



CITIZEN'S CHARTER

CY 2020

MUNICIPALITY OF BINGAWAN
Province of Iloilo



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I. MANDATE

The LGU is mandated under RA7160 to ensure the preservation and enhancement and culture, promotion of health and safety, right of people to a balance ecology, development of technological capabilities, improvement of public moral, economic prosperity and social justice, full employment of residence, peace and order, and the convenience of the inhabitants.

II. VISION

"A peaceful, clean and safe, progressive, agro-tourism municipality characterized by a healthy, morally-upright, self-reliant and empowered Bingawanons under a pro-active, transparent and accountable governance."

III. MISSION

" To transform Bingawan into a fully developed municipality through the promotion of peace and order in our community, ensuring economic stability, providing effective delivery of basic services, protection and conservation of its natural resources through institutionalized people's participation and community mobilization."

IV. SERVICE PLEDGE

We, the officials and employees of the Local Government Unit of Bingawan commit to:

- Serve you promptly, efficiently and utmost courtesy by authorized personnel with proper identification from **Mondays to Fridays, 8:00 A.M. to 5:00 P.M., without noon break;**
- Ensure strict compliance with service standards, with written explanation to any delay in frontline services;
- Respond to your complaint about our services the soonest or within the day through our complaint and assistance desk and take corrective measures; and
- Value every citizen's comments, suggestion and needs.

All these we pledge, because **YOU** deserve no less.

V. LIST OF SERVICES

A. OFFICE OF THE MAYOR

1. ISSUANCE OF MAYOR'S CLEARANCE/CERTIFICATION

The Mayor's Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Certifications are issued to affirm the validity of information. Job recommendations are issued for job seekers.

Office/Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government; G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 original, 1 photocopy)		Barangay Hall		
Police Clearance (1 photocopy)		Bingawan Municipal Police Station		
Order of Payment (1 original)		Office of the Mayor		
Official Receipt (1 photocopy)		Municipal Treasurer's Office - Window 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office of the Mayor	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Receive the required documents and check for completeness 2.2. Issue Order of payment if all required documents were given		5 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Php 70.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or



*Make sure to secure Official Receipt that will be issued upon payment				Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of the Mayor and present proof of payment (OR) for the processing and release of Clearance or Certification	4.1. Check the Official Receipt 4.2. Start processing the request 4.2. Issue the Certificate or Clearance to the client		20 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
	TOTAL:	Php 70.00	33 minutes	

2. ISSUANCE OF AFFIDAVIT

The Affidavit of Loss is issued to individuals needing this document that states or describes the fact concerning the loss of an object. This is issued to affirm the validity of information.

Office/Division:	Office of the Mayor		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Personal presence of affiant/s			
Proof of Identity: CTC or Valid Government Issued ID (Original)			
Official Receipt (original)			
Additional Requirements:			
A. For Affidavit of Discrepancy			
Document containing the error (original)			
Proof of correct details: Birth Certificate, Marriage Certificate, Baptismal Certificate or Government Issued ID (original)			
B. For Affidavit of No Income Statement			
Brgy. Certification of No Income		Brgy. Hall	
Certification of No Income		Office of the Municipal Assessor	
Personal appearance of Two (2) witnesses			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office of the Mayor	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Request for Affidavit needed and submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Interviews client as to the affidavit needed and checks required documents presented 2.2. Issue Order of payment if all required documents were given		5 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Php 70.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of the Mayor and present proof of payment (OR) for the processing and release of the affidavit	4.1. Check the Official Receipt 4.2. Start processing the request 4.2. Issue the affidavit		20 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
	TOTAL:	Php 70.00	33 minutes	

3. FILING OF APPLICATION FOR LEAVE OF ABSENCE

The Leave of Absence may be availed by active regular employees of LGU-Bingawan.

Office/Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All regular employees with available leave credits/benefits



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CS Form 6 (Revised 1998) – (2 original)		Respective Office or HRMO		
Medical Certificate <i>(in case of more than 3 days of sick leave)</i> (1 original)		Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled-up CS Form 6	1.1 Check for completeness of requirement and availability of leave credits 1.2 Process the application for approval		20 minutes	Rona Kristie C. Porras HRMO
2. Receive copy of approved/disapproved application	2.1 Record approved leave application in Employee's leave card 2.2. Release copy of leave application		5 minutes	Rona Kristie C. Porras HRMO
	TOTAL		25 minutes	

B. OFFICE OF THE SANGGUNIAN BAYAN

1. ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOS) AND PEOPLE'S ORGANIZATIONS (POS)

Pursuant to Article 62, Rule XIII of the Implementing Rules and Regulation of the Local Government Code of 1991 which mandates local government units to promote the establishment and operation of people's organization, non-government organizations and the private sectors to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects and activities of the local government unit, such as, but not limited to, membership in the local special bodies and involvement in the delivery of the basic services and facilities.

Office/Division:	Office of the Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	Government to Government, Government to Citizen, Government to Business		
Who may avail:	All POs and NGOs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished Application Form (2 copies, original)		Office of the Sangguniang Bayan	
Board Resolution signifying intention for accreditation (2 copies, original)		Respective POs and NGOs	
Certificate of Registration (1 original, 1 photocopy)		SEC, DOLE, CDA etc.	
Annual accomplishment Report (1 original, 1 photocopy)		Client	

Financial Statement (1 original, 1 photocopy)		Client		
Profile indicating the purposes and objectives of our organization (1 original, 1 photocopy)		Client		
Copy of the Minutes of the Meeting of the Organization.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office	1. Give logbook to the client and provide a copy requirements for accreditation to the applicant		2 minutes	Desiree A. Faldas Administrative Aide III
2. Submit the letter of application and the required documents	2.1. Receive the application and check the requirements		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	2.2. Process the Accreditation (Upon the instruction of the Committee Chairperson on Rules, include in the Calendar of Business)		Depends on the schedule of session and its approval	Julio C. Castigador SB Secretary
	2.3. Prepare the Certificate of Resolution of Accreditation		After approval	SB Secretary & Staff
	2.4. Inform the client to claim the Certificate of Accreditation		2 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
3. Claims the Certificate of Accreditation in the Office (upon receiving a notification from the SB Secretariat that the certificate is ready to be released)	3. Issue the Certificate of Accreditation		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I

2. ISSUANCE OF PHOTOCOPY OF SAGGUNIANG BAYAN DOCUMENTS

The public may request for certified true copies of Sangguniang Bayan documents. These documents include ordinances, resolutions, minutes of the deliberations and Committee Reports/Recommendations.

Office/Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	Government to Government, Government to Citizen, Government to Business

Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Written Request Requirement		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Written Request Requirement (Name, Address, Title of Requested Document, No. of copies and Purpose) *Make sure to secure the Order of Payment that will be issued	1.1. Receive request and retrieve the desired document		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	1.2. Photocopy the requested document	PHP 2.00/page	5 minutes	Desiree A. Faldas Administrative Aide III
2. Pay the required fees at the Municipal Treasurer's Office *Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment and issue the Official Receipt	PHP 70.00	5 minute	Precious Christy Compas LRCO I Or Lalyn B. Fara-on Administrative Aide III
3. Return to the SB Office, presents OR for the release of the requested document	3. Check the OR and certify the authenticity the approve the release		3 minutes	Julio C. Castigador SB Secretary
4. Receives the requested document ad signs the record book	4. Release the requested document and record in the record book		3 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	TOTAL	PHP 70.00 + PHP2.00/page		

3. TRICYCLE FRANCHISE APPLICATION/RENEWAL

Pursuant to the provision of sub-paragraph vi, paragraph 3, Section 447 (a) of the Local Government Code of 1991 which states that "Subject to the guidelines prescribed by the Department of Transportation and Communications, shall regulate the operation of tricycles ad grant franchises for the operation thereof within the territorial jurisdiction of the municipality, the Sangguniang Bayan is given the legislative authority to issue franchise ordinances for the operation of tricycles within the territorial jurisdiction of the municipality."

Office/Division:	Office of the Sangguniang Bayan
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Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Tricycle Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community tax certificate		Office of the Municipal Treasurer – Window 1		
Certificate or Registration from LTO (1 original, 1 photocopy)		Client		
Proof of purchase or Official Receipt of purchased Tricycle unit (1 original, 1 photocopy)		Client		
Barangay Clearance		Barangay Hall		
Photocopy of Driver's License		Client		
Certification from the PNP/TMEU that the Unit was inspected and in good running condition		Bingawan Municipal Police Station		
Mayor's Permit for Tricycle for Hire Service		Mayor's Office		
2 pieces 2x2 colored ID picture		Client		
Certification from Bingawan Tricycle Owners & Drivers Association (BITODA)		BITODA President		
Trash Can		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure all requirements then proceed to Sangguniang Bayan Office for the verification of the required documents. *Make sure to secure the Order of Payment that will be issued	1. Accept all documentary requirements and verify completeness		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
2. Pay the applicable fees and charges to the Municipal Treasurer's Offices *Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment and issue the Official Receipt	See table below	5 minutes	Precious Christy Compas LRCO I Or Lalyn B. Fara-on Administrative Aide III
3. Present the motorized tricycle unit to Traffic Management Group (TMG)	3. Inspect the unit and prepare the Inspection Report		15 minutes	Members of the Inspection Team



at the Bingawan Police Station for inspection				
4. Return to the SB Office, present OR and the Inspection Report	4. 1. Check the OR and the Inspection Report; record the applicant and unit information		3 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	4.2. Process the Application for Tricycle Franchise (Upon the instruction of the Committee Chairperson on Rules, include in the Calendar of Business)		Depends on the schedule of session and its approval	Julio C. Castigador SB Secretary
	4.3. Prepare the Franchise Ordinance (printing & signing of MTOP)		After Approval	SB Secretariat
	4.4. Inform the Client to claim the Approved MTOP		2 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
5. Receive the MTOP	5. Release the MTOP Release the requested document and record in the record book		2 minutes	Desiree A. Faldas Administrative Aide III
	TOTAL			
SCHEDULE OF FEES				
1. Annual Franchise Fee				PHP 100.00
2. Filing Fee (one-time payment)				PHP 200.00
3. Service Fee				PHP 50.00
4. Mayor's Permit for TFH service				PHP 100.00
5. Matrix Fee				PHP 50.00
6. Copy of the Comprehensive Traffic Code				PHP 100.00
7. Conduction Sticker Fee				PHP 50.00
8. Number Plate				PHP 200.00
9. Inspection Fee				PHP 50.00

C. MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

1. ISSUANCE OF LOCATIONAL CLEARANCE

Locational Clearance is issued for the purpose of ensuring that the structure is compliant to Zoning Ordinance and National Zoning regulations

Office/Division:	Office of the MPDC			
Classification:	Complex			
Type of Transaction:	Government to Client; Government to Business; Government to Government			
Who may avail:	Building/Structure Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notarized Application Form (in duplicate),		Office of the MPDC		
Vicinity Map/site Location drawn to scale 1: 25,000 (1 Blue Print)		Office of the Assessor/Surveyor		
Certificate of Transfer of Title (TCT) (1 Photocopy)		Office of the Assessor/Surveyor		
Current Tax Receipt (1 Photocopy)		Office of the Assessor/Surveyor		
Tax Declaration (1 Photocopy)		Register of Deeds Province		
special power of attorney from the owner, In case the property is not registered in the name of the applicant (1 Original Copy)		Lawyer		
Bill of Materials (1 Photocopy)		Civil Engineer		
Barangay Resolution (for Special Project/Special Uses like cemeteries/memorial parks, gasoline stations, cockpit poultry and piggery, base stations of cellular mobile, etc.) (1 Photocopy)		Barangay Hall		
Note: other documents not specified may be required depending on the type of project applied for (ECC, CNC, and clearance from other government agencies).		DENR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form at the office of the MPDC	1. Provides application Form and requirements		3 minutes	ENGR. DAN P. PLAGATA MPDC OR CYRIL PAMOCOL MPDC STAFF
2. Submit set of application requirements	2. 1. Receives and evaluates completeness of application documents 2.2. Issue Order of Payment for inspection fee		10 minutes	ENGR. DAN P. PLAGATA MPDC
3. Pay corresponding amount at the office of the Municipal	3.1. Accept payment based on the order of payment	P 100.00	15 minutes	Eleazar M. Belloga LRCO I



Treasurer	3.2. Issue Official Receipt			OR Precious Christy Compas Cashier- Designate
4. Return to the Office of the MPDC & present proof of payment	4.1. Conduct site inspection 4.2. Prepare Inspection/Evaluation report 4.3. Inform client of the result of inspection		1 hour (depending on site location)	ENGR. DAN P. PLAGATA MPDC
5. If structure location is compliant with Zoning Ordinance Get the order of payment for the Zoning Fee and pay at the office of the Municipal Treasurer.	5. Issue order of payment	<ul style="list-style-type: none"> • Single residential structure attached or detached • P100,000 and below – P288 • Over P100,000 to P200,000 - P576 • Over P200,000 - P720.00 plus 1/10 of 1% in excess of P200,000 	15 minutes	ENGR. DAN P. PLAGATA MPDC
6. Return to the Office of the MPDC and present proof of payment	6. Check proof of payment and prepare Locational Clearance		10 minutes	Eleazar M. Belloga LRCO I OR Precious Christy Compas Cashier- Designate
7. Get the Zoning Clearance	7. Records and release Locational Clearance		10 minutes	ENGR. DAN P. PLAGATA Deputized Zoning Administrator
	TOTAL:			



2. ISSUANCE OF BUSINESS ZONING CERTIFICATION

Business zoning certification is issued for the purpose of ensuring that the structure is compliant to Zoning Ordinance and National Zoning regulations

Office/Division:	Office of the MPDC			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Unified Application Form for Business Permit		BPLO		
Barangay Business Clearance (1 photocopy)		Barangay Hall		
Sanitary Permit (1 photo copy)		Rural Health Unit		
Proof of business registration, incorporation or legal personality (1 photocopy)		DTI Negosyo Center, SEC, CDA		
Health Certificate (for food handlers) (1 photocopy)		Rural Health Unit		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present accomplished business permit form together with the required documents	1. 1. Receive and review documents as to completeness and logs pertinent data		3 minutes	ENGR. DAN P. PLAGATA MPDC
2. Wait for the result of site inspection (for new business)	2.1.a. For new business application, conduct site inspection and notify client of the result 2.1.b . For renewal, proceed to step 3		1 hour or less (depends on the location)	ENGR. DAN P. PLAGATA MPDC
3. Receive Business Zoning Certification	3.1. Prepare, record and release Business Zoning Certification		2 minutes	ENGR. DAN P. PLAGATA MPDC
TOTAL:				

3. ISSUANCES OF ZONING CERTIFICATION (LAND USE)

Zoning Certification (Land Use) is issued for the purpose of ensuring that the project location is compliant to Zoning Ordinance and National Zoning regulations

Office/Division:	Office of the MPDC			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Title (1 photo copy)		Municipal Assessor Office		
Tax Declaration (1 photo copy)		Municipal Assessor Office		
Lot Plan (1 blue print)		Municipal Assessor Office/Surveyor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Requirements	1. Receives and Evaluates documents, records all pertinent data and advises client to pay to the Municipal Treasurer's Office		5 minutes	ENGR. DAN P. PLAGATA MPDC
2. Pays corresponding fees at the Municipal Treasurer's Office	2. Accepts payment and issue Official Receipt	100.00		AMALIA Q. PAMOCOL Municipal Treasurer
3. Presents Official Receipt	3. Prepares reviews and signs Zoning Certification		7 minutes	ENGR. DAN P. PLAGATA MPDC
4. Receives Zoning Certification	4. Records and releases Zoning Certification		2 minutes	ENGR. DAN P. PLAGATA MPDC
TOTAL:				

4. SUBDIVISION APPROVAL

SUBDIVISION APPROVAL may be availed by property owners contractor, developers, etc. for the purpose of land subdivision and development

Office/Division:	Office of the MPDC
Classification:	Highly Technical
Type of Transaction:	Government to Client



Who may avail:	Property owners, contractor, developers, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Subdivision Plan (blue print) 6 copies		Municipal Assessor Office/Surveyor		
Vicinity Map or Location Plan (blue print) 6 copies		Municipal Assessor Office/Surveyor		
Lot Plan (blue print) 6 copies		Municipal Assessor Office/Surveyor		
Deed of partition/adjudication/subdivision agreement 6 copies		Lawyer		
Certified True Copy of Titles 6 copies		Register of Deeds, Province		
Original Sketch Plan based on TCT 6 copies		Municipal Assessor/Surveyor		
Zoning Verification 6 copies		Deputized Zoning Administrator		
Special Power of Attorney/ affidavit of consent 6 copies		Lawyer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required Documents	1.1.Receives and evaluate completeness of requirements 1.2. Issue order of payment for complete requirements		15 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
2. Get order of Payment for inspection fee and pay to the office of the Municipal Treasurer	2. Receive payment and issue Official Receipt	P100.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
3. Return to the Office of the MPDC and present proof of payment	3. Receives the Proof of payment		15 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
4. Wait for the result of inspection	4.1. Conduct Site inspection 4.2. Notify client of the result of inspection 4.3. Issue order of payment to viable application		1 hour (depending of site location)	ENGR. DAN P. PLAGATA <i>MPDC</i>
5. Get order of payment for final processing fee and pay to the Office of the Municipal Treasurer	5. Receive Payment based on the order of payment	Refer to Municipal Revenue code	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
6. Return to MPDO and present proof of payment	6.1. Receive proof of payment 6.2. Prepare evaluation report and		10 minutes	ENR. DAN P. PLAGATA <i>MPDC</i>

	necessary documents and endorsement to the Sangguniang Bayan for approval			
7. Wait for the decision of the Sangguniang Bayan	7.1. Conduct Committee meetings/hearings 7.2. Issue resolution for zoning decision 7.3. Furnish MPDO of the result		Depends on Zoning regulations	SANGUNIANG BAYAN Chairman on Land Use
8. Receive Subdivision Approval	8. Prepare, record and release Subdivision Approval		5 to 7 days	
	TOTAL:			

D. OFFICE OF THE MUNICIPAL ENGINEER

1. ISSUANCE OF BUILDING PERMIT

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.

Office/Division:	Office of the Municipal Engineer / Building Official		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Barangay Clearance, 1-original copy		Barangay Hall	
Contrsuction Safety and Health Program (CoSHP), 1-original copy		DOLE RO6	
Zoning/Locational Clearance, 1-original copy, notarized		MPDO/Local Zoning Officer	
Clearance/s from Other Agencies/Authorities exercising and enforcing regulatory functions affecting structure/s, 1-original copy		DPWH, HLURB, DOT, PPA, DepEd, DENR, DoTR, DOTC, NTC, DOH, PhilVolcS, MWSS, DA, DOLE, NHA, NCWDP, NWRD, DAR, DILG, ATO	
Certificate Copy of Tax Declaration/TCT/Contract of Lease; 1. In case the applicant is the Registered Owner of the lot, the following documents are required: 1.1 Certified True Copy of TCT, 1-photocopy 1.2 Tax Declaration, 1-photocopy		Office of the Municipal Assessor	

1.3 Current Real Property Tax Receipt, 1-photocopy 2. In case the applicant is NOT the registered owner of the lot, the following documents are required: 2.1 Duly notarized copy of the <i>Contract of Lease</i> , or <i>Duly notarized copy of Deed of Absolute Sale</i> , or <i>Duly notarized copy of Contract of Sale</i> , 1-original copy		Office of the Municipal Treasurer		
Application for Building Permit duly notarized, 5-sets original		Office of the Building Official		
Building Plan(<i>Vicinity Map and Site Development Plan indicated</i>), 5-sets - ARCHITECTURAL - STRUCTURAL - SANITARY/PLUMBING - ELECTRICAL - MECHANICAL - ELECTRONICS		Design Professionals,duly signed and sealed (<i>Architect, Civil Engineer, Professional Electrical Engineer, Master Plumber/Sanitary Engineer, Mechanical, Professional Electronic Engineer</i>)		
Bill of Materials & Estimates and Specification, 5-sets		Design Professionals, duly signed and sealed(<i>Architect or Civil Engineer</i>)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Russel A. Gardose Building Official
2. Submit the required documents for assessment and evaluation <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate 2.3. Issue Order of payment	Building Fee: <i>Floor Area x Area Bracket (per Sq.m.)</i> <i>*note: Assessment is based on Character of Occupancy or Use of Building/structure</i>	30 minutes	Russel A. Gardose Building Official
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment <i>*Make sure to secure Official Receipt that will be issued upon</i>	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt		6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas



<i>payment</i>				<i>Cashier- Designate</i>
4. Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	4.1. Endorsement Applicant to Municipal Fire Marshall		5 minutes	Russel A. Gardose Building Official
5. Return to the Office of Building Official for Issuance of Building Permit	5.1. Accept the Issued Fire Safety Evaluation Clearance 5.2 Issue Building Permit		10 minutes	Russel A. Gardose Building Official
	TOTAL:			
2. ISSUANCE OF ELECTRICAL PERMIT (FOR TRADITIONAL INDIGENOUS FAMILY DWELLING) As used in the Code, the term “traditional indigenous family dwelling” means a dwelling intended for the use and occupancy by the family of the owner only and constructed of native materials such as bamboo, nipa, logs, or lumber, the total cost of which does not exceed fifteen thousand pesos (P 15,000.00).				
Office/Division:	Office of the Municipal Engineer / Building Official			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance, 1-original copy		Barangay Hall		
Affidavit of Undertaking duly notarized, 2-original copy		Office of Building Official		
Application for Electrical Permit, 3-original copy		Office of Building Official		
Certificate of Final Electrical Inspection/Completion, 3-original copy		Office of Building Official		
Building Plan(Vicinity Map and Electrical Lay-out indicated), 3-sets - ELECTRICAL		Design Professionals,duly signed and sealed(<i>Professional Electrical Engineer</i>)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Russel A. Gardose Building Official



2. Submit the required documents for assessment and evaluation <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate 2.3. Issue Order of payment	Electrical Fee: <i>Php 290.00</i>	10 minutes	Russel A. Gardose Building Official
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment <i>*Make sure to secure Official Receipt that will be issued upon payment</i>	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt		6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	4.1. Endorsement Applicant to Municipal Fire Marshall		5 minutes	Russel A. Gardose Building Official
5. Return to the Office of Building Official for Issuance of Electrical Permit	5.1. Accept the Issued Fire Safety Evaluation Clearance 5.2. Issue Electrical Permit		10 minutes	Russel A. Gardose Building Official
TOTAL:		Php 290.00		

3. ISSUANCE OF OCCUPANCY PERMIT

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.

Office/Division:	Office of the Municipal Engineer / Building Official			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application of Certificate of Occupancy, 3-original copy		Office of Building Official		
Certificate of Completion duly notarized, 3-original copy		Office of Building Official		
Construction logbook, As-built plans and Specifications and the Building Inspection Sheet all signed by whoever is the contractor (<i>if the construction is undertaken by contract</i>) and signed and sealed by the Owner's duly licensed Architect or Civil Engineer who undertook the full time inspection and supervision of the construction works, 1-original copy		Building Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Russel A. Gardose Building Official
2. Submit the required documents for assessment and evaluation <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate 2.3. Issue Order of payment	Occupancy Fee: <i>Fixed Cost of Construction per sq.m.</i> <i>*note: Assessment is based on submitted duly notarized Certificate of Completion (Total Cost of Building/Structure)</i>	30 minutes	Russel A. Gardose Building Official
3. Pay the required fees at the Municipal Treasurer's Office by	3.1. Accept the payment based on the Order of Payment		6 minutes	Eleazar M. Belloga



showing the Order of Payment <i>*Make sure to secure Official Receipt that will be issued upon payment</i>	3.2. Issue the Official Receipt			<i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	4.1. Endorsement Applicant to Municipal Fire Marshall		5 minutes	Russel A. Gardose Building Official
5. Return to the Office of Building Official for Issuance of Building Permit	5.1. Accept the Issued Fire Safety Inspection Certificate 5.2 Issue Occupancy Permit		10 minutes	Russel A. Gardose Building Official
	TOTAL:			

E. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

1. ISSUANCE OF CERTIFIED TRUE COPY OF (BIRTH/DEATH/MARRIAGE CERTIFICATES)				
Issue authentic copy of documents.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid ID (1 original)				
Authorization letter & Valid ID's (3 original) (if the requesting party is not the document owner)			MCR Office	
Official Receipt (1 original)			Municipal Treasurer's Office - Window 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out verification slip for (birth/death/marriage record)	1.1 Check availability of document in the archive 1.2. Advise client to pay prescribed fee at the MTO	P 50.00 – certified copy /pc P 10.00 add. P 20.00 – machine copy P 10.00 add.	10 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Presents O.R.	2. Prepare document		30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Receive copy of document	3. Sign document		5 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
TOTAL			45 minutes	

2. REGISTRATION OF CERTIFICATE OF LIVE BIRTH				
TIMELY REGISTRATION (CHILD IS 0-30 DAYS OLD)				
To established identity of every person for a variety of administrative and legal purposes.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Legitimate Child				
-Duly accomplished Certificate of Live Birth (4 copies original)		Bingawan RHU		
For Illegitimate Child				
-Affidavit of Admission of Paternity of the Father (4 copies original)		MCR Office		
-Valid ID/Current Community Tax Certificate of the father & mother				
-Affidavit to Use the Surname of the Father (AUSF) (6 copies original)		MCR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Live Birth	1.1 Check COLBas to its completeness & accuracy, interview client, receive & signed		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully Certificate of Live Birth if filled-out correctly & completely, sign & register the same		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Live Birth	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
TOTAL				

*COLB – Certificate of Live Birth

3. REGISTRATION OF CERTIFICATE OF LIVE BIRTH DELAYED REGISTRATION (CHILD IS OVER 30 DAYS OLD) To established identity of every person for a variety of administrative and legal purposes.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Legitimate Child -Negative Certificate from PSA -Any two (2) public or private documents bearing the correct name, date of birth & place of birth of the child -Joint Affidavit for Late Registration -Affidavit of Registrant attested by two (2) disinterested persons (in case of Out of Town Registration) -Marriage Contract of registrant -Marriage Contract of parents (if available) -Valid ID/CTC of registrant				
For Illegitimate Child -Negative Certificate from PSA -Any two (2) public or private documents bearing the correct name, date of birth & place of birth of the child -Joint Affidavit for Late Registration -Affidavit of Registrant attested by two (2) disinterested persons (in case of Out of Town Registration) -Affidavit to Use the Surname of the father (AUSF) -Valid ID/CTC of father and mother				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Certificate of Live Birth	1. Give requirements & explain the same to clients		5 minutes	Elda V. Gener Administrative Aide III

2. Submit requirements	2. Check requirements if complied, interview client & advice to pay prescribed fee at the MTO	P 70.00	30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Prepare COLB & review the same for completeness & correctness of entries		23 minutes	Elda V. Gener <i>Administrative Aide III</i>
4. Checks, review & signs Certificate of Live birth	4. Examine carefully COLB if filled-out correctly & completely, post, sign & register COLB		After 10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
5. Receives copy of Certificate of Live Birth	5. Sign COLB & Release owner's copy		2 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
	TOTAL			

*COLB – Certificate of Live Birth

4. APPLICATION FOR MARRIAGE LICENSE

To comply the requirements for marriage.

Office/Division:	Office of the Municipal Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C, G2G		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Certificate of Live Birth (both applicants) (1 original 1photocopy)		MCR Office	
Certificate of No Marriage (CENOMAR from PSA) (2 original)		MCR Office	
Certificate of Pre-Marriage Counseling (1 original)		PPO, Bingawan	
For Applicant Ages 18-20 years old -Parental consent of father (2 original)		MCR Office	
For Applicant Ages 21-24 years old -Parental advice of parents (2 original)		MCR Office	
For Previously Married Applicant			

-Death Certificate of the deceased spouse (1 original) -Judicial Decree of Absolute Divorce (1 set original) -Judicial Decree of Annulment or Nullity of Previous Marriage (1 set original)		MCR Office RTC RTC		
If Applicant is a foreigner -Certificate of Legal Capacity to Contract Marriage issued by their respective diplomatic consular officials based in the Philippines (1		Office of the Consul, Manila		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies Marriage License	1. Gives requirements & explains the same		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits required documents	2. Check if requirements are complied, interview contracting parties & advice to pay the prescribed fee at the MTO	P250.00 (for both resident of the municipality) P300.00 (for one is non-resident of the municipality) P500.00 (for one is a foreigner)	20 minutes	Elda V. Gener Josephine C. Castro
3. Presents O.R.	3. Prepares Application for Marriage License, check & review for completeness & correctness of entries		20 minutes	Elda V. Gener <i>Administrative Aide III</i>
4. Reviews & signs Application for Marriage License	4.1 Examine application for Marriage License carefully if filled-out correctly & completely, sign& register 4.2 Post and issue Marriage License		15 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
5. Receives copy of Marriage License	5. Release copy of Marriage Li		10 days 2 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>



5. PROCESSING OF BREQS REQUEST				
To receive request for SECPA copy of BIRTH/DEATH/MARRIAGE CERTIFICATE and CENOMAR.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (1 photocopy)		MCR Office		
Death Certificate (1 photocopy)		MCR Office		
Marriage Certificate (1 photocopy)		MCR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for SECPA copy of document	1. Provides BREQS application form		2 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Fill-out application form	2. Review application form for completeness & correctness of entries & advice clients to pay prescribed fee at the MTO	P75.00 (for documents Registered in the municipality) P100.00 (for documents registered in other municipality)	5 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Encode application details		15 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
4.	4. Releasing of document in SECPA copy		14 working days	Elda V. Gener <i>Administrative Aide III</i>

6. REGISTRATION OF LEGAL INSTRUMENTS				
To Legitimate Birth of Illegitimate Child.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (PSA copy) (1 original 8 photocopy)		MCR Office		
Marriage Contract of Parents (1 original 4 photocopy)		MCR Office		
Affidavit of Legitimation (4 original)		MCR Office		
Affidavit to Use Surname of the Father (AUSF) (6 original)		MCR Office		
Certificate of No Marriage (CENOMAR) (2 original)		MCR Office		
CTC/Valid ID of Parents (1 original 1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies registration of Legal Instruments	1. Gives requirements and explains		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check if requirements are complied , interview client & advise to pay the prescribed fee at the MTO.	P200.00 (for Legitimation) P200.00 (for AUSF)	20 minutes	Elda V. Gener <i>Administrative Aide III</i> Josephine C. Castro <i>Municipal Civil Registrar</i>
3. Presents O.R.	3.1.Prepare Documents		25 minutes	Elda V. Gener <i>Administrative Aide III</i>
	3.2. Check & review documents for completeness & correctness of entries, sign& register		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy of document	4. Release copy of document		2 minutes	Elda V. Gener <i>Administrative Aide III</i>



7. REGISTRATION OF MARRIAGE				
TIMELY REGISTRATION (WITHIN 15DAYS FROM DATE OF MARRIAGE)				
To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly Accomplished Certificate of Marriage (4 copies original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Marriage	1.1. Check COM as to its completeness & accuracy, interview client, received document		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully COM if filled-out correctly & completely, sign & register the same.		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Marriage	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
	TOTAL			

*COM – Certificate of Marriage

8. REGISTRATION OF CERTIFICATE OF DEATH

TIMELY REGISTRATION (WITHIN 30 DAYS FROM THE TIME OF DATE)

To establish death record of a person who died in this Municipality.

Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Death (4 copies original)		Bingawan RHU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished & signed Certificate of Death	1.1. Check COD as to its completeness & accuracy, interview client, received & sign document		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully COD if filled-out correctly & completely, sign & register the same.		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Death	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
TOTAL				

*COD – Certificate of Death

9. REGISTRATION OF MARRIAGE DELAYED REGISTRATION (MORE THAN 15DAYS FROM DATE OF MARRIAGE) To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Marriage (4 copies original)				
Affidavit for delayed Registration (1 original)				
Application for Marriage License (1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Marriage	1.1. Give requirements and explain the same to clients		5 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check requirements if complied, interview clients		30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Examine carefully COM if filled-out correctly & completely, post sign & register the same		10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy Certificate of Marriage	4. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>

*COM – Certificate of Marriage

10. REGISTRATION OF CERTIFICATE OF DEATH DELAYED REGISTRATION (MORE THAN 30DAYS FROM TIME OF DEATH) To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Death (4 copies original)		RHU, Bingawan		
Affidavit for delayed Registration (4 original)				
Authenticated copy of Certificate of Burial, Cremation or other means of corpse disposal (1 original 2 photocopy)		MTO, Bingawan		
Approval for registration by the Municipal Health Officer		RHU, Bingawan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Death	1.1. Give requirements and explain the same to clients		5 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check requirements if complied, interview clients& advise to pay prescribed fee at the MTO	P 70.00	30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Examine carefully COD if filled-out correctly & completely, post sign & register the same		10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy Certificate of Death	4. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>

*COD – Certificate of Death

F. OFFICE OF THE MUNICIPAL TREASURER

1. ISSUANCE COMMUNITY TAX CERTIFICATE

The Community Tax Certificate is issued to individual who is 18 years old and above residing in the Municipality of Bingawan.

Office/Division:	TREASURER			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All who is 18 years old and above.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FILLED UP CLIENT INFORMATION SHEET for CTC /Valid ID		Office of the Municipal Treasurer – Lobby		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up Client Information Sheet for CTC	1.1. Receive the required documents 1.2 Encode and Print Data of Clients in Community Tax certificate 1.3. Give 3 copies of Community Tax Certificate to client for signature and thumb print	NONE	3-5 minutes	ELEAZAR M. BELLOGA LRCO-I
2. Verify data in printed CTC, affix signature and thumb print and return to person responsible	2.1. Receive CTC with signature and thumb print of client	NONE	2 minutes	ELEAZAR M. BELLOGA LRCO-I
3. Pay Community Tax and receive original copy of CTC	3.1. Receive payment 3.2. Release original copy of Community Tax Certificate (and change if applicable)	Php 5.00 + Php 1.00 per Php 1,000.00 of Total Gross Income* + 2% per month penalty	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
	TOTAL	Php 5.00 + Php 1.00 per Php 1,000.00 of		



		Total Gross Income* + 2% per month penalty		
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2. ISSUANCE OF OFFICIAL RECEIPTS (MISC FEES; OTHER CHARGES)

The Community Tax Certificate is issued to individual who is 18 years old and above residing in the Municipality of Bingawan.

Office/Division:	MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen; G2B – Government to Business Entity; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order Of Payment		Service Provider (Agency/Office which requires the payment)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment	1.1. Receive Order of Payment 1.2. Issue Official Receipt	NONE	3 minutes	ELEAZAR M. BELLOGA LRCO-I
2. Pay corresponding fee based on order of payment and Receive original copy of Official receipt	2.1. Receive payment 2.2. Release original copy of Official Receipt	Based on Order of Payment	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
	TOTAL	Based on Order of Payment		

3. ISSUANCE OF REAL PROPERTY TAX RECEIPTS Real Property Tax receipt is issued to tax payer of real property.				
Office/Division:	MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Real Property Tax payers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client Information Sheet for RPT		Office of the Municipal Treasurer – Lobby or LGU-Bingawan Official Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Client Information Sheet for RPT	1.1. Check record in RPT system or verifies record in RPTAR 1.2. Issue Official Receipt	NONE	3 minutes	LALYN B. FARA-ON Ticket Checker
2. Pay Real Property Tax due	2.1. Receive payment 2.2. Release original copy of Official Receipt to client	2% of Assessed Value (Less: 20% discount for advance payment; 10% discount for prompt payment; or Add: 2% per month penalty for delinquent property)	3minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate



	TOTAL	2% of Assessed Value (Less: 20% discount for advance payment; 10% discount for prompt payment; or Add: 2% per month penalty for delinquent property)		
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4. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property Tax Clearance is issued to owner, beneficiary or any interested party of a real property provided that it has been fully paid up to the current year.

Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Citizen			
Who may avail:	All Real Property Tax payers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest RPT Official Receipt		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present latest RPT Official Receipt	1.1. Verify payment in RPT system/RPTAR 1.2. Issue Official Receipt (AF 51) 1.3. Start processing the request	Php 70.00	7 minutes	LALYN B. FARA-ON Ticket Checker ELEAZAR M. BELLOGA LRCO I
2. Pay the required fees and receive Tax Clearance with attached Official Receipt	2.1. Accept the payment 2.2. Release the Real Property Tax Clearance with attached Official Receipt	NONE	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-designate/RPT focal-person
TOTAL:		Php 70.00		



5. CASH DISBURSEMENT				
Transaction the payment of obligations of the municipality to claimants of salaries, wages and other miscellaneous expenses in the form of cash.				
Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if cash is ready for release	1.1. Verify record 1.2. Give payroll or Disbursement Voucher to client for signature	NONE	1 minute	LORNA P. DIVINO Disbursing Office - designate
2. Sign payroll or Disbursement Voucher	2.1. Receive and verify signature in payroll or Disbursement Voucher	NONE	2 minutes	LORNA P. DIVINO Disbursing Office - designate
3. Receive cash	3.1. Release cash	NONE	2 minutes	LORNA P. DIVINO Disbursing Office - designate
	TOTAL:	Php 0.00		

6. CHECK DISBURSEMENT FOR INDIVIDUAL				
Transaction is the releasing of check to individual payee as payment of obligations of the municipality such as salaries, wages and other miscellaneous expenses.				
Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if check is ready for release	1.1. Verify record 1.2. Give disbursement voucher to client for signature and issuance of Official Receipt	NONE	1 minute	AMALIA Q. PAMOCOL Municipal Treasurer
2. Sign in the received payment portion of the disbursement voucher and check registry and return documents	2.1. Receive documents and verify signature in Disbursement Voucher and check registry	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
3. Receive check	3.1. Release check	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
TOTAL:		Php 0.00		

7. CHECK DISBURSEMENT FOR BUSINESS ENTITY/AGENCY/ORGANIZATION

Transaction pertains to the release of check to authorized representative of a business entity, agency, or organization as payment of the obligations of the municipality.

Office/Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Municipal Officials, Employees and Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OFFICIAL RECEIPT		N/A		
SPECIAL POWER OF ATTORNEY (claimant other than owner/authorized representative stated in the supporting documents)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if check is ready for release *Present SPA for claimant other than the business owner/authorized representative stated in the supporting documents	1.1. Verify record 1.2. Give disbursement voucher to client for signature and issuance of Official Receipt , as well as the check registry logbook	NONE	1 minute	AMALIA Q. PAMOCOL Municipal Treasurer
2. Sign in the received payment portion of disbursement voucher and check registry, issue Official Receipt, and give documents to person responsible	2.1. Receive documents and verify Official Receipt and signature in Disbursement Voucher and Check Registry	NONE	3 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
3. Receive check	3.1. Release check	NONE	2 minutes	AMALIA Q. PAMOCOL Municipal Treasurer
TOTAL:		Php 0.00		

G. OFFICE OF THE MUNICIPAL HEALTH OFFICER

1. CONSULTATION

Consultation is done at the health center for individuals needing medical management and treatment as out-patient basis. Emergency cases are immediately referred to hospital.

Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Philhealth ID		PHIC or c/o MHO		
Data Information Sheet		MHO Admitting Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient to proceed at admitting area		3 minutes	Triage officer on duty
3. Fill up data information sheet at the admitting area and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI, Head Circumference) 3.4. Encode data on Electronic Medical		5 minutes	Nurse/Midwife on duty

	Record 3.5. Instruct patient to wait for his/her name to be called			
4. Submit self for a consultation at physician's consultation room	4.1. Patient consultation		15 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
5. Medical prescription and laboratory request	5.1. Issuance of medical prescription and laboratory request 5.2 Instruct patient to proceed to laboratory room if with request		3 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
6. Laboratory Examination	6. 1. Laboratory Testing and refer result to the doctor		5 minutes	Noe Castillon, RMT
7. Receive available prescribed Medicines and final instructions	7.1 Provide medicines and give instructions		2 minutes	Personnel-in-charge of pharmacy
	TOTAL		35 minutes	
END OF TRANSACTION				

2. PRENATAL CHECK UP

Prenatal examination is done to registered pregnant women in the municipality to ensure the health and safety of the mother and he baby.

Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Pregnant Women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Treatment Record (ITR)		MHO		
Mother and Child Booklet (MCB)		MHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief	2.1. Obtain brief history of patient's			

gathering of information	complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient to proceed to birthing clinic		3 minutes	Triage officer on duty
3. Fill up data information sheet at the information desk and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Retrieves Family Record 3.3. Fill up the ITR form 3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI, Fundic height, Fetal Heart Beat) 3.4. Encode data on Electronic Medical Record 3.5. Instruct patient to wait for his/her name to be called		10 minutes	Midwife on duty
4. Submit self for a prenatal examination inside prenatal room	4.1. Examine pregnant woman; if at risk, advise client to see the MHO/rural health physician		10 minutes	Midwife on duty
5. If referred to the physician, go to the consultation room	5.1. Patient consultation		10 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
6. Receive medical prescription and laboratory request	6.1. Issuance of medical prescription and laboratory request 6.2 Instruct patient to proceed to laboratory room if with request		3 minutes	Dr. Sheryl Marie C. Gestoso/ Dr. Jundy Ray A. Subosa
7. Laboratory Examination	7. 1. Laboratory Testing and refer result to the doctor		5 minutes	Noe Castillon, RMT
8. Receive available prescribed medicines and final	8.1 Provide medicines and give instructions		2 minutes	Personnel-in-charge of pharmacy/ Midwife on duty



instructions at prenatal room	8.2 schedule follow-up check up			
	TOTAL		37 minutes	
END OF TRANSACTION				

3. FAMILY PLANNING				
Family Planning and Counselling is open for all sexually active women of reproductive age and their partners.				
Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Sexually Active Women of Reproductive Age (SWRAs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Treatment Record (ITR)		MHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient to proceed to birthing clinic counselling room		3 minutes	Triage officer on duty

3. Fill up data information sheet at the information desk and have vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Retrieves Family Record 3.3. Fill up the ITR form 3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Height, Weight, BMI) 3.4. Encode data on Electronic Medical Record 3.5. Instruct patient to wait for his/her name to be called		5 minutes	Nurse/Midwife on duty
4. Submit self for Family Planning and Counselling	4.1. Family Planning Counselling (New Acceptors) 4.2. Requests Pregnancy Test if needed		15 minutes	Midwife on duty
5. Send urine specimen to the Laboratory for pregnancy examination	5. 1. Refer result to midwife on duty		2 minutes	Noe Castillon, RMT
6. Proceeds to Midwife for Family Planning supply, final instructions and schedule of follow up	6.1 Provide medicines and give instructions 6.2 Schedule follow-up check up		5 minutes	Personnel-in-charge of pharmacy/ Midwife on duty
	TOTAL		32 minutes	
END OF TRANSACTION				

4. IMMUNIZATION

Primary doses of immunization based on the Expanded Program of Immunization are freely given to infants ages 0-15 months old to protect themselves from the most common diseases affecting the said age group.

Office/Division:	Municipal Health Office
Classification:	Simple

Type of Transaction:	G2C			
Who may avail:	0-15 months old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Treatment Record (ITR)		MHO		
Early Childhood Care and Development (ECCD) Card		MHO		
Mother and Child Booklet (MCB)		MHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Provide logbook for patient to log in		2 minutes	Triage officer on duty
2. Proceed to Triage Area for a brief gathering of information	2.1. Obtain brief history of patient's complaint 2.2. Sort patient with respiratory symptoms from those without 2.3. Instruct patient's watcher to proceed to immunization area		3 minutes	Triage officer on duty
3. Parent/guardian to fill up data information sheet at the information desk and have patient's vital signs and anthropometrics taken	3.1. Provide information data sheet 3.2. Retrieves Family Record 3.3. Fill up the ITR form 3.4. Obtain Vital Signs (Blood Pressure, Heart Rate, Respiratory Rate, Temperature) 3.3. Measure Anthropometrics (Length, Weight, BMI, Head Circumference) 3.4. Encode data on Electronic Medical Record 3.5. Instruct mother to wait for the child's name to be called		10 minutes	Midwife on duty
4. Mother to submit self for health teaching	4.1. Conduct health teaching and advocacy		10 minutes	Midwife on duty
5. Assist patient for immunization	5. 1. Administer appropriate vaccines 5.2. Schedule next visit		3 minutes	Midwife on duty



6. Get ECCD Card/MCB, instructions, and schedule of follow up	8.1. Records and gives ECCD card/MCB to mother		2 minutes	Personnel-in-charge/ Midwife on duty
	TOTAL		25 minutes	

H. OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICER

1. PROVISION OF FINANCIAL ASSISTANCE

The Financial Assistance is provided to family/individuals who are in-need during crisis for burial, medical, survivor of abuse and repatriated OFW.

Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Family/Individual who are in crisis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Medical/Death certificate and certification of Repatriated OFW (1 original copy and 1 photocopy)		(Medical)Hospital, (Burial) place of origin, (OFW) OWWA		
Routing Slip (1 Original Copy)		Office of the Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure copy of routing slip from mayor's office	1. Receive and secure copy of routing slip from mayor's office		2 minutes	Cheryl A. Catalogo Admin. Aide III
2. Sign in the Client Log Book in the office	2.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
3. Present requirements and intake interview	3.1. Review correctness of documents 3.2. Interview client information 3.3. Prepare a papers of AICS		15 minutes	Joram T. Gallaza SWO 1
4. Go to mayor's office, budget office, accounting office, and treasurer's office for signatures	4.1. Facilitate the flow of the papers for signature		10 minutes	Municipal Mayor, Budget Officer, Mun. Accountant, Mun. Treasurer
TOTAL:				



2. REFERRAL FOR MEDICAL/BURIAL ASSISTANCE TO PROVINCE AND DSWD FO6

Referral to other agencies is advised to client for augmentation to their need (but no referral to those who avail no-balance billing from the government hospital)

Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Family/Individual who are in crisis such as medical and burial			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Medical/Death certificate (1 original copy and 1 photocopy)		(Medical)Hospital, (Burial) place of origin		
Funeral contract for death (1 original funeral contract, 2 photocopy)		Funeral Service Provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and intake interview	2.1. Review correctness of documents		5 minutes	Joram T. Gallaza SWO 1
	2.2. Interview client information		30 minutes	Mae R. Gallaza MSWDO
	2.3. Prepare a certificate on indigency			
	2.4. For a difficult situation, prepare Social Case Study Report			
3. Review if information is correct and process to the referred agency			1 day	Referring Agency
TOTAL:				



3. ISSUANCE OF CERTIFICATE OF INDIGENCY

Issuance of Certificate of Indigency is given to client upon request of specific agency for medical, educational and other legal purposes.

Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Individual who are requested of Certificate of Indigency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Indigency (1 original and 1 photocopy)		Barangay Hall		
Request letter from accepting agency (1 original copy)		Agency of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and intake interview	2.1. Review correctness of documents		5 minutes	Joram T. Gallaza SWO 1
	2.2. Interview client information		30 minutes	
	2.3. Prepare a certificate on indigency			
3. Review if information is correct and process to the referred agency			1 day	Referring Agency
TOTAL:				

4. ISSUANCE OF SENIOR CITIZENS ID FOR NEW APPLICANT

Senior Citizen's ID is issued to a person bonafide resident of the municipality of Bingawan, Iloilo and reached the age of atleast 60 years on the day of application.

Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Individual who reached the age of 60.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Birth Certificate and marriage contract (1 photocopy)		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00 Medicine Booklet – Php 20.00 Purchase Booklet – Php 20.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
TOTAL:		Php 110.00		



5. ISSUANCE OF SENIOR CITIZENS ID FOR LOST ID				
Senior Citizen's ID is issued to a senior citizen who lost his or her SC ID.				
Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Blotter Report		Municipal Police Station		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Request Blotter Report from Municipal Police Station	2.1. Interview and provide original copy of blotter report		15 minutes	PNP
3. Pay blotter fee and SC ID Card	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Blotter – Php 70.00 SC ID – Php 70.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Present blotter report, official receipt, and pictures	4.1. Review correctness of documents 4.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
5. Wait until all signatories can sign	5.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
TOTAL:		Php 140.00		

6. ISSUANCE OF SENIOR CITIZENS ID FOR REPLACEMENT

Senior Citizen's ID can be replaced if the content is not clear or the senior citizen is not able to do signature.

Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Senior Citizens ID		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present old ID and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
TOTAL:		Php 70.00		

7. ISSUANCE OF PERSON WITH DISABILITY ID FOR NEW APPLICANT				
Person With Disability (PWD) ID is issued to a person who caused to have disability due to inborn/congenital, illness, or injury.				
Office/Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Person With Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Birth Certificate/marriage contract (1 photocopy)		Personal		
Medical Health Certificate		Municipal Health Office Doctor only		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Consult to MHO doctor for the identification of Type of Disability	2.1. Doctor identifies Type of Disability and issue medical certificate		15 minutes	MHO
3. Present requirements and complete registration form	3.1. Review correctness of documents 3.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
4. Pay ID Fee, Medicine Booklet and Purchase Booklet	4.1. Accept the payment based on the Order of Payment 4.2. Issue the Official Receipt	ID - Php 70.00 Medicine Booklet – Php 20.00 Purchase Booklet – Php 20.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
5. Wait until all signatories can sign	5.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
TOTAL:		Php 110.00		

8. ISSUANCE OF SOLO PARENT ID				
Solo Parent ID is issued to a parent with children below 21 years of age and solely care them.				
Office/Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Solo Parent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of indicating solo parent (1 original and 1 photocopy)		Barangay Hall		
Client Birth Certificate/marriage contract and Birth Certificate of Children (1 photocopy each)		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Lilian S. Gulmatico Admin Aide III
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Lilian S. Gulmatico Admin Aide III
TOTAL:		Php70.00		

I. OFFICE OF THE MUNICIPAL ASSESSOR

1. TRANSFER OF REAL PROPERTY OWNERSHIP

Transfer of Real Property Ownership is a transaction which involves transfer of declared owner on Tax Declaration based on required legal documents.

Office/Division:	Office of the Municipal Assessor	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
BASIC REQUIREMENTS – 2 Copies each		
1. Letter request signed by property owner or duly authorized representative	Property Owner	
2. Payment of current year Real Property Tax/ Tax Clearance	Municipal Treasurer's Office	
3. Sworn statement of Real Property values with payment of penalties in case of late filing	Municipal Assessor's Office	
ADDITIONAL REQUIREMENTS – 2 Copies each		
1. SIMPLE TRANSFER		
1.1. For titled property - Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT)	Registry of Deeds	
1.2. For untitled property - Deed of Conveyance (ex. Deed of Sale, Deed of Donation, etc.)	Refer to a Legal Counsel	
1.3. Transfer Tax Receipt	Provincial Treasurer's Office	
1.4. Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue	
1.5. Payment of Transfer of Ownership (Present original O.R.)	Municipal Treasurer's Office	
1.6. Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office	
2. SUBDIVISION and/or CONSOLIDATION		
2.1. For titled properties - Approved Subdivision Plan (Blueprint)	Bureau of Lands	
2.2. For untitled properties – Subdivision plan signed by a Geodetic Engineer with Technical description	Bureau of Lands	
2.3. For titled properties – Certificate of Title	Registry of Deeds	
2.4. Transfer Tax Receipt	Provincial Treasurer's Office	
2.5. Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue	
2.6. Payment of Transfer of Ownership (Present original O.R.)	Municipal Treasurer's Office	



2.7. Payment for Inspection (Present original O.R.)		Municipal Treasurer's Office		
2.8. Payment for Segregation/Consolidation of RPU (Present original O.R.) – if applicable		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3.1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer Office and	4. Receive payment and issue OR	Transfer Fee – Php 100.00 Inspection Fee – Php 200.00 Segregation/ Consolidation Fee – Php 70.00 (if applicable)	6 minutes	<i>Eleazar M. Belloga</i> <i>LRCO 1</i> OR <i>Precious Christy Compas</i> <i>Cashier- Designate</i>
5. Present proof of payment at Assessor's Office	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I



				Or Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and Assessed Value 7.2. Prepare Appraisal Report 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
	7.4. Approval of New Tax Declaration			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and Owner's Copy of Tax Declaration		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 370.00		

2. DECLARATION OF REAL PROPERTY OWNERSHIP (NEW DISCOVERY)	
A transaction which involves declaring a property for the first time.	
Office/Division:	Office of the Municipal Assessor
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS – 2 Copies each	
1. Letter request signed by property owner or duly authorized representative	Property Owner
2. Sworn statement of Real Property values	Municipal Assessor's Office
ADDITIONAL REQUIREMENTS – 2 Copies each	
1. LAND (Titled Property)	
a. Certified true copy of free patent, homestead or miscellaneous sales applications	Registry of Deeds
b. Certified true copy of the Title issued by the Registry of Deeds, certifying among others that the original copy of which is intact and existing in the said registry	Registry of Deeds
c. Approved Survey Plan	Bureau of Lands
2. LAND (Untitled Property)	
a. A survey plan prepared by a licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the Department of Environment and Natural Resources (DENR)	Bureau of Lands
b. A certification from the Regional Executive Director of the DENR, stating	DENR

among others, that the land is alienable and disposable				
c. An affidavit of ownership and/or Sworn Statement declaring the Market Value filed by the owner/administrator; affidavit that the applicant is in long, continuous and notorious possession of the property.		Affidavit – Legal Counsel Sworn Statement – Assessor's Office		
d. A certification from the Barangay captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the Barangay Captain and/or the Municipal Mayor.		Barangay Hall/ Mayor's Office		
3. BUILDING				
a. Copy of the approved building permit, building plan, and/or certificate of completion or certificate of occupancy permit from the local officials concerned.		Municipal Engineer's Office		
b. Affidavit of ownership in the absence of a building permit or certificates required under item 3.a.		Affidavit – Legal Counsel		
4. MACHINERY				
a. Purchase receipts of machinery and other supporting documents relative to its purchase		Owner		
b. Itemized list of machinery and description		Owner		
5. OFFICIAL RECEIPT OF REQUIRED FEES				
a. Payment for Inspection (Present original O.R.)		Municipal Treasurer's Office		
b. Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary		5 minutes	Leny Mae P. Gardose

	requirements 3.2. Advice client to pay required fees			LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee – Php 50.00	6 minutes	<i>Eleazar M. Belloga</i> <i>LRCO 1</i> OR Precious Christy Compas <i>Cashier- Designate</i>
5. present O.R. at the Municipal Assessor	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and Assessed Value 7.2. Prepare Appraisal Report 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
	7.4. Approval of New Tax Declaration			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and		3 minutes	Leny Mae P. Gardose



	Owner's Copy of Tax Declaration			LAOO I Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 250.00		

3. RE-ASSESSMENT AND RE-CLASSIFICATION OF REAL PROPERTY

A transaction that involves inspection of present condition and classification of real properties, based on actual use.

Office/Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
1.	Letter request signed by property owner or duly authorized representative	Property Owner		
2.	Payment of current year Real Property Tax/ Tax Clearance	Municipal Treasurer's Office		
3.	Sworn statement of Real Property values with payment of penalties in case of late filing	Municipal Assessor's Office		
ADDITIONAL REQUIREMENTS – 2 Copies each				
3. LAND				
3.1.	Individual TCT	Municipal Treasurer's Office		
3.2.	Approved Plan	Bureau of Lands		
4. BUILDING				
4.1.	Building Plan	Municipal Engineer's Office		
5. MACHINERY				
5.1.	Itemized list of machinery and description	Owner		
6. OFFICIAL RECEIPT OF REQUIRED FEES				
6.1.	Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office		
6.2.	Payment for Verification (Present original O.R.)	Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I

				Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00 Verification Fee – Php 50.00	6 minutes	<i>Eleazar M. Belloza</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Present O.R. at the Municipal Assessor	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Compute for Market Value and Assessed Value 7.2. Prepare Appraisal Report 7.3. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII Or



				Chrizalyn Mae H. Matutina Municipal Assessor
	7.4. Approval of New Tax Declaration			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Notice of Assessment and Owner's Copy of Tax Declaration		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 250.00		

4. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

Certified true copy of tax declaration is issued to declared owner as proof of authenticity of the original copy.

Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared owner or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
1. Letter request signed by property owner or duly authorized representative		Property Owner		
2. Payment of current year Real Property Tax/ Tax Clearance		Municipal Treasurer's Office		
3. Sworn statement of Real Property values with payment of penalties in case of late filing		Municipal Assessor's Office		
ADDITIONAL REQUIREMENT				
1. Payment for Certified True Copy (Present original O.R.)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or



				Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Certified True Copy – Php 100.00	6 minutes	<i>Eleazar M. Belloga</i> <i>LRCO 1</i> OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive Copy of Certified Tax Declaration	6. Log and Release Transaction		2 minutes	Leny Mae P. Gardose LAOO I



				Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 100.00		

5. ISSUANCE OF REAL PROPERTY CERTIFICATIONS				
<ul style="list-style-type: none"> ○ REAL PROPERTY LANDHOLDINGS ○ WITH IMPROVEMENT ○ WITHOUT IMPROVEMENT ○ LAND PROPERTY DESCRIPTION ○ TOTALLY BURNED 				
Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared owner or authorized representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
BASIC REQUIREMENTS – 2 Copies each				
1. Letter request signed by property owner or duly authorized representative			Property Owner	
2. Payment of current year Real Property Tax/ Tax Clearance			Municipal Treasurer's Office	
3. Sworn statement of Real Property values with payment of penalties in case of late filing			Municipal Assessor's Office	
ADDITIONAL REQUIREMENT				
4. Payment for Certification (Present original O.R.)			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I



				Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Certification fee – Php 75.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina



				Municipal Assessor
6. Receive Copy of Certification	6. Log and Release Transaction		2 minutes	Leny Mae P. Gardose LAOO I
				Or
				Evelyn B. Pirote LAOOII
	TOTAL:	Php 75.00		

6. ISSUANCE OF REAL PROPERTY CERTIFICATIONS (NO REAL PROPERTY)				
Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Property Owner		
2. Payment for Certification (Present original O.R.)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or

				Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Certification fee – Php 75.00		<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
5. Wait for the transaction to be processed	5. Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive Copy of Certification	6. Log and Release Transaction			Leny Mae P. Gardose



			2 minutes	LAOO I Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 75.00		

7. CANCELLATION OF REAL PROPERTY TAX DECLARATION

- DEMOLISHED BUILDING
- NON-OPERATIONAL MACHINERY

Office/Division:	Office of the Municipal Assessor
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Declared Owner or Authorized Representative



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
1.	Letter request signed by property owner or duly authorized representative	Property Owner		
2.	Payment of current year Real Property Tax/ Tax Clearance	Municipal Treasurer's Office		
3.	Sworn statement of Real Property values with payment of penalties in case of late filing	Municipal Assessor's Office		
ADDITIONAL REQUIREMENTS – 2 copies				
4.	Barangay Certification stating that the building is demolished or machine is non-operational	Barangay Hall		
5.	Payment for Inspection (Present original O.R.)	Municipal Treasurer's Office		
6.	Payment for Verification (Present original O.R.)	Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Inspection Fee – Php 200.00	6 minutes	<i>Eleazar M. Belloga</i>



		Verification Fee – Php 50.00		LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
5. Set time for ocular inspection of property	5. Schedule for an ocular inspection		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
6. Be present during ocular inspection	6.1. Prepare Field Appraisal Assessment Sheets 6.2. Conduct ocular inspection		1 day (Field)	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
7. Wait for Approval of Transaction	7.1. Prepare Appraisal Report 7.2. Process and Encode Transaction in Assessment System		1 day	Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
	7.3. Approval of Transaction			Chrizalyn Mae H. Matutina Municipal Assessor
8. Receive approved transaction	8. Release of Provincial Form 183		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
	TOTAL:	Php 250.00		



8. CORRECTION OF ENTRIES IN THE TAX DECLARATION

- NAME OF DECLARED OWNER (SPELLING)
- ADDRESS

Office/Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
1. Letter request signed by property owner or duly authorized representative		Property Owner		
2. Payment of current year Real Property Tax/ Tax Clearance		Municipal Treasurer's Office		
3. Sworn statement of Real Property values with payment of penalties in case of late filing		Municipal Assessor's Office		
ADDITIONAL REQUIREMENTS – 2 copies				
4. Certificate of title		Registry of Deeds		
5. Government issued documents or Valid ID		Owner		
6. Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII



3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Verification fee – Php 50.00	6 minutes	<i>Eleazar M. Belloga</i> <i>LRCO 1</i> OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. Process transaction and have the document signed		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive approved transaction	6. Log and Release of Provincial Form 183		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
TOTAL:		Php 50.00		



9. ISSUANCE OF SKETCH PLAN

Sketch plan is issued to a declared owner based on technical description or real property tax map.

Office/Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Declared Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BASIC REQUIREMENTS – 2 Copies each				
1. Letter request signed by property owner or duly authorized representative		Property Owner		
2. Payment of current year Real Property Tax/ Tax Clearance		Municipal Treasurer's Office		
3. Sworn statement of Real Property values with payment of penalties in case of late filing		Municipal Assessor's Office		
ADDITIONAL REQUIREMENTS – 2 copies				
4. Certificate of title with technical description		Registry of Deeds		
5. Payment for Verification (Present original O.R.)		Municipal Treasurer's Office		
6. Payment for Sketch Plan (Present original O.R.)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		1 minute	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
2. Fill up transaction slip and identify transaction	2.1. Require client to fill up transaction slip 2.2. Assist client in identifying type of transaction		3 minutes	Leny Mae P. Gardose LAOO I

				Or Evelyn B. Pirote LAOOII
3. Present complete requirements	3. 1. Check and Verify documentary requirements 3.2. Advice client to pay required fees		5 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII
4. Pay the required fees at the Municipal Treasurer's Office	4. Receive Proof of Payment	Verification fee – Php 50.00 Sketch Plan fee – Php 75.00	6 minutes	<i>Eleazar M. Belloza</i> <i>LRCO 1</i> OR Precious Christy Compas <i>Cashier- Designate</i>
5. Wait for the transaction to be processed	5. Process transaction and have the document signed - issuance of Sketch plan requires technical skills since it is prepared using a software		1 day	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII Or Chrizalyn Mae H. Matutina Municipal Assessor
6. Receive approved transaction	6. Log and Release of Copy of Sketch Plan		3 minutes	Leny Mae P. Gardose LAOO I Or Evelyn B. Pirote LAOOII



	TOTAL:	Php 125.00		
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J. OFFICE OF THE MUNICIPAL AGRICULTURIST

1. PROVIDE TECHNICAL ASSISTANCE

The office of the Municipal Agriculturist provide technical assistance to the community to promote farming, increased agricultural production and improved the quality of agricultural products. Also, to ensure food sufficiency at the municipal level.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire/request technical assistance	1. Endorse client to Agricultural Technologist assigned.	None	2 minutes	James P. Landero <i>Administrative Aide I</i>
2. Meet with the Agricultural Technologist assigned.	2.1 Conduct interview and gets information.	None	25 minutes	Emily C. Paraonda <i>Agricultural Technologist</i>
	2.2 Assesses services to be rendered.	None	5 minutes	Or Leira Joy A. Gallego <i>Agricultural Technologist</i>
3. Receives technical assistance.	3. Provides technical assistance.	None	30 minutes	Emily C. Paraonda <i>Agricultural Technologist</i> Or



				Leira Joy A. Gallego <i>Agricultural Technologist</i>
	TOTAL:		1 hr. and 2 mins.	

2. LIVESTOCK VACCINATION/TREATMENT (DOG AND OTHER LIVESTOCK)				
Livestock vaccination/treatment to dog and other livestock to ensure animal health and increase animal production.				
Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and give pertinent data.	1. Provides information and conducts interview.	None	5 minutes	James P. Landero <i>Administrative Aide I</i>
2. Pays to the Municipal Treasurer Office for dog vaccination.	2. Advice client to pay vaccination fee for dog at the Municipal Treasurer Office.	50.00	5 minutes	Livestock Technician
3. Purchase the prescribe biologics for other livestock vaccination/ treatment. Present Official Receipt for dog vaccination.	3. Advice client to purchase prescribed biologics for other livestock vaccination/treatment.	None	15 minutes	Livestock Technician



4. Present Official Receipt for dog vaccination.	4. Conducts dog vaccination.	None	15 minutes or visit the livestock as soon as possible or as scheduled for vaccination/treatment.	Livestock Technician
Present biologics for other livestock vaccination/ treatment.	Conducts livestock vaccination/treatment.			
	TOTAL:	Php 50.00		

K. OFFICE OF THE MUNICIPAL ACCOUNTANT

1. TIMELY REVIEW/APPROVAL OF AIDE TO INDIVIDUAL IN CRISIS DISBURSEMENT VOUCHER				
All AICS disbursement vouchers are approved upon the completeness and correctness of all supporting documents.				
Office/Division:	Office of the Accountant			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Indigency		Punong Barangay		
Case Study		MSWDO		
ALOB		MSWDO		
Medical Certificate (Medical Assistance)				
Burial Certificate (Burial Assistance)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for	1.1 Receive the required documents.		2 minutes	Mrs. Leizel Gallaza

review and approval				Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.2 Review the disbursement vouchers as to completeness and correctness.		5 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso
	1.3 Log if complete and if not return to concerned department.		2 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check.		2 minutes	Mrs. Leizel Gallaza
	TOTAL:		11 minutes	

2. TIMELY REVIEW/APPROVAL OF REGULAR OFFICE SUPPLIES AND EQUIPMENT DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

Office/Division:	Office of the Accountant		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ALOBS			
Purchase Request (PR)			
Request for Quotation RFQ (at least 3)			
Abstract of Price Quotation			
BAC Resolution recommending award in favor of the supplier with the Lowest Calculated and Responsive Quotation (LCRQ)			



Purchase Order (PO)				
Sales/Charge Invoice				
Inspection and Acceptance Report				
PAR (for equipment)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for review and approval	1.1 Receive the required documents.		2 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.2 Review the disbursement vouchers as to completeness and correctness.		10 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso
	1.3 Log if complete and if not return to concerned department.		5 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check.		5 minutes	Mrs. Leizel Gallaza
	TOTAL:		22 minutes	

3. TIMELY REVIEW/APPROVAL OF PUBLIC BIDDING GOODS DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

Office/Division:	Office of the Accountant		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ALOBS			



Authenticated photocopy of the approved APP				
Purchase Request				
Invitation to apply for Eligibility to Bid				
Results of Eligibility Check/Screening				
ABC				
Invitation to Bid (PhilGEPS)				
Instruction to Bidders				
Technical Specifications				
Bidding Forms				
Minutes of Bid Opening				
Abstract of Bids as read				
Abstract of Bid as calculated				
Post-Qualification Report of TWG				
BAC Resolution declaring the winning bidder				
BAC resolution recommending approval and approval by the HoPE of the BAC Resolution recommending award of contract				
Notice of Award				
Performance Security				
Evidence of Invitation of 3 observers				
Notice to Proceed, indicating the date of receipt by the contractor				
Printout copy of posting of Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS				
Acceptance and Inspection Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for review and approval	1.1 Receive the required documents.		2 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.2 Review the disbursement vouchers as to completeness and correctness.		20 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga



	1.3 Log if complete and if not return to concerned department.		5 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check.		5 minutes	Mrs. Leizel Gallaza
	TOTAL:		32 minutes	

4. TIMELY REVIEW/APPROVAL OF PUBLIC BIDDING INFRA DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

Office/Division:	Office of the Accountant		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ALOBS			
Authenticated photocopy of the approved APP			
Purchase Request			
Invitation to apply for Eligibility to Bid			
Results of Eligibility Check/Screening			
ABC			
Invitation to Bid (PhilGEPS)			
Instruction to Bidders			
Technical Specifications			
Bidding Forms			



Minutes of Bid Opening				
Abstract of Bids (as read, as calculated)				
Post-Qualification Report of TWG				
BAC Resolution declaring the winning bidder				
BAC resolution recommending approval and approval by the HoPE of the BAC Resolution recommending award of contract				
Notice of Award				
Performance Security				
Program of Work and Detailed Estimates				
Notice to Proceed, indicating the date of receipt by the contractor				
Detailed breakdown of the contract cost				
Bid Evaluation Report				
Post qualification Evaluation Report				
Printout copy of posting of Notice of Award, Notice to Proceed and contract of Award in the PhilGEPS				
Statement of Work Accomplished (SWA)				
Evidence of Invitation of 3 observers				
Inspection Report				
Pictures, before, during and after				
Certificate of Completion				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for review and approval	1.1 Receive the required documents.		2 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.2 Review the disbursement vouchers as to completeness and correctness.		30 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga
	1.3 Log if complete and if not return to concerned department.		5 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso



				Mrs. Aneleen Ceballos
	1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check.		5 minutes	Mrs. Leizel Gallaza
	TOTAL:		42 minutes	

5. ISSUANCE OF CERTIFICATE OF TAX WITHHELD

BIR form 2306 and 2307 is issued to all suppliers and contractors of the agency. This form indicates the Nature of Income Payment, Amount of Payment and Tax withheld.

Office/Division:	Office of the Accountant			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Suppliers/Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid Voucher				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document	1.1 Receive the required documents		2 minutes	Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos
	1.2 Issue and sign BIR form 2306 & 2307.		10 minutes	Mrs. Leizel Gallaza
	TOTAL:		12 minutes	

K. BUSINESS PERMIT AND LICENSING OFFICE

1. ISSUANCE OF BUSINESS LICENSE AND PERMIT

The business permit and license is issued to business operators or business entity subject to existing rules and regulations, provided, however that all necessary permits and licenses fees are paid and not valid unless Official Receipt evidencing payment of Municipal tax and permit fee are attached.

Office/Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	All business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Unified Application Form (4 original copies)		BPLO		
Barangay Clearance (2 original copies)		Barangay Hall		
Police Clearance (1 original; 1 photocopy)		Bingawan Municipal Police Station		
Sanitary permit/Health clearance (1 Original copy)		Rural Health Unit		
Zoning Clearance (4 original copies)		Municipal Planning and Development Office		
Occupancy permit (4 original copies)		Municipal Engineering Office		
Fire Safety Certificate (2 original copies; 1 photocopy)		BFP- Bingawan station		
Proof of Business registration, incorporation or legal identity (3 photocopy)		DTI Negosyo Center- Calinog, Iloilo / SEC/ CDA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form with complete requirements * Make sure to secure the Order of Payment that will be issued	1.1. Receive and review the requirements 1.2 Assess fees 1.3 Issue the order of payment	NONE	10-20 minutes	Leny Mae P. Gardose BPLO-Alternate Designate/Eleazar M. Belloga BPLO-Designate
2. Pay the required fees at the Office of the Municipal Treasurer by presenting the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	2.1. Accept the payment based on the Order of Payment 2.2 Issue Official Receipts	Police Clearance Fee – P70.00 Sanitary Permit – P 50.00 Zoning Clearance Fee –	5-10 minutes	Precious Christy R. Compas Cashier-Designate

		P 70.00 Occupancy Permit – P 70.00 Garbage Fee – P 120.00 Permit Fee – See Schedule of Permit Fees below Business Tax – See Schedule of Fees for Business Tax below		
3. Claim Business permit	3. Release Business permit		5-10 minutes	Ms. Amy Eigo
	TOTAL	380+Permit Fee+Business Tax		

SCHEDULE OF FEES FOR BUSINESS TAX

1. **Tax on Newly-Started Business.** In the case of a newly started business under this Section, the tax shall be one-twentieth of one percent (1/20 of 1%) of the capital investment. In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross receipts for the preceding calendar year or any fraction thereof, as provided in the pertinent schedules in this Article.
2. **Graduated Tax on Business**
 - (a) **On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:**

Amount of Gross Sales/Receipts for the Preceding Calendar Year			Amount of Tax Per Annum	
			Existing	Proposed
Less than 10,000.00			P 198.00	P 217.80
10,000.00	or more but less than	15,000.00	264.00	290.40
15,000.00	or more but less than	20,000.00	362.00	398.20
20,000.00	Or more but less than	30,000.00	528.00	580.80
30,000.00	Or more but less than	40,000.00	792.00	871.20

40,000.00	Or more but less than	50,000.00	990.00	1,089.00
50,000.00	Or more but less than	75,000.00	1,584.00	1,742.40
75,000.00	Or more but less than	100,000.00	1,980.00	2,178.00
100,000.00	Or more but less than	150,000.00	2,640.00	2,904.00
150,000.00	Or more but less than	200,000.00	3,300.00	3,630.00
200,000.00	Or more but less than	300,000.00	4,620.00	5,082.00
300,000.00	Or more but less than	500,000.00	6,600.00	7,260.00
500,000.00	Or more but less than	750,000.00	9,600.00	10,560.00
750,000.00	Or more but less than	1,000,000.00	12,000.00	13,200.00
1,000,000.00	Or more but less than	2,000,000.00	16,500.00	18,150.00
2,000,000.00	Or more but less than	3,000,000.00	19,800.00	21,780.00
3,000,000.00	Or more but less than	4,000,000.00	23,760.00	26,136.00
4,000,000.00	Or more but less than	5,000,000.00	27,720.00	30,490.00
5,000,000.00	Or more but less than	6,500,000.00	29,250.00	32,175.00
6,500,000.00	Or more		At a rate not exceeding thirty-seven and a half percent (37 – 1/2%) of one percent (1%) in excess of P6,500 000.00	

Remarks:

The tax rate of thirty-seven and a half percent (37-1/2%) of one percent (1%) on the last row of the above tax table could likewise be subjected to an increase of not more than ten percent (10%) once every five years

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

Amount of Gross Sales/Receipts for the Preceding Calendar Year			Amount of Tax Per Annum	
			Existing	Proposed
Less than 1,000.00			P 22.00	P24.20
1,000.00	or more but less than	2,000.00	40.00	44.00

2,000.00	or more but less than	3,000.00	60.00	66.00
3,000.00	or more but less than	4,000.00	86.00	94.60
4,000.00	or more but less than	5,000.00	120.00	132.00
5,000.00	or more but less than	6,000.00	145.00	159.50
6,000.00	or more but less than	7,000.00	172.00	189.20
7,000.00	or more but less than	8,000.00	198.00	217.80
8,000.00	or more but less than	10,000.00	224.00	246.40
10,000.00	or more but less than	15,000.00	264.00	290.40
15,000.00	or more but less than	20,000.00	330.00	333.00
20,000.00	or more but less than	30,000.00	396.00	435.60
30,000.00	or more but less than	40,000.00	528.00	580.00
40,000.00	or more but less than	50,000.00	792.00	871.20
50,000.00	or more but less than	75,000.00	1,188.00	1,306.80
75,000.00	or more but less than	100,000.00	1,584.00	1,742.40
100,000.00	or more but less than	150,000.00	2,244.00	2,468.40
150,000.00	or more but less than	200,000.00	2,904.00	3,194.40
200,000.00	or more but less than	300,000.00	3,960.00	4,354.00
300,000.00	or more but less than	500,000.00	5,280.00	5,808.00
500,000.00	or more but less than	750,000.00	7,920.00	8,712.00
750,000.00	or more but less than	1,000,000.00	10,560.00	11,616.00
1,000,000.00	or more but less than	2,000,000.00	12,000.00	13,200.00
2,000,000.00	or more		At a rate not exceeding fifty percent (50%) of one percent (1%) in excess of P2, 000, 000.00	

[Remarks:

The tax rate of fifty percent (50%) of one percent (1%) on the last row of the above tax table could likewise be subjected to an increase of not more than ten percent (10%) once every five years.]

- (c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under (a), (b), and (d)

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

(d) On retailers.

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Rate of Tax Per Annum</u>
400,000.00 or less	2%
In excess of 400,000.00	1%

(e) On contractors and other independent contractors and services

Amount of Gross Sales/Receipts for the Preceding Calendar Year			Amount of Tax Per Annum	
			Existing	Proposed
Less than 5,000.00			P 33.00	P36.30
5,000.00	or more but less than	10,000.00	74.00	81.40
10,000.00	or more but less than	15,000.00	125.00	137.50
15,000.00	or more but less than	20,000.00	198.00	217.80
20,000.00	or more but less than	30,000.00	330.00	333.00
30,000.00	or more but less than	40,000.00	432.00	475.20
40,000.00	or more but less than	50,000.00	660.00	726.00
50,000.00	or more but less than	75,000.00	1,056.00	1,161.60
75,000.00	or more but less than	100,000.00	1,584.00	1,742.40
100,000.00	or more but less than	150,000.00	2,376.00	2,613.60
150,000.00	or more but less than	200,000.00	3,168.00	3,484.80
200,000.00	or more but less than	250,000.00	4,356.00	4,791.60
250,000.00	or more but less than	300,000.00	5,544.00	6,098.40

300,000.00	or more but less than	400,000.00	7,392.00	8,131.20
400,000.00	or more but less than	500,000.00	9,900.00	10,890.00
500,000.00	or more but less than	750,000.00	11,100.00	12,210.00
750,000.00	or more but less than	1,000,000.00	12,300.00	13,530.00
1,000,000.00	or more but less than	2,000,000.00	13,800.00	15,180.00
2,000,000.00	or more		At a rate not exceeding fifty percent (50%) of one percent (1%) in excess of 2,000,000.00	

[Remarks:

The tax rate of fifty percent (50%) of one percent (1%) on the last row of the above tax table could likewise be subjected to an increase of not more than ten percent (10%) once every five years.]

(f) Producer – Tax on agricultural and aquatic products when sold by farmers, fishermen, persons, partnership or corporation on commercial scale – rate of 2.20% of the gross sales or receipts of the preceding calendar year, including such persons and businesses but not limited to:

- 1) Operator of fish pond and fish pen
- 2) Fish breeding ground
- 3) Prawn and fish Hatchery
- 4) Seedling nursery
- 5) Fruit and tree farming
- 6) Agro-forestry farming
- 7) Salt Producers

(g) Banks and other financial institutions - 50% of 1% of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium.



(h) Peddlers engaged in the sale of any merchandise or article of commerce, at a rate not exceeding Existing – P 77.00

(i) On the businesses hereunder enumerated at the rate not exceeding 2% of the gross sales or receipts of the preceding calendar year:

- 1) Cafes and cafeterias
- 2) Ice cream and other refreshment parlors, soda fountain bars,
- 3) Carenderias
- 4) Restaurants
- 5) Food Caterers
- 6) Privately- owned public markets
- 7) Real estate dealers, subdivision operators, and lessors of real estate
- 8) Private cemeteries and memorial parks
- 9) Boarding house
- 10) Business of dealers and retailers of fermented liquors, distilled spirits, wines and tuba
 1. dealers/distributors/retailers of
 - 1.1 Imported wines
 - 2.2 Domestic wines
 - 3.3 Fermented liquors/beers
 - 4.4 Tuba and the like
- 11) Tobacco dealers
 - Retail leaf tobacco dealers
 - Wholesale leaf tobacco dealers
 - Retail manufactured tobacco dealers (cigars and cigarettes)
- 12) Amusement places
 - Day and night club
 - Day club/night club
 - Cocktail lounge or bar
 - Cabarets or dance hall
 - Bathhouse or swimming pool, resort and other places
 - Skating rink



- Billiards
- Bowling Alley
- Circus and carnival to the likes
- Marry-go-round, roller coaster, ferries wheel and other contrivances
- Shooting Gallery and other contrivances for recreation
- Vaudeville and show
- Boxing Stadium
- Boxing Contest
- Cockpit
- Plus soltada fees per cockfight
- Derby cockfight
- Ordinary cockfight
- Race track
- Theaters and cinema
- Video houses operators fixed
- Traveling Video shows
- Theaters; non-aircon
- Aircon
- 13) Amusement devices:
 - Operators of jukebox machines
 - Sing-a-long
- 14) Common carriers
 - Motorized tricycles
 - Pedicabs/Trisikad
 - Single Motorcycle used carriage of goods and materials
- 15) On golf links

SCHEDULE OF PERMIT FEES

1. **Manufacturers/Importers/Producers**



	Cottage	P 100.00
	Small	500.00
	Medium	1,000.00
	Large	2,000.00
2.	Banks	
	Rural, Thrift and Savings Banks	1,000.00
	Commercial, Industrial and Development Banks	3,000.00
	Universal Banks	5,000.00
3.	Other Financial Institutions	
	Small	1,000.00
	Medium	3,000.00
	Large	5,000.00
4.	Contractors/Service Establishments	
	Cottage	100.00
	Small	400.00
	Medium	800.00
	Large	1,000.00
5.	Wholesalers/Retailers/Dealers or Distributors	
	Cottage	200.00
	Small	400.00
	Medium	800.00
	Large	1,000.00
6.	Transloading Operations	
	Medium	2,000.00
	Large	4,000.00
7.	Other Businesses	
	Cottage	100.00
	Small	400.00
	Medium	800.00



Large	1,000.00
8. "Sin" goods and activities	
Retail dealers in foreign liquors	800.00
Retail dealers in domestic liquors	600.00
Retailers of fermented liquors	300.00
Tobacco dealers	300.00
Retail dealers of manufactured tobacco	300.00
Amusement places	300.00
Golf Courses, etc.	300.00

2. ISSUANCE OF CERTIFICATION FOR RETIREMENT OF BUSINESS				
Certification for Retirement of business is issued to Business owners if the business or undertaking is terminated due to valid reasons stated in Brgy. Certification.				
Office/Division:	BPLO			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business owner/Business entity			
Who may avail:	Business Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application for Retirement of Business (4 original)			BPLO	
Brgy. certification for retired business (2 original copy)			BRGY HALL	
Business Permit (1 original)			Applicant	
Proof of Full Payment of Business Taxes (1 original Official Receipt)			Municipal Treasurer's Office - Cashier	
Additional Requirement:				
Order of Payment			BPLO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Application for retirement of business with required documents	1.1. Verify record 1.2. Conduct Inspection and issue Order of Payment	NONE	1 day	ELEAZAR M. BELLOGA LRCO-I/AMALIA Q. PAMOCOL

	1.3. Process business retirement application			Municipal Treasurer
2. Upon notification from BPLO, Present Order of Payment and pay Certification fee at the Office of the Municipal Treasurer	2.1. Receive payment and issue Official receipt	Certification Fee – P 70.00	3 minutes	PRECIOUS CHRISTY R. COMPAS Cashier-Designate
3. Receive Certification for Retired Business	3. Issue Certification for Retirement of Business	NONE	2 minutes	ELEAZAR M. BELLOGA LRCO-I/AMALIA Q. PAMOCOL Municipal Treasurer
	TOTAL:	Php 70.00		

L. OFFICE OF THE LOCAL ECONOMIC ENTERPRISE

1. ISSUANCE OF CASH TICKETS (LOCAL & TRANSIENT VENDORS)

Cash tickets issued to local and transient vendors corresponds to the payment of space occupied and volume of goods/items being sold.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Local& transient vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivery of goods/items and allocate space	1. 1. Assess or evaluate goods/items and space occupied and issue corresponding cash tickets		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>

2. Receive cash tickets issued and pay corresponding cash value	2.1. Receives payment for cash tickets issued	Php10.00 per sq.m per day for space provided plus assessment of goods/items	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
TOTAL:				

2. ISSUANCE OF CASH TICKETS (TERMINAL FEE- PUBLIC UTILITY & DELIVERY VEHICLE)

Cash tickets are issued to public utility and delivery vehicle is part of the terminal fee for a space provided within the premises of the market. The fee corresponds to the type of public utility or delivery vehicle being collected.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Public Utility & Delivery Vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Public utility/delivery vehicle park at the parking area	1. 1. Assess/evaluate classification or type of public utility/delivery vehicle park 1.2. Issue cash tickets according to type of public utility/delivery vehicle park		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Receive cash tickets issued and pay corresponding cash	2.1. Receive payment for cash tickets issued	Php 15.00/trip – Passenger Buses or	1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>



value		Cargo Trucks Php 10.00/trip – Mini-Buses, Jeepneys, Cargo Vans, Cars and Jeep Php 10.00/daily – Tricycle, Motorcycles and Pedicabs		
	TOTAL:			

3. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 51) - MARKET STALL RENTAL

This serve as Official Receipt or proof of payment to stall rental among the market stall holders.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2B Government to Business			
Who may avail:	Market Stall Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Occupancy of market stall	1. 1. Collect monthly stall rental payment to market stall holders		2 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>
2. Pay monthly stall rental payment	2.1. Receive monthly rental payment and issue Official Receipt or Accountable Form No. 51	Php 1,200/month x no. of stall occupied	3 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>



3. Receives Official Receipt as proof of payment	3.1. Record payment to Abstract of Daily Collections		5 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>
	TOTAL:	Php		

4. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 51) - ELECTRIC BILLS

This serve as Official Receipt or proof of payment to electric bill consumption among the market stall holders.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2B Government to Business			
Who may avail:	Market Stall Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Individual sub-meter for electric consumption	1. 1. Reading of individual electric bill consumed		1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.2. Prepares Statement of Account based on the commercial rate set by ILECO II for the month		5 minutes	
2. Receives electric bill Statement of Account	2.1. Prepares Official Receipt for payment	No. of kilowatts used x prevailing commercial rate for the month plus Php 5.00 fixed rate plus 12% vat/e-vat	2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
3. Pays corresponding cash value for electric consumed	3.1. Receives payment for electric bill consumed 3.2. Issue Official	No. of kilowatts used x prevailing commercial rate	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>

	Receipt/Accountable Form no. 51	for the month plus Php 5.00 fixed rate plus 12% vat/e-vat		
4. Receives Official Receipt as proof of payment	4.1. Include payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	TOTAL:	Php		

5. ISSUANCE OF OFFICIAL RECIEPT (ACCOUNTABLE FORM NO. 57) –SLAUGHTER PERMIT (LARGE CATTLE)

It is a permit issued for proper slaughtering and handling of meat for safety and protection. This is also to determine that the slaughtered animal is legitimate with documents prepared.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2C Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present certification from barangay for slaughtering	1. 1. Receive barangay certification and prepare facsimile for cowlicks identification		1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.2. Undertake branding and checks cowlicks		20 minutes	Jonyl A. Castroverde Casual
	1.3. Prepares Certificate of Ownership of Large Cattle (AF Form No.53) and Slaughter permit (AF Form No. 57)		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>

	1.4. Forward supporting documents to Municipal Agriculture Office 1.5. Forward supporting documents to Municipal Health Center 1.6 Forward Supporting documents to Municipal Police Station for filing.		7 minutes 7 minutes 3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i> Dindo G. Asumbra <i>Administrative Aide III</i> Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for slaughtering purposes	2.1 Receives payment and issue Official Receipt	Php 100.00- Branding Fee Php 100.00 Service Fee Php 100.00 Certification (MAO) Php 100.00 Certification (MHO) Php 50.00 Slaughters Permit (AF No. 57) Php 5.00 Certificate of Ownership of Large Cattle (AF No. 53)	7 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment	4.1. Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	TOTAL:	Php 455.00		

6. ISSUANCE OF OFFICIAL RECIEPT (ACCOUNTABLE FORM NO. 57) – SLAUGHTER PERMIT (HOG)

It is a permit issued for proper slaughtering and for proper handling of meat for safety and protection.

Office/Division:	Office of the Local Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2C Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for hog slaughtering	1. 1. Check hog and prepare Official Receipt (AF No. 51)		1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for hog slaughtering	2.1 Receives payment and issue Official Receipt (AF No. 51)	Php 25.00/head	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment	4.1. Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
TOTAL:		Php 25.00		

7. ISSUANCE OF OFFICIAL RECIEPT (ACCOUNTABLE FORM NO. 51) – BRANDING

It is a municipal marking inscribe at the upper left hips portion of the cattle for proper identification of its origin.

Office/Division:	Office of the Local Economic Enterprise
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Classification:	Simple			
Type of Transaction:	G2C Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present barangay certification for branding purposes	1. 1. Check barangay certification and prepare facsimile for branding 1.2 Undertake branding for cowlicks identification 1.3. Issue Certificate of Ownership of Large Cattle (AF No. 53 1.4. Issue Official Receipt (AF No. 51)	Php 5.00 Php 100.00 Service Fee Php 100.00 Branding	1 minute	Dindo G. Asumbra <i>Administrative Aide III</i> Jonyl A. Castroverde Casual Dindo G. Asumbra <i>Administrative Aide III</i> Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for branding	2.1 Receives payment and issue Official Receipt (AF No. 51)		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment and Certificate of Ownership of Large Cattle	4.1. Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	TOTAL:	Php 105.00		

M. MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

1. ISSUANCE OF MAYOR'S CERTIFICATE TO TRANSPORT TREES, BAMBOO AND OTHER TREE SPECIES

The Mayor's Certificate is issued to individuals needing this document transport trees, bamboo and other tree species to other parts of the country. Certifications are issued to verify the origin of the products to be transported. Mayor's certificate is issued to the client.

Office/Division: Office of the Mayor

Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate (1 original)		Barangay Hall		
Proof of ownership (1 photocopy)		Owner's copy		
Order of Payment (1 original)		Office of the Mayor		
Official Receipt (1 original)		Municipal Treasurer's Office - Window 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Receive the required documents and check for completeness 2.2. Issue Order of payment if all required documents were given 2.3. Start processing the request		5 minutes	Ma. Ivy P. Caras <i>MENRO-Designate</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Php 70.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>
4. Go to the Mayor's Office for the processing and release of Permit	4.1. Check the Official Receipt and secures the signature of the LCE 4.2. Issue the Permit on Transportation or chainsaw permit to the client		10 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
TOTAL:		Php 70.00		

2. ISSUANCE OF MAYOR'S PERMIT TO OWN, POSSESS AND/OR USE OF A CHAINSAW

The Mayor's Permit is issued to individuals who possess and or use a chainsaw for legitimate purposes. Permit is issued to validate the possession and ownership of the chainsaw. Mayor's permit is issued to clients.

Office/Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate (1 original)		Barangay Hall		
Proof of ownership (1 photocopy)		Owner's copy		
Certification of Registration or permit (1 photocopy)		DENR/CENRO		
Order of Payment (1 original)		MENRO		
Official Receipt (1 original)		Municipal Treasurer's Office - Window 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Receive the required documents and check for completeness 2.2. Issue Order of payment if all required documents were given 2.3. Start processing the request		5 minutes	Ma. Ivy P. Caras <i>MENRO-Designate</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Php 70.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>



4. Go to the Mayor's Office for the processing and release of Permit	4.1. Check the Official Receipt and secures the signature of the LCE 4.2. Issue the chainsaw permit to the client		10 minutes	Cherryl A. Catalogo Administrative Aide III
	TOTAL:	Php 70.00		

N. PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

1. FACILITATE SPECIAL PROGRAM OF THE EMPLOYMENT OF STUDENTS (SPES)

A program which aims to provide temporary employment to poor but deserving students, out-of-school youth, and dependents of displaced or would-be displaced workers during summer to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Office/Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Poor but deserving students, OSY, dependents of displaced workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up Application Form		PESO		
Xerox of Grades		DepEd		
Income Tax Return		BIR		
Certificate of Indigency		Barangay Hall/ MSWDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate
2. Submit the required documents for initial assessment and verification	2.1 Receive the required documents and check for completeness 2.2 Schedule for Written Examination and Interview		5 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate



3. Take Written Examination and be available for Interview	3. Conduct Assessment of Applicant		2 hours	Chrizalyn Mae H. Matutina PESO Manager - Designate
4. Wait for Result of Application	4. Inform Applicant's Application Status		3 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate
	TOTAL:			

O. OFFICE OF THE MUNICIPAL BUDGET OFFICER

1. PROCESSING OF OBLIGATION REQUEST

Obligation Request (ObR) is the form used for the certification of the availability of allotment and contains the details of obligation, arising from an act of a duly authorized official which binds the government to the immediate and eventual payment of a sum of money.

Office/Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Different Offices and Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Obligation Request (3 copies) duly signed by the authorized requesting officer or his authorized representative		Form provided by every requesting Office		
b. Purchase Request for procurement transactions				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Obligation Request (OBR) duly certified by the Head of the Requesting officer or his authorized representative on the necessity and legality of charges to the appropriation/allotment under his direct supervision and legality of supporting documents.	1. Receives the OBR and determines appropriations.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>



	IF APPROPRIATION IS AVAILABLE:			
	Budget Unit shall stamp the date of receipt on the face of the form. Assigns a control number and records in the logbook. Affix initial and forward to the Budget Officer for signature.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	Municipal Budget Officer or his authorized representative certifies the existence of available appropriation by affixing his signature. Detach one (1) copy of OBR for office file.	None	3 minutes	Jemaima B. Billones Municipal Budget Officer
	Forward the documents to the Office of the Municipal Accountant for transactions that need to be acted by the Accountant and for transactions with Purchase Request to the Office of the Municipal Treasurer.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	IF APPROPRIATION IS NOT AVAILABLE:			
	Inform the client that as of the date the appropriation is not available. Advise the client that once the appropriation is available the Obligation Request will be processed.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	TOTAL		23 minutes	
END OF TRANSACTION				

2. REVIEW OF ANNUAL AND SUPPLEMENTAL BUDGET OF BARANGAYS

Barangay Annual Budget is the legal authority and a financial plan for the use of Barangay funds embodying the Estimates of Income and expenditures for the designated calendar year. Supplemental Budget may be done when there are changes in the Annual Budget.

Office/Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Fourteen (14) Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Annual Budget with complete attachments as indicated in the Local Budget Memorandum of the DBM.		Provided by the LGU Barangay as the requesting agency.		
Supplemental Budgets with complete attachments.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Barangay Annual and Supplemental Budgets	1.1 Receives the Barangay Annual & Supplemental Budget	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
	1.2. Review the Barangay Annual and Supplemental Budgets.	None	2 hours	Hazel C. Lomillo <i>Administrative Assistant I</i> Jemaima B. Billones Municipal Budget Officer
	1.3. Prepare, sign the transmittal letter and submits the Barangay Annual and Supplemental Budgets to the Office of the Sangguniang Bayan.	None	10 minutes	Jemaima B. Billones Municipal Budget Officer Hazel C. Lomillo <i>Administrative Assistant I</i>
	IF THERE IS A DISCREPANCY IN THE SUBMITTED BUDGETS			
	1.4. Return the documents to the requesting barangay.	None	3 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
2. Receives the documents for correction of discrepancies	2. Explain to the client (representative of requesting barangay) the discrepancies to be corrected. Advise the client to re-submit the Budgets after it has been corrected.	None	5 minutes	Hazel C. Lomillo <i>Administrative Assistant I</i>
3. Submits the corrected	3.1. Receives the corrected Barangay	None	5 minutes	Hazel C. Lomillo

Barangay & Supplemental Budgets	Annual & Supplemental Budgets			<i>Administrative Assistant I</i>
	3.2. Review the corrected Barangay Annual and Supplemental Budgets.	None	2 hours	Hazel C. Lomillo <i>Administrative Assistant I</i> Jemaima B. Billones Municipal Budget Officer
	3.3. Prepares, sign the transmittal letter and submits the corrected Barangay Annual and Supplemental Budgets to the Office of the Sangguniang Bayan for approval.	None	10 minutes	Jemaima B. Billones Municipal Budget Officer Hazel C. Lomillo <i>Administrative Assistant I</i>
	TOTAL			
END OF TRANSACTION				

P. OFFICE OF THE BAC AND BAC SECRETARIAT

1. PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)/SUPPLEMENTAL PROCUREMENT PLAN (SAPP)

The Annual Procurement Plan (APP) is the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods, services and infrastructure to be procured within the calendar year.

The Supplemental Annual Procurement Plan (SAPP) is the document that reflects the additional or changes in procurement activities in the agency's Annual Procurement Plan for the current year.

Office/Division:	Office of the BAC Secretariat			
Classification:				
Type of Transaction:	G2G - Government to Government			
Who may avail:	End User Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Project Procurement Management Plan (PPMP)			Form is downloadable at the GPPB website or at the BAC Secretariat	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PPMP/SPPMP	1. Receive the document and return the receiving copy to the	N/A	1 minute	Evelyn B. Pirote/Julius

	end-user.			C. Cerbo
	2. Consolidate all PPMPs/SPPMPs received and prepare a draft APP/SAPP for BAC recommendation of mode of procurement.		1 hour	Evelyn B. Pirote/Julius C. Cerbo
	3. Set a BAC meeting.		BAC meetings are every tuesday and thursday	Evelyn B. Pirote/Julius C. Cerbo
	4. Prepare a BAC resolution and finalize the APP/SAPP for approval.		1 day	Evelyn B. Pirote
	5. Submit to the Mayor's Office for approval.		depends on the availability of the Mayor	Evelyn B. Pirote
	6. Send a certified true copy of APP/SAPP to all end-user units.		1 day	Evelyn B. Pirote
2. Receive a certified true copy of APP for filing.	1. Make a proper compilation of PPMPs/SPPMPs with Approved APP/SAPP		1 day	Evelyn B. Pirote
	TOTAL			

2. CONDUCT OF THE COMPETITIVE/PUBLIC BIDDING

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. This is considered as the default mode of procurement.

Office/Division:	Office of the BAC Secretariat			
Classification:				
Type of Transaction:	G2G - Government to Government			
Who may avail:	All prospective suppliers and contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 photocopy)		Municipal Treasurer's Office		
Bidding Documents		BAC Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1. Organize a Pre-procurement conference for procurement transactions with more than 2 Million ABC for goods, 5Million for Infrastructure and 1Million for consulting services. • <i>Presentation of plans and programs.</i>	N/A	1 day	BAC Sec./BAC TWG/End-user

	<ul style="list-style-type: none"> Preparation of Bidding documents 			
	2. Advertising and Posting of the Invitation to Bid/Request for Expression of Interest	N/A	seven days	BAC Secretariat
3. Purchase the bidding documents <ul style="list-style-type: none"> Present Special Power of Attorney /SPA (for bidder's representative) and 2 valid IDs specifically company ID and SSS ID. Pay at the MTO 	3.1. Ask for Special Power of Attorney /SPA (for bidder's representative) and 2 valid IDs specifically company ID and SSS ID. 3.2. Let the bidder pay at the MTO and ask for the photocopy of receipt. 3.3 Issue the bidding documents		30 minutes	BAC Secretariat
4. The prospective bidder/ or shortlisted consultant may or may not attend the pre-bid conference	4. Conduct of Pre-bid conference for projects with an ABC of 1 Million and more		atleast 12 cd before the bid opening and 8 cd after posting.	BAC, BAC Sec., BAC TWG, End-user
5. Requests for clarification(s) on any part of the Bidding Documents at least ten (10) calendar days before the deadline of submission and receipt of bids.	5. Issue a supplemental/Bid Bulletin if there is an amendment on the bid documents. 5.1. Post the supplemental bid bulletin		at least seven (7) calendar days before the deadline of submission and receipt of bids.	BAC/BAC Sec.
6. The prospective bidder/ or shortlisted consultant should submit their bids on or before the deadline of submission of bids. <ul style="list-style-type: none"> bidders may or may not attend the bid opening 	6.1. Receiving bids on or before the deadline of submission of bids. 6.2. Opening and checking of bids. 6.3. Declaration of the winning bidder or failure of bidding. 6.4 Preparation of minutes and resolutions.		depends on the number of bis received	BAC, BAC Sec., BAC TWG, End-user, observer, COA
	7.1. Evaluate all the bids that have been declared passed during the bid opening. 7.2 Determine the Lowest Calculated Bid for Goods and Infrastructure, and Highest Rated Bid for Consultancy. 7.3. Preparation of Abstract of Bids 7.4 Notify the Lowest Calculated Bid/Highest Rated Bid for the conduct of Post Qualification.		For goods and infra. Bid Evaluation shall be completed within seven (7) calendar days from the deadline for receipt of bids and for consultancy not more than twenty-one (21) calendar days after the deadline for receipt of bid.	BAC, BAC Sec., BAC TWG,
8. Upon receipt of the notice of Lowest Calculated Bid or Highest Rated Bid, the bidder shall prepare the original	8.1. Conduct Post Qualification to determine the authenticity of all the documents submitted during the bid opening.		1 to 2 days	BAC, BAC Sec., BAC TWG,

copies of all documents submitted during the bid opening .	8.2. Issue a Notice of Post Qualification/Disqualification <ul style="list-style-type: none"> <i>In case of post-disqualification, the BAC shall be given the same fresh period to conduct the postqualification of the next lowest calculated bid/highest rated bid until a bidder is postqualified or failure of bidding is declared.</i> 			
	9. Issuance of BAC Resolution Recommending the Award of Contract to the Lowest Calculated and Responsive Bidder/Highest Rated and Responsive Bidder.		1 to 2 days	BAC and BAC Secretariat
	10. Posting of Award, Contract and Notice to Proceed at the PhilGEPS website.			BAC Secretariat

3. ALTERNATIVE MODE OF PROCUREMENT

Alternative Mode of Procurement is a procurement mode that promotes economy and efficiency. In all instances, the Procuring Entity shall ensure that the most advantageous price for the Government is obtained.

Office/Division:	Office of the BAC Secretariat			
Classification:				
Type of Transaction:	G2G - Government to Government			
Who may avail:	End- User Unit, prospective suppliers and contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Business Permit		At the Municipality where the business is located		
PhilGEPS Registration Number		PhilGEPS website		
Notarized Omnibus Sworn Statement		Form is downloadable at the GPPB website		
Tax Clearance/Income or business Tax Return		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase request supported with a copy of APP	1. Check the completeness of the data required in the documents and if it is in accordance with the APP submitted.		5 minutes	Evelyn B. Pirote

	2.If the ABC is Fifty Thousand and more, PhilGEPS posting will be done.		3 calendar days	Evelyn B. Pirote
	3. If the ABC is below Fifty Thousand, require the end user to submit filled up Request for Quotation.		1 minute	Evelyn B. Pirote
4. Submit Request for Quotations and Abstract of Quotation if necessary	4.1 Review and Receive the Request for Quotation and Abstract		5 minutes	Evelyn B. Pirote
	2.1. Set a BAC Meeting 2.2. Issue of a BAC Resolution Recommending the Award of Contract to the Lowest and most advantageous offer.		BAC meetings are every Tuesday and Thursday	BAC and BAC Sec.
	3.1. Submit the resolution to the Office of the Mayor for approval. 3.2 Log the transaction 4.1.Return the documents to the end-user unit		Depends on the availability of the Mayor	Evelyn B. Pirote
4.1.Received the PR and supporting documents with Resolution to Award 4.2 Prepares the Purchase Order, have it signed and submit a copy to the BAC Office (for procurement amounting to Fifty Thousand and Up)	4.1 Post the Resolution to Award and PO at the PhilGEPS website		1 to 2 hours	Evelyn B. Pirote



VI. FEEDBACK AND REDRESS MECHANISM

Please let us know how we served you doing any of the following:

- Accomplish our Feedback Form available in the Information booth and put it in the drop box
- You may send your feedback through mail, addressed to the Municipal Mayor
- Talk to our Information Desk In-charge

If you are not satisfied with our services, your written/verbal complaints shall immediately be attended to by the Information Desk In-charge at the Public Assistance and Complaints Desk and can be directly indorsed to the Office concerned or the Local Chief Executive.

THANK YOU for helping us continuously improve our services.



FEEDBACK FORM

(Pananaw o Puna)

Please let us know how we have served you. You may use this form for compliments, complaints, or suggestions. Simply check the corresponding box. *(Ipaalamponinyosaamin kung paano naming kayo napalingkuran. Maaaringgamitinito para sapapuri, reklamo, o mungkahi. Mangyaring I-tseklamangangkahongnayon.)*

☐

COMPLIMENT
(Papuri)

☐

COMPLAINT
(Reklamo)

☐

SUGGESTION
(Mungkahi)

Person(s)/Unit/Office Concerned or involved (Mgatao/pangkat/tanggapanna may kinalamansapapuri, reklamo, o mungkahi):

Facts or details surrounding the incident (Kaganapan o detalyingbumabalotsapangyayari):

Recommendation(s)/Suggestion(s)/Desired Action from our Office (Rekomendasyon/Mungkahi/Naisnaaksiyonmulasaamingtanggapan)

Name (Optional): _____ Office/Agency: _____
(Pangalan) (Tanggapan/Ahensya)

Address (*Tirahan*): _____

Contact Number(s), if any: _____ E-mail Address (if any) _____
(Telepono)

Signature: _____ Date: _____
(Lagda) (Petsa)