

VISION: BARANGAY LATORRE SOUTH “A GOD FEARING, PROGRESSIVE, SELF-RELIANT WITH WHOLESOME ENVIRONMENT AND QUALITY EDUCATION PROVIDED THROUGH RESPONSIBLE LOCAL GOVERNANCE AND ACTIVE PEOPLE’S PARTICIPATION.”

MISSION: TO PARTICIPATE EFFECTIVELY AND EFFICIENTLY IN THE IMPLEMENTATION OF PROGRAMS AND ACTIVITIES OF THE BARANGAY”



Barangay: **LATORRE SOUTH**  
Municipality: **BAYOMBONG**  
Province: **NUEVA VIZCAYA**



## **BARANGAY CITIZENS CHARTER** **INFORMATION BILLBOARD**

BARANGAY FRONTLINE SERVICES	STEPS/PROCEDURE	RESPONSIBLE PERSON (NAME & DESIGNATION)	MAXIMUM RESPONSE/ WAITING TIME	REQUIREMENTS	AMOUNT OF FEES IF ANY
1.Issuance of Clearance/ Certification • Employment • Good Moral • Business Clearance • Indigency • residency	<ol style="list-style-type: none"> <li>1. Filling of request slip</li> <li>2. Receiving/recording of request</li> <li>3. Processing of request &amp; preparation of document</li> <li>4. Payment of fee &amp; issuance of Official Receipt</li> <li>5. Approval &amp; issuance of clearance/certification</li> <li>• Verification from the list of Indigents/ Inhabitants</li> </ol>	Officer of the Day Barangay Secretary Barangay Secretary Barangay Treasurer Punong Barangay	5 minutes 10 minutes 5 minutes 5 minutes (Total: 25 minutes) 10 minutes	<ul style="list-style-type: none"> <li>• Community Tax Certificate (CTC)</li> <li>• Official Receipt</li> <li>• Valid ID</li> </ul>	<ul style="list-style-type: none"> <li>• Based on Barangay Ordinance</li> </ul>
2.Issuance of Community Tax Certificate (CTC)	<ol style="list-style-type: none"> <li>1. Filling of request slip</li> <li>2. Receiving/Recording of request</li> <li>3. Preparation of CTC</li> <li>4. Approval/Issuance of CTC</li> </ol>	Officer of the Day Barangay Secretary Barangay Treasurer Punong Barangay	5 minutes 5 minutes 5 minutes (Total: 15 minutes)	<ul style="list-style-type: none"> <li>• Valid ID</li> </ul>	<ul style="list-style-type: none"> <li>• Based on Salary Bracket</li> </ul>
3.Issuance of Certified True Copy of Barangay Records • Registry of Barangay Inhabitants/ List of Voters/ List of Senior Citizens etc...	<ol style="list-style-type: none"> <li>1. Filling of request slip</li> <li>2. Receiving/Recording of request</li> <li>3. Preparation of document</li> <li>4. Payment of Fee</li> <li>5. Approval/Issuance of document</li> </ol>	Officer of the Day Barangay Secretary Barangay Secretary Barangay Treasurer Punong Barangay	5 minutes 10 minutes 5 minutes 5 minutes (Total: 25 minutes)	<ul style="list-style-type: none"> <li>• Official Receipt</li> <li>• Valid ID</li> </ul>	<ul style="list-style-type: none"> <li>• Based on Barangay Ordinance</li> </ul>
4.Issuance of Permit	1. Filling of request slip	Officer of the Day		• Community Tax	• Based on

<ul style="list-style-type: none"> <li>• Conduct Solicitation/ Fund Raising Activity</li> <li>• Use of Barangay Facilities           <ul style="list-style-type: none"> <li>➤ Multi-purpose hall</li> <li>➤ Multi-purpose pavement</li> <li>➤ Tent / Chairs</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>Receiving/recording of request</li> <li>Preparation/Processing of request</li> <li>Payment of Permit Fee</li> <li>Approval and issuance of document</li> </ol>	<p>Barangay Secretary Barangay Secretary Barangay Treasurer Punong Barangay</p>	<p>5 minutes 10 minutes 5 minutes 5 minutes (Total: 25 minutes)</p>	<p>Certificate (CTC)  <ul style="list-style-type: none"> <li>• Brgy. Clearance</li> <li>• Official Receipt</li> <li>• Valid ID</li> </ul> </p>	Barangay Ordinance
5. Health Services <ul style="list-style-type: none"> <li>• Multi-cab</li> </ul>	<ol style="list-style-type: none"> <li>Filling of request slip</li> <li>Receiving/Recording of request</li> <li>Evaluation of request</li> <li>Approval and referral of request</li> <li>Provision of health services requested</li> </ol>	<p>Officer of the Day Barangay Secretary Barangay Secretary Barangay Treasurer Punong Barangay</p>	<p>5 minutes 10 minutes 5 minutes 5 minutes (Total: 25 minutes)</p>	<ul style="list-style-type: none"> <li>• Valid ID</li> </ul>	<ul style="list-style-type: none"> <li>• Based on Barangay Ordinance</li> </ul>

**SERVICE PLEDGE:** "We the barangay officials of **Barangay La Torre South** promise to provide prompt and genuine service to our people."

HON. VIRLY S. PARAAN  
Barangay Kagawad

HON. RODEL P. GALLERA  
Barangay Kagawad

HON. MEYNARD M. BAYAG  
Barangay Kagawad

HON. LALAIN C. DEL ROSARI  
Barangay Kagawad

HON. GASPAR G. YACAPIN JR.  
Barangay Kagawad

HON. LOPE R. CALDERON  
Barangay Kagawad

HON. DODDIE D. CABASAL  
Barangay Kagawad

BRYLLE IAN R. BERNARDINO  
Barangay Treasurer

LARA AUBREY B. ALMENDRA  
Barangay Secretary

HON. ESTER AMARYLLIS U. EVANGELISTA  
Punong Barangay

If your request has not been attended to promptly and courteously, please send your inquiries, suggestions, recommendations and complaints to Punong Barangay HON. ESTER AMARILLYS U. EVANGELISTA with the contact number 09260768119 or you may fill-up the prescribed form (from the Officer of the DAY and drop it in the suggestion box provided for the purpose)