

OFFICE OF THE MUNICIPAL MAYOR

Frontline Service : SECURING MAYOR'S CERTIFICATION OF NO PENDING CASE/GOOD MORAL CHARACTER

Schedule of Availability of Service : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

Who May Avail of the Service : Resident in the municipality

What are the Requirements : Personal appearance  
Barangay Certification, if required

Duration : 12 mins.

How to Avail of the Service

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
SECURING MAYOR'S CERTIFICATION OF NO PENDING CASE/GOOD MORAL CHARACTER	Resident in the municipality	Personal appearance ,Barangay Certification if required	1. Requesting client appears personally or present Barangay Clearance, if required.Then interview client	3 mins.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			2. Pays Certification Fee at MTO.Then accept payment	2 mins.	Cert. Fee - P50.00	MTO Collectors
			3. Client goes back to Mayor's Office and present O.R.			
		O.R.	Accepts O.R.	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encodes Certification	3 min.		Mayor's Staff
			Initials Cert. for Mayors' signature	1 min.		MA.CHRISTY M. COMCOM Private Secretary II
			Mayor signs Certification	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Seals signed certification and record	1 min.		Mayor's Staff

		4. Accepts duly signed certification and release	1 min.	Mayor's Staff
END OF TRANSACTION				

## OFFICE OF THE MUNICIPAL MAYOR

**Frontline Service** : SECURING MAYOR'S PERMIT TO HOLD BENEFIT DANCE

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Anybody/General Public

**What are the Requirements** : Personal appearance  
Barangay Certification, if required

**Duration** : 12 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
SECURING MAYOR'S PERMIT TO HOLD BENEFIT DANCE	Anybody/ General Public	Personal appearance ,Barangay Certification if required	<b>1.</b> Requesting client appears personally or present Barangay Clearance, if required.Then interview client	3 mins.	-	Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			<b>2.</b> Pay Fees at MTO.Then accept payment	2 mins	Cert. Fee - P50.00	MTO Collectors
			<b>3.</b> Client goes back to Mayor's Office and present O.R.			
		O.R.	Accepts O.R.	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encode Permit to hold Benefit Dance	3 mins		Mayor's Staff
			Initials Permit to hold Benefit Dance before the Mayors' signature	1 min.		Private Secretary II
			Mayor signs Permit	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Seals signed permit and record	1 min.		Mayor's Staff

			4. Accepts duly signed permit and release	1 min.		Mayor's Staff
<b>END OF TRANSACTION</b>						

**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service** : **REQUESTS FOR INDORSEMENT /RECOMMENDATION**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Anybody/General Public

**What are the Requirements** : Personal appearance  
Barangay Certification, if required

**Duration** : 12 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION		
REQUESTS FOR INDORSEMENT /RECOMMENDATION	Anybody/ General Public	Personal appearance ,Barangay Certification if required	1. Requesting client appears personally or present Barangay Clearance, if required.Then interview client	3 mins.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)		
			2. Pays Certification Fee at MTO.Then accept payment	2 mins.	Cert. Fee - P50.00	MTO Collectors		
			3. Client goes back to Mayor's Office and present O.R.					
				O.R.	Accepts O.R.	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
					Encode Indorsement /Recommendation	3 minutes		Mayor's Staff
					Initials Endorsement/Recommendation before the Mayors' signature	1 min.		Private Secretary II
					Mayor signs Endorsement/Recommendation	Depends on the availability of the Mun. Mayor		Municipal Mayor
					Seals signed Endorsement/Recommendation and Record	1 min.		Mayor's Staff
					4. Accepts duly signed Endorsement/Recommendation and release	1 min.		Mayor's Staff
<b>END OF TRANSACTION</b>								



**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service** : **SECURING PERMIT TO CUT TREES**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Anybody/General Public

**What are the Requirements** : Barangay Certification to be secured in the barangay where the property is located  
Certified True Copy of Tax Declaration  
Tax Clearance and other fees

**Duration** : 11 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
SECURING PERMIT TO CUT TREES	Anybody/ General Public	Barangay Certification to be secured in the barangay where the property is located , Certified True Copy of Tax Declaration , Tax Clearance and other fees	1. Applicant secures Barangay Certification where the property is located			
			2. Present and Accepts Barangay Clearance	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			3. Give requirements: 1. Certified true copy of Tax Declaration - MASSO 2. Tax Clearance & other Fees - MTO	2 mins.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			If client completed all the requirements, he/she goes back to Mayor's Office and submit all necessary requirements. Then accept and review submitted requirements.	2 mins.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encodes Permit	3 minutes		Mayor's Staff
			Initials Cert'n. before the Mayors' signature	1 min.		Private Secretary II
			Mayor signs Permit	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Records duly signed Permit	1 min.		Mayor's Staff
			4. Accepts duly signed permit and release	1 min.		Mayor's Staff

END OF TRANSACTION

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**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service** : **ISSUANCE OF PERMIT TO OPERATE HABAL-HABAL**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Business owners/proprietors

**What are the Requirements** : Barangay Clearance (To be secured at their respective barangay)  
: Sanitary Permit from MHO, Police Clearance from PNP , O.R. from BIR,O.R. from MTO,Business Application Form  
: Xerox Copy of Cert. of Registration  
: Xerox Copy of OR-LTO Registration

**Duration** : 9 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE,POSITION,UNIT/ DIVISION
ISSUANCE OF PERMIT TO OPERATE HABAL-HABAL	Business owners/ proprietors	Client present: 1. Approved Business Application Form2. Clearances: -Barangay Clearance - from respective barangay -Sanitary Permit - MHO -Fire Inspection Cert. - BFP -Police Clearance -O.R. from the BIR -Xerox copy of Cert. of Registration -Xerox copy of OR-LTO Registration - O.R. from MTO	1. Accepts and review all the clearances submitted	3 mins.	Clearances and fees will be determined by MTO Personnel	Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encodes Business Permit and Certification	2 min.		Mayor's Staff
			Initials Business Permit and Cert'n before the Mayors' signature	1 min.		Private Secretary II
			Mayor signs permit	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Records duly signed business Permit & Certification	2 mins.		Mayor's Staff
			2. Accepts duly signed Permit to operate Habal-habal	1 min.		Mayor's Staff

END OF TRANSACTION





**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service** : **ISSUANCE OF FRANCHISE (MOTORELA AND MOTOR WITH SIDE CAR)**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Business owners/proprietors

**What are the Requirements**  
Xerox Copy of Cert. of Registration  
Xerox Copy of OR-LTO Registration  
Body Sticker & Registration Fee from MTO

**Duration** : 9 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
ISSUANCE OF FRANCHISE (MOTORELA AND MOTOR WITH SIDE CAR)	Business owners/ proprietors	Client presents: -Xerox copy of Cert. of Registration -Xerox Copy of OR-LTO Registration -Body sticker and Registration fee from MTO	<b>1.</b> Accepts and reviews all the clearances submitted	3 mins.	Clearances paid at MTO was determined by them.	Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encode Certification to operate motorela or motor w/ side car services	2 min.		Mayor's Staff
			Initials Franchise documents for Mayors' signature	1 min.		Private Secretary II
			Mayor signs Franchise	Depends on the availability of the Mun. Mayor		Mun. Mayor
			Records duly signed Franchise	2 mins.		Mayor's Staff
			<b>2.</b> Accepts duly signed Franchise and release	1 min.		Mayor's Staff

**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service : SECURING PERMIT TO TRANSPORT LIVESTOCK**

**Schedule of Availability of Service :** Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service :** Anybody/General Public

**What are the Requirements :** Barangay Certification to be secured in the respective barangay

**Duration :** 12 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
SECURING PERMIT TO TRANSPORT LIVESTOCK	Anybody/ General Public	Present Barangay Clearance	<b>1.</b> Accepts Barangay Clearance	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			<b>2.</b> Client pays transport fee	3 mins.	To be determined at MTO Office per head	MTO Collectors
		Client goes back to Mayor's Office and submit O.R.	<b>3.</b> Accepts O.R.	1 min.		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
			Encodes Permit to transport	3 minutes		Mayor's Staff
			Initials Permit for Mayors' signature	1 min.		Private Secretary II
			Mayor signs Permit to Transport	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Records duly signed Permit to transport	2 mins.		Mayor's Staff

			4. Accepts duly signed Permit to transport and release	1 min.		Mayor's Staff
END OF TRANSACTION						

**OFFICE OF THE MUNICIPAL MAYOR**

**Frontline Service : SECURING AFFIDAVITS**

**Schedule of Availability of Service :** Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who may Avail of the Service :** Anybody/General Public

**What are the Requirements :** Barangay Clearance (To be secured at their respective barangay)  
Account Number if Passbook is lost  
Driver's License Number to be acquired from LTO, Birth Certificate, Two Disinterested Persons  
ID Number from agency concerned,OR from MTO,Residence Certificate

**Duration :** 17 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
SECURING AFFIDAVITS	Anybody/ General Public	Client present: Affidavit of Loss 1. Barangay Clearance 2. Account Number if Passbook is lost 3. Driver's License Number to be acquired from LTO 4. ID Number from agency concerned	1. Accepts and review all the clearances submitted	3 minutes		Private Secretary II/ Admin. Aide IV (HRMA) / Admin. Aide IV (Clerk II)
		Affidavit of Two Disinterested Persons  1. Two witnesses who will testify In behalf of the client  2. OR from MTO 3. Residence Certificate 4. Birth Certificate				

			Encodes affidavit	2 min.		Mayor's Staff
			Initials Affidavit before the Mayor's signature	1 min.		Private Secretary II
			Mayor signs Affidavit	Depends on the availability of the Mun. Mayor		Municipal Mayor
			Records duly signed Affidavit	2 min.		Mayor's Staff
			<b>2.</b> Accepts duly signed Affidavit and release	1 min.		Mayor's Staff
<b>END OF TRANSACTION</b>						

Frontline Service : REAL PROPERTY ASSESSMENT TAX  
 Schedule of Availability of Service : Monday-Friday  
 : 8:00A.M. - 5:00P.M. without noon break  
 Who May Avail of the Service : LOT OWNERS/REPRESENTATIVES  
 What are the Requirements : TAX DECLARATION  
 Duration : 1 HOUR AND 6 MINS.

How to Avail of the Service

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON-IN-CHARGE, POSITION
REAL PROPERTY ASSESSMENT TAX	TAXPAYERS/REAL PROPERTY OWNERS/AUTHORIZED	LATEST TAX DECLARATION, PREVIOUS O.R. if available	APPLICANT/CLIENT PRESENT DOCUMENTS TO THE PERSON IN CHARGE FOR REVIEW	5-10 mins		<b>CECENIA I. JURIAL</b> Mun.Treasurer
			COMPUTE TAXES	20-30 mins	Base on year computed	RCCI /RCC Aide
			PRESENT/INFORM TAXPAYER THE AMOUNT COMPUTED / ASSESSED	5 mins		RCCI /RCC Aide
			ISSUANCE OF OFFICIAL RECEIPTS AND RECEIVE PAYMENTS	3mins	Base on computation	RCC I
			PERSON IN CHARGE IN THE OFFICE POSTED TO CARDING AND DATABASE.	10 mins		Clerk Aide
<b>END OF TRANSACTION</b>						

Frontline Service : Processing of Business Permit  
 Schedule of Availability of Service : Monday-Friday  
 : 8:00A.M. - 5:00P.M. without noon break  
 Who May Avail of the Service : Business Owner/Authorized Representative  
 What are the Requirements : Application form, Brgy. Clearance and Sanitary Permit  
 Duration : 1 HOUR AND 6 MINS.

How to Avail of the Service

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON-IN-CHARGE, POSITION
PROCESSING OF PERMIT	TAXPAYERS/AUTHORIZED REPRESENTATIVES	BRGY CLERANCE AND SANITARY PERMIT	FILL UP APPLICATION FORM AND SUBMIT TO THE SERVICE PROVIDER TOGETHER WITH THE BRGY. CLEARANCE AND SANITARY PERMIT	3 mins		<b>CECENIA I. JURIAL</b> Mun.Treasurer

			EVALUATE AND ASSESS FILLED UP APPLICATION FORM AS TO THE DECLARED SALES	5-10 mins		RCC I & CLERK AIDE
			PREPARE WORKSHEET AS TO AMOUNT TO BE PAID BASED ON THE APPLICATION FORM AND ASSESSMENT	10 mins	Based on Assessment	RCC I
			REVIEW THE DOCUMENTS NEEDED/REQUIRED AND THE COMPUTATION AS TO THE LEGAL BASIS AND APPROVED THE WORKSHEET	5-10 mins	Based on Assessment	Municipal Treasurer
			ISSUANCE OF OFFICIAL RECEIPTS BASED ON APPROVED WORKSHEET	5 mins	Based on worksheet	RCC I
<b>END OF TRANSACTION</b>						

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Frontline Service : TAX CLEARANCE  
Schedule of Availability of Service : Monday-Friday  
: 8:00A.M. - 5:00P.M. without noon break  
Who May Avail of the Service : LOT OWNERS/REPRESENTATIVES  
What are the Requirements : TAX DECLARATION AND OFFICIAL RECEIPTS  
Duration : 30 MINS.

How to Avail of the Service

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON-IN-CHARGE, POSITION
ISSUANCE OF TAX CLEARANCE	TAXPAYERS/REAL PROPERTY OWNERS/AUTHORIZED	LATEST TAX DECLARATION AND O.R.	VERIFY AND EXAMINE THE DOCUMENTS PRESENTED	5 mins		Mayor's Office Personnel
			ISSUED O.R	2 mins	P 50.00	RCCI / MTO CLERK
			ENCODE AND PRINT TAX CLEARANCE	10 mins		RCCI / MTO CLERK
			CHECK AND REVIEW FOR SIGNATURE	3 mins		Municipal Treasurer
			RECORD AND RELEASE THE SEALED TAX CLEARANCE	5 mins		RCCI / MTO CLERK
<b>END OF TRANSACTION</b>						



**CITIZEN'S CHARTER**  
MUNICIPAL ACCOUNTING OFFICE

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE	PERSON IN CHARGE POSITION UNIT/DIVISION
Securing an Accountant's Advice	Payees	CHECK ISSUED	<ol style="list-style-type: none"> <li>1. Payees will present the claimed check</li> <li>2. Accounting clerk will review the authenticity of check issued</li> <li>3. Accounting clerk will print the Accountant's Advice and forward to the Municipal Accountant for approval</li> <li>4. Municipal Accountant will review the advice and signed if found correct</li> </ol>	15 minutes	NONE	<p>ACCOUNTING CLERK <b>JOAN J. RAZO</b> Accountant</p>
CLAIM OF 1ST PAYMENT OF SALARIES TO NEWLY HIRED permanent/co-term EMPLOYEES	newly hired permanent/co-term employees	<ol style="list-style-type: none"> <li>1. Appointment papers</li> <li>2. SALN</li> <li>3. TIN</li> <li>4. PHILHEALTH no.</li> <li>5. HDMF no.</li> <li>6.DTR</li> <li>7. assumption of office</li> <li>8. PDS</li> </ol>	<ol style="list-style-type: none"> <li>1. employees will submit all the required documents</li> <li>2. Accounting Clerk will review the documents submitted</li> <li>3. Control the DVs if found complete</li> </ol> <p>Return the DVs to the employees together with the documents if found incomplete</p> <p>Forward the controlled Disbursement Voucher to the Municipal Accountant for approval</p> <ol style="list-style-type: none"> <li>4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks</li> </ol>	45 minutes	none	<p>ACCOUNTING CLERK <b>JOAN J. RAZO</b> Accountant</p>
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Reimbursement of Travel Expenses	Government employees including job-orders	Disbursement Voucher  Approved Travel Order Approved Itinerary  Tickets  Certificate of travel completed  Certificate of Appearance Communication from agencies attended, if any Approved ALOBS	1. employees will submit all the required documents  2. Accounting Clerk will review the documents submitted Control the DVs if found complete  3. Return the DVs to the employees together with the documents if found incomplete  Forward the controlled Disbursement Voucher to the Municipal Accountant for approval  4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks	30 minutes	none	ACCOUNTING CLERK  <b>JOAN J. RAZO</b> Accountant
Cash Advances for travel	LGU permanent employees only	Disbursement Voucher  Approved Travel Order Approved Itinerary  Approved ALOBS  Communication form agencies attended, if any	1. employees will submit all the required documents  Accounting Clerk will review the documents submitted 2. Control the DVs if found complete  Return the DVs to the employees together with the documents if found incomplete  3. Forward the controlled Disbursement Voucher to the Municipal Accountant for approval  4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks	30 minutes	none	ACCOUNTING CLERK  <b>JOAN J. RAZO</b> Accountant
Cash Advances for Special Purpose	Bonded permanent employees only	Disbursement Voucher	1. employees will submit all the required documents	30 minutes	none	ACCOUNTING CLERK

		<p>Approved ALOBS Activity/Training Design</p> <p>Budgetary Requirements for Cultural Activities</p> <p>Authority to cash advance</p> <p>Certificate of no unliquidated cash advances</p>	<p>Accounting Clerk will review the documents submitted</p> <p>2. Control the DVs if found complete</p> <p>3. Return the DVs to the employees together with the documents if found incomplete</p> <p>Forward the controlled Disbursement Voucher to the Municipal Accountant for approval</p> <p>4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks</p>			<p><b>JOAN J. RAZO</b> Accountant</p>
Processing of Suppliers Payment	Requesting Office in the LGU	<p>Disbursement Voucher</p> <p>Approved ALOBS Delivery Receipt</p> <p>Purchase Request</p> <p>3 canvass</p> <p>Abstract</p> <p>Acknowledgement Receipt for Property RIS, if applicable</p> <p>Other Supporting documents as required by COA</p>	<p>1. Requesting Office will submit all the required documents</p> <p>Accounting Clerk will review the documents submitted</p> <p>2. Control the DVs if found complete</p> <p>Return the DVs to the employees together with the documents if found incomplete</p> <p>3. Forward the controlled Disbursement Voucher to the Municipal Accountant for approval</p> <p>4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks</p>	30 minutes	none	<p>PAGE 21</p> <p>ACCOUNTING CLERK <b>JOAN J. RAZO</b> Accountant</p>

Barangay transactions Reports Review and approval	Barangay Treasurers/ Barangay Recordkeepers	Disbursement Vouchers with supporting documents  RAAO  SAAOB  REGISTERS of the Brgys.  Liquidation Reports  all other Reports as mandated by COA	1.Barangay Recordkeepers will submit all the reports to the Barangay Bookeeper  Barangay Bookeeper will check all the reports submitted including the Journal Entries  2. Accounting Clerk will check the attachments to Disbursement Vouchers together with the RAAO and SAAOB  3. Forward the transmittal together with the reports to the Municipal Accountant for approval  Municipal Accountant will review all the reports submitted and signed if found correct  4. If found incomplete, Reports will be returned to the Barangay Recordkeeper	3 hours	none	ACCOUNTING CLERK  <b>JOAN J. RAZO</b> Accountant
Submission of Liquidation Reports of Cash Advances	Accountable Officers	1. Liquidation Reports  2. supporting documents	1. Accountable Officers will submit all the required documents  2. Accounting Clerk will check the liquidation reports  3. If found incomplete, return to the Accountable Officer  4. If found complete, forward to the Municipal Accountant for approval	2 minutes	none	ACCOUNTING CLERK  <b>JOAN J. RAZO</b> Accountant
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Claims of Terminal Pay	Retired employees/ Resigned employees/ end-of-term employees and officials	Disbursement Vouchers  Approved ALOBS Clearance	1. Requesting Office will submit all the required documents  Accounting Clerk will review the documents submitted  2. Control the DVs if found complete	30 minutes	none	ACCOUNTING CLERK  <b>JOAN J. RAZO</b> Accountant

		<p>SALN</p> <p>Service Records</p> <p>Other required documents</p>	<p>Return the DVs to the employees together with the documents if found incomplete</p> <p>3. Forward the controlled Disbursement Voucher to the Municipal Accountant for approval</p> <p>4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks</p>			
Claim of Job-Orders wages	Job-Orders	<p>Approved JOB-ORDER</p> <p>Approved Payrolls</p> <p>Approved ALOBS</p> <p>Approved Accomplishments</p> <p>Approved DTR</p>	<p>1. Requesting Office will submit all the required documents</p> <p>Accounting Clerk will review the documents submitted</p> <p>2. Control the DVs if found complete</p> <p>Return the DVs to the employees together with the documents if found incomplete</p> <p>3. Forward the controlled Disbursement Voucher to the Municipal Accountant for approval</p> <p>4. Forward the Disbursement Voucher to the Municipal Treasurer for the issuance of checks</p>	30 minutes	none	<p>ACCOUNTING CLERK</p> <p><b>JOAN J. RAZO</b> Accountant</p>

**MUNICIPAL ASSESSOR'S OFFICE**

**Frontline Service** : **ISSUANCE OF REAL PROPERTY CERTIFICATION/CERTIFIED TRUE COPY/PLAIN COPY OF TAX DECLARATION**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Tax Payers/Real Property Owners

**What are the Requirements** : Official Receipt of Certification Fee (To be paid at MTO)

**Duration** : 17 minutes (simple)

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
Issuance of Real Property Certification/Certified True Copy/Plain Copy of Tax Declaration	Taxpayers/Real Property Owners/authorized Representative	Official receipt of Certification fee	Applicant/ Client.			
			1. Requesting for Certification/ Certified True Copy/Plain Copy of Tax Declaration.			
			2. Service provider Attends client request in 5 minutes. Issue Certification of Real Property/ Certified True Copy/Plain Copy of Tax Declaration	5 minutes		AL BITAY - Assessment Clerk II / RODNEY THADDEUS V. BABAEL - Municipal Assessor.
			3. Applicant/Client received Tax declaration.			
			4. Release Certification/Certified True Copy/Plain Copy of Tax Declaration in 2 minutes.	5 minutes		AL BITAY - Assessment Clerk II / RODNEY THADDEUS V. BABAEL - Municipal Assessor.
END OF TRANSACTION						

**Frontline Service** : **ISSUANCE OF TAX DECLARATION**

**Schedule of Availability of Service** : Monday - Friday

8:00 A.M. - 5:00 P.M. without noon break

**Who May Avail of the Service** : Tax Payers/Real Property Owners

**What are the Requirements** : Deed of Sale/Deed of Donation/Deed of Exchange/Extra Judicial Partition/Approved Plan/Tax Clearance Certificate, etc.

**Duration** : 4 working days (simple) , 5 days (complex)

Processing time 4 working days, 5 hours and 30 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
ISSUANCE OF TAX DECLARATION	Taxpayers/ Real Property Owners/ Authorized representative	Deed of Sale/Deed of Donations/Deed of Exchange/Extra	1. Applicant/Client submit all required documents service provider receives and examines documents in five minutes.	5 minutes		<b>AL BITAY</b> - Assessment Clerk II
			2. If in order - inform the the client to come back after 4-5 days after inspection	1 working day		<b>MICHAEL DINOROG</b> - Tax Mapping Aide I
			- Prepare Field Appraisal and Assessment Sheet/Tax Declaration in 1 hour.	1 hour		<b>AL BITAY</b> - Assessment Clerk II / <b>RODNEY THADDEUS V. BABAEL</b> - Municipal Assessor.
			-Submit FAAS and Tax Declaration to Provincial Assessor for approval in 4 hours.	4 hour		Assessment Clerk
			Approval:	3 working days		Provincial assessor
			3. Received approved Tax Declaration from Povincial Assessor's Office. - Convert into digitized Tax Declaration into Real Tax Assessment and Collection System database. Cancel previous Tax Declaration and FAAS record to Logbook.	20 minutes		<b>AL BITAY</b> - Assessment Clerk II
			4. Applicant/Client receive Tax declaration - service provider record/release the Tax Declaration in 5 minutes.	5 minutes		<b>AL BITAY</b> - Assessment Clerk II

END OF TRANSACTION

**OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
1. SECURING TRANSCRIPTION OF:  *Birth Certificate (Form 1A)  *Marriage Certificate (Form 3-A)	Concerned person of legal age, parents, guardian, attendant at birth, barangay secretary and civil registration agents. If representative, bring the following such as, valid identification and authorized letter.		Client verifies with the Local Civil Registrar's (LCR) Office personnel if has LCR record. Office personnel asks the client and get the data of the requested document and find the LCR record in the registry of books.	5 Minutes		<b>LUDIVINA LIBAGO</b> Mun.Civil Registrar
		Official Receipt (Accountable Form No.51)	Client pays to the Cashier at Treasurer's Office for the issuance of official receipt after client is informed if has record and encode the data.	4 Minutes	P80.00	MTO Personnel
		Birth Certificate (FORM 1A),Marriage Certificate (FORM 3-A),Death Certificate (FORM 2-A)	Client goes back to LCR office and present to processor the O.R for the processing of the document. Office personnel gives the document and ask the client to review the processed document.	1 Minute		MCR,CLERK

**OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
<b>2. APPLICATION FOR REGISTRATION OF BIRTH (REGISTERING NEW BORN CHILD AND LATE REGISTRATION OF BIRTH)</b>	Concerned person of legal age, parents, guardian, attendant at birth, barangay secretary and civil registration agents. For delayed registration of birth, either the person himself if 18 years or over, or father/mother/guardian may apply for the delayed registration.	<b>A. TIMELY REGISTRATION</b>  <b>(Within 1-30 days after birth)</b>  1. Duly accomplished Certificate of Live Birth (COLB,MF 102, in 3 .....	If attended by the midwife or traditional hilot, the informant should report the data of the child to the LCR office for the processing of said document. Office personnel receives the data of the child and review	5 Minutes		MCR,CLERK



		copies)  2. Duly accomplished Muslim/IP Attachment-MF-102 FOR THE Muslim/Indigenous People, in 3 copies  3. If legitimate child, marriage certificate of parent  4. If illegitimate child, duly accomplished Affidavit of acknowledgement/Paternity) at the back of the COLB, for illegitimate child and Affidavit to use the Surname of the Father (AUSF) Official Receipt (Accountable Form No.51)  Certificate of Live Birth (Form No.102)	If attended by the Physician, the document will be made by the hospital records incharge and report to the LCR office.LCR personnel receives the accomplished COLB  Client is required to pay to the Cashier at Treasurer's Office for the issuance of official receipt. LCR personnel prepares the COLB to be accomplished by the concerned signatories.  <i>(if not married and the Child use the surname of the father)</i>  <i>(if not married or the father is not applicable, no fees is required)</i>  Client shall go back to LCR office and present to Processor the O.R. Office personnel processes the registration of the document and release the approved owner's copy of COLB.	3 Minutes  5 Minutes  2 Minutes	P250.00  None	MCR,CLERK  MTO Personnel  MCR,CLERK
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**OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/ Division
	Concerned person of legal age, parents, guardian, attendant at birth, barangay secretary and civil registration agents. For delayed registration of birth, either the person himself if 18 years or over, or father/mother/guardian may apply for the delayed registration.	<b>B. DELAYED REGISTRATION</b>  (Beyond 30 days after birth)  * Only original copy and certified photocopies of documents shall be accepted  * All documents should be submitted in three (3) copies  1 Duly	Client must verify with the Local Civil Registrar's (LCR) Office personnel if he/she has no LCR record. Office personnel looks for the record in the Book of Register of Births.  Client must apply for delayed registration. Present the documents to the LCRO personnel for verification. Office personnel explains the process of delayed registration of birth, requirements thereof and verify.	5 Minutes  10 Minutes	-	MCR,CLERK  MCR,CLERK

		<p>accomplished Certificate of Live Birth (COLB,MF 102, in 3 copies)</p> <p>2. Duly accomplished Muslim/IP Attachment-MF-102 FOR THE Muslim/Indigenous People, in 3 copies</p> <p>3. PSA Negative Certification</p> <p>4. Barangay Captain Certification, if born at home</p> <p>5. Duly accomplished Affidavit of Acknowledgement/Paternity executed by the father and mother (personal appearance) at the back of the COLB, for illegitimate child back of the COLB, for illegitimate child.</p> <p>6. Duly accomplished Affidavit of delayed Registration executed by informant at the back of the COLB</p> <p>7. Community Residence Tax.No.,date, place of issue</p> <p>8. Posting period of 10 days</p> <p>9 Sworn Affidavit of 2 disinterested persons attesting Certificate of Live Birth (Form No.102)</p>	<p>Client is required to pay to the Cashier at Treasurer's Office for the issuance of official receipt . LCR personnel prepares the COLB, affidavit to be accomplished by the concerned signatories and the supporting documents duly certified by the MCR.</p> <p>Client shall go back to LCR office and present to Processor the O.R. LCR personnel after which,the document will be given to the client for his/her review before final documentation and registration thereof.</p> <p>After 10 days of posting, the affiant go back to the LCR office for the released of COLB owner's copy. LCR personnel give the approved delayed registration document owner's copy.</p>	<p>5 Minutes</p> <p>10 Minutes</p> <p>5 Minutes</p>	<p>150.00 (Delayed Registration)</p>	<p>MTO Personnel</p> <p>MCR,CLERK</p> <p>MCR,CLERK</p>
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**OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person inCharge Position, Unit/Division
<b>3. APPLICATION FOR R.A.9255 (Affidavit to Use the Surname of a Father)</b>	<i>*The parents of the child should personally visit the office.</i>	1. Certified true copy of Certificate of Live Birth (COLB,MF 102, in 4 copies)	Client must present the documents to the Processor for verification.MCR personnel explains the process of AUSF, requirements thereof and verify.	10 Minutes	-	MCR,CLERK

	<i>*Only original copy and certified photocopies of documents shall be accepted</i>	2. Affidavit to Use the Surname of a Father	Client is required to pay to the Cashier at Treasurer's Office for the issuance of official receipt. MCR personnel prepares the COLB, affidavit to be accomplished by the concerned signatories and the supporting documents duly certified by the MCR.	10 Minutes	250.00 (R.A.9255), 50.00 (OCRG Fee if to be endorsed)	MTO Personnel
	<i>*All documents should be submitted in three (3) copies</i>	3. Community Residence Tax of the parents	Client should go back to LCR office and present to Processor the O.R. MCR personnel processes the registration of the document and release the approved owner's copy of COLB.	2 Minutes	-	MCR,CLERK

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**OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
<b>4. APPLICATION FOR LEGITIMATION OF THE CHILD</b>	<i>The parents of the child will personally visit the office.</i>	1. Certified true copy of Certificate of Live Birth (COLB,MF 102, in 4 copies)	Client must present the documents to the Processor for verification. Office personnel explains the process of Legitimation, requirements thereof and verify.	10 Minutes	-	MCR,CLERK
	<i>Only original copy and certified photocopies of documents shall be accepted</i>	2. Certified Photocopy of Marriage Certificate,	Client is required to pay to the Cashier at Treasurer's Office for the issuance of official receipt. Office personnel prepares the COLB, affidavit to be accomplished by the concerned signatories and the supporting documents duly certified by the MCR.	10 Minutes	500.00 (Legitimation Fee), 50.00 (OCRG Fee if to be endorsed)	MTO Personnel
	<i>All documents should be submitted in three (3) copies</i>	3. Community Residence Tax of the parents	Client shall go back to LCR office and present to Processor the O.R. Office personnel processes the registration of the document and release the approved owner's copy of COLB.	2 Minutes	-	MCR,CLERK

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OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
5. APPLICATION FOR DEATH CERTIFICATE	Any member of family of the deceased person of legal age.	1. Data of the deceased person  2. Duly accomplished Death Certificate (MF-103)	If attended by the Physician, the document will be made by the hospital records incharge and report to the LCR office. Office personnel receives the accomplished Certificate of Death from the hospital.	5 Minutes	None	Hospital Records Incharge, MCR, Clerk
			<b><i>If the deceased died at home, the nearest member of the family will report the data of the deceased person to the LCR office.</i></b> Office personnel interviews the informant based on the information of the Certificate of Death. Prepare of Certificate of Death and explain the workflow of the concerned signatories.	5 Minutes	None	MCR, CLERK
			<b><i>If the deceased was embalmed, the embalmer will signed first the certification of embalmer.</i></b>	3 Minutes	-	-
			Proceed to the Office of the Municipal Health Officer for signing and reviewing of Certification of Death. The MHO interviews the informant.	5 Minutes	None	MHO
			Proceed and report to the Catarman Parish Church for burial recording of death. Office personnel tells the informant to report first to the Parish Secretary for the burial recording of death.	5 Minutes	-	Parish Clerk
			Pays to the Cashier at Treasurer's Office for the issuance of official receipt (burial fee). Office personnel processes the registration of death duly signed by the MCR.	5 Minutes	P100.00	MTO personnel
			Go back to LCR office and present the O.R. Office personnel gives the owner's copy of death Certificate.	2 Minutes	-	LCR Clerk

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person inCharge Position, Unit/Division
<b>6. APPLICATION FOR ISSUANCE OF MARRIAGE LICENSE</b>	Applicants should be of legal age. If below 21 years old, the consent of parents is necessary. If above 22 to 25 years old, advice upon intended marriage is necessary	1. CENOMAR	The Applicant should personally visit the LCR office for interview, screening, advise on requirements to comply.	5 minutes	-	MCR,CLERK
		2. Birth Certificate of the applicants	Applicant sign application for marriage license form. Parents/guardian/witnesses to sign needed documents, as the case may be. Also the applicant is required to pay to the Cashier at treasurer's Office for the issuance of official receipt	10 minutes	Application for Marriage fee (P200.00) & Marriage Counseling fee (P200.00)	MCR,CLERK
		3. CTR of the Applicants		3 minutes		-
		4. Death Certificate of deceased spouse, if widow/widower	Applicant goes back to the LCR office present to the Processor the O.R. and documents.	1 minute	P2.00	MCR,CLERK
5. Judicial order of absolute divorce, annulment, presumptive death or declaration of nullity of previous marriage.	6. Certificate of legal capacity issued by consular/diplomatic office for foreigner spouse or divorce paper, if divorced	After 10 days of posting, the applicants go back to the LCR office for the issuance of marriage license.				
		*Only original copy and certified photocopies of documents shall be accepted.				

**OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person inCharge Position, Unit/Division
<b>7. APPLICATION FOR LATE REGISTRATION OF DEATH</b>	Any member of family of 18 years or over, or father/mother/guardian may apply for the delayed registration.	1. Negative Certification from NSO  2. Burial Certification from the Church	Client must verify with the Local Civil Registrar's (LCR) Office personnel if he/she has no LCR record. Office personnel looks for the record in the Book of Register of Death	5 Minutes	None	MCR,CLERK

		<p>3. Duly Accomplished Affidavit Delayed Registration executed by the informant at the back of Death Certificate</p> <p>4. Community Residence Certificate</p> <p>*Only original copy and certified photocopies of documents shall be accepted.</p> <p>*All documents should be submitted in three (3 copie)</p>	<p>Client must apply for delayed registration. Present the documents to the LCRO personnel for verification. Office personnel explains the process of delayed registration of birth, requirements thereof and verify.</p>	10 Minutes	-	MCR, CLERK
			<p>Client is required to pay to the Cashier at Treasurer's Office for the issuance of official receipt. Office personnel prepares the Death Certificate, affidavit to be accomplished by the concerned signatories and the supporting documents duly certified by the MCR.</p>	5 Minutes	150.00 (Delayed Registration Fee)	MTO Personnel
			<p>Client shall go back to LCR office and present to Processor the O.R. Office personnel after which, the document will be given to the client for his/her review before final documentation and registration thereof.</p>	10 Minutes	-	MCR, CLERK
			<p>After 10 days of posting, the affiant go back to the LCR office for the released of Death Certificate owner's copy. Office personnel gives the approved delayed registration document owner's copy.</p>	5 Minutes	-	MCR, CLERK

**OFFICE OF THE LOCAL CIVIL      OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
8. APPLICATION FOR CHANGE OF FIRST NAME IN THE CERTIFICATE OF LIVE BIRTH/OR R.A. 9048	<i>Either the person himself if 18 years or over, or father/mother/guardian may apply for R.A. 9048</i>	<p>At least three (3) of the following documents showing the correct entry/entries upon which the correction shall be based</p> <p>* Baptismal Certificate</p>	The petitioner should personally visit the LCR office for an interview and advise on requirements to comply.	10 Minutes	-	MCR, CLERK

		* Voter's Registration Record	Present all the prescribed documents to the person in charge in the LCR office.	10 Minutes	-	MCR,CLERK
		*Marriage Certificate	Pays to the Cashier at treasurer's Office for the issuance of official receipt.	10 Minutes	(RA 9048), P500.00 for service fee for mailing, money order P 500.00	MTO Personnel, MCR
		*Employment/Service Record, required		<b>(Publication Fee)</b>	(P2,000.00)	<i>(Fees shall be paid to Newspaper representative)</i>
		*Police/NBI Clearance, required	Petitioner should go back to the LCR office to present to the Processor the O.R.and sign the petition form for change of first name.	5 Minutes	-	MCR,CLERK
		* GSIS/SSS Record	For less than a year of processing period of the said document, the petitioner shall go back to the LCR office for the release of annotated document.	2 Minutes	-	MCR,CLERK
		* Business Record				

**OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person inCharge Position, Unit/Division
<b>9. APPLICATION FOR CORRECTION OF ENTRY IN THE CERTIFICATE OF LIVE BIRTH,MARRIAGE AND DEATH CERTIFICATE OR R.A.9048</b>	<i>Either the person himself if 18 years or over, or father/mother/guardian may apply for R.A.9048</i>	CERTIFICATE OF LIVE BIRTH/DEATH/MARRIAGE	The petitioner should personally visit the LCR office for an interview and advise on requirements to comply. Office personnel interview the petitioner and prescribe requirements.	10 Minutes	-	MCR,CLERK
		* PSA Birth Certificate to be corrected				
		* Baptismal Certificate	Present the all the prescribed documents to the person in charge in the LCR office. Office personnel verify and receive all the documents	10 Minutes	-	MCR,CLERK

		<p>* Voter's Registration Record</p> <p>*Marriage Certificate</p> <p>*Service Record</p> <p>*Police/NBI</p>	<p>Pay to the Cashier at treasurer's Office for the issuance of official receipt. Office personnel prepare the application form for petition for correction of entry and other needed documents.</p>	10 Minutes	P1,000.00 (Correction of Entry fee) & (P500.00 for services fee for mailing, money order & OCRG Fee)	MTO Personnel, MCR
		<p>CERTIFICATE OF MARRIAGE</p> <p>* three (3) xerox copies each of documents shall be accepted.</p>	<p>Petitioner should go back to the LCR office to present to the Processor the O.R. and sign the petition form for correction of entry. Office personnel explain to the petitioner the process of R.A. 9048</p>	5 Minutes	-	MCR, CLERK
		<p>* The documents will be submitted to the Office of the Civil Registrar General, National Statistics Office, Quezon City</p> <p>* Clients are not allowed to hand-carry the document. LCR has to mail the documents.</p>	<p>For less than a year of processing period of the said document, the petitioner shall go back to the LCR office for the release of annotated document. Office personnel release the the annotated document to the petitioner.</p>	2 Minute	-	MCR, CLERK

**OFFICE OF THE LOCAL CIVIL OFFICE OF THE LOCAL CIVIL REGISTRAR**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position, Unit/Division
<b>10. APPLICATION FOR CORRECTION OF DATE OF BIRTH AND SEX IN THE CERTIFICATE OF LIVE BIRTH/OR R.A. 10172</b>	Person himself if 18 years or over will apply R.A.10172	* PSA Birth Certificate & LCR copy	The petitioner should personally visit the LCR office for an interview and advise on requirements to comply. Office personnel interview the petitioner and prescribe requirements.	10 Minutes	-	MCR, CLERK
		* Baptismal Certificate	Present all the prescribed documents to the person in charge in the LCR office. Office personnel verify and receive all the documents.	10 Minutes	-	MCR, CLERK
		* Earliest school record or earliest school documents (Elementary Records)				



		<p>* Certification of employer, if employed, Subscribed Affidavit (Notary Public) of non-employment if not employed</p> <p>* Police/NBI Clearance</p> <p>* Medical Record</p> <p>* Newspaper publication</p>	<p>Pay to the Cashier at treasurer's Office for the issuance of official receipt. Office personnel prepare the application form for petition for correction on the date of birth and sex and other needed documents.</p>	10 Minutes	P3,000.00(RA 10172), P500.00 for service fee for mailing, money order & OCRG)	MTO Personnel, MCR
		<p>* For correction of se, the petition shall be supported with medical certification issued by an accredited government physician</p> <p>* 3 xerox copies of each documents shall be submitted by the petitioner</p>	<p>Petitioner should go back to the LCR office to present to the Processor the O.R. and sign the petition form for correction on the date of birth and sex. Office personnel explain to the petitioner the process of correction on the date of birth and sex and its duration</p>	5 Minutes	-	(Fees shall be paid to Newspaper representative)  MCR, CLERK
			<p><i>For less than a year of processing period of the said document, the petitioner shall go back to the LCR office for the release of annotated document. Office personnel release the the annotated document to the petitioner.</i></p>	2 Minutes	-	MCR, CLERK

## CITIZEN'S CHARTER

## MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

**Frontline Service** : **AVAILMENT OF ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS)**

**Who may Avail of the Service** : Indigent client

**Schedule of Availability of Service**

: Monday - Friday

8:00 A.M. - 5:00 P.M. without noon break

Services Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Assistance to Individual in Crisis Situation</b>	Indigent client	Case Study, For medical Assistance : - Certificate of Indigency, -medical abstract - Doctors Prescription - Medical Bills  Burial Assistance: -Certificate of Indigency -Death Certificate,	1. Client Register on the logbook	1 minute	Free	<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
			2. Interview Client	10 minutes		
			3. Prepare supporting Documents	5 minutes		
			4. Prepare Case Study Report	1 hour		
						<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
						<b>EMELYN G. SALUTAN</b> MSWDO

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

**Frontline Service** : **DAY CARE SERVICES**  
**Who may Avail of the Service** : Children 3- 4.11 yrs old  
**Schedule of Availability of Service** : Whole year round  
**What are the Requirements** : List of Day Care Children  
**Duration** : 2 days, 2 hours & 30 mins.

Services Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Early Childhood Care and Development /</b>	3 to 4 years old Children	Child Development Checklist	1.Upon enrollment to the Child Dev. Center to be administered by Child Development Worker	30 minutes per child	Free	Child Dev. Workers
			2. Submitted to Office	1 month upon the start of the classes		<b>DORNIL C.BORRES</b> Child Dev. Teacher
			3.Monthly meeting of CDW's	4 hour		<b>EMELYN G. SALUTAN</b> MSWDO
			4.Processing of Honorarium	2 hrs.		<b>DORNIL C.BORRES</b> Child Dev. Teacher

## MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

**Frontline Service** : PROCESSING FOR THE RELEASE OF ID AND PURCHASE BOOKLET OF SENIOR CITIZEN

**Who may Avail of the Service** : 60- yrs. Old above

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**What are the Requirements** : Filled - up Application Form

**Duration** : 2 days

Services Applied For		Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Issuance of ID for Senior Citizen</b>		60 years old and above	Application Form signed by Senior Citizen President in every barangay where they resides	1.Client Register on the logbook	1 minute	Free	<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
				2.Interview Client and check the application form	5 minutes		
				3.Release of senior citizen ID	On the 2 <sup>nd</sup> day		<b>CHINGKIE A. SALUTAN</b> J.O

Services Applied For		Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Issuance of I.D for Solo Parent</b>		18 years old and above	-2 pcs. 1x1 ID -for widow and widower :Photy copy of spouse Death Certificate -Photocopy of Child Birth Ceertificate ( 18 yrs below only -Barangay Certificate of Residency -For unmarried: Sworn Statement from PAO/Certificate from the Brgy. Captain.	1.Client Register on the logbook	1 minute	Free	<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
				2.Interview Client and check the application form	5 minutes		
				3.Release of senior citizen ID	On the 2 <sup>nd</sup> day		<b>CHINGKIE A. SALUTAN</b> J.O

## MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

**Frontline Service** : AVAILMENT OF SOCIAL CASE STUDY REPORT AND REFERRALS

**Who may Avail of the Service**

: Referred Clients

**Schedule of Availability of Service**

: Monday - Friday

8:00 A.M. - 5:00 P.M. without noon break

**What are the Requirements**

: Referrals, Medical Abstract

**Duration**

: 1 day

Services Applied For		Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Issuance of Case Study Report</b>		Clients in Crisis Situation	-Certificate of Indigency,  -Medical Abstract or any Documents that support the request	1.Client Register on the logbook	1 minute	Free	<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
				2.Interview clients	30 minutes		<b>EMELYN G. SALUTAN</b> MSWDO
				3.Preparation of Case Study	Half Day		<b>EMELYN G. SALUTAN</b> MSWDO
				4.Release of Case Study	On the second		<b>EMELYN G. SALUTAN</b>

					Day	MSWDO
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**MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

**Frontline Service : CONDUCT OF MARRIAGE COUNSELING, NATURAL FAMILY PLANNING AND PARENT EFFECTIVENESS SESSIONS**

**Who may Avail of the Service** : MSC- would be couples  
: NFP and PES - Married couple of Reproductive Age

**Schedule of Availability of Service** : MCS- every 3rd Wednesday on the month  
: NFP and PES - 1 group per month

**What are the Requirements** : 10 -15 couples per sessions

**Duration** : 2 hours & additional 2 hours per topic being lectured

Services Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing	Processing Fee in the PHP	Person in Charge Position, Unit/Division
<b>Conduct of Marriage Counselling, MCS, to would be couples</b>	18 years old and above	-MCS Application Form to would be couples	1.Client Register on the logbook	1 minute	Free	<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant
			2.Interview Client and check the application form	5 minutes		
			3.Conduct of lectures to would be couple	2 hrs.		
			4.Release of MCS Certificates	1 hr.		
						MCS Team
						<b>ROSALIMA G. CALINGASAN</b> Social Welfare Assistant





CITIZEN'S CHARTER  
MUNICIPAL BUDGET OFFICE

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PhP	PERSON IN CHARGE POSITION,UNIT/DIVISION
1. Processing of obligation slip with technical certification	LCE, Department Head	Obligation Slip	control of obligation slips per appropriation, 10 mins	10 mins	none	<b>AMOR PHILOREZA A. CABANERO</b> Mun.Budget Officer
2. Technical advisory of fund allocation in compliance with legal issuances	LCE, Department Head, Barangay Officials	Legal issuances,circulars	Technical analysis on legal issuances, 30-45 mins	45 mins	none	MBO
3. Technical advisory on budget preparation forms	Barangay Treasurers	Prescribed Barangay Budget Preparations Forms	Technical analysis on proper filling up of barangay budget preparations forms, 45 to 60 mins	1 hr	none	MBO
4. Technical review and preparation of recommendations and technical findings	Sangguniang Bayan on the technical review of barangay budget	Annual/Supplemental Budget	Detailed technical review of each budget preparations forms, 45-60 mins	1 hr	none	MBO Staff/MBO
5. Technical advisory during the conduct of Budget Hearing and legislation of budget	LCE, Legislative Body and Department Heads	Annual Investement Program,legal issuances, trial balance	Consolidation of budget proposals to the budget preparation forms and other local budget preparation forms , 8 hrs	8 hrs	none	MBO
6. Technical advisory on the release of allotment orders	LCE and Department Heads	Budget Execution forms, Allotment release order	Preparation of allotment release order, 30-45 mins	1 hr	none	MBO

7. Providing data needed for fiscal management planning and budgeting reports. Data needed on the re allocation per PPA's	LCE and Department Heads	Annual / Supplemental Budget	Technical analysis per PPA's that needs to be re allocated, 20-30 mins	30 mins	none	MBO
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MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**Frontline Service : ISSUANCE OF ZONING / LOCATIONAL CLERANCE PROCESS FLOW**

**Schedule of Availability of Service** : Monday 9:00A.M. – 12:00NOON 1:00P.M. – 5:00P.M. (Flag Raising from 8:00A.M. – 9:00A.M.)  
 Tuesday to Friday 8:00A.M.- 12:00NOON 1:00P.M. – 5:00P.M.

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
Issuance of Zoning / Locational Clearance Process Flow	Clients availing Zoning Clearance	<ol style="list-style-type: none"> <li>1. Duly accomplished and notarized Zoning Application Forms, with attached:                             <ol style="list-style-type: none"> <li>1.1 Supporting documents (e.g. Building Permit with set of technical drawings, land ownership, etc.)</li> <li>1.2 Paid zoning fees to Municipal Treasurer's Office</li> <li>1.3 Other necessary documents</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Receive and evaluate building permit documents                             <ol style="list-style-type: none"> <li>1.1. If no site inspection issue zoning application form and assess zoning fees. If document is not complete return the document to applicant / customer.</li> <li>1.2. If with site inspection (prior assessment of zoning fees).</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. 5 minutes per application / transaction</li> <li>2. 15 minutes</li> <li>3. 5 minutes</li> </ol>	<ol style="list-style-type: none"> <li>1. Application fees:                             <ol style="list-style-type: none"> <li>1.1. Location clearance - P100.00</li> <li>1.2. Motion for reconsideration - P300.00</li> <li>1.3. Petition or request for reclassification - P500.00</li> <li>1.4. Zoning Certification - P100.00</li> </ol> </li> <li>2. Zoning and Land Use Verification fees:                             <ol style="list-style-type: none"> <li>2.1. Residential - P50.00</li> <li>2.2. Commercial / Industrial -</li> </ol> </li> </ol>	ARTURIETO P. RAMIGOSO / MPDC

			<p>2. Process the Application and forward to Deputy Zoning Administrator (DZA) for decision / approval</p> <p>2.1. If the DZA is not present during the processing, signing of application will be between 5:00 p.m. to 6:00 p.m., or the next working day.</p> <p>3. Release of Building Permit</p>	<p>4.</p>	<p>P100.00</p> <p>2.3. Social / Institutional /Educational - P50.00</p> <p>2.4. Agricultural - P40.00</p>	
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## MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**Frontline Service** : **PROVISION OF DATA FOR RESEARCH AND GENERAL INFORMATION**

**Schedule of Availability of Service** : Monday 9:00A.M. – 12:00NOON 1:00P.M. – 5:00P.M. (Flag Raising from 8:00A.M. – 9:00A.M.)  
Tuesday to Friday 8:00A.M.- 12:00NOON 1:00P.M. – 5:00P.M.

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
1. Provision of Data for Research and General Information	All	<ol style="list-style-type: none"> <li>1. Letter request</li> <li>2. Official Receipt from the Municipal Treasurer's Office</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive, record and evaluate letter request               <ol style="list-style-type: none"> <li>1.1. If data requested not available refer client to other offices like NSO, DOLE, &amp; etc.</li> <li>1.2. If data requested are available assess what type of data and the number of copies (for hard copies) and issue order of payment.</li> </ol> </li> </ol>	20 minutes, depending on the volume of copies / documents requested	P10.00 per copy page	ARTURIETO P. RAMIGOSO / MPDC

**MUNICIPAL HEALTH OFFICE**

**Frontline Service** : **PATIENT CONSULTATION**

**Schedule of Availability of Service**  
 Monday & Wednesday 8:00 A.M. - 4:00P.M. (4:00P.M.-5:00P.M. - RECORDING)  
 Tuesday - Senior Citizens and PWD only 8:00 A.M. - 4:00 P.M. (4:00P.M.-5:00P.M. - RECORDING)  
 Thursday - Field Work  
 Friday - 8:00 A.M. - 1:00 P.M. (1:00 P.M. - 5:00 P.M. - Staff Meeting)

**Who May Avail of the Service** : OPD Client, Pregnant, Family Planning Acceptor, Infants, Senior Citizens, PWD

**What are the Requirements** : Accomplish ITR, Family Planning Form 1, ECCD Card, HBMR

**Duration** : 5-15 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
PATIENT CONSULTATION	OPD Client, Pregnant, Family Planning Acceptor, Infants	Accomplish ITR, Family Planning Form 1, ECCD Card, HBMR	Patient will have to register his/her name with corresponding ITR number at the registration area	2 mins.		OPD Staff
			Patient will wait until their names will be called for vitsal signs taking based on number of the registration and at the same time giving of priority number	4 mins.		OPD Staff
			Patient has to stay in the designated room & wait for his/her turn or according to priority number			
			Dental Check-up Dental Room	10 mins.		Dentist
			Prenatal and Family Planning - Midwife's Room	10-15 mins.		Midwife/Nurse
			Medical Check-up - Doctor's Room	10-15 mins.		<b>DJAYCLAIR T. PAGUIDOPON -MHO</b>
			Immunization - Registration area	5 mins.		Nurse/Midwife
NTP - Nurse's Room	5-10 mins.		PHN			
			To pharmacy for final instruction & issuance of medicines			Pharmacy in-charge

**MUNICIPAL HEALTH OFFICE**

**Frontline Service** : **ISSUANCE OF SANITARY PERMIT**

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**Schedule of Availability of Service** : Monday - Friday  
 8:00 A.M. - 4:30 P.M. (4:30 P.M. - 5:00 P.M - After care/Housekeeping)

**Who May Avail of the Service** : Business Operators and Employee

**What are the Requirements** : Barangay Clearance with Official Receipt

: Laboratory Examination (Non-Food Handlers - Sputum Exam)  
 (Food Handlers - Sputum, Stool Exam, Hepa B Test)

**Duration** : 4 mins. & 2 secs.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
ISSUANCE OF SANITARY PERMIT	Business Operators and Employee	Barangay Clearance with Official Receipt,  Laboratory Examination (Non-food Handlers-Sputum Exam) (Food Handlers-Sputum, Stool Exam, Hepa B)	Applicants secure Barangay Clearance from their respective barangay			Applicant
			SI fills out Sanitary Form and health certificate	2 mins.	Hepa B Test - P60.00 Sputum - P 50.00 Stool Exam - P 50.00	<b>JOSEPHINE CALUSTRE</b> - Sanitary Inspector
			SI submits accomplished Sanitary Permit with attach requirements to MHO for signature	2 mins.		<b>JOSEPHINE CALUSTRE</b> - Sanitary Inspector
			MHO releases duly signed Sanitary Permit to SI then to applicant	2 secs.		<b>JOSEPHINE CALUSTRE</b> - Sanitary Inspector

**MUNICIPAL HEALTH OFFICE**

**Frontline Service** : **DEATH CERTIFICATION**

**Schedule of Availability of Service** : Monday & Wednesday  
8:00 A.M. - 5:00 P.M. & Friday - morning only (1:00 P.M. - 5:00 P.M. - Staff Meeting)

**Who May Avail of the Service** : Family member or nearest relative with the household

**What are the Requirements** : Certification from the Barangay Captain or representative (Special Circumstances)  
: Final diagnosis issued by the Doctor of the hospital where he/she was previously admitted  
: Death certificate from LCR

**Duration** : 10 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
DEATH CERTIFICATION	Family Member or nearest relative with the household	Certification from the Barangay Captain or Representative (special circumstances)	Client secure priority number at the registration area	1 min.		MHO Staff
		Final diagnosis issued by the Doctor of the hospital where he/she was previously admitted	Registration In-charge should review the documents and conduct preliminary interview with the client to check if he/she has all the requirements needed	2-3 mins.		MHO Staff
		Death Certificate from LCR	Client will have to proceed to Doctor's room and wait for his/her priority number to be called  MHO will sign the death certificate after thorough interview of the client	5 mins.		DJAYCLAIR T. PAGUIDOPON - MHO
<b>END OF TRANSACTION</b>						

**MUNICIPAL HEALTH OFFICE**



**Frontline Service** : **ISSUANCE OF MEDICAL CERTIFICATE**

**Schedule of Availability of Service** : Monday & Wednesday 8:00 A.M. - 4:00 P.M.  
 : Tuesday - Senior Citizens and PWD only 8:00 A.M. - 4:00 P.M. (4:00P.M.-5:00P.M. - After Care/Housekeeping)  
 : Thursday - Field Work  
 : Friday 8:00 A.M. - 1:00 P.M (1:00 P.M. - 5:00 P.M. - Staff Meeting)

**Who May Avail of the Service** : Client

**What are the Requirements** : Official Receipt as proof of payment

**Duration** : 9 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
ISSUANCE OF MEDICAL CERTIFICATE	Client	Official Receipt as proof of payment	Client should register and secure priority number at the registration area.	1 min.	P 80.00	OPD Staff
			Client will wait for his/her name to be called for vital signs taking and issuance of ITR	3 mins.		OPD Staff
			Client will pay the necessary fees at the Nurse's Room	1 min.		PHN
			Client proceeds to doctor's room and wait for his/her number to be called	3 mins.		MHO
			Client finally proceed to pharmacy for recording & instruction, if any	1 min.		Pharmacy Staff
<b>END OF TRANSACTION</b>						

**Note: Group medical certification must inform the MHO a week before for the arrangement of schedule.**

**MUNICIPAL HEALTH OFFICE**

**Frontline Service** : **DIRECT SPUTUM MICROSCOPY**

**Schedule of Availability of Service** Monday - Thursday 8:00 A.M. - 4:00 P.M. (4:00 P.M - 5:00 P.M. - After care/Housekeeping)  
 Friday - 8:00 A.M. - 12:00 NN (1:00 P.M. - 5:00 P.M. - Staff Meeting)

**Who May Avail of the Service** : TB Symptomatic, Contact of a TB client  
 : Client for Busines Permit and those who secure medical certificate

**What are the Requirements** : Sputum exam request from the physician and health staff

**Duration** : 3 hrs

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
DIRECT SPUTUM MICROSCOPY	TB Symptomatic, Contact of a TB client  Client for Busines Permit and those who secure medical certificate	Sputum exam request from the physician and health staff	Client has to present sputum request form from the physician and from the other health staff to the microscopist	2 secs.		Microscopist
			Collection of sputum specimen. Front loading - spot-spot Interval - spot-next day	4 mins./specimen at 1 hour interval		Microscopist
			Direct Sputum Microscopy Examination	1 hr.		Microscopist
			Examination of slides	15 mins.		Microscopist
			Releasing of result & notification of result to the patient or to the assigned midwife of the catchment barangay	Within 3 days for Sputum Positive and 1 week for Sputum Negative		Microscopist
<b>END OF TRANSACTION</b>						

**MUNICIPAL HEALTH OFFICE**

**Frontline Service** : **INITIATION OF TREATMENT**

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**Schedule of Availability of Service** : Monday - Friday

8:00 A.M. - 4:00 P.M. (As the need arises) (4:00P.M.-5:00P.M. - RECORDING)

**Who May Avail of the Service** : TB Positive Patient and client for IPT

**What are the Requirements** : Sputum Microscopy Result, Chestt X-ray Result, Referral form from the referring facility for patient from other public and private facility

: Referral Form from the referring facility for patient from other public and private facility

**Duration** : 18 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
INITIATION OF TREATMENT	TB Positive Patient and client for IPT	Sputum Microscopy Result, Chestt X-ray Result, Referral form from the referring facility for patient from other public and private facility	To TB DOTS Clinic for the acquisition of ITR & taking of vital signs.	3 mins.		Public Health Nurse
		Referral Form from the referring facility for patient from other public and private facility	Conduct health education/IEC, opening of the treatment card & initiation of treatment	15 mins.		
<b>END OF TRANSACTION</b>						

## MUNICIPAL HEALTH OFFICE

**Frontline Service** : **ADMISSION FOR FACILITY BASE-DELIVERY**  
**Schedule of Availability of Service** : 24/7  
**Who May Avail of the Service** : Pregnant women on labor/about to deliver  
**What are the Requirements** : Normal pregnancy, G2 - G4 only  
: CBC, Hepa B, BT, ultrasound result  
: With prenatal at the facility at least 4 visits  
**Duration** : 24 hrs.

### How to Avail of the Service

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	CHARGE, POSITION, UNIT/
ADMISSION FOR FACILITY BASE-DELIVERY	Pregnant women on labor/about to deliver	Normal pregnancy, G2 - G4 only	At the registration area for vital signs taking	5 mins.	P 2,250.00	Staff on duty
		CBC, Hepa B, BT, ultrasound result	Client will proceed to labor room for further assessment	5 mins.		Midwife/Nurse/MHO
		With prenatal at the facility at least 4 visits	Conduct labor watch	6-8 hours		Midwife/Staff on duty
			Attend normal spontaneous vaginal delivery	2 hours		Midwife
			Recording and monitoring	1 hour		Midwife
		For discharge, client will settle their accounts. PHIC Member PHIC Member	For Non-PHIC Member	1 min.		PHN
<b>END OF TRANSACTION</b>						

**MUNICIPAL AGRICULTURE OFFICE**

Compol, Catarman, Camiguin

**Frontline Service**

**: FISHERY LAW ENFORCEMENT**

**Schedule of Availability of Service**

: Monday 9:00A.M.-12:00NOON 1:00P.M.-5:00P.M . (After Flag Raising)  
 Tuesday to Friday 8:00A.M. -12:00 NOON 1:00 - 5:00P.M.

**Who May Avail of the Service**

: Fisherfolks, Fish Wardens and concern citizen

**What are the Requirements**

: Inform personally, through telephone or written request letter if any

**Duration**

: 1 day, 7 hrs. and 50 mins.

**How to Avail of the Service**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position
FISHERY LAW ENFORCEMENT	All	Request assistance on illegal fishing personally, through telephone or written if any	Conduct validation/interview	20 mins.	-	AT-Fishery
			Inform other members of MCLET Team for the conduct of immediate response and surveillance on illegal fishing	30 mins.	-	AT-Fishery/Fish Wardens
			MCLET Team proceed to the area where illegal activity is undertaken for investigation	4 hrs.		AT-Fishery/PNP/ Fish Wardens
			*If proven illegally engage in illegal fishing, the MCLET Team will apprehend with the illegal fishers and proceed to the Police Station for further investigation	3 hrs.	-	
			- With sufficiency of evidence, file the complaint to the court. - Attend court hearing.	24 hrs.		
<b>END OF TRANSACTION</b>						

## MUNICIPAL AGRICULTURE OFFICE

Compol, Catarman, Camiguin

**Frontline Service**

**: MUNICIPAL REGISTRATION OF FISHING VESSELS & FISHING GEARS**

**Schedule of Availability of Service**

: Monday 9:00A.M.-12:00NOON 1:00P.M.-5:00P.M . (After Flag Ceremony)  
 Tuesday to Friday 8:00A.M. -12:00 NOON 1:00 - 5:00P.M.

**who may avail of the service**

: Owner/Operator of fishing banca and gears

**What are the Requirements**

: Brgy. Certification  
 Registration Form

**Duration**

: 1 day, 2 hrs. & 16 mins.

**How to Avail of the Service**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position
MUNICIPAL REGISTRATION OF FISHING VESSELS & FISHING GEARS	All	Submit Barangay Certification of his/her present residence and ownership of fishing vessel or fishing gears and Community Tax Certificate	Received Barangay Certification and Community Tax Certificate	1 minute	P30.00 from respective barangay	Client
			Examine Barangay Certification	5 minutes		AT-Fishery
			Give Form to client	1 minute		AT-Fishery
		Fill - up the Application Form for Registration and returned to AT	Assist applicant in filling up of form Receive and review filled up form	5 mins. 3 mins.		Client
		Client proceed and pay Registration Fee of boat and gear at Mun. Treasurer's Office, Main Bldg., Municipal Hall, Poblacion, Catarman, Camiguin	Accepts payment and issue Official Receipt	1 hr. & 30 mins..	Non-Motorized banca - P20.00/unit Motorized Banca Below 10 HP - P50.00/unit 10 HP and Above - P100.00/unit	Treasurer's Office
		Applicant submit documents back to MAO Office (from Mun. Hall back to MAO Office)	Accept documents	1 hr. & 30 mins.	-	AT-Fishery
			Conduct actual inspection of fishing boat, fishing gears and conduct ad-measurement	4 hrs.	-	AT-Fishery
			Forward Filled-up Registration Form to Mayor's Office for signature (from MAO, Compol to Municipal Hall)	1 hr. & 30 mins.	-	AT-Fishery
			Return dully signed Registration Form to Mun. Agric'l. Office (from Mun. Hall to MA Office)	1 hrs. & 30 mins.	-	AT-Fishery
		Accepts duly signed Registration Form	Release for applicant's copy of approved Registration Form	1 min.	-	Client
<b>END OF TRANSACTION</b>						

**MUNICIPAL AGRICULTURE OFFICE**  
Compol, Catarman, Camiguin

**Frontline Service****: AVAILMENT OF CARABAO DISPERSAL PROGRAM****Who may Avail of the Service**

: Livestock Farmers

**Schedule of Availability of Service**: Monday 9:00A.M.-12:00NOON 1:00P.M.-5:00P.M . (After Flag Ceremony)  
Tuesday to Friday 8:00A.M. -12:00 NOON 1:00 - 5:00P.M.**What are the Requirements**: 4 copies 2x2 ID picture  
Community Tax No.**Duration**

: 2 hrs. and 57 min. (Duration of time when processed at the LGU except for the remittance of insurance premium at CDC)

**How to Avail of the Service**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position
AVAILMENT OF CARABAO DISPERSAL PROGRAM	All	Interested farmer applies for carabao dispersal personally	Interview/assesses interested farmer livestock applicant	10 mins.	-	AT-Livestock Office Clerk
			If qualifies, give requirements to be accomplished: 1) 4 copies of 2x2 ID picture 2) Community Tax No.	3 mins.	-	
		Client submit the ff: 1) 4 copies 2x2 ID picture 2) Community Tax No.	Received	2 mins.	-	AT-Livestock Office Clerk
			Accomplishes Brgy. Livestock Breeding Loan Program Contract Agreement (BLBLPCA)	15 mins.	-	
			Reviews and explains the contents of the contract	10 mins.	-	
			Return back the contract	1 min.	-	
		Client receives, sign and return back the contract	Receives and sign by the AT Livestock and MAO	3 mins.	-	AT-Livestock Office Clerk MAO
			Forwards duly accomplished Loan Contract to Mayor's Office, Main Bldg., Mun. Hall, Catarman, Camiguin (from MA Office to Mun. Hall) for approval and return back to MA Office, Compol, Catarman, Camiguin	2 hrs.	-	
		If approved, dispersal recipient pays Livestock Insurance Premium	Accepts payment	1 min.		Office Clerk
		MAO Staff remit insurance premium to Philippine Crop Insurance Premium (PCIC), Cagayan de oro City	PCIC Region 10 ,CDO City Issue Livestock Insurance Policy	Depend on when to submit at CDO		AT-Livestock Office Clerk

	Accept approved Barangay Livestock Breeding Loan program Contract Agreement (BLBLPCA)	Release the approved BLBLPCA to carabao dispersal recipient	2 mins.	-	AT-Livestock Office Clerk
END OF TRANSACTION					

**MUNICIPAL AGRICULTURE OFFICE**  
Compol, Catarman, Camiguin

**Frontline Service : RICE AND CORN MILLING SERVICES**

<b>Who may Avail of the Service</b>	: Rice and Corn Mill Farmer
<b>Schedule of Availability of Service</b>	: Monday 9:00A.M.-12:00NOON 1:00P.M.-5:00P.M . (After Flag Ceremony) Tuesday to Friday 8:00A.M. -12:00 NOON 1:00 - 5:00P.M.
<b>What are the Requirements</b>	: Rice and corn grains be brought to Municipal Nursery, Compol, Catarman, Camiguin
<b>Duration</b>	: 43 mins. excluding the time on milling of corn & grits depending on the quantity and its releases/hr.

**How to Avail of the Service**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position
RICE AND CORN MILLING SERVICES	All	Farmers deliver dried rice and corn grains to Municipal Nursery, Compol Catarman, Camiguin for milling	Accepts dried rice and corn grains	10 mins.	-	MEEDO/Rice/Corn Mill Operator
			MAO Staff/Operators weigh dried rice or corn grains	10 mins.	-	
			Issue job order and requires farmer to bring it to MA Office for payment of milling services	5 mins.	-	
		Submit Job Order	Accepts JO and return back	10 mins.	-	Rice/Corn Mill Operator
		Pay the required amount	Accepts payment	5 mins.	1.25/kg	Rice/Corn Mill Operator
		Present the O.R.	Accepts and review	3 mins.	-	Client
			Milling Operator milled the rice and corn grains depending on the quantity	Depending on the quantity of grits and corn to be milled/hr.	-	Rice/Corn Mill Operator
		Accepts milled rice or corn grits	Release rice or corn grits depending on the quantity	Depending on the quantity of milled grits and corn/hr.	-	Client





**MUNICIPAL AGRICULTURE OFFICE**

Compol, Catarman, Camiguin

**Frontline Service**

**: AVAILMENT OF LANZONES SEEDLINGS AND OTHER FRUIT TREES**

**Who may Avail of the Service**

: Farmers of lanzones and other fruit trees

**Schedule of Availability of Service**

: Monday 9:00A.M.-12:00NOON 1:00P.M.-5:00P.M . (After Flag Ceremony)  
 Tuesday to Friday 8:00A.M. -12:00 NOON 1:00 - 5:00P.M.

**What are the Requirements**

: Personal appearance

**Duration**

: 30 mins.

**How to Avail of the Service**

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge Position
AVAILMENT OF LANZONES SEEDLINGS AND OTHER FRUIT TREES	All	Farmers must personally apply for the availment of lanzones seedlings & other fruit trees	Conducts interview and assesses if farmer is qualified to avail the services	10 mins.	-	HVCDP Coordinator <b>MUNICIPAL AGRICULTURIST</b>
			If qualified, requires to pay the number of seedlings he/she wants to avail			Client
		Pay according to the number of seedlings he/she wants to avail	Accepts payment & issue O.R.	5 mins	P15.00/seedling	Office Clerk
		Present O.R.	Sees to it how many seedlings being paid	5 mins	-	HVCDP Coordinator
			Releases number of seedlings being paid	10 mins.	-	HVCDP Coordinator
<b>END OF TRANSACTION</b>						

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## OFFICE OF THE SANGGUNIANG BAYAN

**Frontline Service** : **REQUEST FOR COPY OF RESOLUTION AND ORDINANCES**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon break

**Schedule of Availability of Service** : Monday - Friday 8:00A.M. - 5:00P.M. without noon break

**Who may Avail of the Service** : Anybody/General Public

**What are the Requirements** : Letter Request with Signature Over Printed Name addressed to the SB Secretary

**Duration** : 17 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
REQUEST FOR COPY OF RESOLUTION AND ORDINANCES	Anybody/ General Public	Letter Request with Signature Over Printed Name addressed to the SB Secretary	1. The applicant submits letter request addressed to the SB Secretary stating their request.	1 minute		<b>GRACE NIEVES VELOSO</b> SB Secretary
			The Office in charge interview the client on the particular resolution/ordinance needed	3 minutes		SB Secretary/Staff
			2. Resolution/Ordinance generated from the records	3 minutes		Records Section
			The Client pay to the cashier the appropriate fees. Note from the the SB Secretary stating the number of pages to be paid at the Municipal Treasurer's Office.	5 minutes	40.00/page	Municipal Treasurer
			Clients present the OR to the SB Secretary/Staff.	1 minute		SB Secretary/Staff
			3. The Office in Charge record in an appropriate logbook the title of Resolutions/and or ordinance requested.	2 minutes		SB Secretary/Staff
			4. Released the requested resolution/ordinances to requesting person.	2 minutes		SB Secretary/Staff
<b>END OF TRANSACTION</b>						



Republic of the Philippines  
Province of Camiguin  
MUNICIPALITY OF CATARMAN

**OFFICE OF THE MUNICIPAL MAYOR**

**STEPS FOR REGISTRATION OF NEW BUSINESS PERMITS/LICENSES**

FRONTLINE SERVICE : ISSUANCE OF BUSINESS PERMITS FOR RETAILER, WHOLESALER, DRY GOODS SUPPLIER, VIDEOKE BAR, EATERY/CARENDERIA, HOTELS/INN/HOMESTAYS, MOTORELA,HABAL2X, MOTOR WITH SIDE CAR, PEDDLING, TRANSIENT BUSINESS, ETC...

SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY, 9:00 A.M. TO 12:00 NN; 1:00 P.M. TO 5:00 P.M. (NO NOON BREAK)  
TUESDAY TO FRIDAY 8:00 A.M. TO 12:00 NN; 1:00 P.M. TO 5:00 P.M. (NO NOON BREAK)

WHO MAY AVAIL OF THE SERVICE : BUSINESSMEN/WOMEN, PROPRIETORS, REPRESENTATIVES, MANAGERS, OWNERS, ADMINISTRATORS

WHAT ARE THE REQUIREMENTS : BUSINESS APPLICATION FORM (UNIFIED FORM), BARANGAY CLEARANCE (TO BE SECURED AT THE RESPECTIVE BARANGAYS) SANITARY PERMIT FROM MHO, FIRE INSPECTION CERTIFICATE FROM BFP, OCCUPANCY PERMITS, CONTRACT OF LEASE, ITR's POLICE CLEARANCE, DTI/SSS/PHILHEALTH CERTIFICATES, BIR, DRIVER'S LICENSE, COPIES OF O.R./C.R.

DURATION : 2 Days

Step No.	Client		Fees	LGU		Processing Time, Including Waiting Time
	Step	Documentary Requirement		Offices / Person-in-Charge	Required Actions	
1	Filing of application for new businesses	Filled up BPLS Unified Form	Police clearance - PhP 50.00 Tax clearance- PhP 50.00	JESON B. CANCELER BPLO-Designate	Review/Validate submission	Day 1
		Brgy. & Police Clearances/Sanitary Permit DTI/BIR/SSS Registrations Occupancy Permit/Contract of Lease	Mayor's clearance - PhP 50.00 Health certification fee - PhP 50.00  Sanitary Permit - PhP 50.00 Occupancy Permit - PhP 150.00		ISIDRO B. DABLO JR. Municipal Engineer	
2	One-time assessment of taxes,fees and charges	All documents from Step 1	Other clearance and fees will be determined / computed by MTO Personnel	MTO/BFP	Assessment of business taxes, charges and fees and fire safety fees	Day 2
	One-time payment of taxes, fees, charges receipt of OR, and claim Mayor's Permit	All documents from Step 2		MTO  MTO/BFP/Mayor's Staff	Preparation/Issuance of tax order of payment(TOP) Accept payment and provide Official Receipt to client  Print Mayor's Permit and have it signed by the LCE	

					Issue/Release of Business Permit to client	
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Republic of the Philippines  
Province of Camiguin  
MUNICIPALITY OF CATARMAN

**OFFICE OF THE MUNICIPAL MAYOR**

**STEPS FOR RENEWAL OF BUSINESS PERMITS/LICENSES**

FRONTLINE SERVICE : ISSUANCE OF BUSINESS PERMITS FOR RETAILER, WHOLESALER, DRY GOODS SUPPLIER, VIDEOKE BAR, EATERY/CATERERIA, HOTELS/INN/HOMESTAYS, MOTORELA, HABAL2X, MC WITH SIDE CAR, PEDDLING, TRANSIENT BUSINESS, ETC...

SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY, 9:00 A.M. TO 12:00 NN; 1:00 P.M. TO 5:00 P.M. (NO NOON BREAK)  
TUESDAY TO FRIDAY 8:00 A.M. TO 12:00 NN; 1:00 P.M. TO 5:00 P.M. (NO NOON BREAK)

WHO MAY AVAIL OF THE SERVICE : BUSINESSMEN/WOMEN, PROPRIETORS, REPRESENTATIVES, MANAGERS, OWNERS, ADMINISTRATORS  
WHAT ARE THE REQUIREMENTS : BUSINESS APPLICATION FORM (UNIFIED FORM), BARANGAY CLEARANCE (TO BE SECURED AT THE RESPECTIVE BARANGAYS)  
SANITARY PERMIT FROM MHO, FIRE INSPECTION CERTIFICATE FROM BFP, OCCUPANCY PERMITS, CONTRACT OF LEASE, ITR'S  
POLICE CLEARANCE, DTI/SSS/PHILHEALTH CERTIFICATES, BIR, DRIVER'S LICENSE, COPIES OF O.R./C.R.

DURATION : 1 Day

Step No.	Client		LGU			Processing Time, Including Waiting Time
	Step	Documentary Requirement	Fees	Offices	Required Actions	
1	Filing of application for new businesses	Filled up BPLS Unified Form  Brgy. & Police Clearances/Sanitary Permit DTI/BIR/SSS Registrations Occupancy Permit/Contract of Lease	Police clearance - PhP 50.00 Tax clearance- PhP 50.00  Mayor's clearance - PhP 50.00 Health certification fee - PhP 50.00	JESON B. CANCELER BPLO- Designate  ISIDRO B. DABLO JR.  Municipal Engineer	Review/Validate submission  Assess eligibility of application based on record of businesses transmitted previously by MEO	4 HOURS
2	One-time assessment of taxes, fees and charges  One-time payment of taxes, fees, charges receipt of OR, and claim Mayor's Permit	All documents from Step 1  All documents from Step 2	Sanitary Permit - PhP 50.00 Occupancy Permit - PhP 150.00  Other clearance and fees will be determined / computed by MTO Personnel	MTO/BFP  MTO  MTO/BFP/Mayor's Staff	Assessment of business taxes, charges and fees and fire safety fees  Preparation/Issuance of tax order of payment(TOP) Accept payment and provide Official Receipt to client  Print Mayor's Permit and have it signed by the LCE	4 HOURS

					Issue/Release of Business Permit to client	
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**MUNICI**

**Frontline Service** : **REPAIR AND MAINTENANCE O**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon  
Saturday and Sunday 9:00A.M. - 1

**Who may Avail of the Service** : Any who are served by the Municipi

**What are the Requirements** : Evaluation and Inspection Report  
Notice of water service interruptic  
Availability of materials & supplies  
Availability of Tools/Equipments tc

**Duration** : 1 day and 25 mins., if minor repair  
1-3 days, if major repair

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS
REPAIR AND MAINTENANCE OF CATARMAN WATERWORKS SYSTEM	Resident in the Municipality	Evaluation and Inspection Report and Recommendation
		Notice of water service interruption
		Availability of materials & supplies to be used
		Availability of Tools/Equipments to be used

**MUNICI**

**Frontline Service** : **ISSUANCE FOR TAPPING OF C**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon

**Who may Avail of the Service** : Any who are interested to avail the

**What are the Requirements** : Application Form

**Duration** : 4 hours and 43 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS
ISSUANCE FOR TAPPING OF CATARMAN MUNICIPAL WATERWORKS SYSTEM	Residents who are interested to avail the Municipal Waterworks System	Application Form

**MUNICI**

**Frontline Service** : **PREPARATION FOR PROGRAM**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon

**Who may Avail of the Service** : Barangay Council and Other Gove

**What are the Requirements** : Letter request for the Preparation of  
and Certificate of Availability of Fu

**Duration** : 24 working days and 10 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS
PREPARATION FOR PROGRAM OF WORKS	Barangay Council and Other Government Offices	Letter of request for the Preparation of Program of Works address to the Municipal Engineer with Barangay Resolution and Certificate of Availability of Funds.

**MUNICI**

**Frontline Service : ISSUANCE OF BUILDING PERM**

- Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon
- Who may Avail of the Service** : Any person who wants to build/est
- What are the Requirements** : Duly accomplish prescribed Form  
of Authority from the lot owner/s o
- Duration** : 2 hrs. and 2 mins.

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS
ISSUANCE OF BUILDING PERMIT	Any person who wants to build/establish any building within the Municipality.	Duly accomplish prescribed Form,
		Plan Specification,
		Cost of Estimates,
		Deed of Absolute Sale/Tax Declaration/Letter of Authority from the lot owner/s or heir/s,
		Tax Clearance and 2 pcs brown long envelop

**MUNICI**

**Frontline Service** : **ISSUANCE OF ELECTRICAL PE**

**Schedule of Availability of Service** : Monday - Friday  
8:00 A.M. - 5:00 P.M. without noon

**Who may Avail of the Service** : Any person within the municipality

**What are the Requirements** : Duly accomplish prescribed Form  
and Specification

**Duration** : 1 hr. and 32 minutes

**How to Avail of the Service**

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS
ISSUANCE OF ELECTRICAL PERMIT	Any person within the municipality who wish to obtain electrical connection.	Duly accomplish prescribed Form signed and sealed by the Electrical Engineer;
		Approved Building Permit; and
		Approved Electrical Plan

**IPAL ENGINEERING OFFICE**

**IPAL CATARMAN WATERWORKS SYSTEM**

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break  
11:00A.M. and 3:00P.M. - 5:00P.M.  
Local Waterworks System  
and Recommendation  
on  
; to be used  
) be used

DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
Received detailed request or complaint made	5 mins.	-	Clerk
Site Inspection/Verification of submitted complaint	20 mins.	-	Municipal Plumber
Conduct actual repair, if minor works to be conducted	1 day	-	Municipal Plumber
Hire workers, if major repair to be conducted	1 hr.	-	Municipal Engineer
Conduct actual major repair	1 day to 3 days	-	Plumber
<b>END OF TRANSACTION</b>			

**IPAL ENGINEERING OFFICE**

**ATARMAN MUNICIPAL WATERWORKS SYSTEM**

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break

: Municipal Waterworks System

DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
Verifies/Inspect sthe site	1 hr.		Municipal Engineer/Plumber
Make endorsement letter to the Mayor	2 hrs.	-	Clerk
Receive payments and issue official receipt	20 mins.	P210.00	Mun. Treasurer
Record the approved Application Form	3 mins.	-	Clerk
Make Job Order to the plumber	10 mins.	-	Mun. Engineer
Conducts actual installation	1 hr.	-	Plumber
<b>END OF TRANSACTION</b>			

## MUNICIPAL ENGINEERING OFFICE

### LIST OF WORKS

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break  
Government Offices  
of Program of Works address to the Municipal Engineer with Barangay Resolution  
ends.

DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/DIVISION
Inspect/Survey/Gather data and prepare drawings	1 working day	-	Municipal Engineer
Prepare Plan and Drawings	20 working days	-	Draftsman
Prepare Program of Works	3 working days	-	Municipal Engineer
Submit Plan and Program of Works to the Mayor for approval	1 working day	-	Municipal Mayor
Give the Approved Plan and Program of Works to the requesting barangay for implementation	10 mins.	-	Barangay Chairman
<b>END OF TRANSACTION</b>			



## IPAL ENGINEERING OFFICE

### IIT

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break

abolish any building within the Municipality.

, Plan Specification, Cost of Estimates, Deed of Absolute Sale/Tax Declaration/Letter

reheir/s, Tax Clearance and 2 pcs brown long envelop

DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
Review all documents submitted	30mins.	-	Draftsman
Assessed the Plan	1 hr.	-	Draftsman
Review Plan	20 mins.	P100.00	MPDC
Received payment and issue Official Receipt	20 mins.	Depends on the assessment made by the Engineering Office	Mun. Treasurer
Approval of Plan	2 mins.	-	Municipal Engineer
Records and Segregation of documents	30 mins.	-	Draftsman
<b>END OF TRANSACTION</b>			

## IPAL ENGINEERING OFFICE

### PERMIT

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break

who wish to obtain electrical connection

signed and sealed by the Electrical Engineer, Approved Building Permit and Electrical Plan

DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN PHP	PERSON IN CHARGE, POSITION, UNIT/ DIVISION
Review all documents submitted	20 mins.	-	Draftsman
Assessed the Plan	20 mins.	Depends upon the number of lights	Draftsman
Received payments and issue official receipt	20 mins.	Depends on the assessment made by the Engineering Office	Municipal Treasurer
Review documents and issue Fire Safety Certification	20 mins.	P15.00	Municipal Fire Marshal
Approval of Plan	2 mins.	-	Municipal Engineer
Records and Segregation of documents and advice the client to proceed at CAMELCO Office	10 mins.	-	Draftsman
<b>END OF TRANSACTION</b>			