -1,200.00</p>	<p>5 mins.</p>	<p>Cashier/Collector</p>
---	--	---	----------------	--------------------------

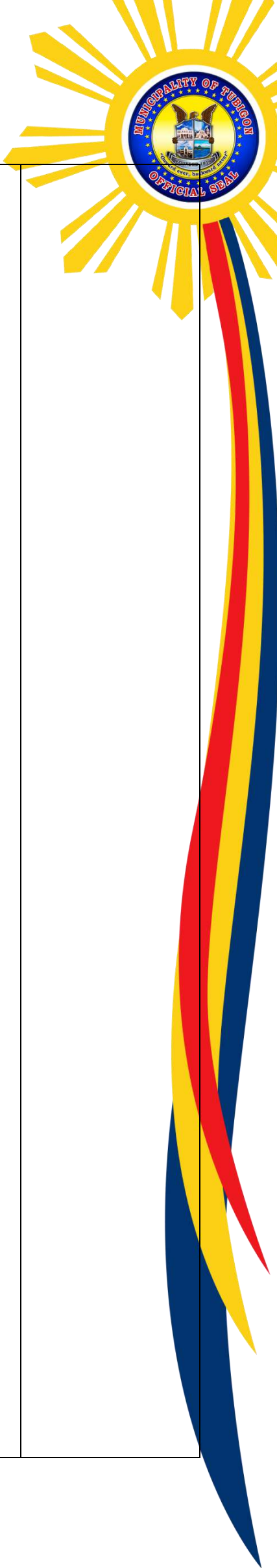
		<p>(upon operation)</p> <p>d. Private Individuals , Group or Organizations outside the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator and other recovery cost) -1,500.00 (upon operation)</p> <p>2. Backhoe-Loader (New Holland)</p> <p>a. Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost -2,000.00 (per hour basis)</p> <p>3. b. Other LGUs -inclusive of fuel, oil, salary of operator and other recovery cost -</p>	
--	--	--	--



		<p>Mobilization cost (to and from) shall be shouldered by the renters</p> <p>-</p> <p>2,5000.00 /hr. (upon operation)</p> <p>c. Private Individuals , Group or Organizations within the Municipality of Tubigon (Inclusive of fuel, oil, salary of operator, mobilization cost and other recovery cost)</p> <p>-2,500.00 (upon operation)</p> <p>Standby Fee shall be charged for the renters in case of equipment will be non-operationa l due to increment weather condition or factors caused by mechanical and engine</p>	
--	--	---	--



		trouble of unit or ordered not operate by the LGU or its representative -2,000.00 (per day basis)	
		2. Tools (without operator, fuel and power)	
		a. Plate Compactor 43.75/hour 350.00/day	
		b. Concrete Mixer (1 bagger) 62.50/hour 500.00/day	
		c. Concrete Vibrator 50.00/hour 400.00/day	
		d. Electric Drill 37.50/hour 300.00/day	
		e. Tile Cutter 37.50/hour 300.00/day	
		f. Welding	

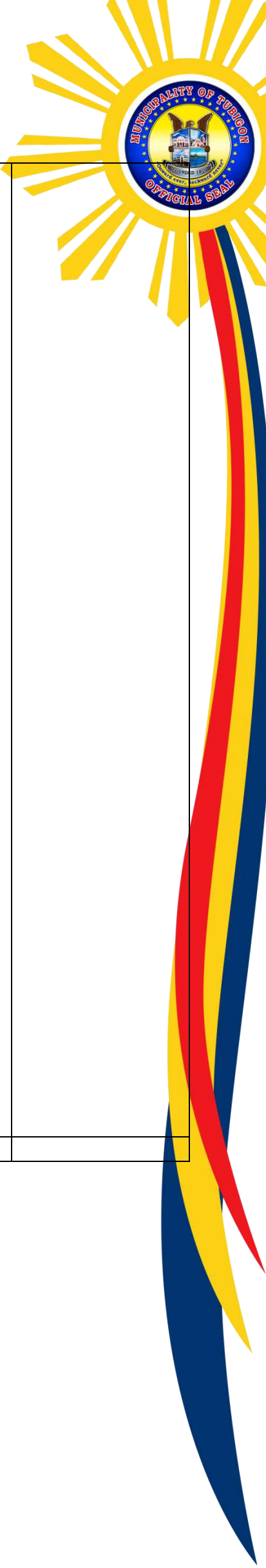




		Machine 50.00/hour 400.00/day	
		g. Electric Cutter/Grinder 43.75/hour 350.00/day	
		h. Electric Plainer 43.75/hour 350.00/day	
		3. Tools (with LGU operator, fuel and power)	
		a. Plate Compactor 106.25/hour 850.00/day	
		b. Concrete Mixer (1 bagger) 162.50/hour 1,300.00/day	
		c. Concrete Vibrator 162.50/hour 1,300.00/day	
		d. Electric Drill 81.25/hour 650.00/day	



		<p>e. Tile Cutter 106.25/hour 850.00/day</p> <p>f. Welding Machine 150.00/hour 1,200.00/day</p> <p>g. Electric Cutter/Grinder 81.25/hour 650.00/day</p> <p>h. Electric Plainer 81.25/hour 650.00/day</p> <p>4. Dump trucks (6 wheelers) 712.00/hour 5,696.00/days</p> <p>5. Motor Grader</p> <p>a. Barangay Local Government Units of Tubigon for construction, repair, rehabilitation, maintenance of barangay roads and</p>	
--	--	---	--



		<div>other related infrastructure (inclusive of fuel, oil, salary of operator and other recovery cost - 2,000.00/hour (upon operation)</div> <div>b. Other LGUs (Municipalities and Barangays) and private individuals , groups, or organizations) - 2,500.00/hour (Inclusive of fuel, oil, salary of operator, and other recovery cost, mobilization cost)</div>		
TOTAL:		None	15 minutes	



23. PAYMENT OF FINES AND PENALTIES

Receive payment of Fines and Penalties for violation of various Municipal Ordinances of this Municipality

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citation Ticket/Slip		Apprehending Officer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present the citation ticket/slip	Determine the corresponding penalties and inform the client	Depending on the violation committed	5 mins.	Cashier/Collector
2. Wait while Cashier issues official receipt	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt and present it to the apprehending officer	Release official receipt and instruct the client to present the OR to the apprehending officer		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



24. RETIREMENT OF BUSINESS

Any person natural or juridical subject to the tax on business who apply for termination or retirement of business

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit a sworn statement of the gross sales or receipts for current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated 2. Previous business permit (to be surrendered)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present the above mentioned requirements	Receive requirements and retrieve business ledger	Secretary's fee - 60.00 Tax Dues if there's any	5 mins.	Cashier/Collector /Assessment Officer
2. Wait while Cashier retrieve business ledger	Determine if tax dues are fully paid and inform the client to settle all tax dues		5 mins.	Cashier/Collector /Assessment Officer
3. Pay tax due (If there's any) and pay secretary's fee for Certificate of Closure	Issue Original Receipt		5 mins.	Cashier/Collector /Assessment Officer
4. Received original receipt and proceed to BPLO for the issuance of certification for business closure	Instruct client to proceed to BPLO for the issuance of certification of business closure		5 mins.	Cashier/Collector /Assessment Officer
TOTAL:		None	20 minutes	

25. RELEASE OF SOCIAL PENSION AND SOCIAL BONUS FOR SENIOR CITIZENS

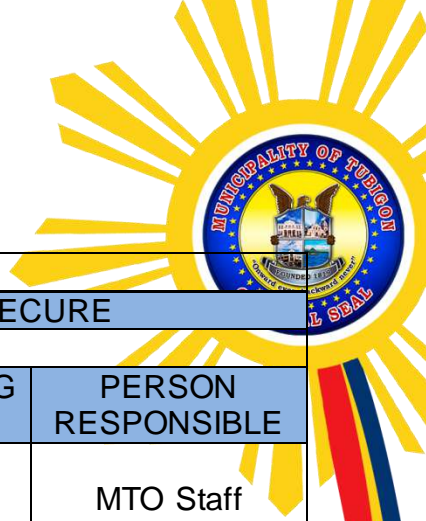


Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen's ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the disbursing officer and present the Senior Citizen's ID	Determine if the client is in the list of eligible senior citizens provided by MSWD	None	5 mins.	Disbursing Officer/MTO Staff
Sign the payroll	If client is in the list, ask client to sign the payroll, if not instruct client to proceed to MSWD for inquiry		5 mins.	Disbursing Officer/MTO Staff
Receive social pension/bonus	Release social pension/bonus		5 mins.	Disbursing Officer/MTO Staff
TOTAL:		None	15 minutes	

26. RELEASE OF FINANCIAL ASSISTANCE

Release of financial assistance to any person eligible for financial assistance as recommended by the MSWD

Office or Division:	TREASURERS OFFICE
Classification:	SIMPLE
Type of Transaction:	for Government Services whose client is the transacting public



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Releasing Officer and present Valid ID	Determine client's identity by the presented valid ID	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff
Receive financial assistance check	Release financial assistance check		5 mins.	MTO Staff
TOTAL:		None	15 minutes	

27. RELEASE OF CHECK TO GOVERNMENT SUPPLIER

All suppliers/bidders/businesses who are entitled payment for supplying, delivering products, goods and services to the Local Government Unit of Tubigon

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID/Company ID Authorization Letter from the Business Owner/suppliers if claim by representation				
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Approach the Releasing Officer and present Valid ID/Authorization Letter	Determine client's identity by the presented valid ID/ Authorization Letter	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff
Receive check	Release check		5 mins.	MTO Staff
TOTAL:		None	15 minutes	

28. OTHER COLLECTION OF FEES

Any individual who will pay fees not included in the above services

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Cashier and present the billing statement/slip	Ask for the billing statement/slip	Depending on the billing statement/ slip from concerned office	5 mins.	Cashier/Collector
Pay the Cashier	Accept Payment and issue official receipt		5 mins.	Cashier/Collector
Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	



**OFFICE OF SENIOR
CITIZEN AFFAIRS
(OSCA)**
ADMINISTRATIVE SERVICES





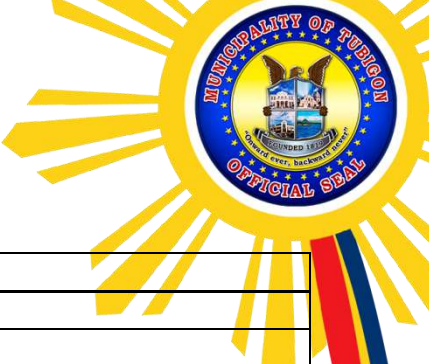
1. RECEIVING COMPLAINTS FOR NOT GRANTING DISCOUNTS

To investigate the validity of the complaint if ever the complaint had reasonable cause, then advice complaint to fill up a complaint form. Adopting due process from filing a formal complaint in court

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
19.Senior Citizens ID 20.Complaint Form duly accomplished		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
23. Accomplish Complaint form	Assist the complaint/receive the complaint	None	15 minutes	Fernando M. Astronomo Jr.
24. Explain/clarifies complaint	Listen/discusses complaint with client	None	20 minutes	Fernando M. Astronomo Jr
25. Wait Wait Wait Attends Hearing	Notifies members of the complaints Board Deliberates complaint with the board Sets Hearing with the board Conducts hearing within 5 days from notice of hearing for a maximum of 3 sessions		One-half day One hour 5 mins One-half day	Bes Necy S. Villaber Fernando M. Astronomo Jr. Fernando M. Astronomo Jr. Fernando M. Astronomo Jr.
26. Receives decision of the Board If he/she desires may file case in court	Notifies complainant on the Board's decision within 5 working days from the date of its final deliberation Assist complainant in the filing of the complaint	None	1 Hour 2 Hours	Bes Necy S. Villaber Fernando M. Astronomo Jr.
TOTAL:		None		

2. ISSUANCE OF OSCA ID

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.



Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>A. For issuance of New ID</p> <p>1. Application form duly accomplished</p> <p>2. Photocopy of any of the following”</p> <p>-Certificate of Live Birth (birth certificate)</p> <p>-Civil Registry Form No. 1A</p> <p>-Baptismal Certificate</p> <p>-Marriage Contract(for Married Women only)</p> <p>-Atleast 2 1x1 ID picture</p> <p>B. For re-issuance of ID's</p> <p>For lost ID- same requirements as for issuance of new ID</p> <p>-For Damaged, illegible, and or old ID</p> <p>*Application form duly accomplished</p> <p>*The old/damaged/illegible ID</p> <p>*Aleast 2 1x1 picture</p> <p>-TRANSFEREES</p> <p>*Application from duly accomplished</p> <p>*the old ID issued by the OSCA of the previous place of residence</p> <p>*Certification from the OSCA head that the applicant has transferred residence .</p> <p>*atleast 2 1x1 picture</p>		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Application form	Assist the applicant	None	5 minutes	Mary Jane S. Donio
Wait	Prepares the ID	None	5 minutes	Bes Necy S. Villaber
Wait	Submits prepared ID to OSCA Head for signature	None	2minutes	Bes Necy S. Villaber
Wait	Submit signed ID To Mayor for his Signature	None	10 minutes	Mary Jane S. Donio
Wait	Laminates ID		4 minutes	Mary Jane S. Donio
TOTAL:		None	31 inutes	

3. GRANTING OF BURIAL ASSISTANCE

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant



to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate 2. Certificate of Residency		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Death Certificate and Certificate of Residency	Receives Death Certificate and Certificate of Residency and record in logbook	None	3 minutes	Mary Jane S. Donio
Wait	Prepares voucher and other supporting documents	None	20 minutes	Bes Necy S. Villaber
Wait	Submits voucher and documents to OSCA head for signature Submits documents to following offices BUDGET, ACCOUNTING, TREASURER, MAYOR for their signature		1 minute	Bes Necy S. Villaber
Wait			3 days	Fernando M. Astronomo Jr.
Wait				Fernando M. Astronomo Jr.
Receives amount	Return voucher to treasurer for release	None	2 mins	Utility casual.
TOTAL:		None		

4. ISSUANCE OF PURCHASE BOOKLETS

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Senior Citizens ID 2. Two ID pictures 1x1 3. Submission of the old booklet is		OSCA OFFICE		



required before another booklet is issued. Payment in the amount of P37.00 IS required for replacements in case of lost booklets.				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents ID	Records information in record book	None	1 minute	Bes Necy S. Villaber
Wait	Paste ID picture in purchase booklet	None	1 minute	Bes Necy S. Villaber
Receives purchase booklet	Gives purchase booklet after affixing signature in record book 3 sessions		1 minute	Bes Necy S. Villaber
TOTAL:		None		

5. ISSUANCE OF MEMBER DATA RECORD (MDR)

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Senior Citizens ID 2. 1 ID picture 1x1 3. MDR application form		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Presents ID	Record information in record book	None	1 minute	Bes Necy S. Villaber
Accomplish MDR form	Assist applicant	None	10 minutes	Bes Necy S. Villaber
Wait	Submit MDR to philheath		2 minutes	Bes Necy S. Villaber
Receive MDR	Give MDR applicant		1 minute	Bes Necy S. Villaber
TOTAL:		None		

WATERWORKS OFFICE

ADMINISTRATIVE SERVICES





1. APPLICATION OF MEMBERSHIP FOR WATER CONNECTION

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Barangay Clearance 2. Membership Form		Barangay Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Submit barangay clearance and filled out membership form for evaluation	Evaluates and reviews filled out form		3 minutes
2. Submit the evaluated form and conduct joint site inspection	Check and review filled out form		5 minutes
3. Submit evaluated form to Waterworks Superintendent for final approval	Approved/Sign the membership form		1 minute
4. Upon approval, proceed to cashier for membership fee	Accept payment & Issue /release OR	150	2 minutes
TOTAL:			11 mins.

2. REPAIR and MAINTENANCE (Leaks, No water Supply, High Bill)

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE
---------------------	-------------------



Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Complaint Form		Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Submit filled out complaint form	Evaluates and reviews filled out form		1-2 hours for minor repair
3. Submit the evaluated form to Waterworks Superintendent for immediate response	Complaint will be responded immediately	None	1-2 days for major repair
TOTAL:		None	

3. REQUEST FOR RECONNECTION/DISCONNECTION

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Re connection / Dis connection Form		Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1) Submit filled out designated form for evaluation	Check on the database client dues/arrears		3 minutes
4. Submit the evaluated form to Waterworks Superintendent for immediate response	Accept payment & release OR	150	5 minutes
TOTAL:		None	8 minutes



4. COLLECTION OF MONTHLY WATER BILL

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Billing statement		Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Present billing statement or state your account name/ account number	Search stated account name/number from the database		1 minute
5. Proceed to payment	Accept and Issue OR	Based on the issued billing statement	
TOTAL:		None	1 minute



STIMULATION AND THERAPEUTIC ACTIVITY CENTER (STAC)

ADMINISTRATIVE SERVICES





SERVES AS AN INFORMAL VENUE FOR SOCIALIZATION FOR CWDs OF THE FOLLOWING SERVES:

- d) Occupational Therapy
- e) Physical Therapy
- f) Special Education

The Stimulation and Therapeutic Activity Center is where Breaking Barriers for Children provides free comprehensive rehabilitation services to children with disabilities in Tubigon.

Designed to uplift the situation of poor Filipino children with disabilities aged 0-14 years. It also serves as an informal venue for socialization for CWDs and their families, as well as a training resource for Physical Therapy, Occupational Therapy, Social Work, and Inclusive education. In addition, the STAC centers are designed and equipped to serve as a resource centers for children from satellite center centers.

Office or Division:		STAC OFFICE		
Classification:		SIMPLE		
Types of Transaction:		G2G-Government to Government		
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE	
<ul style="list-style-type: none">• Photocopy of birth certificate• Barangay certificate of residency• Referral from the Neurologist/ Physiatrist			STAC OFFICE	
CLIENTS	AGENCY STATION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach the PACD	Assist the parents of CWD For referral to Neurology/ Physiatrist for identification of disability	None	5 mins.	PACD Staff/ (Frances Salitrero)
2.Submit the complete requirements	Conduct intake interview and validate the submitted requirements	None	20 mins.	PACD Staff/ (Frances Salitrero)
3.Wait for the assessment of New Intake	<div>The PACD staff will refer to the designated services for treatment/session:<ul style="list-style-type: none">• Occupational Therapy</div>	<div>Free for Tubigon CWDs</div> <div>Municipal Ordinance No. 2009-11-308 for Outside Tubigon</div>	<div>20 mins.</div> <div>1 hour per CWD</div>	

	<ul style="list-style-type: none"> Physical Therapy Special Education Socialization Physiatrist/ Neuro Check-up Supplemental Feeding 8 sessions Other Related Activities (NDPR, Children's Month, Christmas Program) 	Professional Fee 8 sessions/ treatment P600.00 P50.00 P120.00 P160.00 P20.00	1 hour per CWD 1 hour per CWD	
TOTAL:		None	45 minutes	





**OFFICE OF THE
SECRETARY TO THE
SANGGUNIANG BAYAN
ADMINISTRATIVE SERVICES**





❖ **ABOUT THE SERVICE**

The PUBLIC may request for certified true copies of Municipal Council Documents such as resolutions, ordinances, minutes of the sessions and other official issuances of the Office of the Sangguniang Bayan, through the Office of the Secretary to the Sangguniang Bayan and NGOs and Pos may inquire for the requirements for the accreditation.

Office or Division:	OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN			
Classification:	SIMPLE - COMPLEX			
Type of Transaction:	G2C - G2B - G2G			
Requirements: Depending on the requests				
A. FOR SECURING CERTIFIED TRUE COPIES OF MUNICIPAL COUNCIL DOCUMENTS				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up request form	Accept, Research and Release Document/s requested for	*	15 minutes	Salome Delgado Maribel Sumayang Karen D. Itable-Rosco
* a) Computer print-out, for every page or fraction thereof (not including the certificate and notation) ----- PhP 20.00 b) For each certificate of correctness (with Official Seal) written on the copy, or attached thereto ----- PhP 20.00 c) Photocopy (per page) ----- PhP 20.00				
Pay to the Office of the Treasurer the corresponding amount transcribed in the request form	- Instruct client to proceed to the Office of the Municipal Treasurer for the payment - Advise to return for the release of the document/s		5 minutes (Under Normal Circumstances)	Cashier/ Teller (MTO Office)
TOTAL REPOSENSE TIME			15 minutes	
B. FOR ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOs) & PEOPLES ORGANIZATIONS (POs)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>Secure requirements of accreditation:</p> <p>REQUIREMENTS:</p> <ol style="list-style-type: none">1. Duly accomplished Application Form2. Board Resolution signifying intension for accreditation3. Certificate of Registration (SEC, DOLE, etc)4. List of current officer and members5. Annual Accomplishment Report6. Financial Statement7. Profile indicating the purpose and objective of the organization8. Copy of the minutes of the meeting of the organization9. Copy of Constitution and By-laws	<p>Explain to the clients the procedures/ process of the accreditation</p>	<p>None</p>	<p>3 minutes</p>	<p>Salome Delgado</p>
<p>Submit all the above-mentioned requirements <i>(Client MUST provide the Office the contact person's number for easy access)</i></p>	<p>Receive the requirements and forward all the requirements to the Sangguniang Bayan Secretary for initial evaluation</p> <p>Secure contact person's number</p> <p>SB Secretary will include the Application in the Order of Business</p> <p>Inform client whatever the result of the application , if approved, SB Secretary will prepare for the Resolution and Certificate of accreditation</p>	<p>None</p>	<p>May vary depending on the volume of transactions or the availability of the concerned officials</p>	<p>Karen D. Itable-Rosco</p> <p>Chairperson, Committee on Cooperative</p>



Accept of SB Resolution and Certificate of Accreditation	Issue the SB Resolution and Certificate of Accreditation	None		Karen D. Itable-Rosco Maribel Sumayang
--	--	------	--	---



TOLL ROADS OFFICE

ADMINISTRATIVE SERVICES





COLLECTION OF FEES & STALL RENTAL

Any person who will engage in various services below, to wit:

- PARKING FEES (vehicles 4 wheelers up)
- PARKING FEES (motorized tricycle for hire)
- COMFORT ROOM FEES
- RENTAL FEE ON GOVERNMENT OWNED BUILDING/LOT

Office or Division:	TOLL ROADS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Requirements: Depends on the particular service availed				
COLLECTION OF PARKING FEES (vehicles 4 wheelers up):				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Owner of vehicle will park at the designated parking area	Collect parking fees in the form of cash tickets of any vehicle park in the designated area based on # of wheels. Heavy trucks (10 wheeler) Cargo, Buses, Forwarder (6 wheeler) Passenger bus/mini bus, Cargo trucks, van & jeepneys) (4 wheeler) PUV & PUJ / Torno Sysyem Excess hours after 3 hours of parking	*	5 minutes	Designated Collectors
*60.00/3hr or less 50.00/3hr or less 25.00/3hr or less 30.00/ torno 10.00/hr				
TOTAL REPOSE TIME			5 minutes	
COLLECTION OF PARKING FEES (motorized tricycle for hire):				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Owner of motorized tricycle will park at the designated parking area	Collect parking fees in the form of cash tickets	5.00/day	2 minutes	Designated Collectors
TOTAL REPONSE TIME			2 minutes	
COLLECTION OF CONFORT ROOM FEES:				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to the person in-charge and tell him/her that you will use the LGU Comfort room	Collect comfort room Fee before or after using	2.00 3.00	2 minutes	Sarah Ricafort CR Collectors
TOTAL REPONSE TIME			2 minutes	
COLLECTION OF STALL RENTAL:				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to the person in-charge and ask for the amount of monthly rental due/s. Wait for the Official Receipt.	Review, compute and inform the client of the total amount due for payment. Issue official receipt (OR), post the payment for monitoring. Give the OR to the client.	P 450.00 per month 2% surcharge	2 minutes	Virginia Tagsip
TOTAL REPONSE TIME			2 minutes	

HUMAN RESOURCE & MANAGEMENT OFFICE

ADMINISTRATIVE SERVICES





ISSUANCE OF CERTIFIED COPIES OF SERVICE RECORDS

- 1. Any requesting party as it pertains to his/her personal records;
- 2. The Head of the Agency, the Municipal Administrator, the Head of the Internal Audit Service, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs;
- 3. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of *subpoena duces tecum*, in aid of investigation and/or determination or resolution of pending cases; and Such other officials or entities duly authorized by competent authorities.
- 4. Such other officials or entities duly authorized by competent authorities.

Office or Division:	HRMO			
Classification:	SIMPLE			
Type of Transaction:	G2G – G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Personnel Records Request Form (PRRF) 2. One (1) valid identification (ID) card; and 3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 4. Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Personnel Request Form (PRRF)	Receive/review the accomplished form		5 minutes	Rogelio Rosco; Laurice Pama
Wait while the requested documents are being retrieved.	Retrieved the requested records, issue order of payment and advise client to pay corresponding fee if records are available. If records are not available, inform the client that the requested documents/ records are not available.		20 minutes	Rogelio Rosco; Laurice Pama
Receive the documents requested.	Release requested documents/ records to client		5 minutes	Rogelio Rosco; Laurice Pama
TOTAL:		None	30 minutes	



ISSUANCE OF CERTIFICATE OF EMPLOYMENT

- 1. Any requesting party as it pertains to his/her personal records;
- 2. The Head of the Agency, the Municipal Administrator, the Head of the Internal Audit Service, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs;
- 3. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of *subpoena duces tecum*, in aid of investigation and/or determination or resolution of pending cases; and Such other officials or entities duly authorized by competent authorities.
- 4. Such other officials or entities duly authorized by competent authorities.

Office or Division:	HRMO			
Classification:	SIMPLE			
Type of Transaction:	G2G – G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Personnel Records Request Form (PPRF) 2. One (1) valid identification (ID) card; and 3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 4. Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Personnel Request Form (PPRF)	Receive/review the accomplished form	None	5 minutes	Rogelio Rosco; Laurice Pama
Wait while the requested documents are being retrieved.	Retrieved the requested records, issue order of payment and advise client to pay corresponding fee if records are available. If records are not available, inform the client that the requested documents/ records are not available.		20 minutes	Rogelio Rosco; Laurice Pama
Receive the documents requested.	Release requested documents/ records to client		5 minutes	Rogelio Rosco; Laurice Pama
TOTAL:		None	30 minutes	



CERTIFICATION OF LEAVE CREDITS

- 1. Any requesting party as it pertains to his/her personal records;
- 2. The Head of the Agency, the Municipal Administrator, the Head of the Internal Audit Service, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs;
- 3. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of *subpoena duces tecum*, in aid of investigation and/or determination or resolution of pending cases; and Such other officials or entities duly authorized by competent authorities.
- 4. Such other officials or entities duly authorized by competent authorities.

Office or Division:	HRMO			
Classification:	SIMPLE			
Type of Transaction:	G2G – G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Personnel Records Request Form (PPRF) 2. One (1) valid identification (ID) card; and 3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 4. Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Personnel Request Form (PPRF)	Receive/review the accomplished form	None	5 minutes	Rogelio Rosco; Laurice Pama
Wait while the requested documents are being processed.	Processed the requested document with signature of the LCE.		20 minutes	Rogelio Rosco; Laurice Pama
Receive the documents requested.	Released requested certification/document records to client		5 minutes	Rogelio Rosco; Laurice Pama
TOTAL:		None	30 minutes	



ISSUANCE OF NOSA (Notice of Salary Adjustment)

- 1. Any requesting party as it pertains to his/her personal records;
- 2. The Head of the Agency, the Municipal Administrator, the Head of the Internal Audit Service, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs;
- 3. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of *subpoena duces tecum*, in aid of investigation and/or determination or resolution of pending cases; and Such other officials or entities duly authorized by competent authorities.
- 4. Such other officials or entities duly authorized by competent authorities.

Office or Division:	HRMO			
Classification:	SIMPLE			
Type of Transaction:	G2G – G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Personnel Records Request Form (PRRF) 2. One (1) valid identification (ID) card; and 3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 4. Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Personnel Request Form (PPRF)	Receive/review the accomplished form	None	5 minutes	Rogelio Rosco; Laurice Pama
Wait while the requested documents are being processed.	Processed the requested document with signature of the LCE.		20 minutes	Rogelio Rosco; Laurice Pama
Receive the documents requested.	Released requested certification/document records to client		5 minutes	Rogelio Rosco; Laurice Pama
TOTAL:		None	30 minutes	



ISSUANCE OF NOSI (Notice of Step Increment)

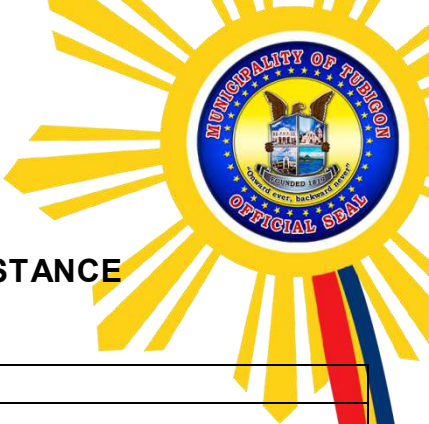
- 1. Any requesting party as it pertains to his/her personal records;
- 2. The Head of the Agency, the Municipal Administrator, the Head of the Internal Audit Service, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs;
- 3. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of *subpoena duces tecum*, in aid of investigation and/or determination or resolution of pending cases; and Such other officials or entities duly authorized by competent authorities.
- 4. Such other officials or entities duly authorized by competent authorities.

Office or Division:	HRMO			
Classification:	SIMPLE			
Type of Transaction:	G2G – G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Personnel Records Request Form (PPRF) 2. One (1) valid identification (ID) card; and 3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 4. Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Personnel Request Form (PPRF)	Receive/review the accomplished form	None	5 minutes	Rogelio Rosco; Laurice Pama
Wait while the requested documents are being processed.	Processed the requested document with signature of the LCE.		20 minutes	Rogelio Rosco; Laurice Pama
Receive the documents requested.	Released requested certification/document records to client		5 minutes	Rogelio Rosco; Laurice Pama
TOTAL:		None	30 minutes	



**MUNICIPAL LOCAL
GOVERNMENT
OPERATIONS OFFICE
(MLGOO)
ADMINISTRATIVE SERVICES**





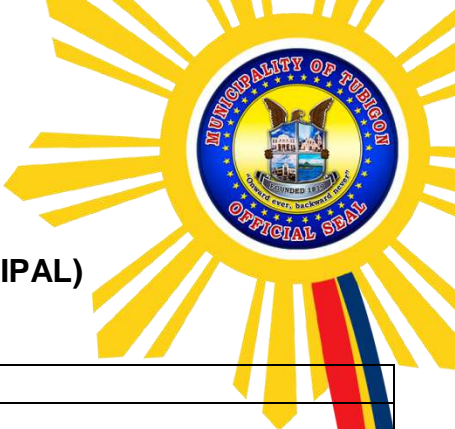
PROCESSING OF BARANGAY OFFICIAL’S DEATH BENEFIT ASSISTANCE

Claimants/Beneficiaries of the Deceased Barangay Officials

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application DILG-DBC form with the following requirements: a) Death Certificate b) Certificate of Incumbency (DILG C/MLGOO) c) Marriage Certificate d) Birth Certificate of the claimant (if claimant is a child of the deceased) e) Special power of attorney, if necessary f) Affidavit of two (2) disinterested persons, if necessary g) Valid ID to be presented when claiming the checks		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish the DILG-DBC Form and submit all the needed requirements	Received the requirements	None	5 minutes	MLGOO Staff
	If complete, indorse to OPD using template		30 minutes	MLGOO
Wait for the instruction/notice from MLGOO	DILG Bohol prepares individual checks for each intended claimant and notifies claimant through C/MLGOO of the availability of fund and pays/releases the check to the rightful beneficiary			DILG – OPD Staff
TOTAL:		None	35 minutes	

ISSUANCE OF CERTIFICATE OF INCUMBENCY (BRGY. & MUNICIPAL)

Municipal and Barangay Officials



Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Municipal and Barangay Officials submit their application of Incumbency	Interview the client and received the application	None	3 minutes	MLGOO Staff
Wait	Verifies the record of the client from the BOIS and prepares the certificate of incumbency		30 minutes	MLGOO
Received the certificate of incumbency	Release the Certificate of Incumbency to the client		2 minutes	MLGOO Staff
TOTAL:		None	35 minutes	

PROCESSING OF AUTHORITY TO PURCHASE VEHICLE

Local Government Unit

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of LCE 2) Certificate of Availability of Funds 3) Appropriation Ordinances 4) Inventory of Vehicles		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request of authority to purchase vehicle	Received and record the request document	None	5 minutes	MLGOO Staff
	Evaluates and process the request		30 minutes	MLGOO
Wait for the instruction/notice from MLGOO	Endorsed at OPD for PD endorsement			
TOTAL:		None	35 minutes	

MAYOR'S OFFICE

ADMINISTRATIVE SERVICES





SECURING MAYOR’S CLEARANCE & CERTIFICATE OF GOOD MORAL CHARACTER

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Police Clearance – Original copy
Latest Community Tax Certificate
Official Receipt from the Municipal Treasurer’s Office

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits all requirements to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, reviews the Requirements <ul style="list-style-type: none"><i>If not complete, return documents to applicants</i>	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the clearance fee at the Treasurer’s Office and asks for the Official Receipt.	Instructs the client to pay the corresponding clearance fee at the Treasurer’s Office. Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Mayor’s clearance and/or Certificate of Good Moral Character	2 mins.	MTO Cashier		
3	Receives the Mayor’s clearance and/or Certificate of Good Moral Character	Receives the Official Receipt and print s the Mayor’s clearance and/or Certificate of Good Moral Character Forwards to the Mayor’s Office for signature.	5-10 minutes	Mayor’s Staff		
		<i>The Mayor (or his authorized</i>	2 minutes	Mayor’s Staff		



		<i>representative) signs the Clearance.</i> Keeps a copy of the clearance and/or Certificate of Good Moral Character for office files, releases the clearance and/or Certificate of Good Moral Character				
END OF TRANSACTION						

SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVIES

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

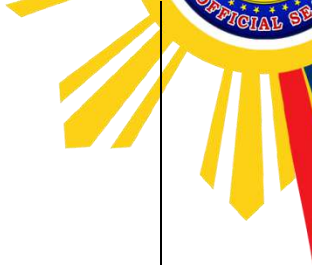
What are the Requirements:

Barangay Clearance
Zoning Clearance/authority/consent of private owner
Official Receipt from the Municipal Treasurer’s Office
Sample of advertising/promotional materials

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits all requirements to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, reviews the Requirements • <i>If not complete, return documents to applicants</i> Instructs the client to pay the corresponding permit fee at the Treasurer’s Office.	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the permit fee at the Treasurer’s Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Mayor’s Permit	2 mins.	MTO Cashier		



3	Receives the Mayor's Permit	Receives the Official Receipt and prints the Mayor's Permit Forwards to the Mayor's Office for signature.	5-10 minutes	Mayor's Staff	
		<i>The Mayor (or his authorized representative) signs the Clearance.</i> Keeps a copy of the permit for office files, releases the permit	2 minutes	Mayor's Staff	
END OF TRANSACTION					

SECURING PERMIT TO CONDUCT PUBLIC ASSEMBLY, RALLIES AND DEMONSTRATIONS, PARADES, MOTORCADE, RECORDED, CAROLLING, DISCO, BENEFIT DANCE, CONCERTS, FUND RASING, RAFFLE DRAWS, ETC.

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Letter request addressed to the Municipal Mayor indicating the scheduled date, planned route and purpose of the activity

Must secure Official Receipt of payment from the Municipal Treasurer's Office

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits all requirements to the receiving clerk or employee in-charge at the Mayor's Office.	Receives, reviews the Requirements • <i>If not complete, return documents to applicants</i>	2 minutes	Mayor's Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None



2	Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Instructs the client to pay the corresponding permit fee at the Treasurer's Office.	2 mins.	MTO Cashier	
		Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Mayor's Permit			
3	Receives the Mayor's Permit	Receives the Official Receipt and print s the Mayor's Permit	5-10 minutes	Mayor's Staff	
		Forwards to the Mayor's Office for signature.	2 minutes	Mayor's Staff	
		<i>The Mayor (or his authorized representative) signs the Clearance.</i>			
		Keeps a copy of the permit for office files, releases the permit			
END OF TRANSACTION					

AVING OF PUBLIC ASSISTANCE

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Punong Barangay's Certification
Official Receipt of payment from the Municipal Treasurer's Office

Duration: 20 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits all requirements to the	Receives, reviews the	5 minutes	Mayor's Office	None	None



	receiving clerk or employee in-charge at the Mayor's Office.	Requirements <ul style="list-style-type: none">If not complete, return documents to applicants Ask the client what particular public assistance he/she needs. Endorse to the Mayor the required customer assistance for evaluation.		Staff		
2	Wait for her/his time for personal appearance with the Mayor	Call the client for personal appearance with the Mayor	15 mins.	Mayor		
3	Talked with the Mayor and go home					
END OF TRANSACTION						



SEUCRING AFFIDAVITS

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Based on the type of affidavit needed (see next page)

Duration: 16 minutes

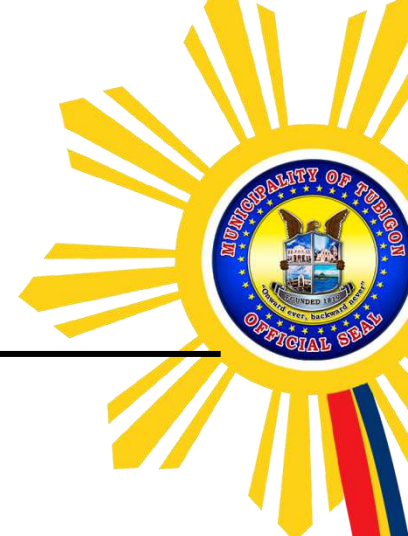
Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits all requirements to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, reviews the Requirements <ul style="list-style-type: none">If not complete, return documents to applicants	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the Affidavit fee at the Treasurer’s Office and asks for the Official Receipt.	Instructs the client to pay the corresponding permit fee at the Treasurer’s Office. Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Mayor’s Affidavit	2 mins.	MTO Cashier		
3	Receives the Affidavit	Receives the Official Receipt and print s the Affidavit Forwards to the Mayor’s Office for signature. The Mayor (or his authorized representative) signs the Affidavit. Keeps a copy of the Affidavit for office files, releases the	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		



		Affidavit			
END OF TRANSACTION					

LIST of Requirements for Securing Affidavits:

Type of Affidavits	Requirements
1) Affidavit for Legitimation	<ul style="list-style-type: none">- Official Receipt of payment- Marriage Certificate- Community Tax Certificate
2) Self/joint Affidavit for Late Registration of Birth	<ul style="list-style-type: none">- Official Receipt of payment- Community Tax Certificate- Community Tax Certificate of two witness- Filled-up form duly signed by LCR representative
3) Affidavit for Acknowledgement Paternity	<ul style="list-style-type: none">- Affidavit Receipt- Community Tax of Affiant (father)
4) Affidavit of Two disinterested Persons for Correction of error	<ul style="list-style-type: none">- Official Receipt of payment- Community tax of affiant (2 witness)- A document showing the “clerical error” data
5) Affidavit of Loss	<ul style="list-style-type: none">- Official Receipt of payment- Community Tax of the Affiant



ISSUANCE OF BURIAL PERMIT

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Death Certificate

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirement to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, review the Requirement * If no death certificate, advise applicants to secure	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the permit fee at the Treasurer’s Office and asks for the Official Receipt.	Instructs the client to pay the corresponding permit fee at the Treasurer’s Office. Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Burial Permit	2 mins.	MTO Cashier		
3	Receives the Burial Permit	Receives the Official Receipt and print s the Burial Permit Forwards to the Mayor’s Office for signature. The Mayor (or his authorized representative) signs the Clearance. Keeps a copy of the permit for office files, releases the	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		

		permit			
END OF TRANSACTION					



ISSUANCE OF MAYOR’S PERMIT

Schedule of the Availability of Service:

Mondays – Fridays
 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

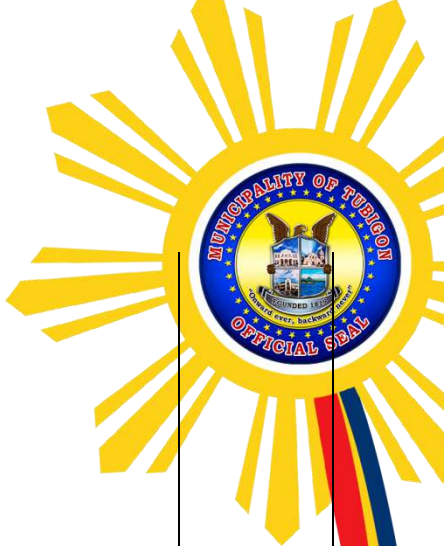
General public.

What are the Requirements:

Based on the approved required documentary requirements by the BPLO per line of business.

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirements to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, reviews the Requirements and the required regulatory fees if it is in order. <ul style="list-style-type: none"> <i>If not complete, return documents to applicants</i> 	5 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Wait	instructs the client to go wait while preparing for the printing of Mayor’s Permit	2 mins.	MTO Cashier		
3	Receives the Mayor’s Permit	Print s the Business Permit Forwards to the Mayor’s Office for signature.	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		



		<p>The Mayor (or his authorized representative) signs the Clearance.</p> <p>Keeps a copy of the permit for office files, releases the permit</p>				
END OF TRANSACTION						

SECURING FINANCIAL ASSISTANCE

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public.

What are the Requirements:

Barangay Clearance
Hospital bill or official receipts

Duration: 10 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirements to the receiving clerk or employee in-charge at the Mayor's Office.	<p>Receives, reviews the Requirements and as the client if he/she already go to the MSWDO office for interview</p> <ul style="list-style-type: none">If in-complete, return documents to applicants while if the client did not underwent MSWDO staff interview, advise the client to go to the MSWDO for an interview	5 minutes	Mayor's Office Staff	None	None
2	Wait	instructs the client to go wait while preparing for the letter of Mayor to	5 mins.	Mayor's Office Staff		



3	Bring the documents together with the letter of the Mayor to MSWD Office for voucher preparation.	MWSDO				
	Wait for a maximum of 3 days and get the financial assistance at the Municipal Treasurer's Office	Instruct the client to bring the letter to MSWDO office and advise them to wait for maximum of 3 days for the release of the financial assistance check. Advise also the client to get their financial assistance at the Municipal Treasurer's Office for a maximum of 3 days. Also the Mayor's staff will get his/her contact number for updating.				
END OF TRANSACTION						



MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

ADMINISTRATIVE SERVICES





APPLICATION FOR A SOLO PARENT ID

About the Service: The government implemented the Solo Parent Welfare Act to support, protect, distinguish and recognize the rights of Solo parents by giving privileges and benefits.

Before Solo parents can avail of their benefits and privileges, they must first get a **Solo Parent identification card**. The Solo Parent ID can be obtained from the Municipal Social Welfare and Development Office.

Getting Solo Parent ID card is free and no charge. This ID is valid only for one (1) year and is renewal base on the assessment and validation of the status of the applicant. It shall be surrendered to the MSWDO should the solo parent transfer her/his residence to other areas.

Schedule of Availability of Service:

Monday – Friday 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service :

- Parent left solo or alone with the responsibility of parenthood:
 - Due to death of spouse
 - While the spouse is detained, or serving sentence for a criminal conviction for at least one (1) year
 - Due to physical and/or mental incapacity of spouse as certified by a public medical practitioner
 - Due to legal separation or de facto separation from spouse for at least one year; Provided that he or she is entrusted with the custody of the child
 - Due to abandonment of the spouse for at least one (1) year
- Unmarried mother/father who has preferred to keep and rear his/her children instead of having others care for them or give them up to a welfare institution
- Any other person who solely provides parental care and support to a child or children provided he/she is duly licensed as a foster parent by DSWD or duly appointed legal guardian by the court
- Any family member who assumes the responsibility as head of the family as a result of death, abandonment, disappearance or prolonged absence of parents or solo parent; provided that such abandonment, disappearance, or absence lasts for at least one year.
- Must be a bonafide resident of Tubigon (at least six (6) months)

What are the Requirements :

1. Completed Solo Parent application form (available and free of charge in the MSWDO)
2. Two 1x1 ID pictures
3. Barangay Residency Certificate
4. Appropriate documentation/evidence that the applicant is a solo parent e.g. death certificate of spouse, etc
5. Income tax return or any document that will establish income level of the solo parent
6. In case of transferee from other barangay, the applicant should seek a clearance from other former barangay indicating whether or not he/she has availed of any benefits for solo parent and the nature of such benefits
7. Certificate of live birth of the children



Duration:

Filing- 10 minutes
Assessment/Validation-15-25 days
Issuance/release of ID-30 days after filing

HOW TO AVAIL OF THE SERVICE:

Step	As a client, you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Fill up the Solo Parent Registry Form and submit the complete requirements	Validate the submitted requirements Register the application form in the logbook indicating the target date of release of the ID	10 mins.	Kristine I. Genita/Ma. Luna Asis Alindao	(None)	Solo Parent Application Form
2	Wait for the process	Conduct home visit for assessment/validation	15-20 days	Kristine I. Genita or any of the MSWDO staff	(None)	(None)
3	Wait for the notification via text or call	Notify the applicant via text or call	Within 5 days after validation	Kristine I. Genita or any of the MSWDO staff	(None)	(None)
4	Claim the Solo Parent ID and sign the logbook	Release the ID and record in the logbook	5 mins	Kristine I. Genita or any of the MSWDO staff	(None)	(None)
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

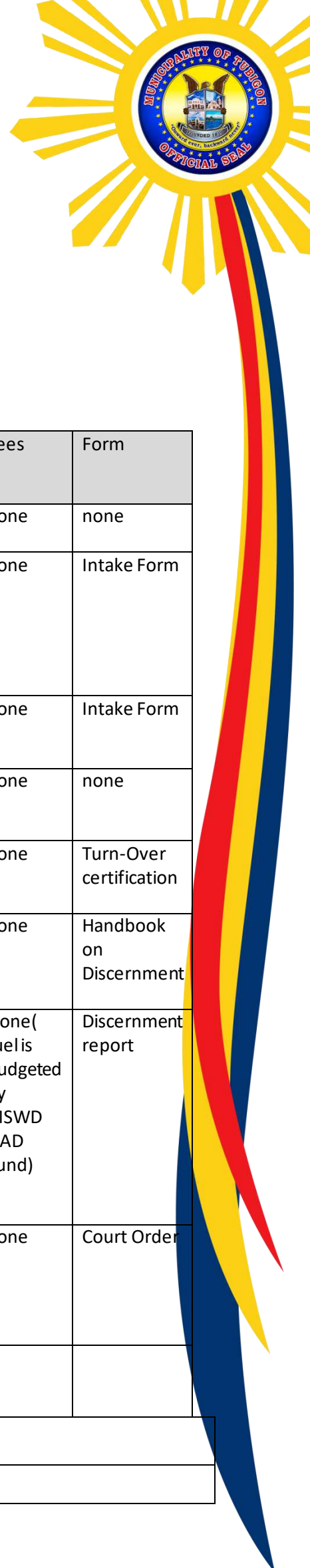
AVAILING THE TUBIGON DROP-IN & WOMEN CRISIS CENTER SERVICES

About the Service: With the LGU’S aim in maintaining the Child Friendly Municipality Community of Practice(COP) status, a concept of building a Drop-In Center was conceptualized to cater to children who are in crisis situation or those in especially difficult circumstances. The services are not limited to children alone but also for abused and exploited women.

Schedule of Availability of the Service:

Monday to Sunday 24/7 even during Holidays (during night and holiday turn-over , rescuing Officer, notify the Social Worker/Houseparent on call for immediate response.

Who may avail of the Service: Children 5-17 years of age, abused and exploited women.



What are the Requirements:

- 1. Referral letter or escort of rescuing person to the Drop-In Center
- 2. Police Blotter
- 3. Birth Certificate to determine if the child is 5-17 years old
- 4. Medical Certificate

Duration: Immediately upon turn-over of the minor or VAW victim/survivor

HOW TO AVAIL OF THE SERVICE:

STEP	As a client (guardian/escort), you	Responsibility of Action Officer	It will take you	Person In Charge	Fees	Form
1	Approach the PACDI	PACDI refer client to Drop In Social Worker	2 mins.	Rickylyn Macabodbod	none	none
2	Approach the Drop-In Social Worker	Interview child, parent/guardian/escort or the VAW victim/survivor with PNP Women & Children’s desk Officer	30 mins.	Kristine I. Genita	none	Intake Form
		Interview victim whether they will file a case or not	20 mins.	Kristine I. Genita	none	Intake Form
		In case, no filing of case will be done, counsel the minor	20 mins.	Kristine I. Genita	none	none
		Turn- Over minor to parents/guardian after counseling	5 mins.	Kristine I. Genita	none	Turn-Over certification
		When the victim decides to file a case, prepare a discernment report	5 hours	Kristine I. Genita	none	Handbook on Discernment
		Drop-In Social Worker, escorts minor/VAW victim survivor in filing the case to RTC Family Court with PNP personnel (with available vehicle for use C/O MSWD for fuel)	½ to 1 day	K. Genita	None(fuel is budgeted by MSWD GAD Fund)	Discernment report
		After filling, follow court’s order for possible custody of child/VAW victim survivor.	Immediately upon return from RTC	K.Genita	none	Court Order
		Wait for subpoena of hearing schedule or court notifications.				
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						



Financial Assistance for Hospitalization and Medicines for Individuals in Crisis Situation

About the Service: *Section 17 of the Local Government Code (RA 7160) mandates the LGU to exercise other powers and discharge such other functions and responsibilities as necessary, appropriate, or incidental to the efficient and effective provision of the basic services such as but not limited to..health and social welfare services.*

Financial assistance for payment of hospitalization, purchase of medicines, burial assistance is under the Assistance to Individual in Crisis Situation (AICS) of the Municipal Social Welfare and Development Office (MSWDO) that provides emergency financial assistance to those disadvantaged, vulnerable and marginalized individuals or families who is/are in crisis situation.

Schedule of Availability of Service: Monday – Friday 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service: Individuals or families who are in crisis situation, bonafide residents of Tubigon and have inadequate resources in addressing emergency needs

What are the Requirements :

- Burial Assistance
 - Certification of Indigence from the Barangay
 - Statement of Account from the funeral home
 - Registered Death Certificate
- Anti-Rabies Vaccine Assistance-
 - Certification of Indigence from the Barangay
 - Official Vaccination Schedule
- Medical Assistance
 - Certification of Indigence from the Barangay
 - Hospital Bill (for payment of hospital bill), or Prescription (for medicines) or Laboratory requests (for procedures) or Clinical Abstract/Medical Certificate with signature and license number of the attending physician

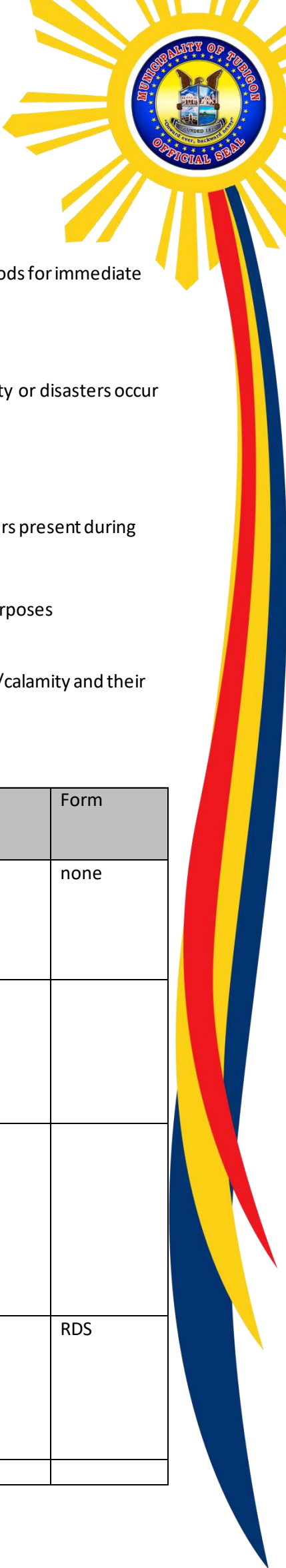
Duration: 3 days

HOW TO AVAIL OF THE SERVICE:

Step	As a client, you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the PACD Staff	Assist and endorse the client to the AICS Section	1 min.	PACD Staff (Rickily H. Macabodbod / Luciana B. Medidas)	(None)	(None)
2	Approach the Social Welfare Aid and present requirements and provides information regarding his/her circumstances	Interview client and validate the submitted requirements	15 mins.	AICS staff (Geraldine C. Bustalinio/ Diane Ruth U. Sagarino / Maria Lourdes B. Gemina)	(None)	Client Information Sheet



	Sign the information sheet	Refer case to Registered Social Worker (RSW) for assessment				
		Social worker perform assessment and recommends assistance Advise client to proceed to Mayor's Office for approval	3 mins.	RSW- Reynaldo Envidiado, Kristine Genita		
3	Go to the Mayor's Office and submit documents for review and approval	Prepare the Certificate of Eligibility	Availability of mayor	Mayor's Office Receiving Clerk (Emma Bancoy)	(None)	Reviewed Hospital Bill/ Prescription/Funeral Contract/ Vaccination Schedule/Certificate of Indigence
4	Submit approved AICS slip and basic requirements	Check approved AICS slip Prepares Obligation Request & Disbursement Voucher under Mayor's approval Get the client's contact number	10 mins.	AICS Clerk (Geraldine C. Bustalino/ Diane Ruth U. Sagarino / Maria Lourdes B. Gemina)	(None)	Approved AICS slip
5	Wait for processing	Notify client of the availability of check and advise to bring a valid ID	1 or 2 days after step 4	Municipal Treasurer's Office or MSWDO welfare assistant		
5	Claim the check Present Valid ID	Release the check	2 mins.	Treasurer's Office	(None)	
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						



AVAILING FOOD PACKS FOR AFFECTED FAMILIES/COMMUNITIES

About the Service:

During onset of disasters/calamities, the Office of the MSWDO has prepositioned goods for immediate response to individuals/families in need.

Schedule of Availability of the Service:

Monday to Sunday 24/7 even during Holidays or as need arises esp. if calamity or disasters occur

Who may avail of the Service: 34 barangays of Tubigon, Bohol

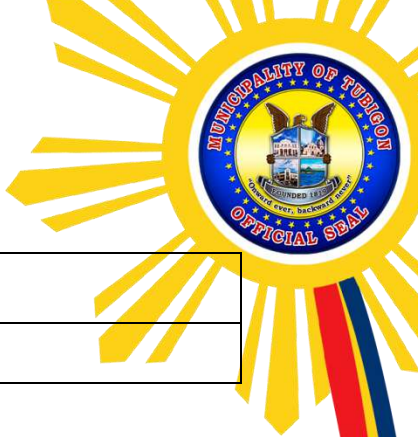
What are the Requirements:

- 1. BDRRMC Resolution and Minutes of Meeting with attendance of the members present during the meeting
- 2. List of Affected Families with signature of BDRRMC Chair
- 3. Copy of the Disaster Assistance Family Access Card (DAFAC) for validation purposes
- 4. Vehicle to transport the foodpack

Duration: Immediately upon report of the Barangay BDRRMC regarding the disaster/calamity and their assistance needed and sought for (Food packs).

HOW TO AVAIL OF THE SERVICE:

STEP	As a client (guardian/escort), you	Responsibility of Action Officer	It will take you	Person In Charge	Fees	Form
1	Approach the PACDI	PACDI refer client to MSWDO for reporting of the incident	5 mins.	Rickylyn Macabodbod	none	none
2	Present requirements	MSWDO staff validates requirements and seeks approval of the MSWDO	2 mins.	Reynaldo Envidiado	none	
3	Wait for the approval	Advise for the release of foodpack Provide blank Relief Distribution Sheet (RDS)	30 mins.	Cresilda Argamosa	none	
4	Barangay to submit the filled-up RDS and Photo Documentation of the distribution	Follow-up the barangay Received and file the RDS and Photos	2 mins.	C. Argamosa	none	RDS



Fill-out the Client Satisfaction Rating Form
END OF TRANSACTION

PRE-MARRIAGE COUNSELING

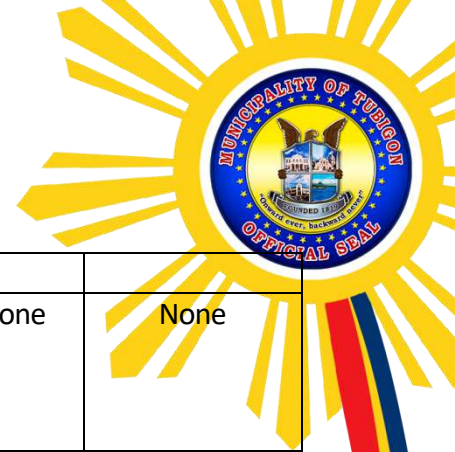
About the Service: Article 16 of the Family Code requires contracting parties who applies for marriage license must undergo at least 4 hours of Pre-Marriage Counselling (PMC) by an accredited marriage counsellor. The Local Government Unit (LGU) of Tubigon created the PMCTeam composed of Population Commissioned (POPCOM) trained Social Workers from MSWDO, Midwife and Family Health Associate from MHO, and Agriculture Officer from MAO.

Schedule of Availability of Service: Every 3rd Wednesday of the Month (8:00 am-5:00 pm)

Who May Avail the Service: Couples applying for Marriage License

What are the Requirements: **None**

Step	As a client ,you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the officer in charge of PACD	Advise the parties of the schedule of the PMC	2 mins.	Rickilyn Macabodbod	None	None
2	Apply for booking	Book the applicants name and advise them of the rules during the PMC	2 min.	Riva Mae Diaz\Luciana Medidas	None	None
3	Attend the PMC Register in the attendance sheet	Register the applicants Conduct the PMC Prepare the PMC	6 hours	Riva Mae Diaz PMC Team (Yolanda Labella, Rey D. Envidiado, Kristine I. Genita, Johanna Faye Reserva) Riva Mae Diaz	None	None



		certificate				
4	Claim the PMC certificate	Release the PMC certificate	1 min	Rey D. Enviado, Kristine I. Genita	None	None
Fill-out the Client Satisfaction Rating Form at the PACD						
END OF TRANSACTION						

GETTING PWD (MEDICINE & GROCERY) PURCHASE BOOKLETS

About the Service: Aside from the PWD ID, the accompanying *Persons with Disability Purchase Booklets* are also needed to avail of the benefits. Both are needed which can be obtained from the PWD section of the Municipal Social Welfare and Development Office.

A purchase booklet must be presented to the store or retailer every time a purchase of basic necessities and prime commodities is made. Also, purchase booklets shall be used to record the kind of medicine purchased, how many, when and where it was purchased.

Schedule of Availability of Service: Monday – Friday 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service : Persons with Disability (PWDs) who are who are bonafide residents of Tubigon, Bohol

What are the Requirements:

- 1. Persons with Disability Identification Card (PWD ID)
 - NOTE: If you don’t have a PWD ID yet, follow the steps of the **APPLICATION FOR A PWD ID**.

Duration: 8 mins.

HOW TO AVAIL OF THE SERVICE:

Step	As a client, you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the PACD Staff	Assist and endorse the client to the PWD Section	3 mins.	PACD Staff (Rickily Macabodbod/ Luciana Medidas)	(None)	(None)
2	Present the PWD ID to the PWD Staff	Validate the PWD ID and check its expiration date	1 min.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
3	Wait for the process	Record the client’s information on the Purchase Booklets	3 mins.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
4	Claim your PWD Purchase Booklet	The PWD Staff will Log and Release the PWD Purchase Booklets	1 min.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)



Fill-out the Client Satisfaction Rating Form
END OF TRANSACTION

APPLICATION FOR A PWD ID (NEW/RENEW)

About the Service: The government implemented the Magna Carta Law for disabled Persons to support, protect, distinguish and recognize the rights of PWD by giving privileges and benefits.

Before PWDs can avail of their benefits and privileges, they must first get a **PWD identification card**. The PWD ID can be obtained from the **PWD section** of the Municipal Social Welfare and Development Office.

Getting PWD ID card is **free and no charge**. Also note that this ID expires every 3 years so you need to renew it after 3 years. The same requirement applies for the renewal but recent and latest documents are required.

Schedule of Availability of Service: Monday – Friday 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service : Persons with Disability (PWDs) who are bonafide residents of Tubigon, Bohol

What are the Requirements :

- 1. Completed Philippine Registry Form for Persons with Disability (Forms are available in the MSWDO)
- 2. Two 1×1 ID pictures
- 3. Barangay Residency Certificate (You can get this one from your Barangay Hall)
- 4. NSO birth certificate
- 5. A duly-signed **Certificate of Disability** by any licensed public or private physician

Duration: 1 – 3 days (depending on the availability of the Mayor for the signature)

HOW TO AVAIL OF THE SERVICE:

Step	As a client, you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the PACD Staff	Assist and endorse the client to the PWD Section	3 mins.	PACD Staff (Rickily Macabodbod/ Luciana Medidas)	(None)	(None)
2	Submit the complete requirements Note: If requirements are complete	Conduct interview and validate the submitted requirements Get the clients contact number to be used in notification for the date of the release of the ID	15 mins.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	PWD Registry Form



	If client don't have the <i>Certificate of Disability</i> , he/she can go to the Municipal Health Office (MHO) to get one. If the MHO is not available, you can proceed to the OPD section of the Tubigon Community Hospital. This certification can also be obtained from any licensed private physician.	Advise client of the possible date of release Provide filled-up referral form to the client and advise client to proceed to MHO or any licensed physicians for the disability certification	10 mins. If the MHO is available			Referral form
3	Wait for the notification of the release	Print the PWD ID and forward the PWD ID to the Office of the Mayor for his signature Once ID is signed, text or call the client notifying about the availability of the ID	1-2 days depending on the availability of the Mayor	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
4	Claim the ID and sign in the logbook	Record and release the ID	3 mins	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
Fill-out the Client Satisfaction Rating Form at the PACD						
END OF TRANSACTION						



TUBIGON COMMUNITY HOSPITAL

ADMINISTRATIVE SERVICES





SECURING A BIRTH CERTIFICATE/DEATH CERTIFICATE

Schedule of Availability of Service:

8:00 am – 5:00 pm
Mondays to Fridays

Who May Avail of the Service:

- Parents or authorized representative
- Next of Kin
- Guardians (minor parent)

What are the Requirements:

Birth Certificate:

- 1. Data for Registration
- 2. Official Receipt

Additional Requirement:

If Married:

- 1. Photocopy of Marriage Certificate

If Not Married (for use of surname of father)

- 1. Photocopy of cedula of Mother and Father
- 2. Presence of Father for acknowledgement (RA 9255 Affidavit)

Duration: 36 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Go to medical records and fill out data form for registration	Provide data for registration form	5 minutes	Medical Records		Data for Registration Form for Birth/Death
2.	Submit data for registration form to the Medical Records	Interview and counter check information for completeness and accuracy	3 minutes	Medical Records		Data for Registration Form for Birth/Death
3.	Provide additional necessary requirements.	Check requirements. Process birth/death certificate	5 -10 minutes	Medical Records		Married: Marriage Certificate Not Married for Acknowledgement: Photocopy of cedula and RA 9255 Affidavit
4.	Go to the cashier for payment	Receive payment and issue Official Receipt. Advice client to go to the Medical Records	1-3 minutes	Cashier	60.00	
5.	Present official receipt and confirm information written on the certificate	Let doctor sign the birth certificate.	5-10 minutes	Medical Records Medical Officer		Official Receipt
6.	Affixed signature on	Issue Birth Certificate	1-3 minutes	Medical		



	informant's space.	and other documents needed		Records		
7.	Sign logbook.	Let informant sign the logbook and instruct client to proceed to: *Certificate of Live Birth: LCR for registration *Death Certificate: RHU for MHO's signature and then to LCR for registration	1-2 minutes	Medical Records		Certificate of Live Birth/ Death Certificate
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

SECURING A MEDICAL RECORD

Schedule of Availability of Service:

8:00 am – 5:00 pm
Mondays to Fridays

Who May Avail of the Service:

- Patient of legal age
- Parent or Legal Guardian for Minor or Incompetent Patient
- Nearest kin
- Authorized Representative

What are the Requirements:

- 5. OPD, Admission or ER Record
- 6. Official Receipt
- 7. In the absence of the patient:
 - Authorization and identification card of the patient
 - Valid identification card of authorized representative

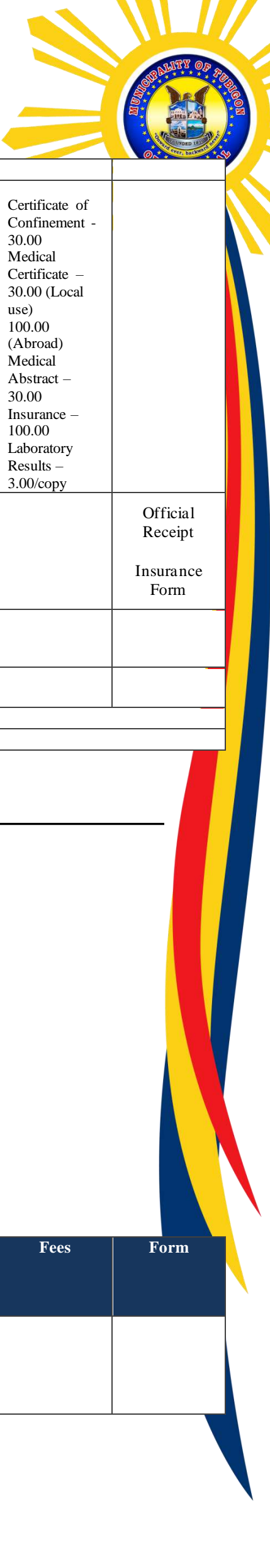
Duration: For simple transaction:

Certificate of Confinement – 25 mins
Medical Certificate – 1 day for In Patient & 25 mins for Out Patients
Medical Abstract – 1 day if attending physician is on duty
Insurance Forms – 1 day if attending physician is on duty
Laboratory Results – 5-15 mins

For complex transaction: until physician is available

Patients whose attending physicians are either by appointment schedule, visiting or out of the country.

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Proceed to Medical Records Section and state your request.	Interview and verifies Client's/Patient' request. Explain processing time	5 mins	Medical Records		



		and fees				
2.	Pay applicable fees.	Receive payment and issue official receipt. Advice client to go to the Medical Records	5 mins	Cashier	Certificate of Confinement - 30.00 Medical Certificate – 30.00 (Local use) 100.00 (Abroad) Medical Abstract – 30.00 Insurance – 100.00 Laboratory Results – 3.00/copy	
3.	Submit the official receipt to the medical records. Provide insurance form for Insurance	Process request of client or patient. Ask patient to claim requested record as scheduled	5-10 mins	Medical Records		Official Receipt Insurance Form
4.	Claim requested record as scheduled	Issue requested record to client or patient	3 mins	Medical Records		
5.	Sign logbook	Document the release of requested record.	1-2 mins	Medical Records		
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

SECURING A RECORD FOR MEDICO LEGAL

Schedule of Availability of Service:

8:00 am – 5:00 pm
Mondays to Fridays

Who May Avail of the Service:

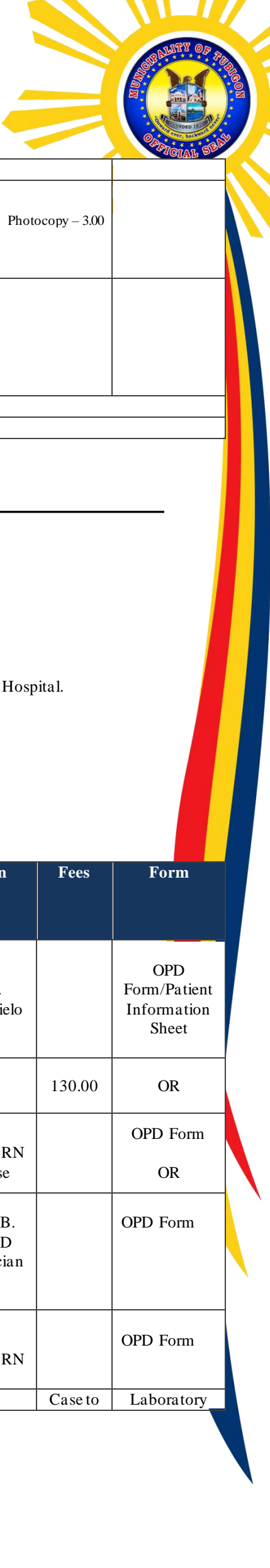
- Patient of legal age
- Parent or Legal Guardian for Minor or Incompetent Patient
- Nearest kin
- Authorized Representative

What are the Requirements:

- 8. OPD, Admission or ER Record
- 9. In the absence of the patient:
 - Authorization and identification card of the patient
 - Valid identification card of authorized representative

Duration: 11 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Proceed to Medical Records Section and request for patient's record	Interview and verifies Client's/Patient' request.	5 mins	Medical Records		



2.	Pay applicable fees.	Retrieve patient's record, photocopy and certify the patient's record.	3 mins	Medical Records	Photocopy – 3.00	
3.	Sign logbook	Document the release of requested record. Accompany patient to RHU and give patient's record to the MHO	3 mins	Medical Records		
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING OF OUTPATIENT CONSULTATION

Schedule of Availability of Service:

Monday to Fridays
Friday to Saturday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.

Who May Avail of the Service:

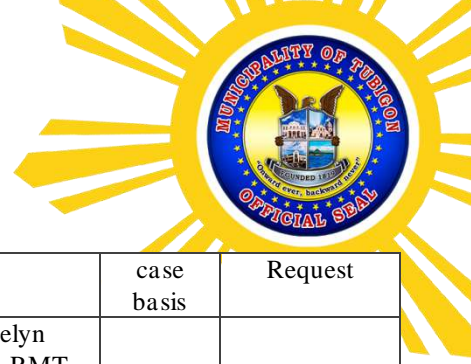
Anybody whose treatment does not require an overnight stay in Tubigon Community Hospital.

What are the Requirements:

- 1. Patient Information Sheet for Registration
- 2. Filled out OPD Form
- 3. Official Receipt
- 4. Laboratory Results if needed

Duration: 44 to 90 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to PACD for Registration/Filling up of forms	Interview and assist patient/companion in filling out forms Register patient	1-3 minutes	PACD: Krizia F. Manigo/Chielo Legaspi		OPD Form/Patient Information Sheet
2	Pay Consultation Fee to the cashier	Receive payment & issues official receipts	1-2 minutes	Cashier	130.00	OR
3	Go to the OPD Section Present Official Receipt (OR)	Interview patient, take vital signs and record to the OPD Form	1-3 minutes	Aileen Lamanilao, RN OPD Nurse		OPD Form OR
3	Go to the OPD Physician when called.	Assess the patient Prescribe medications and/or laboratory examinations	5-10 minutes	Meyzadel B. Mante, MD OPD Physician		OPD Form
4	Listen to the instruction	Give instructions on medications, laboratory tests and follow up.	5 mins	Aileen Lamanilao, RN OPD Nurse		OPD Form
4	If for laboratory work up, go	Receive payment and	1-2 minutes	Cashier	Case to	Laboratory



	to the cashier for payment of desired laboratory test.	issue Official Receipt (OR)			case basis	Request
5	Go to the laboratory for laboratory desired examination Wait for the result.	Receive the laboratory request. Process laboratory exam	1-3 minutes 30 minutes to 1 hour	Madelyn Piezas, RMT John Mark Ochavillo, RMT Mar Aquiles		OR Laboratory Request
6	Once result is in, patient send result back to the OPD Section for reassessment	Attach laboratory result to the OPD form and forward to the OPD physician	1-3 minutes	Aileen Lamanilao, RN OPD Nurse		Laboratory result
	Approach the physician once called.	Check laboratory result. Prescribe appropriate medicines and give medical advise. If needed, advice admission.	3-5 minutes	Meyzadel B. Mante, MD OPD Physician		Prescription
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING DENTAL SERVICES

Schedule of Availability of Service:

8:00 am – 5:00 pm
Tuesdays to Saturdays

Who May Avail of the Service:

Anyone who needs dental care to maintain a healthy teeth and to prevent dental disorders.

What are the Requirements:

10. Medical Clearance for tooth extraction

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to PACD for inquiries.	Direct patient/client to go to the Dental Clinic	1-2 minutes	PACD: Krizia F. Manigo/Chielo Legaspi		
2	Get priority number at the Dental Clinic.	Retrieve old record, make new record for new client. Interview and get vital signs for clients who will undergo tooth extraction.	1-3 minutes	Ma. Cristina Bagolor Dental Aide		
3	Go to the dentist when called.	Conduct consultation then perform necessary procedure. After the procedure direct client to go to the cashier.	Case to case basis	Dr. Jonalyn N. Resullar		
4	Go to the cashier for payment. ❖ Extraction:	Receive charge slip and payment and issue Official Receipt.	1-2 minutes	Cashier		Charge Slip



	➤ Adult				250.00	
	➤ Pedia				200.00	
	➤ Topical				100.00	
❖	Restoration:					
	➤ Permanent				350.00	
	➤ Temporary				200.00	
❖	Scaling/Polishing:					
	➤ Severe				400.00	
	➤ Moderate				300.00	
	➤ Mild				200.00	
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING LABORATORY EXAMINATION

Schedule of Availability of Service:

7:00am – 5:00pm Daily

Who May Avail of the Service:

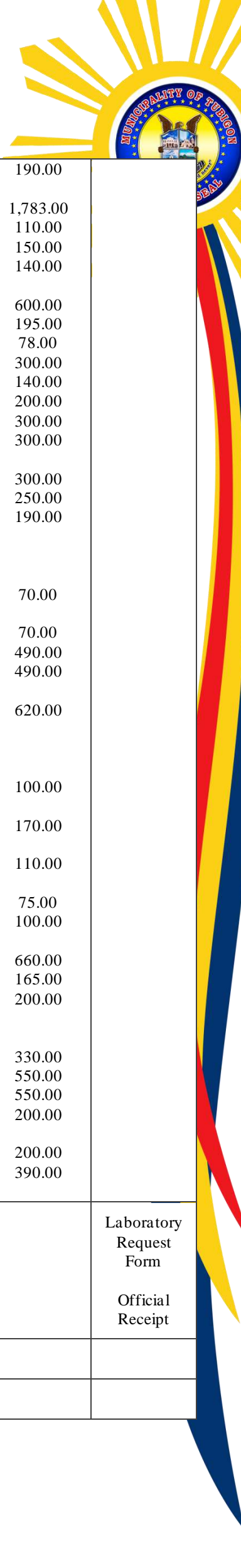
Anybody to facilitate the doctors determine a diagnosis, plan treatment, check to see if treatment is working, or monitor the disease over time.

What are the Requirements:

- 11. Laboratory Request Form
- 12. Official Receipt
- 13. Specimen

Duration: 30 minutes to 70 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Approach PACD for inquiries and registration Present laboratory request.	Receive laboratory request Instruct to pay for laboratory request Give specimen bottle if needed	1-3 minutes	Krizia F. Manigo / Chielo Legaspi		
	For new patients with laboratory request: Fill out applicable forms.	Assist patient in filling out applicable forms Process registration for new patients	3-5 minutes	Krizia F. Manigo / Chielo Legaspi		
	For patients without laboratory request: Advised to consult a doctor for desired laboratory test.	Advice client to seek consultation first for desired laboratory test.				
2	Pay desired laboratory test: ❖ Anti-Treponema Pallidum/Syphilis Ab Testing ❖ Blood Chemistry	Receive Laboratory Request and payment	1-2 minutes	Cashier	250.00	Laboratory Request Form



	<div><div>➤ Blood Uric Acid (BUA)</div><div>➤ Cardiac Panel</div><div>➤ CBS</div><div>➤ Creatinine</div><div>➤ Fasting Blood Sugar (FBS)</div><div>➤ HbA1C</div><div>➤ HDL</div><div>➤ LDL</div><div>➤ Potassium</div><div>➤ RBS</div><div>➤ Serum Albumin Test</div><div>➤ Serum Chloride Test</div><div>➤ Serum ionized Calcium Test</div><div>➤ Sodium</div><div>➤ Triglycerides</div><div>➤ Total Cholesterol</div><div>❖ Clinical Microscopy Test:<div>➤ Fecalysis/Stool Examination</div><div>➤ Routine Urinalysis</div><div>➤ 50 grams OGCT</div><div>➤ 75 grams OGTT without Urine Test</div><div>➤ 75 grams OGTT with Urine Test</div></div><div>❖ Hematology:<div>➤ Complete Blood Count (CBC)</div><div>➤ CBC with Platelet Count (Automation)</div><div>➤ Hemoglobin & Hematocrit</div><div>➤ Hematocrit</div><div>➤ Platelet Count</div></div><div>❖ Newborn Screening</div><div>❖ Peripheral Smear</div><div>❖ Pregnancy Test</div><div>❖ Serology:<div>➤ Blood Typing (A,B,O)</div><div>➤ Dengue IgG/IgM</div><div>➤ Dengue Ns1Ag</div><div>➤ HBsAg Determination</div><div>➤ HDbsAg</div><div>➤ IgG/IgM for Samonella Typhi</div></div></div>				190.00 1,783.00 110.00 150.00 140.00 600.00 195.00 78.00 300.00 140.00 200.00 300.00 300.00 300.00 250.00 190.00 70.00 70.00 490.00 490.00 620.00 100.00 170.00 110.00 75.00 100.00 660.00 165.00 200.00 330.00 550.00 550.00 200.00 200.00 390.00	
3	Proceed to Laboratory and present Laboratory request and Official Receipt	Receive Laboratory Request form and O.R and instruct patient for the procedure	1-3 minutes	John mark Ochavillo, RMT/ Madelyn Piezas, RMT/ Mar Aquiles, Lab Tech		Laboratory Request Form Official Receipt
4.	Give specimen or cooperate with the procedure	Receive specimen and perform procedure.	3-5 minutes	MedTech/ LabTech		
5.	Wait for the laboratory result	Process laboratory tests	30-60 minutes	MedTech/ LabTech		



6.	Receive the Laboratory results.	Release laboratory result.	1-3 minutes	MedTech/ LabTech		Official Receipt
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING ADMISSION and DISCHARGE

Schedule of Availability of Service:

Daily, 24 hours

Who May Avail of the Service:

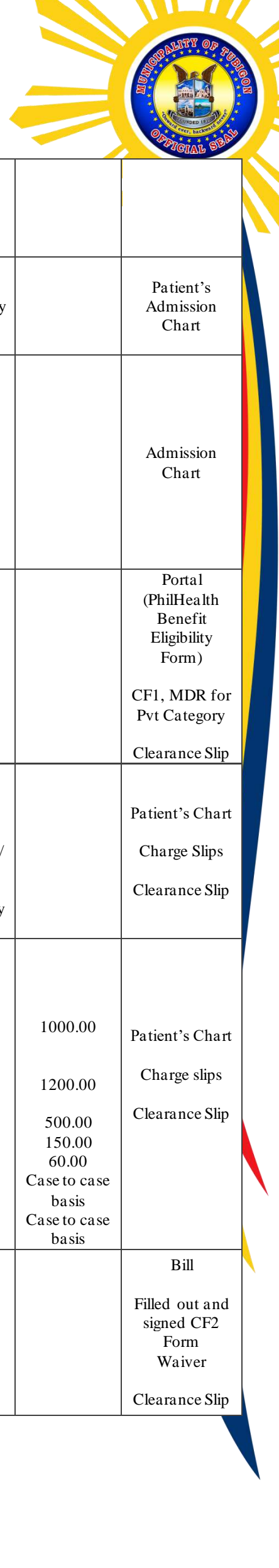
A patient who will be provided with room, board, and continuous nursing and medical service.

What are the Requirements:

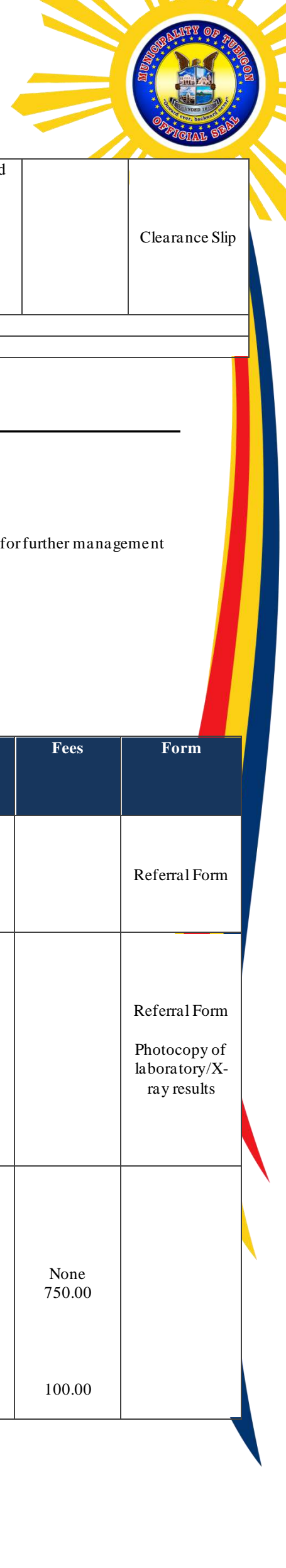
14. PhilHealth requirements if a member

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to the Emergency Room	Interview the patient and record reason for admission. Taking of vital signs. Retrieval of old record if there is any. Ask if she/he is a Philhealth member. SO is advised to go to the Philhealth Office for the requirements. Inform the ROD.	3-5 minutes	ER Nurse		Admission Chart Admission Slip
2	Wait while the doctor is doing examination. Answer pertinent patient information asked by the doctor regarding her/his condition.	Examines the patient, takes patient's history and writes an admission order.	5-15 minutes	Resident on Duty		Admission Chart
3	Sign Consent for Admission	Let patient/SO sign the Consent for Admission Sheet. Carries out Doctor's Order. Completes all necessary data in the admission forms. Records patient's data to the ER Logbook,	Case to case basis	ER Nurse		Admission Chart ER Charge Slip Laboratory Request Form



		Admission Logbook, Census. Transport and endorse patient to ward.				
4	Upon Discharge: Ask the doctor during rounds for discharge order.	ROD writes discharge order to the patient's chart.	3-5 minutes	Resident on Duty		Patient's Admission Chart
5	Go to the PhilHealth Office to inquire and submit the requirements.	Carries out doctor's discharge order. Facilitate patient if Philhealth requirements are already submitted. Forward chart to Philhealth Office for clearance, to the Pharmacy then to the Billing Section.	5-15 minutes	Ward Nurse on Duty		Admission Chart
6		Check for completeness of Philhealth requirements Sign Clearance Slip Forward chart to the Pharmacy	1-3 minutes	Mara Joyce Torreon, RN / Hazel Balaga, RN / Quennie Mag- uon, RN		Portal (PhilHealth Benefit Eligibility Form) CF1, MDR for Pvt Category Clearance Slip
7	Wait for the bill.	Check all medicines and supplies used during admission and stay in the hospital. Sign Clearance Slip Forward Chart to the Billing Section	3-5 minutes	Ma. Jennifer Añora Pharmacist/ Raquel Bagolor / Angelie Joy Villarobe Clerk, Pharmacy		Patient's Chart Charge Slips Clearance Slip
8	Wait while the bill is still being processed. Hospital Fee: ❖ Private Room without TV, Aircon and Meals ❖ Private Room with AC. TV and Meals ❖ Semi Pvt Room ❖ Ward ❖ ER Stay ❖ Medicines ❖ Supplies	Bill all medicines, supplies and the patient's stay in the hospital. Attach to the bill the following Forms to be filled out by the patient: CF2 Page 2 Waiver Sign Clearance Slip Forward bill to the nurse Station	5-10 minutes	Juville Masing / Ma. Kristina Cordova	1000.00 1200.00 500.00 150.00 60.00 Case to case basis Case to case basis	Patient's Chart Charge slips Clearance Slip
10	Submit OR to the Nurse on Duty at the station and the Clearance Slip	Give discharge instruction and extra medicines. Sign Clearance Slip and advise patient to give the clearance slip to the guard upon exit to the hospital.	1-3 minutes	Ward nurse on Duty		Bill Filled out and signed CF2 Form Waiver Clearance Slip



11	Submit Clearance Slip to the Security Guard.	Receive, sign and keep the Clearance Slip. Cut the Admission Bracelet Escort the patient to the transportation.	1-3 minutes	Security Guard		Clearance Slip
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVING OF AMBULANCE SERVICES

Schedule of Availability of Service:
Daily

Who May Avail of the Service:
A patient who needs to be transported to other higher level hospitals for treatment, for further management of illness and of emergency cases.

What are the Requirements:
15. Referral note from the ROD
16. Official Receipt
17. Clearance

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Process necessary requirements like payment of bills.	Order referral for further management of the patient after given treatment. Fill out Referral Form Prepare Referral Form	3-5 minutes	Resident on Duty		Referral Form
2	Wait for the processing.	Attach all laboratory result if there is any. Call the patient's hospital of choice for endorsement. Give the bill from ward or charge slip from ER to the patient/SO.	5-15 minutes	ER or Station nurse		Referral Form Photocopy of laboratory/X-ray results
3	Pay desired hospital bill plus Ambulance Services Fee: ❖ To Tagbilaran City from TCH <ul style="list-style-type: none">Tubigon residentNon Tubigon resident ❖ Pick up from any point in Tubigon to TCH: <ul style="list-style-type: none">Within 3 km from	Receive bill/charge slip from the patient.	1-2 minutes	Cashier	None 750.00 100.00	



	TCH <ul style="list-style-type: none">• Additional for every 1 km excess ❖ Ambulance Nurse				33.00 200.00	
4	Prepare for transport.	Bring necessary papers for referral.	1-5 minutes	Ambulance Nurse/midwife or Nursing Attendant		Referral Slip, laboratory results
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING OF DELIVERY SERVICES

Schedule of Availability of Service:

Mondays to Fridays
8:00 am – 5:00 pm

Who May Avail of the Service:

Pregnant women having labor pains about to deliver a baby via normal spontaneous vaginal deliveries.

What are the Requirements:

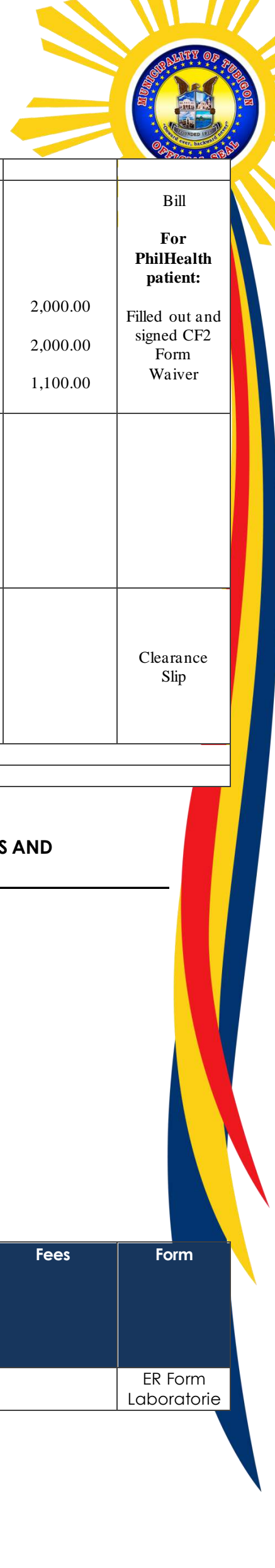
- 18. Admission Chart
- 19. PhilHealth Requirements
- 20. Prenatal Record
- 21. Laboratory Tests Results

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to the ER	Interview and register the patient. Get vital signs, BP, Fetal Height, Fetal Heart Beat Retrieval of old record if there is any. Ask if she is a Philhealth member. SO is advised to go to the Philhealth Office for the requirements. Inform the ROD.	5-10 minutes	ER Nurse		Prenatal Record Admission Chart Laboratory Results
2	Wait while the doctor is doing examination. Answer pertinent patient informations asked by the doctor regarding her condition.	Gives initial orders, performs the initial evaluation & assessment of the patient at ER.	5-15 minutes	Resident on Duty		Admission Chart
3	Wait for the admission process to be finished.	Let patient/SO sign the Consent for Admission Sheet.	Case to case basis	ER Nurse		Admission Chart Admission



		Carries out Doctor's Order. Completes all necessary data in the admission forms. Records patient's data to the ER Logbook, Admission Logbook, Census. Transport and endorse patient to ward. When patient is on active labor: Transfer patient direct to the Labor Room/Delivery Room				Slip
4	Wait for the progress of labor Prepare clothing for the newborn and expectant mother, adult diaper	When patient is on active labor: Transfer patient to the Labor Room or Delivery Room. Labor Watch	Case to case basis	Station Nurse or Midwife		
5	Cooperate during internal examination, labor and delivery.	Assist the patient on the DR table in a lithotomy position as per Doctor's order. Inform the ROD that the patient is ready for the delivery procedure. Assist the ROD during delivery.	Case to case basis	Nurse on Duty or Midwife		
6	After delivery: Breastfeed the baby.	Carries out postpsrtum orders of the ROD & the routine newborn care.	Case to case basis	Nurse on Duty or Midwife		Patient's Admission Chart Delivery Logbook Nursery Logbook
7	Upon Discharge: Prepares all Philhealth requirement if member, and fill-up Data para Rehistro	Carries out Discharge order of the ROD Carries out doctor's discharge order. Facilitate patient if Philhealth requirements for Philhealth patients are already submitted. Forward chart to Philhealth Office for clearance, to the Pharmacy then to the	5-15 minutes	Ward Nurse on Duty		Admission Chart



		Billing Section.				
8	Pay the bill. Hospital Fees plus Delivery Fee (Professional Fee): ❖ Nulliparous w/ Episiotomy (Primi) ❖ Multiparous w/ Episiotomy ❖ Multiparous w/o Episiotomy	Receive and issue official receipt for non Philhealth patient and non- NBB patient. Sign Clearance Slip	1-3 minutes	Cashier	2,000.00 2,000.00 1,100.00	Bill For PhilHealth patient: Filled out and signed CF2 Form Waiver
9	Submit OR to the Nurse on Duty at the station and the Clearance Slip	Give discharge instruction and extra medicines. Sign Clearance Slip and advise patient to give the clearance slip to the guard upon exit to the hospital.	1-3 minutes	Ward Nurse		
10	Submit Clearance Slip to the Security Guard.	Receive, sign and keep the Clearance Slip. Cut the Admission Bracelet Escort the patient to the transportation.	1-3 minutes	Security Guard		Clearance Slip
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVING OF PROCEDURES AND TREATMENT OF MI NOR MEDICAL CASES AND EMERGENCIES

Schedule of Availability of Service:

Opens 24 hours a day 7 days a week (24/7)

Who May Avail of the Service:

Anybody who needs minor and emergency treatment.

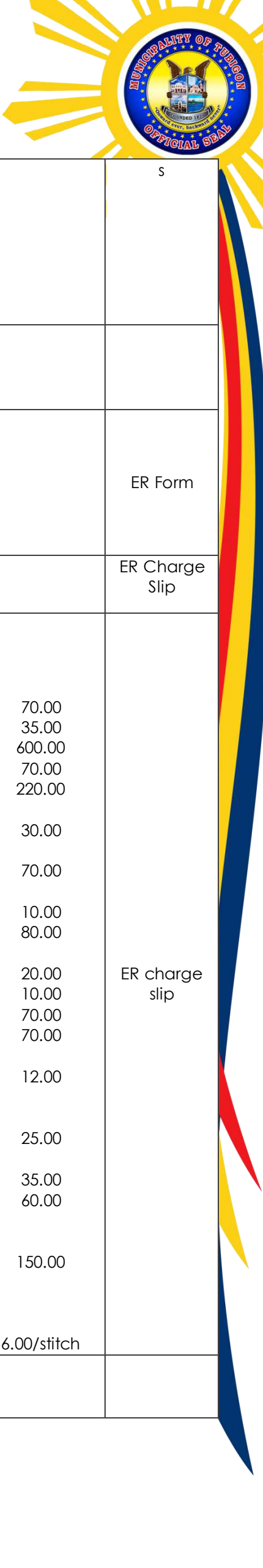
What are the Requirements:

- 22. Registration
- 23. Filled out Emergency Room (ER) Form
- 24. ER Fee Receipt

Duration:

Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1		Interview the patient or significant others	1-3 minutes	ER Nurse		ER Form Laboratorie



	Enters Emergency Room	for the reason of seeking treatment while assisting patient to lie on bed. Taking patient's vital signs.				S
2	Registration	Ask if the patient already has a record for retrieval of the case number.	1-2 minute	ER Nurse		
3	Listens and cooperates in the treatment given.	Examines, treats and do procedures to the patient. Writes doctor's order.	Case to case basis	Resident Doctor on Duty		ER Form
4	Participates in the procedure.	ER Nurse carries out Doctor's Order.	Case to case basis	ER Nurse		ER Charge Slip
5	Pay desired procedures done and supplies used: ➤ Blood extraction ➤ Catheterization ➤ Circumcision ➤ Excision ➤ Electrocardiogram (ECG) ➤ ECG Reading Fee ➤ Incision and Drainage ➤ Injection ➤ Internal Examination (IE) ➤ IV Insertion ➤ IV Reinsertion ➤ NGT Insertion ➤ Removal of foreign bodies ➤ Suction of Secretions ➤ Surgical dressing: <ul style="list-style-type: none">• Small sized wound• Medium size• Large sized ➤ Suturing (depending on type of suture used) <ul style="list-style-type: none">• Silk• Chromic ➤ Suture removal	Write the procedure performed in the ER Charge Slip, the medicines and supplies used.	Case to case basis	Cashier	70.00 35.00 600.00 70.00 220.00 30.00 70.00 10.00 80.00 20.00 10.00 70.00 70.00 12.00 25.00 35.00 60.00 150.00 6.00/stitch	ER charge slip
4		If patient is for referral: After initial	5-10 minutes	Resident Doctor on Duty		



	Wait for further advise from the doctor.	treatment has been done, patient and significant others are advised to transfer to higher center. Issue referral note. If patient needs to be admitted: ROD admits the patient.				
5	Take the ER Charge slip and pay desired payment.	List all used items and give the ER charge slip to the SO for payment.	1-3 minutes	Cashier	Case to case basis	ER Charge Skip
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING OF X-RAY SERVICES

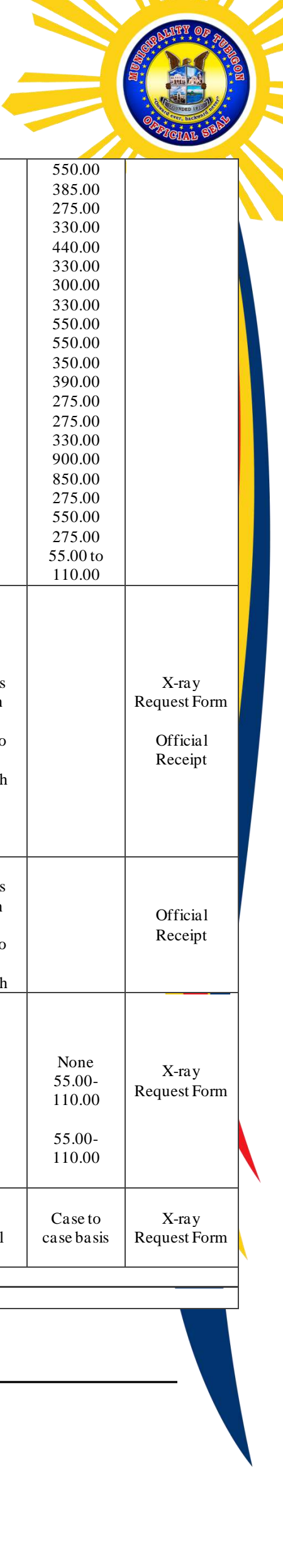
Schedule of Availability of Service:
8:00AM – 5:00PM Daily

Who May Avail of the Service:
Anybody with a doctor’s request to help diagnose or manage a painful condition.

What are the Requirements:
25. X-ray Request Form
26. Official Receipt

Duration: 5-30 minutes

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to the PACD for inquiries.	Check if patient has request form. Advise patient to go to the cashier for payment.	1-2 minutes	Krizia F. Manigo / Chielo Legaspi	Case to case basis depending on the X-ray request	X-ray Request Form
2	Pay desired examination: ❖ Abdominal AP ❖ Ankle AP/L ❖ Arm AP/L ❖ Cervical Spine AP/L ❖ Cervical Spine AP/L/O ❖ Cervical Spine w/ Open Mouth ❖ Chest Bucky ❖ Coccyx ❖ Cranial ❖ CXR AP/L Pedia ❖ CXR L ❖ CXR LDR ❖ CXR PA	Receive X-ray Request, payment and issue official receipt. Refers patient to the X-Ray Department	1-2 minutes	Cashier	330.00 330.00 352.00 330.00 750.00 500.00 275.00 550.00 550.00 280.00 198.00 198.00 198.00	X-ray Request Form



	<ul style="list-style-type: none">❖ CXR PA/LDR/LAT❖ CXR PAL❖ Elbow APL❖ Forearm❖ Font AP/O❖ Hand AP/L❖ Hips AP/L❖ Knee AP/L❖ Leg AP/L❖ Lumbo Sacral AP/L❖ Mandible AP/O❖ Modified Sinuses❖ Pelvic AP❖ Shoulder APL❖ Skull AP/L❖ Skull Series❖ Thoracic Lumbar AP/L❖ Water's View❖ Water's View LAT❖ Wrist AP/L❖ READING FEE				550.00 385.00 275.00 330.00 440.00 330.00 300.00 330.00 550.00 550.00 350.00 390.00 275.00 275.00 330.00 900.00 850.00 275.00 550.00 275.00 55.00 to 110.00	
3	Present the X-ray request and official receipt to the X-ray Technologist	<p>Receives request and record it in the logbook.</p> <p>Perform specific examination.</p> <p>Inform the patient when to come back for the releasing schedule of the X-ray result.</p> <p>Process and prepare X-ray for interpretation of the Radiologist.</p>	5-10 minutes	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		X-ray Request Form Official Receipt
4	Go back to the X-ray Department for the result.	Release the Official X-ray Result to the patient	1-3 days	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		Official Receipt
6	<p>For Admitted patient:</p> <p>Pay reading fee to the cashier with the request form:</p> <ul style="list-style-type: none">❖ For NBB patients❖ For NBB patient in Pvt room❖ For non-Philhealth patients	Receive X-ray Request, payment and issue official receipt.	1-2 minutes	Cashier	None 55.00-110.00 55.00-110.00	X-ray Request Form
7	Give X-ray request form to the X-ray Department	Patient will be brought to the X-ray Department	3-5 minutes minutes	X-ray personnel	Case to case basis	X-ray Request Form
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						

AVAILING OF X-RAY SERVICES



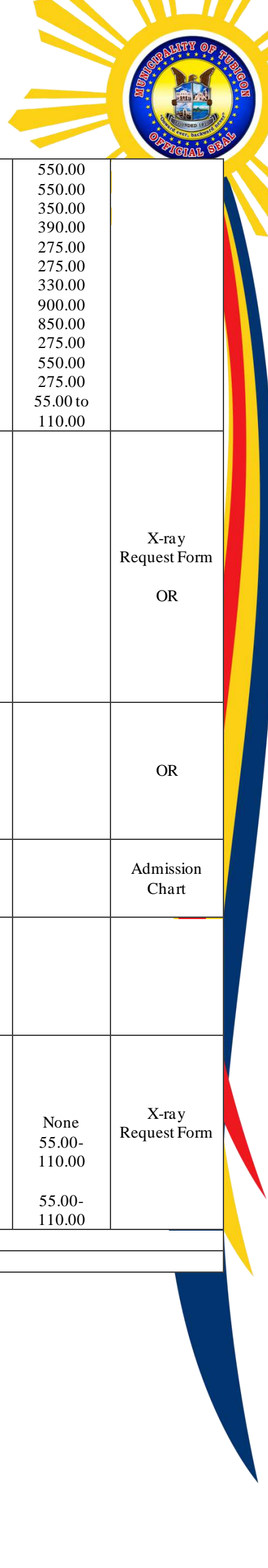
Schedule of Availability of Service:
8:00AM – 5:00PM Daily

Who May Avail of the Service:
Anybody with a doctor’s request to help diagnose or manage a painful condition.

What are the Requirements:
27. X-ray Request Form
28. Official Receipt

Duration: Taking of Result 1 to 3 days

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	For Outpatients: Approach PACD for inquiries and registration.	Advise patient for consultation. Register the patient. Give charge slip for consultation fee.	1-3 minutes	Krizia F. Manigo / Chielo Legaspi	120.00	Charge Slip
2	Go to the OPD Section Present Official Receipt	Receive/review the accomplished form	1-2 minutes	OPD Nurse		OPD Record
3	Go to the OPD Physician when called.	General consultation. Prepares request for examination and instruct the patient to proceed to the cashier.	5-10 minutes	Meyzadel B. Mante, MD OPD Physician		X-ray Request Form
3	Clients with X-ray Request previously ordered and from private clinics: Register client and provide patient’s case number.	Advise patient to go to the cashier for payment.	1-3 minutes	Saisona Yen Jongco, RN/ Krizia F. Manigo	Case to case basis depending on the X-ray request	X-ray Request Form
4	Pay desired examination: ❖ Abdominal AP ❖ Ankle AP/L ❖ Arm AP/L ❖ Cervical Spine AP/L ❖ Cervical Spine AP/L/O ❖ Cervical Spine w/ Open Mouth ❖ Chest Bucky ❖ Coccyx ❖ Cranial ❖ CXR AP/L Pedia ❖ CXR L ❖ CXR LDR ❖ CXR PA ❖ CXR PA/LDR/LAT ❖ CXR PAL ❖ Elbow APL ❖ Forearm ❖ Font AP/O ❖ Hand AP/L ❖ Hips AP/L ❖ Knee AP/L	Receive X-ray Request, payment and issue official receipt. Refers patient to the X-Ray Department	1-2 minutes	Cashier	330.00 330.00 352.00 330.00 750.00 500.00 275.00 550.00 550.00 280.00 198.00 198.00 198.00 550.00 385.00 275.00 330.00 440.00 330.00 300.00 330.00	X-ray Request Form



	<ul style="list-style-type: none">❖ Leg AP/L❖ Lumba Sacra1AP/L❖ Mandible AP/O❖ Modified Sinuses❖ Pelvic AP❖ Shoulder APL❖ Skull AP/L❖ Skull Series❖ Thoracic Lumbar AP/L❖ Water's View❖ Water's View LAT❖ Wrist AP/L❖ READING FEE				550.00 550.00 350.00 390.00 275.00 275.00 330.00 900.00 850.00 275.00 550.00 275.00 55.00 to 110.00	
	Present the X-ray request and official receipt to the X-ray Technologist	<p>Receives request and record it in the logbook.</p> <p>Perform specific examination.</p> <p>Inform the patient when to come back for the releasing schedule of the X-ray result.</p> <p>Process and prepare X-ray for interpretation of the Radiologist.</p>	5-10 minutes	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		X-ray Request Form OR
	Go back to the X-ray Department for the result.	Release the Official X-ray Result to the patient	1-3 days	Helda Bongcales Rad Tech Or Bernardito Amigo X-ray Tech		OR
	For In Patients: Informed by the ROD of the procedure.	Makes order in the patient's chart	1-3 minutes	Resident on Duty		Admission Chart
	Wait for the request form.	<p>Fill up the X-ray request form.</p> <p>Give request Form to the SO and advise to pay for the reading fee.</p>		Ward Nurse on Duty		
	<p>Pay reading fee to the cashier with the request form:</p> <ul style="list-style-type: none">❖ For NBB patients❖ For NBB patient in Pvt room❖ Fon non-Philhealth patients	Receive X-ray Request, payment and issue official receipt.	1-2 minutes	Cashier	None 55.00-110.00 55.00-110.00	X-ray Request Form

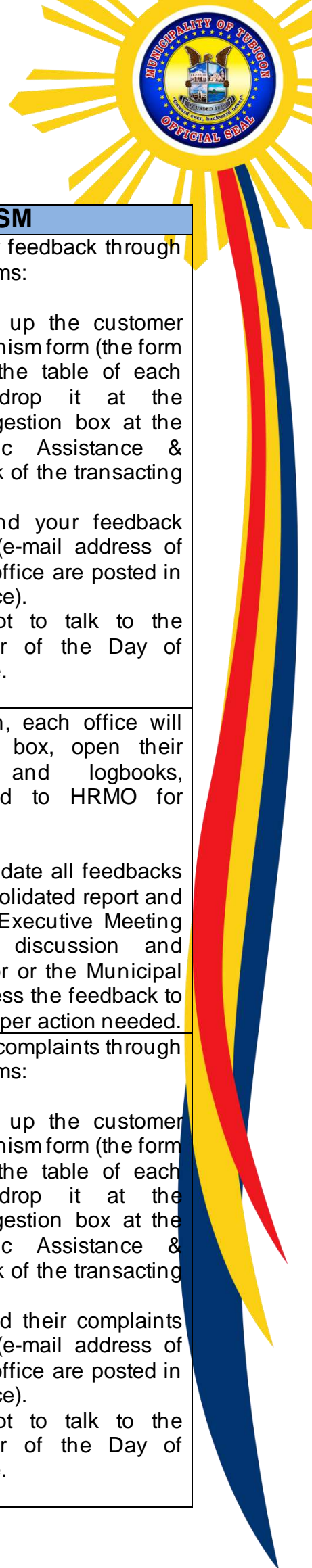
Fill-out the Client Satisfaction Rating Form

END OF TRANSACTION



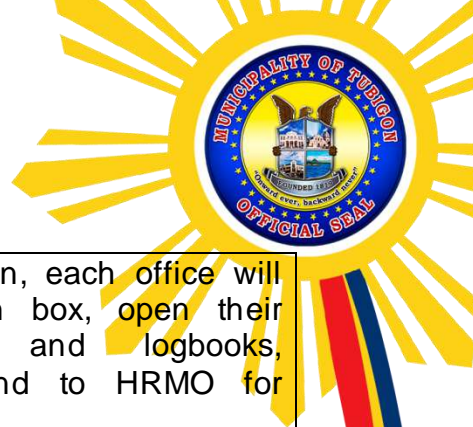
FEEDBACK & COMPLAINTS MECHANISM





Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feed back	<p>Clients may send their feedback through the following mechanisms:</p> <ol style="list-style-type: none">1) Clients may fill up the customer feedback mechanism form (the form is available at the table of each PACD) and drop it at the designated suggestion box at the assigned Public Assistance & Complaints Desk of the transacting office.2) Clients can send your feedback through e-mail (e-mail address of the transacting office are posted in front of each office).3) Clients may opt to talk to the assigned Officer of the Day of transacting office.
How feedbacks are processed	<p>Every Friday afternoon, each office will open the suggestion box, open their respective emails and logbooks, consolidate and send to HRMO for consolidation.</p> <p>The HRMO will consolidate all feedbacks and make a week consolidated report and present it during the Executive Meeting (every Monday) for discussion and deliberation. The Mayor or the Municipal Administrator will address the feedback to respective Office for proper action needed.</p>
How to file a complaint	<p>Clients may send their complaints through the following mechanisms:</p> <ol style="list-style-type: none">1) Clients may fill up the customer feedback mechanism form (the form is available at the table of each PACD) and drop it at the designated suggestion box at the assigned Public Assistance & Complaints Desk of the transacting office.2) Clients can send their complaints through e-mail (e-mail address of the transacting office are posted in front of each office).3) Clients may opt to talk to the assigned Officer of the Day of transacting office.



How complaints are processed	<p>Every Friday afternoon, each office will open the suggestion box, open their respective emails and logbooks, consolidate and send to HRMO for consolidation.</p> <p>The HRMO will consolidate all complaints and make a week consolidated report and present it during the Executive Meeting (every Monday) for discussion and deliberation. The Mayor or the Municipal Administrator will address the complaints to the respective Office for proper action needed.</p> <p>After evaluation of the proper action needed, the concerned office shall start the investigation and create a report and shall submit it to the Head of the Agency or to the Municipal Administrator for appropriate action.</p> <p>The concerned Department Head will give the feedback to the client of the action that has been prepared through call or text or in person.</p>
Contact Information of LGU Tubigon	<p>e-mail address: lgu.tubigon@yahoo.com hrdo.tubigon@gmail.com</p> <p>contact #: 0917-7710104 0977-8417185</p>



LIST OF OFFICES





List of Offices

Office	Address	Contact Information
Accounting Office	1 st floor, Mun. Bldg., Potohan, Tubigon	hdmugacpa@gmail.com 0917-7710105; 510-7007
Assessor's Office	1 st floor, Mun. Bldg., Potohan, Tubigon	jessicainsonwise@gmail.com 0917-7710140; 510-7016
Business Permits & Licensing Office	1 st floor, Mun. Bldg., Potohan, Tubigon	rojerlindo@gmail.com 0923-5555779
Engineering Office	1 st floor, Mun. Bldg., Potohan, Tubigon	teyobb1968@gmail.com 0917-7710132; 510-7018
Ecological Solid Waste Management Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	felixlibarios1968@gmail.com 0948-4509789
Human Resource & Management Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	hrdo.tubigon@gmail.com 0977-8417185
Local Civil Registrar's Office	1 st floor, Mun. Bldg., Potohan, Tubigon	grace_reserva@yahoo.com 0933-8616254
Local Disaster Risk Reduction Management Office	1 st floor, Mun. Bldg., Potohan, Tubigon	oploxcosgafa@gmail.com 0939-9314670
Mun. Agriculture's Office	1 st floor, Mun. Bldg., Potohan, Tubigon	razel_palma83@yahoo.com.ph 0949-5722837
Mun. Budget Office	1 st floor, Mun. Bldg., Potohan, Tubigon	renrica@gmail.com 0917-7710120; 510-7006
Mun. Environment & Natural Resources Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	rgeronimo1975@gmail.com 0932-4618127
Mun. Local Government Operations Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	jjamihan@gmail.com 0999-5831596
Mayor's Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	lgu.tubigon@yahoo.com 0917-7710104; 510-7004
Mun. Planning & Development Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	ncmendana@yahoo.com 0917-3041823
Mun. Social Welfare & Development Office	Potohan, Tubigon,	rey.envidiado28@gmail.com 0938-0578905
Mun. Treasurer's Office	1 st floor, Mun. Bldg., Potohan, Tubigon	marialourdeslamanilao@yahoo.com 0917-7710135; 510-7017
Mun. Health Office	Potohan, Tubigon	MHOTubigon@gmail.com 0917-7710114; 510-7005
Sangguniang Bayan Office	2 nd floor, Mun. Bldg., Potohan, Tubigon	karenitablerosco@gmail.com 0917-7710123; 510-7011
Senior Citizens Office	Potohan, Tubigon	0932-1683691
Stimulation &Therapeutic Activity Center	Potohan, Tubigon	0933-6624231
Tubigon Community Hospital	Potohan, Tubigon	tubigontch1999@gmail.com 0917-7710128; 510-7010
Toll Roads Office	Centro, Tubigon	marialourdeslamanilao@yahoo.com 0917-7710130; 510-7009
Mun. Waterworks Office	1 st floor, Mun. Bldg., Potohan, Tubigon	0917-6385463



THANK YOU...

