



Municipality of Mexico, Pampanga

**CITIZEN'S CHARTER
2021**



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2021 (1st Edition)



I. Mandate

The Municipality of Mexico adheres the RA 7160 also known as the Local Government Code of 1991 that was decreed into law by giving the control and responsibility to the hands of the Local Government Units in delivering basic services. This agency embraces this granted power to promote the general welfare of our people by preserving and enhancing the culture, promoting health and safety, improvement of people's right to a balanced ecology, enhancement of technological capabilities, promotion of public morals, economic prosperity and social justice, advancement of employment to the residents, peace and order maintenance and giving comfort and convenience to the inhabitants.

II. Vision

Mexico, a city and center of commerce and economic development with balanced ecosystem and a community of God-loving, educated, disciplined and empowered people under a dynamic and efficient leadership.

III. Mission

To pursue a vibrant and sustainable economy, peace and prosperity to the community through participative governance and effectively and efficiently deliver quality services in a streamlined internal processes.

IV. Service Pledge

"Tapat a Serbisyu at Tune Progresu king Balen Mexico" ("Honest Service and Real Progress in the Municipality of Mexico") is the motivation of our agency, thus, we, the committed and dedicated officials and employees of the Municipal Government of Mexico, Pampanga, commit to:

Treat and serve our clients fairly regardless of race, color, age, religion, marital status, disability and gender orientation;

Uphold the merits of honesty and uprightness at all times and promote transparency in performing our functions;

Maintain cleanliness and sanitation in all offices and provide good facilities for the convenience and comfort of the transacting public;

Assure our clients' requests, comments and suggestions will be given attention and importance;

Nurture the public by providing utmost quality service; and

Govern with humility and serve with integrity.



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FRONTLINE SERVICES



Municipal Agriculture Office

External Services



1. Animal/ Livestock servicing

Animal/ livestock servicing is a free of charge and as aid to our livestock and poultry raisers in the municipality. Trained personnel will personally visit and attend the needs of the clientele. Services include deworming, treatment, vaccination, artificial insemination of large ruminants, castration and others.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip form (1 Original copy)		1. Municipal Agriculture Office(MAO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
2. Duly accomplished the Request Slip Form	2. Interview and refer the situation to livestock technician.	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
3 Wait to MAO Office for the execution of appropriate animal servicing operation/s	3.Execute the appropriate animal servicing operation/s	None	30 Minutes	<i>Livestock Inspector</i> Municipal Agriculture Office
TOTAL:		None	36 Minutes	

2. Anti-rabies vaccination of pets

RA 9482 or the Anti-rabies act of 2007 mandates Local Government units to undertake mass vaccination/immunization of cats and dogs. This is a yearly endeavor of the department as we hope to be proclaimed rabies-free municipality and to promote responsible pet ownership habit. Personnel of this department will do house to house vaccination of cats and dogs for 43 barangays of Mexico.

Office or Division:	Municipal Agriculture Office
Classification:	Simple



Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Farmer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip form (1 Original Copy) 2. Health/vaccination card (for walk-in clients) - (1 Original Copy)		1. Municipal Agriculture Office(MAO) 2. veterinarians/breeders		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
2. Duly accomplished the Request Slip Form	2. Interview and verify the nature of request	None	9 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
3. Wait to MAO Office for the appropriate vaccination program	3. Execute the vaccination program	None	10 Minutes	<i>Livestock Inspector</i> Municipal Agriculture Office
TOTAL:		None	20 Minutes	

3. Conduct of Pest and Disease Monitoring for Crops

Pest and diseases of crops affect the harvest and income as well of our farmers. Early detection of the problem and timely reporting is vital in recommending/prescribing biological, mechanical or chemical means in controlling the severity of pest /disease thus minimize yield loss due to these biotic or abiotic factors.

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Farmer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip form (1 Original copy)		1. Municipal Agriculture Office (MAO)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide Municipal Agriculture Office</i>
2. Duly accomplished the Request Slip Form	2. Interview /evaluate request of the farmer/farmer's organization	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide Municipal Agriculture Office</i>
3. Wait to MAO Office for field validation/visitation	3. schedule of field validation/visitation	None	3 hours	<i>Agricultural Extension Worker Municipal Agriculture Office</i>
4. Wait to MAO Office result of field validation/visitation	4. Start the processing and Issue the document/s requested.	None	30 Minutes	<i>Agricultural Extension Worker/ Admin Aide Municipal Agriculture Office</i>
TOTAL:		None	3 Hours, 36 Minutes	

4. Issuance of Certification for Loan

Certification issued for farmers as requirement for availing loans from different local private and government financial institutions.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request slip form - (1 Original copy) 2. Barangay certification - (1 original copy and 1 photocopy) 3. Land title/Tax declaration - (1 photocopy) 4. authorization letter from land owner (if tenant/lessee) - (1 original copy)	1. Municipal Agriculture Office(MAO) 2. Barangay hall where the farm is located 3. Registry of Deeds/ Municipal Assessor 4. land owner



5. contract of lease (if available) - (1 photocopy)		5. land owner/lessee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
2.Fill out the Request Form	2. Interview and verify name of the farmer in the RSBSA master list of farmers, assessed the required documents and check for completeness.	None	3 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
3. Go to the Municipal Treasurers Office and pay the corresponding fee	3. Process the payment and issue Official Receipt	Certification fee – PHP 60.00	30 Minutes	<i>Cashier</i> Treasurer's Office
4. Present the OR to MAO	4.Photocopy of Original Receipt	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
5. Wait to MAO Office for the processing Certificate of loan	5. Start the processing and Issue the document/s requested.	None	20 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
TOTAL:		Certification fee – PHP 60.00	55 Minutes	

5. Issuance of Endorsement Letter

Endorsement letter is issued to Associations, cooperatives and farmers organizations who wants to avail farm machineries and grants from the Department of Agriculture, its attached bureaus, Provincial Government and the like.



Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip form (1 Original Copy) 2. Letter of intent (1 Original copy) 3. Board resolution (1 photocopy) 4. geo-tagged pictures (1 Original copy) 5. list of officers and members (1 photocopy) 6. Certificate of good standing (1 photocopy) 7. Certificate of Registration (1 photocopy) 8. Financial Statement(if available) - (1 photocopy) 9. Shed (1 Shed for every equipment)		1. Municipal Agriculture Office(MAO) 2. Famers/Assn./Cooperative 3. Famers/Assn./Cooperative 4. Famers/Assn./Cooperative 5. Municipal Agriculture Office(MAO)/ SEC/DOLE/CDA/BAN 6. CDA, SEC, DOLE 7. SEC/DOLE/CDA/ 8. BANK 9. Farmers Association/Cooperative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
2. Duly accomplished the Request Slip Form	2. Interview /evaluate request of the farmer's organization	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
3. Submit the Required documents	3. verify , assess the required documents and check for completeness	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
4. Wait to MAO Office for geo-tagging /referencing procedure of area and shed	4. schedule of geo-tagging /referencing activity	None	1 day	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
5. Go to the Municipal Treasurers Office and pay the corresponding fee and present the	5. Process the payment and issue Official Receipt	Certification fee - PHP 60.00	30 Minutes	<i>Cashier</i> Treasurer's Office



OR to MAO				
6. Wait to MAO Office for processing of Endorsement certificate	6. Start the processing and Issue the document/s requested.	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
TOTAL:		Certification fee - PHP 60.00	1 Day, 46 Minutes	

6. Tractor Services

One of the key point agenda of this administration is to reduce the cost of production of farmers in the municipality. This service is 50-60 percent lower compared to private- owned tractor services.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip form (1 Original copy)		1. Municipal Agriculture Office (MAO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the MAO Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
2. Duly accomplished the Request Slip Form	2. Interview and verify name of the farmer in the RSBSA master list of farmers.	None	5 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
3. Go to the Municipal Treasurers Office and pay the corresponding fee and present the OR to MAO	3. Process the payment and issue Official Receipt	Tractor Service Fee – PHP 800.00 per hectare per passing	30 Minutes	<i>Cashier</i> Treasurer's Office



4. Wait to MAO Office for the processing tractor operation	4. Release the schedule of the tractor operation	None	10 Minutes	<i>Agricultural Extension Worker/ Admin Aide</i> Municipal Agriculture Office
TOTAL:		Tractor Service Fee - PHP 800.00 per hectare per passing	46 Minutes	



Municipal Assessor's Office

External Services



1. Declaration of Real Property

The Office of the Municipal Assessor issues updated Tax Declaration upon transfer of ownership of Real Property from the previous owner and to update records and transfer of Real Property taxation to the new owner.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
Who may avail:	Government Agencies, Citizen, Business Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form (1 original)	1. Office of the Municipal Assessor
2. Photocopy/Certified True Copy of Title (1 copy)	2. Property Owner/Register of Deeds
3. Photocopy of Transfer Tax (1 copy)	3. Provincial Treasurer's Office/Register of Deeds
4. Owner's duplicate copy or Certified True Copy of C.A.R (Certificate Authorizing Register) (1 copy)	4. Register of Deeds/Bureau of Internal Revenue (BIR)
5. Duly Notarized Deed of Conveyance (Sale, Donation, Inheritance etc.) (1 original or 1 photocopy)	5. Property Owner/Register of Deeds
6. Tax Clearance for the Current Year (1 original or 1 photocopy)	6. Office of Municipal Treasurer
7. Secretary Certificate (for Corporation) (1 original or 1 photocopy)	7. Property Owner/Register of Deeds
8. Special Power of Attorney (1 original or 1 photocopy)	8. Property Owner
9. Authorization from the owner with valid identification (for Representative) (1 original copy)	9. Property Owner
10. DAR Certification (for E.P./CLOA Title) (1 original or 1 photocopy)	10. Department of Agrarian Reform



11. Official Receipt for payment of Transfer (1 original copy)		11. Office of Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Receiving Section of the Office of the Municipal Assessor and fill up request form	1. Verify documents 1.1. Forward documents to Appraisal and Assessment Section	None	5 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
2. Proceed to Office of Municipal Treasurer for payment	2. The Office of the Municipal Treasurer issues Official Receipt upon payment	Declaration of Real Property Fee - PHP60.00	5 Minutes	<i>Admin. Aide III</i> Municipal Treasurer's Office
3. After payment proceed to Office of the Municipal Assessor	3. Prepare / Review / Encode Data Through I-tax System 3.1 Recommend for Approval 3.2 Approve Documents	None	36 Minutes	<i>LAOO III</i> <i>LAOO II</i> <i>Admin. Aide II</i> Assistant Municipal Assessor Municipal Assessor Office of the Municipal Assessor
4. Receive Copy of Tax Declaration from Releasing Section	4. Issue Tax Declaration to owner/ representative by signing on the log book	None	3 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
TOTAL:		Declaration of Real Property Fee - PHP60.00	49 Minutes	



2. Declaration of Real Property (Residential Building)

The Office of the Municipal Assessor issues a copy of tax declaration to the owner /representative for taxation/record purposes upon completion of required documents.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen
Who may avail:	Citizen, Business Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Floor Plan (1 original set)	1. Property Owner
2. Occupancy Permit (1 Photocopy)	2. Office of the Engineering
3. In the Absence of the two (2) above requirements, ocular inspection will be conducted.	3. Office of the Municipal Assessor
4. Picture of actual building (1original copy)	4. Property Owner
5. Tax Clearance for the current year of lot where building is constructed (1 original copy)	5. Office of the Municipal Treasurer
6. Authorization from the owner(For Representative) With valid identification (1original copy)	6. Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Receiving Section of the Office of the Municipal Assessor and fill up request form	1. Verify documents 1.1.a Forward documents to Appraisal & Assessment Section 1.2 Ocular Inspection for properties that do not have documents. 1.3 Compute Floor Area 1.4 Appraise and Assess based on the Schedule of Building Cost.	None	3 Minutes 1 day 4 Hours	<i>Administrative Aide III</i> Office of the Municipal Assessor <i>Tax Mapping Aide</i> <i>Admin. Aide I</i> Office of the Municipal Assessor <i>LAOO II</i> Office of the Municipal Assessor



2. Proceed to Office of Municipal Treasurer for payment	2. As per Municipal Ordinance No. 014-2016 (Municipal Revenue Code) the following fees will be applied: 1. Less than 5 kilometers 2. More than 5 km 3. More than 10 km	Inspection Fee - PHP 200.00 PHP 300.00 PHP 500.00	5 minutes	<i>Admin. Aide III</i> Municipal Treasurer's Office
3. Wait for the Approval of Tax Declaration	3. Recommend for Approval 3.1. Approve Documents	None	6 minutes	<i>Assistant Municipal Assessor</i> <i>Municipal Assessor</i> Office of the Municipal Assessor
4. Receive Copy of Tax Declaration	4. Issue Tax Declaration to owner/representative by signing on the log book	None	3 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
TOTAL:		Inspection Fee - PHP 200.00 (less than 5km) PHP 300.00 (more than 5 km) PHP 500.00 (more 10 km)	1 Day, 4 Hours, 17 Minutes	

3. Declaration of Subdivided/ Consolidated Land

(Applicable to two (2) lots only, in case of more than two (2) lots adjustment on time will be applied)

The Office of the Municipal Assessor updated copy of tax declared covering the subdivided/consolidated lot within the municipality.

Office or Division:	Office of the Municipal Assessor
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Classification:	Simple
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen
Who may avail:	Citizen, Business Entities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form (1 original)	1. Office of the Municipal Assessor
2. Three (3) copies of Approved Plan (Blueprint)	2. Bureau of Lands
3. Photocopy of Titles (1 copy per title)	3. Property Owner / Register of Deeds
4. Tax Clearance for the current year (1 original or 1 photocopy)	4. Office of the Municipal Treasurer
5. Official Receipt for tax declaration (1 original copy)	5. Office of the Municipal Treasurer
In case there is transfer of ownership:	
6. Photocopy of Transfer Tax (1 copy)	6. Provincial Treasurer's Office / Register of Deeds
7. Owner's duplicate copy or Certified True Copy of C.A.R (Certificate Authorizing Register) (1 original copy)	7. Bureau of Internal Revenue B.I.R. / Register of Deeds
8. Duly Notarized Deed of Conveyance (Sale, Donation, Inheritance etc.) (1 original or 1 photocopy)	8. Property Owner / Register of Deeds
9. Photocopy of Secretary Certificate (for Corporation) (1 copy)	9. Property Owner / Register of Deeds
10. Special Power of Attorney (1 original or 1 photocopy)	10. Property Owner / Register of Deeds
In case signatory on Deeds are only representative:	
11. Letter of Authorization (for Representative) With valid identification (1 original copy)	11. Property Owner
12. DAR Certification (for E.P. / CLOA Title) (1 original or photocopy)	12. Department of Agrarian Reform



13. Official Receipt for payment of Transfer (1 original copy)		13. Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Receiving Section of the Office of the Municipal Assessor and fill up request form	1. Verify documents 1.1. Forward documents to Appraisal & Assessment Section	None	5 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
2. Proceed to Office of Municipal Treasurer for payment	2. The Office of the Municipal Treasurer issues Official Receipt upon payment	Tax Declaration Fee per lot - PHP 60.00	5 Minutes	<i>Admin. Aide III</i> Municipal Treasurer's Office
3. Proceed to Office of the Municipal Assessor	3. Issue New PIN (Property Index Number) 3.1. Prepare / Review / Encode Data Through I-tax System 3.2. Recommend for Approval 3.3. Approve Documents	None	65 Minutes	<i>Draftsman II</i> <i>LAOO III</i> <i>LAOO II</i> <i>Admin. Aide II</i> <i>Assistant Municipal Assessor</i> <i>Municipal Assessor</i> Office of the Municipal Assessor
4. Receive Copy of Tax Declaration	4. Issue Tax Declaration to owner/representative by signing on the log book	None	5 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
TOTAL:		Tax Declaration Fee per lot - PHP 60.00	1 Hour, 20 Minutes	



4. Issuance of Certification (Per Certification) (Certification of No Improvement, No Real Property, Property Holdings etc.)

The Office of the Municipal Assessor issues certification upon request of the owner or representative for legal purposes.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
Who may avail:	Government Agencies, Citizen, Business Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form (1 original copy)	1. Office of the Municipal Assessor
2. Photocopy of Title or Tax Declaration (1 copy)	2. Property Owner or Register of Deeds
3. Proof of Payment of Real Property Tax for the Current Year (1 original or 1 photocopy)	3. Office of the Municipal Treasurer
4. Official Receipt for the Certification (1 original copy)	4. Office of the Municipal Treasurer
5. Letter of Authorization (for Representative) With valid identification (1 original copy)	5. Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Receiving Section of the Office of the Municipal Assessor and fill up request form	1. Review submitted documents and give request form	None	5 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
2. Proceed to Office of Municipal Treasurer for payment	2. The Office of the Municipal Treasurer issues Official Receipt upon payment	Certification fee – PHP 65.00	5 Minutes	<i>Admin. Aide III</i> Municipal Treasurer's Office
3. Submit the Official Receipt to Receiving Section	3. Prepare Certification	None	15 Minutes	<i>Assessment Clerk II</i> <i>Admin. Aide II</i> <i>Admin. Aide I</i> Office of the



				Municipal Assessor
4. Wait for the Approval of the Certification	4. Recommend for Approval 4.1 Approve Certification	None	6 Minutes	Assistant Municipal Assessor Municipal Assessor Office of the Municipal Assessor
5. Receive Copy of Tax Declaration from Releasing Section	5. Issue the Certification to owner/representative	None	3 Minutes	Admin. Aide III Office of the Municipal Assessor
TOTAL:		Certification fee – PHP 65.00	34 Minutes	

5. Issuance of Certified True Copy of Tax Declaration (Per Tax Declaration)

The Office of the Municipal issues certified true copy of Tax Declaration for any legal purposes. All persons, entities and corporations who are in need of certified true copy of tax declaration can request after providing required documents.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Government Agencies, Citizen, Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original)		1. Office of the Municipal Assessor		
2. Title or any documents showing data of the property (1 Photocopy)		2. Property Owner		
3. Official Receipt for tax declaration (1 original copy)		3. Office of the Municipal Treasurer		
4. Letter of Authorization (for Representative) with valid identification (1 original copy)		4. Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit documents to Receiving Section of the Office of the Municipal Assessor and fill up request form	1. Trace the property/ies 1.1. Forward documents to Record Section	None	5 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
2. Proceed to Office of Municipal Treasurer for payment	2. The Office of the Municipal Treasurer issues Official Receipt upon payment	Tax Declaration Fee – PHP 65.00	5 Minutes	<i>Admin. Aide III</i> Municipal Treasurer's Office
3. After payment proceed to Office of Municipal Assessor	3. Prepare / Review / Encode Data Through I-tax System 3.1. Recommend for Approval 3.2. Approve Documents	None	20 Minutes	<i>Assessment Clerk II</i> <i>Admin. Aide II</i> <i>Admin. Aide I</i> <i>Assistant Municipal Assessor</i> <i>Municipal Assessor</i> Office of the Municipal Assessor
4. Receive Copy of Tax Declaration from Releasing Section	4. Issue Tax Declaration to owner/representative by signing in the log book	None	3 Minutes	<i>Admin. Aide III</i> Office of the Municipal Assessor
TOTAL:		Tax Declaration Fee – PHP 65.00	33 Minutes	



Municipal Budget Office

Internal Services



1. Existence of Available Appropriations

The existence of available appropriation is being signed by the Municipal Budget Officer under Column B of the Obligation Request of every department of the Local Government Unit to certify its existence within the Budget for the Calendar Year.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request Form (3 original copies) 2. Purchase Request signed by the Requesting Officer, Municipal Treasurer and Municipal Mayor (2 original copies). 3. Program of Works (2 original copies) (if necessary)		1. Readily available within their offices. 2. Readily available within their offices. 3. Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Obligation Request	1. Receive, check, assign control number and process the Obligation Request and initial the same.	None	3 Minutes	<i>Admin Officer V, Admin Asst V, Admin Asst IV, Admin Asst I, Admin Aide III – Municipal Budget Office</i>
2. Wait for the MBO for the signing of the Obligation Request..	2. Sign the Obligation Request.	None	1 Minute	<i>Municipal Budget Officer- Municipal Budget Office</i>
3. Sign on the Logbook for the release of the Obligation Request.	3. Give the Logbook to the employee.	None	1 Minute	<i>Admin Asst I – Municipal Budget Office</i>
TOTAL:		None	5 Minutes	



2. Endorsement of Barangay Budget to the Office of the Sangguniang Bayan.

The Endorsement of Barangay Budget to the Office of the Sangguniang Bayan is required because the Municipal Budget Office sees to it that the barangays complies with all the budgetary requirements in accordance with budgetary issuances.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangay Council			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Annual/Supplemental Budget of Barangays (6 copies original)		1. Readily available in their respective barangay.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Annual/Supplemental Budget to the Municipal Budget Office.	1. Prepare, initial and sign the Endorsement Letter and forward the same to the Office of the Sangguniang Bayan.	None	3 Minutes	<i>Admin Assistant V, Municipal Budger Officer - Municipal Budget Office</i>
TOTAL:		None	3 Minutes	



Municipal Civil Registry External Services



1. Application for Marriage License

The Marriage License is accomplished and filed separately by the contracting parties in the Municipality where either one of them habitually resides. These licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are be deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

Office or Division:	Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appearance of Contracting Parties		1. The Client Themselves		
2. Valid IDs (2 Original)		2. Any government and private agencies that issues valid ID		
3. Birth Certificate (1 Original)		3. Philippine Statistics Authority		
4. Certificate of No Marriage (1 Original)		4. Philippine Statistics Authority		
5. Voter's Registration Record or Barangay Certificate (1 Original)		5. Comelec or Barangay Secretary of your barangay		
6. Parental Consent (For ages 18-20) (2 Original)		6. Office of the Municipal Civil Registrar		
7. Parental Advice (For ages 21-24) (2 Original)		7. Office of the Municipal Civil Registrar		
8. Pre-Marriage Counselling Seminar		8. Population Office (3rd Flr. Pamilihang Bayan ng Mexico)		
9. Legal Capacity to Marry (For Foreign National)		9. Embassy Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Application Form for Marriage License.	1. Accept filled up Application Form	None	5 Minutes	<i>Administrative Asst. I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar</i>



2. Pay to the Cashier.	2. Process Payment and issue Official Receipt	Application Fee - PHP 220.00 Pre-Marriage Counseling Fee PHP 80.00	2 Minutes	Administrative Aide III Municipal Treasurer's Office
3. Attend Pre-marriage Counselling.	3. Conduct Pre-marriage Counselling (Inform client to return after 10 calendar days)	None	1 Hour	Population Program Officer III Social Welfare Assistant Population Office
4. Return after 10 days and receive the Marriage Licence.	4. Release the Marriage License	Marriage License Fee – PHP 2.00	5 Minutes	Administrative Asst. I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar
TOTAL:		Application Fee - PHP 220.00 Pre-Marriage Counseling Fee - PHP 80.00 Marriage License Fee – PHP 2.00	1 Hour, 12 Minutes	

2. Certified True Copy of Birth, Marriage, Death and Other Civil Registry Documents

Civil Registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the Office of the Municipal Civil Registrar. Any person/individual concerned or his/her duly authorized person can secure a copy of registered civil registry documents.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizen



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 Valid ID (Present the Original) (1 Photocopy of each ID)		1. Any government agencies that issues Primary ID		
2. Photocopy of the Document to be Certified (1 copy)		2. Personal Copy or Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure & fill up slip	1. Receive and verify filled up slip	None	2 Minutes	Registration Officer II Administrative Assistant I Administrative Aide IV Administrative Aide III Administrative Aide I Office of the Municipal Civil Registrar
2. Pay to the Cashier	2. Process and Issue Official Receipt	Miscellaneous Fee - PHP 55.00	1 Minute	Administrative Aide III Municipal Treasurer's Office
3. Return to the receiving counter and present the Official Receipt	3. To be signed by the signatory	None	1 Minute	Municipal Civil Registrar Registration Officer III Registration Officer II Office of the Municipal Civil Registrar
4. Receive the document	4. Release the certified true copy of the document	None	1 Minute	Registration Officer II Administrative Assistant I Administrative Aide IV Administrative Aide III Administrative Aide I Office of the Municipal Civil Registrar
TOTAL:		Miscellaneous Fee - PHP 55.00	5 Minutes	

3. Petition for Change of First Name (CFN) or Correction of Clerical Error (CCE)

Republic Act No. 9048 authorizes the City or Municipal Civil Registrar or the Consul General to correct Clerical or typographical error in an entry and/or change the first name or nickname in the Civil Registers without need of a judicial order. An Administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors or changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in his record.

Office or Division:	Office of the Municipal Civil Registrar
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Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Baptismal Certificate (1 Original)		1. Religious Institution where the citizen was baptized		
2. Voter's Affidavit (1 Original)		2. Commission on Election (COMELEC) where you are registered		
3. Employment Record (1 Original)		3. Company/agency where you work		
4. Government Service Insurance System (GSIS) Record if applicable (1 Original)		4. Government Service Insurance System (GSIS) Office		
5. Social Security System Record (1 Original)		5. Social Security System (SSS) Office		
6. Medical Record (1 Original)		6. Medical Institution		
7. School Record (1 Original)		7. School/Institution where you study		
8. Driver's License (1 Original)		8. Land Transportation Office (LTO)		
9. Insurance (1 Original)		9. Insurance Company where you are insured		
10. Civil registry Records of Ascendants (1 Original)		10. Philippine Statistics Authority or Municipal Civil Registrar's Office		
11. Land Title (1 Original)		11. Personal Copy or Registry of Deeds		
12. Certificate of Land Transfer (1 Original)		12. Personal Copy or Registry of Deeds		
13. Bank Passbook (1 Original)		13. Banking Institution of your account		
14. National Bureau of Investigation or Police Clearance (1 Original)		14. National Bureau of Investigation (NBI) office or Police Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Problem	1. Remedies whether to file the petition for CCE or CFN	None	5 Minutes	<i>Municipal Civil Registrar Registration Officer III Office of the Municipal Civil Registrar</i>
2. Submit supporting documents	2. Examine if the documents are	None	2 Minutes	<i>Municipal Civil Registrar Registration Officer III</i>



	authentic, complete and duly certified			Office of the Municipal Civil Registrar
3. Pay the filing fee to the cashier	3. Process and issue OR	CFN Filing Fee – PHP 3,000.00 CCE Filing Fee - PHP1,000.00	2 Minutes	<i>Administrative Aide III</i> Office of the Municipal Civil Registrar
4. Return after 3 months or beyond to receive approved petition and submit to PSA Manila	4. Release approved petition to petitioner	None	5 Minutes	<i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar
TOTAL:		CFN Filing Fee – PHP 3,000.00 CCE Filing Fee - PHP1,000.00	14 Minutes	

4. Registration of Birth (Late)

Republic Act No. 3753 mandates the establishment of a Civil Registrar in the Philippines where acts, events, legal instruments and courts concerning the civil status of persons shall be recorded. The birth of a child, being vital event for a person, must be registered within 30 days from the time of birth at the Office of the Civil Registrar of the City/Municipality where the both occurred.

Register of the City/Municipality where the birth occurred		
Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Negative Result (1 Original)		1. Philippine Statistics Authority
2. Marriage Certificate (1 Original)		2. Local Civil Registrar/ Philippine Statistics Authority



3. Baptismal (1 Original) 4. Form 137 (1 Original) 5. Passport (1 Original)		3. Religious Institution that can issue your baptismal 4. School where you studied 5. Issuing Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive and examine the requirements	None	5 Minutes	<i>Administrative Aide IV Administrative Aide III Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Wait for the advice of the Staff for the Typing of the document.	2. Type the document, provide Registry Number and record in the Civil Registry Book of Birth	None	4 Minutes	<i>Administrative Aide IV Administrative Aide III Administrative Aide I Office of the Municipal Civil Registrar</i>
3. Pay to the Cashier	3. Process Payment & issue O.R.	Sworn Statement Fee - PHP 220.00	2 Minutes	<i>Administrative Aide III Office of the Municipal Treasurer's Office</i>
4. Return to the Receiver	4. Approve & Sign the document	None	2 Minutes	<i>Municipal Civil Registrar Registration Officer III Office of the Municipal Civil Registrar</i>
5. Return after 10 days and receive the Certificate of Live Birth	5. Release the Registered	None	2 Minutes	<i>Administrative Aide IV Administrative Aide III Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		Sworn Statement Fee - PHP 220.00	15 Minutes	



5. Registration of Birth (Timely)

Republic Act No. 3753 mandates the establishment of a Civil Registrar in the Philippines where acts, events, legal instruments and courts concerning the civil status of persons shall be recorded. The birth of a child, being vital event for a person, must be registered within 30 days from the time of birth at the Office of the Civil Registrar of the City/Municipality where the both occurred.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate of Parents (1 Original Local or Philippine Statistics Authority Copy)		1. City/ Municipal Civil Registrar or Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Form	1. Receive and examine accomplished form. Provide Registry Number.	None	5 Minutes	<i>Administrative Aide IV Administrative Aide III Administrative Aide I</i> Office of the Municipal Civil Registrar
2. Wait for the advice of the Staff for the processing, signing and releasing of the Certificate of Live Birth.	2. Approve and sign the document for Registration.	None	8 Minutes	<i>Municipal Civil Registrar Registration Officer III</i> Office of the Municipal Civil Registrar
3. Receive the Registered Document	3. Release the Registered Copy of document	None	1 Minute	<i>Administrative Aide IV Administrative Aide III Administrative Aide I</i> Office of the Municipal Civil Registrar
TOTAL:		None	14 Minutes	

6. Registration of Death (Late)

The spouse or nearest relative who has knowledge of the death of a person who died without medical assistance must report the same within 48 hours.

Office or Division:	Office of the Municipal Civil Registrar
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Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Result (1 Original)		1. Philippine Statistics Authority (PSA)		
2. Joint Affidavit of Two Disinterested Persons (1 Original)		2. Law Office		
3. Affidavit of Delayed Registration of Death (1 Original)		3. Law Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive the requirements and prepare the computerized Certificate of Death	None	2 Minutes	<i>Administrative Aide I Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Wait for typing the information on the Death Certificate	2. Release the Death Certificate Form	None	5 Minutes	<i>Administrative Aide I Administrative Aide I Office of the Municipal Civil Registrar</i>
3. Bring the form to the Physician to review and sign the document	3. Interview the Informant and sign after indicating the cause of death	None	4 Minutes	<i>Municipal Health Officer Assigned Rural Health Unit</i>
4. Pay to the Cashier	4. Process payment and issue Official Receipt	For Private Cemetery Burial Permit Fee - PHP 105.00 Sworn Statement Fee - PHP 210.00 For Municipal Cemetery Burial Permit Fee -	2 Minutes	<i>Administrative Aide III Municipal Treasurer's Office</i>



		PHP 105.00 Lot Rental Fee - PHP 400.00 Sworn Statement Fee - PHP 210.00		
5. Submit the accomplished form	5. Receive and Provide Registry Number	None	2 Minutes	<i>Administrative Aide I Administrative Aide I Office of the Municipal Civil Registrar</i>
6. Return after 10days and receive the Certificate of Death	6. Release the Registered document	None	2 Minutes	<i>Administrative Aide I Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		For Private Cemetery Burial Permit Fee - PHP 105.00 Sworn Statement Fee - PHP 210.00 For Municipal Cemetery Burial Permit Fee - PHP 105.00 Lot Rental Fee - PHP 400.00 Sworn Statement Fee - PHP 210.00	17 Minutes	

7. Registration of Death (Timely)

The spouse or nearest relative who has knowledge of the death of a person-who died without medical assistance must report the same within 48 hours.

Office or Division:	Office of the Municipal Civil Registrar
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Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 Valid ID of spouse or nearest relative (1 Photocopy each) (Original must be shown)		1. Any Government Agencies that issue Primary Identification Cards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Interview form and submit	1. Receive the interview form and prepare the computerized Certificate of Death Form	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Civil Registrar
2. Wait for the releasing of the Certificate of Death Form	2. Release the Certificate of Death Form	None	8 Minutes	<i>Municipal Civil Registrar</i> <i>Registration Officer III</i> Office of the Municipal Civil Registrar
3. Bring the form to the Physician to review and sign the document	3. Interview the Informant and sign after indicating the cause of death	None	4 Minutes	<i>Assigned Municipal Health Officer</i> Rural Health Unit
4. Pay to the Cashier	4. Process Payment and issue Official Receipt	For Private Cemetery Burial Permit Fee - PHP105.00 For Municipal Cemetery Burial Permit Fee - PHP 105.00 Lot Rental Fee - PHP 400.00	2 Minutes	<i>Administrative Aide III</i> Municipal Treasurer's Office
5. Receive the Registered Document	5. Release the Registered Certificate of	None	1 Minute	<i>Administrative Aide I</i> <i>Administrative Aide I</i> Office of the Municipal



	Death Form			Civil Registrar
	TOTAL:	For Private Cemetery Burial Permit Fee - PHP105.00 For Municipal Cemetery Burial Permit Fee - PHP 105.00 Lot Rental Fee - PHP 400.00	20 Minutes	

8. Registration of Marriage (Late)

Republic Act No. 3753 mandates the establishment of a Civil Registrar in the Philippines where acts, events, legal instruments and courts concerning the civil status of persons shall be recorded. For ordinary marriages, the time for the submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For the marriages exempt from the license requirement, the prescribed period is 30 days.

Office or Division:	Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate (4 Original) 2. Negative Result (1 Original) 3. Affidavit of Delayed Registration of Marriage (1 Original)		1. Personal Copy or Solemnizing Officer (Municipal Mayor/ Officiating Priest/ Judge/ Pastor) 2. Philippine Statistics Authority 3. Law Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive and examine the requirements	None	5 Minutes	Administrative Assistant I Registration Officer II Administrative Aide I Office of the Municipal



				Civil Registrar
2. Wait for the advice of the Staff for the Typing of the document.	2. Type the document, Provide Registry Number and record in the Civil Registry Book of Marriage	None	4 Minutes	<i>Administrative Assistant I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar</i>
3. Pay to the Cashier	3. Process payment & issue O.R.	Sworn Statement Fee - PHP 220.00	2 Minutes	<i>Administrative Aide III Municipal Treasurer's Office</i>
4. Return the document to Municipal Civil Registrar's Office	4. Approve & Sign the document	None	2 Minutes	<i>Municipal Civil Registrar Registration Officer III Office of the Municipal Civil Registrar</i>
5. Go back after 10 days and Receive the Copy of Marriage Certificate	5. Release the Registered Marriage Cert.	None	2 Minutes	<i>Administrative Assistant I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		Sworn Statement Fee - PHP 220.00	15 Minutes	

9. Registration of Marriage (Timely)

Republic Act No. 3753 mandates the establishment of a Civil Registrar in the Philippines where acts, events, legal instruments and courts concerning the civil status of persons shall be recorded. For ordinary marriages, the time for the submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For the marriages exempt from the license requirement, the prescribed period is 30days.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizen (Strictly compliance of RA10173 or also known as Anti-Privacy Act)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Marriage (4 Original)	1. Personal Copy or Solemnizing Officer (Municipal Mayor/ Officiating Priest/ Judge/ Pastor)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Form	1. Receive and examine accomplish form. Provide Registry Number.	None	3 Minutes	<i>Administrative Assistant I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Wait for the advice of the Staff for the processing, signing and release of Certificate of Marriage.	2. Approve and sign the document for Registration.	None	4 Minutes	<i>Municipal Civil Registrar Registration Officer III Office of the Municipal Civil Registrar</i>
3. Receive the Registered Document	3. Release The Registered Copy of document	None	1 Minute	<i>Administrative Assistant I Registration Officer II Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		None	8 Minutes	

10. Securing Philippine Statistics Authority Copy of Birth, Marriage, Death Certificate and Cenomar

Batch Request Entry System (BREQS) is a scheme where PSA authorizes a partner to receive requests for PSA issued copies and certifications of civil registry documents from the public and issue the documents to its clientele

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present 2 valid ID (Original)		1. Any government agencies that issues Primary ID		
2. Philippine Statistics Authority (PSA) Application Form (it depends upon the number of applications.)		2. Municipal Civil Registrar/Internet/Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure and Fill Up form	1. Receive and review the form.	None	2 Minutes	<i>Registration Officer II Administrative Aide IV Office of the Municipal Civil Registrar</i>
2. Pay to the Cashier	2. Process and Issue OR	BREQS Service Fee - PHP100.00	1 Minute	<i>Administrative Aide III Municipal Treasurer's Office</i>
3. Return to the Receiving counter and pay PHP 155 for PSA	3. Attach the OR in the acknowledgment slip to be issued on the client.	Birth, Marriage and Death Certificate Application Fee - PHP155.00 Certificate of No Marriage Application Fee - PHP 210.00	1 Minute	<i>Registration Officer II Administrative Aide IV Office of the Municipal Civil Registrar</i>
4. Receive the Acknowledgment Slip	4. Process the document	None	1 Minute	<i>Registration Officer II Administrative Aide IV Office of the Municipal Civil Registrar</i>
5. Return after 7 days and receive the PSA Copy document.	5. Release the PSA Copy document	None	1 Minute	<i>Registration Officer II Administrative Aide IV Office of the Municipal Civil Registrar</i>
TOTAL:		Birth, Marriage and Death Certificate Application Fee - PHP155.00 Certificate of No Marriage Application Fee - PHP 210.00	6 Minutes	



Municipal Health Office - Rural Health Units External Services



1. Anti - Tuberculosis Drugs (National Tuberculosis Control Program)

The Municipal Health Office (MHO) & RHUs manage an anti-tuberculosis program. The program aims at preventing and controlling the spread/transmission of tuberculosis (TB) in the community. The main objective is to identify and treat patients with TB by providing anti-tuberculosis drugs for free using the DOTS.

Office or Division:	Municipal Health Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Diagnosed TB Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Chest X-Ray Results (1 Original) 2. Sputum Results (1 Original) 3. Gene Expert Results (1 Original) 4. Referral Letter (1 Original)		1. Clinic, Hospital, Radiology, or Medical Laboratory 2. Clinic, Hospital, Radiology, or Medical Laboratory 3. Clinic, Hospital, Radiology, or Medical Laboratory 4. Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register's in the Patient Logbook at the Registration Area Submit self for interview at the registration area	1. Determine if the client is TB symptomatic through initial assessment on the medical history and record in the Initial Treatment Record.	None	5 Minutes	<i>Rural Health Midwife Public Health Nurse Rural Health Unit</i>
2. Submit self for examination at the Vital signs corner	2. Get the vital signs of client. Conduct initial physical examination before referral to the physician	None	5 Minutes	<i>Rural Health Midwife Public Health Nurse Rural Health Unit</i>
3. Proceed to the Doctor's room.	3. Conduct physical and medical examination of the client. Give Lab request or may request for additional diagnostic exam (Re:	None	20 Minutes	<i>Rural Health Physician Rural Health Unit</i>



	CXR)			
4. Wait for instruction from the PHN/RHM	4. Refer the Patient to the RMT (Laboratory)	None	5 Minutes	<i>Rural Health Midwife Public Health Nurse Rural Health Unit</i>
5. Wait for instruction from RMT	5. Collect sputum specimen for examination	None	5 Minutes	<i>Medical Technologist Rural Health Unit</i>
6. Get the result from RMT	6. Log and give the result to the client	None	2 Minutes	<i>Rural Health Midwife Rural Health Unit</i>
7. Give the sputum exam result to PHN/RHM	7. Enrollment of Patient a. Asses patient of eligible as National Tuberculosis Program (NTP) beneficiary. b. If not eligible, refer to chest x-ray for other categories of treatment c. If eligible, enroll patient and issue NTP identification card to be completely filled out. d. Give patient info-education about TB Disease and Control and the importance of the Directly Observed Treatment (DOTS) for Short Course Chemotherapy	None	30 Minutes	<i>Rural Health Midwife Public Health Nurse Rural Health Unit</i>



	(SCC) with his/her treatment partner e. Issue initial TB drug supply to Patient &/or treatment partner and record start of treatment on NTP card			
8. Get the NTP Card at the Center.	8. Instruct patient where to report for his daily intake of TB drugs and when to come back for getting succeeding TB meds; about the follow-up sputum re-examination schedule.	None	3 Minutes	Rural Health Midwife Rural Health Unit
TOTAL:		None	1 Hour, 15 Minutes	

2. Dental Services

The dental services of the MHO are available to all pre-schoolers, targeted school children, pregnant and lactating women and other adults to prevent and treat dental problems.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Register to the Logbook	1. Register the patient in the dental form.	None	2 Minutes	<i>Dental Aide</i> Rural Health Unit
2. Submit self for examination at the Dental Room.	2. Get the vital signs of client. Conduct initial physical examination	None	5 Minutes	<i>Dental Aide</i> Rural Health Unit
3. Proceed to the Dentist for assessment	3. Assess and take dental history of the patient.	None	10 Minutes	<i>Municipal Dentist</i> Rural Health Unit
4. Submit self for dental procedure (tooth examination/extraction)	4. Perform the necessary dental procedure on the patient. Dentist performs: *Tooth examination *Tooth extraction (if needed) *Post-examination *Prescribe medicine ,if needed	None	30 Minutes	<i>Municipal Dentist</i> Rural Health Unit
5. Get the prescription from the Dental Room	5. Give the prescribed medicine	None	1 Minutes	<i>Dental Aide</i> <i>Municipal Dentist</i> Rural Health Unit
6. Get further advise/instruction from the Dentist at the Dental Room	6. Advise patient on medication	None	2 Minutes	<i>Dental Aide</i> Rural Health Unit
7. Get the prescribed medicine from the pharmacy	7. Give the medicine prescribed by the dentist	None	1 Minutes	<i>Administrative Aide I</i> Rural Health Unit
TOTAL:		None	51 Minutes	



3. Family Planning

Family planning service provides not only family planning commodities but also includes Basic Family Planning Education, Information on different Family Planning Methods as well as Family Planning Counseling to all women of reproductive age. It can also provide mothers of malnourished children and malnourished pregnant and lactating mother's information on nutrition geared toward improving nutritional status.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit self-interview at the Registration Area	1. Interview client and ask to fill-out the Family Planning form.	None	3 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit
2. Submit self for Examination at the Vital Signs Corner	2. Get the vital signs of client. Conduct initial physical examination before referral to the physician	None	2 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit
3. Proceed to the Doctor's Room	3. Assess the client, counsel the client on the family planning methods available	None	10 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit



4. Wait for the instruction of the RHM/PHN	4. Give instruction to the PHN/RHM on the chosen method of the client.	None	5 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit
5. Obtain the service sought	5. Orient the client on the family planning method selected.	None	5 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit
6. Get the FP form at the Consultation Room	6. Remind the client on the regular follow-up and pap smear schedule.	None	5 Minutes	Rural Health Midwife Public Health Nurse Rural Health Unit
TOTAL :		None	30 Minutes	

4. Immunization Services (Expanded program of Immunization (EPI))

The purpose of this health program is to immunize 0-12 months old babies from seven immunizable diseases such as polio, DPT, TB Measles, Hepatitis B, Mumps, Rubella

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens 0 – 12 months old babies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ECCD Card (1 Original)		1. Rural Health Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Data needed	1. Interview the mother of	None	3 Minutes	Rural Health Midwife in charge Rural Health Unit



	the infant and check the ECCD card for the scheduled immunization.			
2. Provide Information needed	2. Check for the infants vital signs of the infant & medical history	None	3 Minutes	Rural Health Midwife in charge Rural Health Unit
3. Undergo vaccination	3. Vaccinate the Infant	None	2 Minutes	Rural Health Midwife in charge Rural Health Unit
TOTAL:		None	8 Minutes	

5. Laboratory Services

The Municipal Health Office (MHO) provides laboratory services to every constituent of the municipality. Services are available free of charge to the indigents.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Mother, Pregnant Women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Urinalysis (1 original copy) 2. Fecalalysis (1 original copy) 3. Sputum Examination (1 original copy) 4. HIV / SyTesting (1 original copy) 5. Blood Typing (1 original copy)		1. Clinic, Hospital, Medical Laboratory, Rural Health Unit 2. Clinic, Hospital, Medical Laboratory, Rural Health Unit 3. Clinic, Hospital, Medical Laboratory, Rural Health Unit 4. Clinic, Hospital, Medical Laboratory, Rural Health Unit 5. Clinic, Hospital, Medical Laboratory, Rural Health Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Laboratory Request to the Laboratory	1. Accept laboratory request and Register the Client in the logbook	None	3 Minutes	Medical Technologist Rural Health Unit



2. Submit Specimen to the Laboratory	2. Identify properly the name of Exam. -Urinalysis -Stool Exam	None	45 Minutes	<i>Medical Technologist</i> Rural Health Unit
3. Claim the result at the Laboratory	3. Release the results on the scheduled time & ask the client to sign on the logbook	None	2 Minutes	<i>Medical Technologist</i> Rural Health Unit
TOTAL:		None	50 Minutes	

6. Maternal Health Services

The Municipal Health Office through the main health center, RHUs and satellite barangay health stations provides maternal services to pregnant and lactating mothers. The service includes pre-natal, natal and post natal care to ensure safe motherhood and deliveries to healthy babies.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Mothers, Pregnant Women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Booklet of Mother and Child (1 Original)		1. Rural Health Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend the interview at the Registration Area	1. For old client, get the previous record. For new client, make a new record	None	2 Minutes	<i>Rural Health Midwife in charge</i> Rural Health Unit



2. Submit self for Examination at the Vital Signs Corner	2. Check for the vital signs of the mother to determine the risk factor. Write the OB Score. Completely fill out the maternal record.	None	10 Minutes	<i>Rural Health Midwife in charge</i> Rural Health Unit
3. Ask for Lab Request at the Laboratory	3. For those with first visit, tell patient to undergo laboratory examination (Urinalysis)	None	1 Minute	<i>Rural Health Midwife in charge</i> Rural Health Unit
4. Wait for lab result at the Laboratory	4. Give the result of the Lab Examination (Urinalysis)	None	15 Minutes	<i>Medical Technologist</i> Rural Health Unit
5. Bring Lab Result to RHM	5. Get lab result and present it to the doctor	None	1 Minute	<i>Rural Health Midwife in charge</i> Rural Health Unit
6. Wait for your turn to be called for doctor's Assessment	6. Assessment and examination the patient	None	5 Minutes	<i>Rural Health Physician</i> Rural Health Unit
7. Get prescription and give it to RHM	7. Hand out the prescribed meds	None	2 Minutes	<i>Rural Health Midwife in charge</i> Rural Health Unit



8. Get the HBMR	8. Fill out the HBMR for the next visit with instruction and return it to the patient	None	2 Minutes	Rural Health Midwife in charge Rural Health Unit
TOTAL:		None	38 Minutes	

7. Out-Patient Consultations

We provide medical consultation to individuals who are in need of primary health service. The MHO through its main Health and Rural Health Units provides medical assistance to any person/individual. The purpose of this service is to prevent, diagnose and treat illness & give appropriate medical services. The Health Centers/ Units regularly give Primary Health Care Services for general consultation and treatment of Minor cases. Major surgical and emergency cases are referred to the Mexico Community Hospital.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patient's Card (1 original)		1. Rural Health Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration and Vital Signs at the Registration Area	1. Register and record vital sign of patients.	None	2 Minutes	Administrative Aide Rural Health Unit
2. Physical Examinations and Diagnosis at the Consultation Room.	2. Conduct P.E, diagnosis, treatment and prescription. Lab request &/or referral slip if	None	5 Minutes	Rural Health Physician Rural Health Unit



	necessary.			
3. Prescriptions/Laboratory	3. Examine lab results.	None	10 Minutes	<i>Medical Technologist</i> Rural Health Unit
TOTAL:		None	17 Minutes	

8. Securing Burial Transfer/ Exhumation Permit

It is requirement for every entombment within the municipality that the permit will be issued as required by law under P.D. 856 specifically the disposal of cadaver.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate and Picture of Lapida (1 Original)		1. MCR, Hospital,		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide needed data.	1. Prepare, certify and approve the burial transfer / exhumation permit form.	None	5 Minutes	<i>Sanitary Inspector</i> Rural Health Unit
2. Pay the corresponding fee at the Treasurer's Office Window 2.	2. Receive payment and issue OR	Exhumation fee – PHP 100.00	5 Minutes	<i>Cashier</i> Municipal Treasurer's
3. Present Official Receipt (OR) and claim Burial transfer / exhumation Permit.	3. Release, Issue and record the approved Burial Transfer / exhumation Permit	None	2 Minutes	<i>Sanitary Inspector</i> Rural Health Unit
TOTAL:		Exhumation fee – PHP 100.00	12 minutes	



9. Securing Health Card

Health Cards are issued by the Municipal Health Office. Any person/individual can request a Health Card for a certain legitimate purpose such as: employment, application for licenses among others to safeguard clients from any food-borne illness.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. result of Chest X-Ray (1 Original)		1. Public/ Private Laboratories		
2. result of the Stool (1 Original)		2. Public/ Private Laboratories		
3. result of the Urine (1 Original)		3. Public/ Private Laboratories		
4. result of Hepa A Screening (For Food Handlers) (1 Original)		4. Public/ Private Laboratories		
5. result of Drug Test (1 Original)		5. Public/ Private Laboratories		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and provide the necessary information at the Sanitary Office	1. Review and validate the submitted documents and interview the client	None	2 minutes	<i>Sanitary Inspector Administrative Aide Rural Health Unit</i>
2. Pay the required fees at the Treasurer's Office Window 2	2. Receive payment & issue Official receipt (OR)	Health Card Fee - PHP 65.00	5 minutes	<i>Cashier Municipal Treasurer's Office</i>
3. Present the Official Receipt and Claim the	3. Release, Issue and	None	5 minutes	<i>Sanitary Inspector Administrative Aide</i>



Health Card at the Sanitary Office	record the approved Health Card			Rural Health Unit
TOTAL:		Health Card Fee - PHP 65.00	12 Minutes	

10. Securing Medical Certificate

Medical Certificates are issued by the Municipal Health Office. Any person/individual can request a Medical Certificate for a certain legitimate purpose such as: employment, long absence from work due to illness, application for licenses among others.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Laboratory Results (1 Original)		1. Public/ Private Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and provide the necessary information at the Registration Area	1. Review the submitted documents and interview the client	None	2 minutes	<i>Public Health Nurse in charge</i> Rural Health Unit
2. Proceed to MTO and pay the required fees at the Treasurer's Office Window 2	2. Receive payment & issue Official receipt (OR)	Medical Certificate Fee – PHP 65.00	5 minutes	<i>Cashier</i> Municipal Treasurer's Office
3. Present the Official Receipt and Claim Medical Certificate at the Registration Area	3. Conduct P.E., diagnosis; give prescription(if needed); Issue the medical	None	10 minutes	<i>Rural Health Physician</i> Rural Health Unit



	certificate			
TOTAL:		Medical Certificate Fee – PHP 65.00	17 Minutes	

11. Securing Sanitary Permit

All business establishments are required to secure a sanitary permit upon application for Business Permit to ensure that the establishment complies with the laws and/or ordinances pertaining to health and sanitation in the municipality. The permit can be obtained from the Municipal Health Office.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Business Clearance (1 Original) 2. DTI and SEC Permit (1 Original)		1. Barangay Hall 2. DTI Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form and necessary requirements at the Sanitary Office	1. Accept, check the filled out form and validate the required documents	None	5 Minutes	<i>Sanitary Inspector</i> Rural Health Unit
2. Provide needed information	2. Interview & record/ log data information.	None	5 Minutes	<i>Sanitary Inspector</i> Rural Health Unit
	2.1 Conduct ocular/ on-site inspection if necessary.	None	1 Hour	
	2.2 Prepare, approve, certify Sanitary Permit;	None	10 Minutes	
3. Present Official	3. Validate the	None	2 Minutes	<i>Sanitary Inspector</i>



Receipt (OR) and claim Sanitary Permit	authenticity of the OR and release, issue and record the approved Sanitary Permit			Rural Health Unit
TOTAL:		None	1 Hour, 22 Minutes	

12. Covid-19 Activities

For early detection of COVID-19 Infection and to stop the spread/dissemination of COVID-19 Virus.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RT-PCR/ Antigen Test		Accredited Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RT-PCR Test/Antigen Test	Refer to the accredited laboratory for RT-PCR Test.	None	5 Minutes	<i>Rural Health Physician</i> Rural Health Unit
2. Contact Tracing	Monitor vital signs,BP, O2, Temp.	None	5 Minutes	<i>Contact Tracing</i> Rural Health Unit
3. 14 days quarantine	Monitored the patients.	None	14 days	<i>Contact Tracing</i> Rural Health Unit
4. Released of Quarantine Certificates	Issuance of printed quarantine certificates.	None	5 Minutes	<i>Rural Health Physician/Contact Tracers/Administrative Aide</i> Rural Health Unit
TOTAL:		None	14 Days, 15 Minutes	



13. Roll-Out Vaccination

The purpose of this program is to immunize 12 years old to 60 above for the prevent the spread of the virus.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration	Registered the vaccinees.	None	2 Minutes	<i>Administrative Aide Vaccination Site</i>
2. Taking of Vital Signs a.) BP b.) PR/HR c.) O2 Sat d.) Temp.	Get vital signs of the vaccinees.	None	5 Minutes	<i>Public Health Nurse/NDP's Vaccination Site</i>
3. Counselling/ Orientation	Give information and advice about Covid-19 Disease.	None	5 Minutes	<i>Rural Health Physician Vaccination Site</i>
4. Assessment (Questionnaire)	Assess the vaccinees before vaccination.	None	5 Minutes	<i>Rural Health Physician/Public Health Nurse Vaccination Site</i>
5. Giving of Vaccination Cards	Documentation on action taken.	None	2 Minutes	<i>Public Health Nurse/Administrative Aide Vaccination Site</i>
6. Vaccinations	Vaccinate the Vaccinees.	None	1 Minute	<i>Midwives/Vaccinators Vaccination Site</i>
7. Post Vaccination	Monitored the vaccinees for any untoward adverse	None	10 Minutes	<i>Rural Health Physician/Nurses Vaccination Site</i>



	reaction (asthma and allergies) from the vaccine.			
TOTAL:		None	30 Minutes	

14. Issuance of Certificates

The Municipal Health Officer issues certificates such as travel Certificates, Medical Certificates for Return to Work, and Surgical operations.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate/Clearance		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issuance of Certificates	Released Certification of Travel, Medical Certificates for Return to Work.	None	3 Minutes	<i>Rural Health Physician/Administrative Aide</i> Rural Health Unit
2. Issuance of LGU vaccine certificate/ VAXCERT.	Check the record of the vaccinees in the Retool/vaxcert.doh.gov.ph	None	5 Minutes	<i>Rural Health Physician/Administrative Aide</i> Rural Health Unit
TOTAL:		None	8 Minutes	



Municipal Health Office Mexico Community Hospital External Services



1. Admission of Patients

A process of admission of patient who has been seen and checked by Attending Doctors in Emergency Room.

Office or Division:	MCH Admission Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Government employee / Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Admission Data Sheet (1 original) 2. Government Issued Identification card (Principal), One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Emergency Room 2. Any Government Agencies than issue Primary Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give admission slip to Admitting staff.	1. Interview the Patient Relative/ Companion and Fills-up the Needed Documents and Encodes Patient Data.	None	15 minutes	<i>Admitting Staff on duty</i> Admission Section
2. Fill-up and Sign the Consent for Admission and Other Data.	2. Give the Patient Relative/ Companion the Needed and Accomplished	None	3 minutes	<i>Admitting Staff on duty</i> Admission Section
3. Receive the	3. Advice the Patient	None	1 minute	<i>Admitting Staff on</i>



Accomplished Documents and Give it to Emergency Room.	Relative/ Companion			duty Admission Section
TOTAL:		None	19 Minutes	

2. Ambulance Service

Patients who need medical management by a Higher Facility and other Diagnostic that are not available in the Facility, he/she will be transferred using the ambulance unit of the Hospital.

Office or Division:	Mexico Community Hospital Ambulance Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients who needs to be transferred			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Trip Tickets (2 original)		1. Nurse Supervisors, OIC Nurse, OIC Security Guard		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get two (2) Trip ticket to Nurse Supervisor on duty / OIC Nurse on duty / OIC Security Guard on Duty	1. Fill out trip ticket, computes and instruct patient's companion to pay at the cashier NOTE: Those who are Non-Mexico Residents are the ones being billed	None	10 Minutes	Nurse on Duty Nurse Station
2. Pay at the cashier	2. Receive the payment and prepare the official receipt	Ambulance Fee - MCH to JBL PHP 300.00 MCH to Calcutta PHP 350.00	10 Minutes	Cashier Billing Section



		<p>MCH to Mt. Carmel PHP 400.00</p> <p>MCH to AUF / Magalang PHP 500.00</p> <p>MCH to Arayat PHP 500.00</p> <p>MCH to Candaba PHP 750.00</p> <p>MCH to outside of Pampanga PHP 1,500.00</p>		
3. Wait for the documents to be accomplished and the ambulance to be prepared	<p>3. Receive the request form</p> <p>3.1 Resident Doctor on duty prepares for transfer/ referral of patient to other health care facility</p> <p>3.2 Prepares the trip ticket properly and completely and approved.</p>	None	30 Minutes	<p><i>Resident Doctor on duty</i></p> <p><i>Nurse on duty</i></p> <p><i>Nurse Station</i></p>
4. Accompany patient during transport	<p>4. Transport patient safely to the designated health care facility.</p> <p>4.1 Return to MCH and require nurse to sign the trip ticket.</p>	None	<p>MCH to JBL (10minutes)</p> <p>MCH to Calcutta (15 minutes)</p> <p>MCH to Mt. Carmel (20 minutes)</p> <p>MCH to AUF /</p>	<p><i>Nurse on Duty</i></p> <p><i>Nursing Attendant</i></p> <p><i>Driver</i></p>



		Magalang (25 minutes)	
		MCH to Arayat (20 minutes)	
		MCH to Candaba (20 minutes)	
		MCH to outside of Pampanga (45 minutes)	
TOTAL:	Ambulance Fee - MCH to JBL PHP 300.00 MCH to Calcutta PHP 350.00 MCH to Mt. Carmel PHP 400.00 MCH to AUF / Magalang PHP 500.00 MCH to Arayat PHP 500.00 MCH to Candaba PHP 750.00 MCH to outside of Pampanga PHP 1,500.00	MCH to JBL (10minutes) MCH to Calcutta (15 minutes) MCH to Mt. Carmel (20 minutes) MCH to AUF / Magalang (25 minutes) MCH to Arayat (20 minutes) MCH to Candaba (20 minutes) MCH to outside of	



**Pampanga
(45 minutes)**

3. Central Supply Issuances

Issuance of Medical Supplies for In Patient and Out Patient

Office or Division:	Central Supply Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Patient and non Patient/Dispensary Ward			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dispensary Slip (1 original) 2. Prescription (1 original)		1. Ward where the patient is admitted 2. Resident Doctor of MCH		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Prescription for OPD/ dispensary for inpatient to the staff on duty	1. Receive and Evaluate request and make inputs on the system, prepare the medical supplies needed by the requesting person. Prepare the Charge slip and instruct the person to be back after the payment was done. For admitted patients, dispensary is received and medical supplies are also prepared. Charges are sent to Billing for inclusion to the bill.	None	10 minutes	<i>Administrative Aide I/ Nursing Attendant on Duty Central Supply Room</i>
2. Pay the Necessary Fees stated in the Charge Slip	2. Wait for the charge to be paid	Price list as per Municipal Ordinance no. 014-2016 section 282.6 for drugs	5 minutes	<i>Cashier on Duty Billing Section</i>



		and medicines, series of 2019		
3. Present the official Receipt	3. For Out Patient, Review the Official Receipt and write the OR number in the charge slip retained by the unit. Issue the requested supplies to the client. For admitted patient, issue the supplies to the requesting nurse of the unit.	None	5 minutes	<i>Administrative Aide I / Nursing Attendant on Duty Central Supply Room</i>
TOTAL:		Price list as per Municipal Ordinance no. 014-2016 section 282.6 for drugs and medicines, series of 2019	20 Minutes	

4. Discharge and Issuance of Clearance to Patient

A hospital process where in-patient will be discharged upon the release of discharge order by the attending Physician.

Office or Division:	Nursing Service-General Ward Department/Billing Unit		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Home Instructions / Discharge Instructions 2. Prescription of Medications (1 Original) 3. Clearance Slip (1 Original) 4. Discharge Slip/Billing Statement (1 original) 5. Government Issued Identification Card (Patient) (1 original) One (1) one of the Following: <ul style="list-style-type: none"> Philippine Passport Driver's License 		1. Nurse station 2. Nurse station 3. Nurse station 4. Cashier/Billing Department 5. Any Government Agencies that issue Primary Identification Cards <ul style="list-style-type: none"> Department of Foreign Affairs LTO 	



<ul style="list-style-type: none"> • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		<ul style="list-style-type: none"> • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify Doctor's order for discharge	1. Process discharge Give Home Instructions	None	5 Minutes	<i>Nurse on Duty</i> Nurse Station
2. Clear patient's from other departments	2. Write charges and proceed to every department to clear patient's charges	None	15 Minutes	<i>Nurse on Duty / Nursing Assistant</i> Nurse Station
3. Review Billing Statement and pay applicable fees	3. Issue Billing Statement	For In-service Patients, No Balance Billing For Private Patients, depends on Annex B	30 Minutes	<i>Billing Clerk</i> On duty Billing Section
4. Release of discharge slip once bill is settled.	4. Present completed discharge slip	None	1 Minute	<i>Cashier on duty</i> Billing Section
5. Submit completed discharge slip and billing statement to Nurse Station.	5. Checks clearance / patient's belongings, instructs patient on home medication follow-up consultation. Transport patient to lobby and Remove ID band, present clearance to guard	None	15 Minutes	<i>Nurse on Duty / Nursing Assistant</i> Nurse Station <i>Security Guard</i> Lobby
TOTAL:		For In-service Patients, No Balance Billing	1 hour, 26 minutes	



	For Private Patients, depends on Annex B		
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5. Discharge of Patient from Maternity Ward

Discharge from the hospital is the point at which the patient leaves the hospital and either returns home or is transferred to another facility such as one for rehabilitation or to a nursing home. Discharge involves the medical instructions that the patient will need to fully recover.

Office or Division:	Maternity Ward			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Patients under Maternity Ward			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Discharge Orders (1 original)		1. Attending Physician / Physician on Duty		
2. Complete discharge documents (CF3 1copy, CSF 1copy, CF4 1copy)		2. Attending Physician / Physician on Duty , Nurse on Duty		
3. Home instructions (Prescription, Laboratory/diagnostic request, schedule of follow up check up)		3. Attending Physician / Physician on Duty , Nurse on Duty		
4. Discharge Slip (1 original)		4. Billing Section / Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive doctor's orders for discharge and wait for instructions.	1. Verify order.	None	5 minutes	<i>Nurse on Duty</i> Nurse Station
	1.1 Inform Midwife on Duty for IE discharge.	None	15 minutes	<i>Nurse on Duty / Midwife on Duty</i> Nurse Station
	1.2 Change dressing	None	5 minutes	<i>Physician / Nursing Attendant</i> Nurse Station



	1.3 Explain home instructions	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
	1.4 Explain process of discharge	None	10 minutes	<i>Nurse on Duty/</i> <i>Nursing Attendant</i> Nurse Station
2. Secure clearance and wait for the discharge slip.	2. Explain process of clearance and discharge	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
	2.1 Secure clearance	None	20 minutes	<i>Nursing Attendant</i> Nurse Station
	2.2 Submit chart fully accomplished with clearance slip attached to billing department.	None	10 minutes	<i>Nursing Attendant</i> Nurse Station
3. Present Discharge Slip	3. Verify for completeness of signatures.	None	5 minutes	<i>Nurse on Duty</i> Nurse Station
	3.1 Re-instruct home instructions including follow up check-ups, medications to be taken, change dressing and cord care of babies.	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
	3.2 Escort the patient to lobby	None	10 minutes	<i>Nursing Attendant</i> Nurse Station
TOTAL:		None	1 hour, 40 minutes	

6. Hemodialysis Charges

It's a treatment that takes over the kidney if the organ stop doing its main function. Hemodialysis is a procedure where in the blood is processed within a Dialysis machine filtered, cleaned, and then returned back to the body.

Office or Division:	Dialysis Unit
Classification:	Simple



Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Patients with Renal Kidney Failure		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Charge Slip (1 original)		1. Hemodialysis Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Significant Others signs in the logbook for attendance.	1. Will give the logbook for signature	None	5 Minutes	<i>Administrative Clerk Dialysis Unit</i>
2. Patient Undergo Treatment	2. Check the weight, Assess Patient, Monitor vital signs and patients data and chart	None	4 Hours	<i>Dialysis Clerk Dialysis Nurse Dialysis Unit</i>
3. Patient/ Significant Others will asked the Philhealth officer about the cost per treatment session	3. Tell the patient/Relative about the session per treatment	Treatment fee (for Mexicano's) - PHP 1,000.00 Treatment fee (for Non-Mexicano's)- PHP 1,900.00 Professional Fee - PHP 350.00. For patients with PHILHEALTH, treatment is FREE.	10 Minutes	<i>Philhealth clerk on duty Billing Section</i>
4. Patient/ Significant Others will proceed to billing department to get the receipt	4. The person in charge will sign the receipt for payment and approval	None	5 Minutes	<i>Cashier/ Clerk Billers on duty Billing Section</i>
5. Patient/ Significant	5. Write the receipt number	None	5 Minutes	<i>Administrative Clerk</i>



Others will return to dialysis department.	and sign the patient official receipt			Dialysis Unit
TOTAL:		Treatment fee (for Mexicano's) - PHP 1,000.00 Treatment fee (for Non-Mexicano's)- PHP 1,900.00 Professional Fee - PHP 350.00. For patients with PHILHEALTH, treatment is FREE.	4 Hours, 25 minutes	

7. Issuance of Birth Certificate

The birth of the child, being a vital event, should be registered within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Medical Records Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request Form (1 original)		1. Medical Records Office	
2. Government or Private Issued Identification Card of the Parent (1 original)		2. Any Government and Private Agencies that Issue Identification Cards	
3. For Representative: Authorization Letter,		3. Person being represented, Any Government and Private	



Government Issued Identification Card or Private issued Identification Cards of the parent (1 original & 1 photocopy) and Identification Card of the Representative] One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		Agencies that Issue Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and present Identification card for initial assessment and verification	1. Receive the required documents and check for completeness.	None	1 Minute	Medical Records Staff Medical Records Office
2. Wait to MRO for the processing and release of Birth Certificate	2. Start the processing	None	3 Minutes	Medical Records Staff Medical Records Office
3. Process payment for the birth certificate	3. Issue charge slip to be paid at the cashier	Processing fee - PHP 100.00	1 minute	Medical Records Staff Medical Records Office
4. Present Official Receipt and Receive birth certificate to Receiving Logbook	4. Check proof of payment and ask patient to check and receive Birth Certificate	None	2 minutes	Medical Records Staff Medical Records Office
TOTAL:		Processing fee - PHP 100.00	7 Minutes	



8. Issuance of Certificate of Confinement

Certificate of Confinement, signed by the head of the Medical Records Office, shall be issued while the patient is still confined in the healthcare facility. This document should be a controlled document.

Office or Division:	Medical Records Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government or Private Issued Identification Cards of the Patient (1 original) One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Any Government and Private Agencies that Issue Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government or Private Issued Identification Cards of the Patient (1 original)	1. Receive the required documents.	None	1 Minute	Medical Records Staff Medical Records Office
2. Wait at the Medical Records Office for the processing and release of certificate of confinement	2. Start the processing of request; check admission report; Filling-up of the information needed	None	5 Minutes	Medical Records Staff Medical Records Office



	in the certificate of confinement; ask patient to receive request			
TOTAL:		None	6 Minutes	

9. Issuance of Dead on Arrival (DOA) Certification

Dead on arrival (DOA), also dead in the field and brought in dead (BID), indicates that a patient was found to be already clinically dead upon the arrival of professional medical assistance, often in the form of first responders such as emergency medical technicians, paramedics, or police.

Office or Division:	Medical Records Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ol style="list-style-type: none"> Government or Private Issued Identification Cards of the Patient and Requester Immediate Family Member of the Patient (1 original and 1 photocopy) For Representative: Authorization Letter from the Immediate Family Member of the Deceased Patient, Government Issued Identification Card or Private Issue Identification Cards (1 original & 1 photocopy) of the Immediate Family Member and Identification Card of the Representative and Deceased Patient. <p>One (1) one of the Following:</p> <ul style="list-style-type: none"> Philippine Passport Driver's License SSS/GSIS/Pagibig/Philhealth UMID Card 		<ol style="list-style-type: none"> Any Government and Private Agencies that Issue Identification Cards Person being represented, Any Government and Private Agencies that Issue Identification Cards <ul style="list-style-type: none"> Department of Foreign Affairs LTO SSS/GSIS/Pagibig/Philhealth Offices 	



<ul style="list-style-type: none"> • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		<ul style="list-style-type: none"> • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government or Private Issued Identification Card of the Patient at the Medical Records Office(1 original).	1. Receive the required documents and check for completeness.	None	1 Minute	<i>Medical Records Staff</i> Medical Records Office
2. Wait at the Medical Records Office for the processing and release of dead on arrival certification	2. Start the processing of request; prepare request; print in two copies; ask resident on duty to sign certification; give right instruction to the requester to proceed at the Municipality of Local Civil Registrar for the preparation of Death Certificate ; ask to receive dead on arrival	None	9 Minutes	<i>Medical Records Staff</i> Medical Records Office



	certification			
TOTAL:		None	10 Minutes	

10. Issuance of Death Certificate

Preparation of the Death Certificate shall be done by the person who has witnessed the occurrence. All the data given by the informant are presumed correct and the healthcare facility shall not be held liable for any erroneous data entered in the death certificate. No correction of data shall be done unless supported by a duly notarized affidavit of correction and other supporting documents. However, a death certificate that bears the LCR registration number will no longer be corrected. Death Certificate shall be released only to the legal heirs or the nearest kin available. The person who claimed the death certificate shall be responsible for LCR registration within 48 hours after death. In cases of lost unregistered death certificate, re-issuance can only be done upon presentation of an affidavit of loss and other supporting document.

Office or Division:	Medical Records Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Government and Private Issued Identification Card of the Deceased Patient and legal heirs or the nearest kin available who claimed the death certificate (legal heirs or nearest kin include mother, father, legal spouse, children of legal age, siblings). (1 Original and 1 Photocopy) One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID 		1. Any Government and Private Agencies that Issue Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides 	



<ul style="list-style-type: none"> • OFW ID • Company ID 		<ul style="list-style-type: none"> • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government and Private Identification Card of the deceased patient and nearest kin original and (1 photocopy and 1 original) at the MRO.	1. Receive the required documents and check for completeness.	None	1 Minute	<i>Medical Records Staff</i> Medical Records Office
2. Wait to MRO for the processing and release of Death Certificate	2. Start the processing of request; transcribes the data from the Death Certificate preform into the Official Form; ask nearest kin to check accuracy of the transcribed document	None	7 Minutes	<i>Medical Records Staff</i> Medical Records Office
3. Fill-out waiver taking charge on the responsibility to personally register/ file request Death Certificate	3. Give the waiver to the nearest kin	None	2 Minutes	<i>Medical Records Staff</i> Medical Records Office
4. Acknowledge receipt of the four (4) copies of the Death Certificates ready for registration	4. Accomplish the death register; accomplish the tracking system employed for the release of Death Certificate; remind the next-of-kin to register the death certificate w/in 48 hours upon receipt to the Local or City Health Office having	None	2 Minutes	<i>Medical Records Staff</i> Medical Records Office



	jurisdiction over the location of the healthcare facility			
TOTAL:		None	12 Minutes	

11. Issuance of Fetal Death

Fetal Death is the death prior to the complete expulsion of a product of conception, irrespective of the period of pregnancy. The death indicated by the fact that after such separation, the fetus does not breathe nor show any other evidence of life, such as the beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles.

Office or Division:	Medical Records Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government and Private Issued Identification Card of the Parent either mother or father. (1 original and 1 photocopy) One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Any Government and Private Agencies that Issue Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present Government and Private Identification Card of the parent (1 original and 1 photocopy)	1. Receive the required documents and check for completeness.	None	1 Minute	Medical Records Staff Medical Records Office
2. Wait at the Medical Records Office for the processing and release of Death Certificate	2. Start the processing of request; transcribes the data from the Fetal Death preform into the Official Form; request parent to check accuracy of the transcribed document	None	7 Minutes	Medical Records Staff Medical Records Office
3. Fill-out waiver taking charge on the responsibility to personally register/ file request Fetal Death	3. Give the waiver to the parent	None	2 Minutes	Medical Records Staff Medical Records Office
4. Acknowledge receipt of the four (4) copies of the Fetal Death ready for registration	4. Accomplish the fetal death register; accomplish the tracking system employed for the release of Fetal Death; remind the parent that registration shall be made in the office of the City Municipal Civil Registrar where the event occurred.	None	2 Minutes	Medical Records Staff Medical Records Office
TOTAL:		None	12 Minutes	

12. Issuance of Medical Abstract and costing Philhealth Certification

The purpose of medical abstract is to provide a concise and useful summary of a longer medical article or study. Costing is the system where the cost of making a products is calculated by the batch rather than the



individual item, including comparing the cost of different sized batches made under different conditions.

Office or Division:		Dialysis Unit		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original)		1. Dialysis Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient will sign at the logbook and fill-up the request form at the Dialysis Unit.	1. Give the log book, receive the request form and inform the Patient that the abstract and costing will be released and available within 3 days.	None	2 days	<i>Administrative Clerk</i> Dialysis Unit
2. Patient /Relative will return to the dialysis department after the given time and ask the clerk if the documents are already available.	2. The clerk will give the documents to the patient and ask to sign in the logbook as a proof that already receive or get the needed papers.	None	5 Minutes	<i>Administrative Clerk</i> Dialysis Unit
TOTAL:		None	2 Days, 5 Minutes	

13. Issuance of Medical Certificates (Patients who will have their consultation on OPD)

A medical certificate or doctor's certificate is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient. Medical certificates are sometimes required to obtain certain health benefits from an employer, to make an insurance claim, for tax purposes, or for certain legal procedures. Medical certificates are used to indicate eligibility of activity, such as the use of disabled parking. Medical certificates can also be used to describe a medical condition a person has, such as blindness. Medical certificates are often used to certify that someone is free of contagious diseases, drug addiction, mental illness, or other health issues.

Office or Division:	Out-Patient Department
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Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Discharged Summary (1 original)- for patients who will have their follow-up after their confinement 2. Government Issued Identification Card (Patient) (1 photocopy) One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Nurse station or ward Unit 2. Any Government Agencies that issue Primary Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Have your name listed in the OPD client List	1. List the name of patients	None	1 Minute	<i>Nursing assistant or nurse on duty-Mexico Community Hospital Out-Patient Department</i>
2. Wait for your name to be called for the assessment and interview	2. Call the name of the patient for the assessment and interview. Note: Inform patients that there will be PHP 100.00 consultation fee for non-residents of Mexico, Pampanga	Consultation fee: (for non-residents of Mexico) PHP 100.00	30 Minutes	<i>Nursing assistant or nurse on duty-Mexico Community Hospital Out-Patient Department</i>
3. Taking of Vital signs and issuance of	3. Taking of blood pressure, weight and temperature and	None	5 Minutes	<i>Nursing assistant or nurse on duty-</i>



laboratory request if needed.	issuance of laboratory request if needed.			Mexico Community Hospital Out-Patient Department
4. OPD Consultation Proper	4. Doctor will ask the patient about his sickness	None	30 Minutes	<i>Physician or consultant on duty-</i> Mexico Community Hospital Out-Patient Department
5. Patient will request a medical certificate	5. The patient will ask the doctor for medical certificate	None	1 Minute	<i>Physician or consultant on duty-</i> Mexico Community Hospital Out-Patient Department
6. Filling-up of the information needed in the medical certificate	6. Information needed in the medical certificate will be filled-up	None	5 Minutes	<i>Nursing assistant or nurse on duty-</i> Mexico Community Hospital Out-Patient Department
7. Request for Issuance of medical certificate and charge slip needed for the seal and pay the medical certificate fee to the cashier	7. Issue medical certificate with attach charge slip to be paid at the cashier	Medical Certificate fee – PHP 100.00	10 minutes	<i>Nursing assistant or nurse on duty-</i> Mexico Community Hospital Out-Patient Department <i>Cashier on duty</i> Billing Section
8. Ask for Schedule of follow-up	8. List the patient name in the follow-up logbook	None	1 minute	<i>Nursing assistant or nurse on duty-</i> Mexico Community Hospital Out-Patient Department
TOTAL:		Consultation fee: (for non-residents of Mexico PHP 100.00) Medical	1 Hour, 23 Minutes	



**Certificate fee –
PHP 100.00**

14. Issuance of Medical Certificates (OPD Patients on Emergency Unit)

A medical certificate or doctor's certificate is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient.

Office or Division:	Out-Patient Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Emergency Room Record (1 original) Government Issued Identification Card (Principal) (1 photocopy) For Representative; Authorization Letter, Government Issued Identification Card of the person being represented (1 original & 1 photocopy) and Identification Card of the Representative <p>One (1) one of the Following:</p> <ul style="list-style-type: none"> Philippine Passport Driver's License SSS/GSIS/Pagibig/Philhealth UMID Card TIN ID Postal ID Voter's ID PRC ID Senior Citizen ID OFW ID Company ID 		<ol style="list-style-type: none"> Emergency Unit Any Government Agencies that issue Primary Identification Cards Person being represented, Any Government and Private Agencies that issue Primary Identification Cards <ul style="list-style-type: none"> Department of Foreign Affairs LTO SSS/GSIS/Pagibig/Philhealth Offices BIR Post Office COMELEC PRC Municipality where the patient resides DOLE Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the	1. Staff will get the	None	1 Minute	<i>Nursing assistant</i>



emergency room record	emergency room record from the patient			or nurse on duty- Mexico Community Hospital Out- Patient Department
2. Filling-up of the information needed in the medical certificate	2. Information needed in the medical certificate will be filled-up	None	5 Minutes	Nursing assistant or nurse on duty- Mexico Community Hospital Out- Patient Department
3. Wait for the issuance of medical certificate and charge slip needed for the seal and pay the medical certificate fee to the cashier	3. Issue medical certificate with attach charge slip to be paid at the cashier	Medical Certificate fee – PHP 100.00	10 minutes	Nursing assistant or nurse on duty- Mexico Community Hospital Out- Patient Department Cashier on duty Billing Section
TOTAL:		Medical Certificate fee – PHP 100.00	16 minutes	

15. Issuance of Medical Certificate (For Dialysis, Out-Patients and ER Patients)

A medical certificate or doctor's certificate is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient. It can serve as a "sick note" (documentation that an employee is unfit for work) or evidence of a health condition.

Medical Certificate shall be issued when the patient is already discharged except for patient with clinical disposition as Discharge Against Medical Attention (DAMA) and transferred to another hospital. This certificate should be a controlled document.

Office or Division:	Medical Records Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Patients



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Released Medical Certificate from Out-Patient Department/ Dialysis 2. Official Receipt as a proof of payment		1. Out-Patient Department/ Dialysis 2. Cashier – Window 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Medical Certificate released from Out-Patient or Dialysis Department and Official Receipt secure from the Cashier	1. Check proof of payment and ask patient to receive medical certificate with seal and controlled number	Medical Certificate fee – PHP 100.00	2 minutes	Medical Records Staff Medical Records Office
TOTAL:		Medical Certificate fee – PHP 100.00	2 Minutes	

16. Issuance of Medical Certificate (If Patient was Admitted)

A medical certificate or doctor's certificate is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient. It can serve as a "sick note" (documentation that an employee is unfit for work) or evidence of a health condition.

Medical Certificate shall be issued when the patient is already discharged except for patient with clinical disposition as Discharge Against Medical Attention (DAMA) and transferred to another hospital. This certificate should be a controlled document.

Office or Division:	Medical Records Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



<ol style="list-style-type: none"> 1. Government and Private Issued Identification Card (1 original and 1 photocopy) 2. For Representative: Authorization Letter, Government or Private issued Identification Cards (1 original & 1 photocopy) and Identification Card of the Representative 3. For Minor (17 years old and below: Government or Private Issued Identification Card of legal parent acknowledge/ recognize on the medical record of the patient; <p>For representative: Authorization Letter from the legal parent, Government Issued or Private Agencies that issue Identification Cards (1 original & 1 photocopy) and Identification Card of the Representative</p> <p>One (1) one of the Following:</p> <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		<ol style="list-style-type: none"> 1. Any Government and Private Agencies that Issue Identification Cards 2. Person being represented, Any Government and Private Agencies that Issue Identification Cards 3. For Legal Parent: Any Government and Private Agencies that Issue Identification Cards <p>Person being represented, Any Government and Private Agencies that Issue Identification Cards</p> <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government or Private Issued Identification Card or Authorization Letter if Representative for initial assessment and verification. (1 Original)	1. Receive the required documents and check for completeness.	None	1 Minute	Medical Records Staff Medical Records Office



2. Wait at the Medical Records Office for the processing and release of medical certificate	2. Start the processing of request; check medical records of the patient; Filling-up of the information needed in the medical certificate Note for Private Doctors: Patient need to secure signature from his/her doctor personally	None	5 Minutes	<i>Medical Records Staff</i> Medical Records Office
3. Pay charge slip needed for the Medical Certificate at the cashier Window 6	3. Issue charge slip to be paid at the cashier	Medical Certificate fee - PHP 100.00	1 minute	<i>Medical Records Staff -</i> Medical Records Office
4. Present Official Receipt	4. Check proof of payment and ask patient to receive medical certificate	None	2 minutes	<i>Medical Records Staff -</i> Medical Records Office
TOTAL:		Medical Certificate fee - PHP 100.00	9 Minutes	

17. Issuance of Photocopy of Medical Records

Certified photocopies of patient's medical record may be released but (not) limited to the following:

- Discharge Summary/ Clinical Abstract
- Laboratory and Diagnostic Results
- Report of Operation



Office or Division:	Medical Records Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Valid Government or Private Issued Identification Card (1 Original) For Representative: Authorization Letter from the patient, Valid Government or Private issued Identification Cards of the patient (1 original & 1 photocopy) and Identification Card of the Representative For Minor (17 years old and below: Government or Private Issued Identification Card of legal parent acknowledge/ recognize on the medical record of the patient; <p>For representative:</p> <ol style="list-style-type: none"> Authorization Letter from the legal parent, Identification Cards of the legal parents (1 original & 1 photocopy) Identification Card of the Representative <p>One (1) one of the Following:</p> <ul style="list-style-type: none"> Philippine Passport Driver's License SSS/GSIS/Pagibig/Philhealth UMID Card TIN ID Postal ID Voter's ID PRC ID Senior Citizen ID OFW ID Company ID 		<ol style="list-style-type: none"> Any Government and Private Agencies that Issue Identification Cards Person being represented, Any Government and Private Agencies that Issue Identification Cards For Legal Parent: Any Government and Private Agencies that Issue Identification Cards <ol style="list-style-type: none"> Person being represented Any Government and Private Agencies that Issue Identification Cards Any Government and Private Agencies that Issue Identification Cards <ul style="list-style-type: none"> Department of Foreign Affairs LTO SSS/GSIS/Pagibig/Philhealth Offices BIR Post Office COMELEC PRC Municipality where the patient resides DOLE Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-out the Request Form and Present Government or Private Issued Identification Card or Authorization Letter if Representative for initial assessment and verification.	1. Receive the required documents and check for completeness.	None	1 Minute	<i>Medical Records Staff</i> Medical Records Office
2. Wait at the Medical Records Office for the processing and releasing of medical records	2. Start the processing of request; check medical records of the patient if complete Note for Private Doctors: availability of records varies on their doctors; follow-up can be made directly to them if records are not yet available or not yet completed (processing will be from 1 to 3 weeks); records will directly contact patient upon the availability of records	None	10 Minutes	<i>Medical Records Staff</i> Medical Records Office
3. Receive release medical records	3. Request patient to receive certified true copy of request medical records	None	2 Minutes	<i>Medical Records Staff</i> Medical Records Office
TOTAL:		None	13 Minutes	



18. Laboratory Department

A specially equipped unit for experimental study in a science or for testing and analysis and support for the observation to the medical findings of the patients.

Office or Division:	Laboratory Department			
Classification:	Simple			
Type of Transaction:	G2C: Government to Citizen			
Who may avail:	Citizen/ Out-Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's Request (1 Original) 2. Approved letter of guarantee (1 Original) (if applicable 3. Checklist for OPD patients (Financial Assistance) with approval of social Service Personnel , Medical Directors (1 Original)		1. Out- Patient Department for OPD patient (Monday to Friday) 2. ER , Ward , HD 3. For Private doctors (Clinic of Attending Physician)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number regular client Get letter for Priority (PWD/ Senior citizen)	1. Numbers are available in the laboratory reception area.	None	1 Minute	Laboratory Aide / Laboratory reception Area
2. Present the request forms , documents and other requirements	2. Receive the required documents and check for completeness and validation	None	3 Minutes	Laboratory Aide/ or Med tech on duty Laboratory reception Area
3. Fill out applicable forms	3. Start the processing and Issue the document/s requested. give charge slip to the patient or relative , instruct the patient / S.O to proceed to the cashier	none	10 Minutes	Laboratory Aide/ or Med tech on duty Laboratory reception Area
4. Pay applicable fees	4. Receive payment and issue Official Receipt	Price list as per Municipal	5 minutes	Administrative Aide



		Ordinance no. 014-2016 section 282.1 for fees on laboratories, series of 2019		Cashier's Office
5. Present Official Receipt	5. Instruct Patient to proceed to blood extraction	none	3 minutes	Laboratory Aide/ or Med tech on duty Laboratory reception Area
6. Cooperate in the Procedure	6. Perform applicable Procedure	none	5 minutes	Medical technologist / Phlebotomist of duty Laboratory Room
7. Claim results	7. Release official Result	none	3 minutes	Administrative Aide Reception Area, Division of Laboratory
TOTAL:		Price list as per Municipal Ordinance no. 014-2016 section 282.1 for fees on laboratories, series of 2019	30 minutes	

19. Maternity Department Admission from Emergency Room

Admission of Elective and Emergency patient to Maternity Ward

Office or Division:	Maternity Ward
Classification:	Simple
Type of Transaction:	G2C: Government to Citizen
Who may avail:	All Pregnant Patients
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	



1. Medical Chart (1 Original)		1. Service Wards and Pay Services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrive at the nurse's station on the day of admission	Ask for admitting orders	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
2. Present admitting orders from the attending physician	2. Receives and verify admitting orders.	None	10 minutes	<i>Nurse on Duty</i>
	2.1 Accompany patient to assigned bed, perform other history, secure consent, taking vital signs	None	20 minutes	<i>Nurse on Duty</i> <i>Nursing Attendant</i> Nurse Station
	2.2 Execute efficient, safe and timely delivery of physician's management plan.	None	20 minutes	<i>Nurse on Duty</i> Nurse Station
	2.3 Orient patient and watcher to unit/facility rules and policies including taking necessary safety precautions.	None	10 minutes	<i>Nursing Attendant on Duty</i> Nurse Station
	2.4 Document all implemented nursing actions based on the Physician's order.	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
TOTAL:		None	1 hour, 20 minutes	

20. Out-Patient Department Consultation

An outpatient department or outpatient clinic consultation is for the treatment of outpatients,



people with health problems who visit the hospital for diagnosis or treatment, but do not at this time require a bed or to be admitted for overnight care. Services would include check-ups, diagnostic tests and minor surgical procedures.

Office or Division:	Out-Patient Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Discharged Summary (1 original)- for patients who will have their follow-up after their confinement 2. Government Issued Identification Card (Patient) (1 Original) One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Nurse station or ward Unit 2. Any Government Agencies that issue Primary Identification Cards <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Have your name listed in the OPD client List	1. List the name of patients	None	1 Minute	<i>Nursing assistant or nurse on duty- Mexico Community Hospital Out-Patient Department</i>
2. Wait for your name to be called for the	2. Call the name of the patient for the assessment and	Consultation fee:	30 Minutes	<i>Nursing assistant or nurse on duty- Mexico</i>



assessment and interview	interview.	PHP 100.00 (for non-residents of Mexico)		Community Hospital Out-Patient Department
3. Taking of Vital signs and issuance of laboratory request if needed.	3. Taking of blood pressure, weight and temperature and issuance of laboratory request if needed.	None	5 Minutes	<i>Nursing assistant or nurse on duty-</i> Mexico Community Hospital Out-Patient Department
4. OPD Consultation Proper	4. Doctor will ask the patient about his sickness	none	30 Minutes	<i>Physician or consultant on duty-</i> Mexico Community Hospital Out-Patient Department
5. Schedule of follow-up	5. List the patient name in the follow-up logbook	None	1 minute	<i>Nursing assistant or nurse on duty-</i> Mexico Community Hospital Out-Patient Department
TOTAL:		Consultation fee: PHP 100.00 (for non-residents of Mexico)	1 hour, 7 minutes	

21. Out Patient Department – Dental Unit

An Outpatient department specifically the Dental Department is for the diagnosis and treatment of people with oral health problems. Services would include dental check-ups, diagnosis and extraction of teeth.

Office or Division:	Out-Patient Department (Dental Unit)
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Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's clearance (heart problem, bleeding problem, allergies, pneumonia, and diabetes..etc..) (1 Original) 2. ID's for Mexico residents (1 Original) <ul style="list-style-type: none"> - Government issued - Student ID - Any electric bill stating the address of the patient One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Personal Doctors or any available doctors in the hospital 2. Any Government Agencies that issue Primary Identification Cards <ul style="list-style-type: none"> -School (Primary, Secondary or Tertiary Schools) -Government or Non- Government Owned Electric Company <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book	1. List the name of patients	None	1 Minute	<i>Dental assistant or Dentist</i> Mexico Community Dental Department
2. Present ID for Verification of Resident/Non Resident patients.	2. Approve with non-payment or with payment Note: there will be PHP100.00	Consultation fee - PHP 100.00 (for Non-Residents of Mexico)	5 Minutes	<i>Dental assistant or Dentist</i> Mexico Community Hospital Dental Department



	consultation fee for non-residents of Mexico, Pampanga			
3. Wait and prepare for the procedure	<p>3. Taking of blood pressure.</p> <p>3.1 Administer anesthesia</p> <p>3.2 Extraction of teeth</p> <p>3.3 Stabilize wound with sanitized cotton balls.</p> <p>3.4 Prescribe medicines.</p> <p>3.5 Instruct patient to observe proper hygiene, take necessary medications for pain and antibiotics.</p> <p>3.6 Issuance of dental Certificate if needed.</p>	None	<p>45 Minutes</p> <p>Note: Time may vary depending on the number of patients and case.</p>	<p><i>Dentist</i></p> <p>Mexico Community Hospital Department</p>
TOTAL:		Consultation fee - PHP 100.00 (for Non-Residents of Mexico)	51 Minutes	



22. Patient Eligibility Check - Philhealth

Philhealth Eligibility check is done to check whether the patient is capable of claiming benefit from the Agency

Office or Division:	Philhealth Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verification Slip (1 Original) 2. CSF FORM (1 Original) 3. Membership Data Record (1 Original) 4. Government Issued Identification Card (Principal) (1 Original) 5. Birth Certificate if needed (1 Original) 6. Marriage Contract If needed (1 Original) 7. For Representative; Authorization Letter, Government Issued Identification Card of the person being represented (1 original & 1 photocopy) and Identification Card of the Representative One (1) one of the Following: <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		1. Philhealth Unit 2. Philhealth Unit 3. Philhealth Agency 4. Any valid ID issued by National Agency 5. PSA or Municipal Registrar 6. PSA or Municipal Registrar 7. Any valid ID issued by National Agency <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out verification slip	1. Verify PHILHEALTH	None	3 minutes	Philhealth Clerk on Duty Philhealth Unit



	eligibility			
2. Fill-out and submit the necessary required documents for assessment and verification.	2. Receive the required documents and check for completeness	None	5 minutes	Philhealth Clerk on Duty Philhealth Unit
TOTAL:		None	8 minutes	

23. Pharmacy Issuances

Issuance of Medical Supplies for In Patient and Out Patient

Office or Division:	Pharmacy Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Patient and non - Patient/Dispensary Ward			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dispensary Slip (1 Original) 2. Prescription (1 Original)		1. Ward where the patient is admitted 2. Doctor's Prescription		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Prescription for OPD/ dispensary for inpatient to the staff on duty	1. Receive and Evaluate request and make inputs on the system, prepare the drugs and Medicines needed by the requesting person. Prepare the Charge slip and instruct the person to be back after the payment was done. For admitted patients, dispensary is received and drugs and medicines are	None	10 minutes	Pharmacist / Pharmacy staff on Duty



	also prepared. Charges are sent to Billing for inclusion to the bill.			
2. Pay the Necessary Fees stated in the Charge Slip	2. Wait for the charge to be paid	Price list as per Municipal Ordinance no. 014-2016 section 282.6 for medicine and medical supplies, series of 2019	5 minutes	Cashier on Duty
3. Present the official Receipt	3. For Out Patient, Review the Official Receipt and write the OR number in the charge slip retained by the unit. Issue the requested supplies to the client. For admitted patient, issue the supplies to the requesting nurse of the unit.	None	5 minutes	Pharmacist/ Pharmacy staff on Duty
TOTAL:		Price list as per Municipal Ordinance no. 014-2016 section 282.6 for medicine and medical supplies, series of 2019	20 Minutes	

24. Processing of Patient's Bill

The Mexico Community Hospital Billing Unit that serves from 8am to 8pm to the public. Bill processing is made after respective units signed the Medical Discharge Clearance and the patient is medically treated.

Office or Division:	Mexico Community Hospital Billing Section
Classification:	Simple



Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Citizen/Patient		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Discharge Clearance (1 Original) 2. Senior Citizen ID or any valid government ID(birthday is indicated) (for Senior Citizen discount) (1 Original) 3. PWD ID (for PWD discount) (1 Original) 4. Government ID (address is indicated) for Mexico Resident Discount (1 Original) <p>One (1) one of the Following:</p> <ul style="list-style-type: none"> • Philippine Passport • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		<ol style="list-style-type: none"> 1. Ward unit where the patient is admitted. 2. Mexico OSCA or any OSCA offices within the Philippines, and Government Agencies issuing Government ID 3. Person's with Disability Affairs Office (PDAO) 4. Any Government office that issue ID with address <ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask the billing unit if the patient bill is done.	1. Check if the patient's discharge clearances and fully filled up chart was received and signed from the ward unit.	None	15 Minutes	<i>Billing Clerk on Duty</i> Billing Section
	1.1 Prepare and finalize the Patient's Statement of Account(SOA)	None	20 Minutes	
2. Present necessary documents(Senior Citizen's ID, PWD's ID	2. For Philhealth member-Philhealth clerk on duty will			



and other ID's(for Mexico Resident's discount) for bill adjustment	deduct the corresponding deductions base on the final diagnosis of the patient.	None	10 Minutes	<i>Philhealth Clerk on Duty Billing Clerk on Duty Billing Section</i>
	2.1 For Non-Philhealth member-the Biller will finalize the patient's bill.	None	10 Minutes	<i>Billing Clerk on Duty Billing Section</i>
3. Receive billing statement	3. Issue billing statement and instruct clients/SO to pay at the Cashier Section.	None	10 Minutes	<i>Billing Clerk on Duty Billing Section</i>
TOTAL:		None	1 Hour, 5 Minutes	

25. Processing of Payment

The Mexico Community Hospital Cashier Unit serves 24hours to the public. Collection is made after charges were given by charging station to the patient.

Office or Division:	Mexico Community Hospital Cashier Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizen/Patient
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Charge Slips (1 Original) 2. Bill/Statement of Account (1 Original) 3. Senior Citizen ID or any valid (1 Original) government ID(birthday is indicated) for claiming discounts 4. PWD ID (1 Original) 5. Government ID (address is indicated) for Mexico Resident Discount (1 Original) One (1) one of the Following: <ul style="list-style-type: none"> Philippine Passport 	1.Station where the charge slip is being made 2.Billing Unit 3.Mexico OSCA or any OSCA offices within the Philippines, and Government Agencies issuing Government ID 4. Person's with Disability Affairs Office (PDAO) 5.Any Government office that issue ID with address



<ul style="list-style-type: none"> • Driver's License • SSS/GSIS/Pagibig/Philhealth UMID Card • TIN ID • Postal ID • Voter's ID • PRC ID • Senior Citizen ID • OFW ID • Company ID 		<ul style="list-style-type: none"> • Department of Foreign Affairs • LTO • SSS/GSIS/Pagibig/Philhealth Offices • BIR • Post Office • COMELEC • PRC • Municipality where the patient resides • DOLE • Company where the owner of the ID is employed 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents such as charges slip, filled prescription, request forms and statement of account	1. Review Documents as to completeness and availability of the ID. Tell the client to pay for the specified amount in the SOA or charge slips	None	3 Minute	Cashier Staff on duty Cashier Section
2. Pay the amount stated in the SOA or Charge Slips	2. Received the amount stated in the SOA or charge slip. For clients with charge slip, Official Receipts only while official receipts and discharge clearance for clients with SOA	Amount stated in the bill inclusive of discounts if any Price list as per Municipal Ordinance no. 014-2016	5 Minutes	Cashier Staff on duty Cashier Section
TOTAL:		Amount stated in the bill inclusive of discounts if any Price list as per Municipal	8 Minutes	



**Ordinance
no. 014-2016**

26. Radiology Unit

A specially equipped unit that uses imaging technology to diagnose and treat disease.

Office or Division:	Radiology Department			
Classification:	Simple			
Type of Transaction:	G2C: Government to Citizen			
Who may avail:	Citizen/ Out-Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's Request (1 Original)		1. ER , Ward , HD ,Private doctors (Clinic of Attending Physician)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the request forms , documents and other requirements	1. Receive the required documents and check for completeness and validation	None	5 Minutes	<i>Radiologic Technician / Secretary on Duty Radiology Unit</i>
2.Fill out applicable forms	2. Start the processing and Issue the document/s requested. give charge slip to the patient or relative , instruct the patient / S.O to proceed to the cashier	none	5 Minutes	<i>Radiologic Technician / Secretary on Duty Radiology Unit</i>
3.Pay applicable fees for out patient	3. Receive payment and issue Official Receipt	Price list as per Municipal Ordinance no. 014-2016 section 282.4 for radiology and 282.5 for ultrasound, series of 2019	5 minutes	<i>Cashier on duty Cashier's Office</i>



4. Present Official Receipt	4. Instruct Patient to proceed to Xray/ Ultrasound Area	none	1 minute	<i>Radiologic Technician / Secretary on Duty Radiology Unit</i>
5. Cooperate in the Procedure	5. Perform applicable Procedure	none	15 minutes	<i>Radtech/ Radiologist on duty Radiology Unit</i>
6. Claim results	6. Release official Result	none	3 minutes	<i>Secretary on Duty Radiology Unit</i>
TOTAL:		Price list as per Municipal Ordinance no. 014-2016 section 282.4 for radiology and 282.5 for ultrasound, series of 2019	34 minutes	

27. Release of Dead Body/ Cadaver

A process of which documents are prepared before the release of the cadaver/ dead body.

Office or Division:	Nursing Service-General Ward Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Deceased Patient's Relatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing statement 2. Discharge Slip (1 Original) 3. Government Issued Identification Card (Authorized Relative) (1 Original) 4. Authorization for Release (1 Original) 5. Cadaver Form (1 Original)		1. Billing Department 2. Nurse station or ward Unit 3. Any Government Agencies that issue Primary Identification Cards 4. Family of the Deceased Patient 5. Billing Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present completely filled-out	1. Receive and Check requirement and availability	None	10 Minutes	<i>Nurse on Duty Nurse Station</i>



authorization n for release of body form. Accomplish Release of Cadaver form.	of Funeral service			
2. Identify body of deceased patient	2. Assist in the identification of the body of deceased patient	None	10 minutes	<i>Nurse on Duty / Nursing Assistant Nurse Station</i>
3. Claim body of deceased patient.	3. Sign the requirement and write time and date in the Cadaver release form before releasing the body of deceased patient. Require funeral service agent to sign requirement and leave contact number	None	5 Minutes	<i>Nurse on Duty / Nursing Assistant Nurse Station Security Guard Lobby</i>
TOTAL:		None	25 minutes	

28. Social Services Assistance

These are services that give aide especially to the financially incapable of the society.

Office or Division:	Social Services
Classification:	Complex
Type of Transaction:	G2C: Government to Citizen
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Indigency (1 Original) 2. Any of the following: 2.1 Birth Certificate and/or (1 Photocopy) 2.2 Marriage contract (1 Photocopy) 2.3 Baptismal Certificate (1 Photocopy) 2.4 Two (2) valid ID's (1 Original) *may vary depends upon Philhealth requirement 3. As per needs of the Social Worker, depends on the assistance to be given 3.1 Case Study (1 Original) 3.2 Updated Clinical Abstract or Medical Certificate (original or certified true copy) 3.3 Valid ID (1 Photocopy)	1. Barangay where the patient is living 2.1 PSA or Municipal Civil Registrar 2.2 PSA or Municipal Civil Registrar 2.3 Church where the patient is baptized 2.4 Any Government Agency/ company Issuing Valid ID 3.1 DSWD 3.2 Hospital where the patient is admitted 3.3 Patient



3.4 Doctor's Request with costing - from Gov't Doctor and Facility (original & Photocopy) 3.5 Intake Sheet (1 Original) 3.6 Certificate of No Property (1 Original) 3.7 Municipal Guarantee Letter (1 Original)		3.4 Requesting Doctor or Hospital 3.5 Social Worker 3.6 Municipal Assessor's Office 3.7 Social Worker		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documents and other requirements	1. Receive the required documents and check for completeness and validation, make interviews and assessment based on documents submitted	None	10 Minutes	<i>Social Service Personnel On duty Social Service Office</i>
2. Wait for the processing of his/her request	2. Social Services enroll the patient for whatever category he/she is assessed. Inform the client to return after 2 days for the processing of his/her guarantee letter	None	2 days	<i>Social Service Personnel On duty Social Service Office</i>
3. Receive the Financial Assistance or Guarantee Letter.	3. Releasing of Registration Slip and SPA	None	3 days	<i>Social Service Personnel On duty Social Service Office</i>
	3.1 Releasing of Acceptance and Endorsement Letters	None	3 minutes	
	3.2 Releasing of Classification referral slip for Financial Assistance GL	None	10 minutes	
	3.3 Processing of Guarantee Letters (from other Gov't Agencies) for Approval	None	3 minutes	
	3.4 Processing of Municipal Guarantee Letter	None		
TOTAL:		None	5 Days, 26 Minutes	



Municipal Health Office Mexico Community Hospital Internal Services



1. Monitoring of Attendance Profile

Monitors the attendance reliability of the nursing personnel in all Nursing Service Units of the hospital as one of the tools in ensuring adequate staffing coverage in all areas of the hospital

Office or Division:	Division of Nursing Service Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Nursing Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit Staff Schedule (1 Original)		1. Chief Nurse or Nurse Supervisors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the Unit Staff Schedule to the Chief Nurse, and report absences of staff.	1. Monitor attendance reliability of nursing staff in the clinical units.	None	8 Hours	Chief Nurse / Nurse Supervisors/ OIC Supervisors Nurse Station
	1.1 Identify staffing concerns.	None	10 minutes	
	1.2 Institute appropriate measures to address the concern.	None	20 minutes	
	1.3 Collaborate issues and concerns related to attendance and punctuality reliability of the staff with the area chief nurse.	None	8 hours	
TOTAL:		None	2 Days, 30 Minutes	



2. Managing report of Adverse Events

Any reported adverse event is managed accordingly.

Office or Division:	Division of Nursing Service Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All Nursing Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Adverse Event Report, Narrative Report (1 Original)		1. Chief Nurse Nurse Supervisors, OIC Supervisors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report adverse/sentinel event..	1. Respond accordingly, to the reported event and validate details of adverse/sentinel event report.	None	30 Minutes	Chief Nurse / Nurse Supervisors/ OIC Supervisors Nurse Station
	1.1 Identify appropriate measures to address the adverse event.	None	1 Hour	
	1.2 Ensure safety of the patient.	None	30 minutes	
	1.3 Ensure that appropriate care is given to the patient.	None	30 Minutes	
	1.4 Ensure that proper referral is addressed to the attending physician of the patient affected by the adverse event	None	2 Hours	
	1.5 Collaborate with appropriate unit or department.	None	2 Hours	
	1.6 Facilitate documentation in accordance with hospital policy to attendance and punctuality reliability of the staff with the area chief nurse.	None	20 Minutes	
TOTAL:		None	6 Hours, 50 Minutes	



3. Issuance of Certificate/ Recommendation Letter

Certificates / Recommendation Letter requested by Nursing Personnel previously and currently employed.

Office or Division:	Division of Nursing Service Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	MCH and previous MCH Nursing Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original)		1. Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of issuance of certificate / recommendation	1. Receive the letter of Issuance of certificate / recommendation	None	5 minutes	Chief Nurse Nurse Station
	1.1 Check the client request to the Nursing Personnel Records	None	5 minutes	
	1.2 Prepare the certification duly signed by the Chief Nurse and Chief of Hospital.	None	5 minutes	Chief Nurse Nurse Station
2. Sign at the logbook for certificates and claim the Certification	2. Release the Certification.	None	5 Minutes	Chief Nurse Nurse Station
TOTAL:		None	20 Minutes	

4. Schedule of Doctors, Nurses and Other Employees

Checking of schedule of doctors, nurses and other employees

Office or Division:	Administrative Officer's Office
Classification:	Simple



Type of Transaction:		G2G- Government to Government		
Who may avail:		Employees of MCH; All Department/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of Employees approved by unit heads		1. Respective Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved schedule of Doctors, Nurses and other employees from different Units by their respective heads 3 days before every cut-off period.	1. Receive the schedule of doctors.	None	3 Minutes	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
	1.1. Check and approved the submitted schedule as to the number of hours to be rendered for balance staffing	None	1 day	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
	1.2. Submit the approved schedule to the office of COH for final review.	None	1 day	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
TOTAL:		None	2 Days, 3 Minutes	

5. Reproduction and Issuance of Hospital's Official Forms and Documents

Catering and providing copy/ies of official or certified forms and documents requested by patients or associates.

Office or Division:	Administrative Officer's Office		
Classification:	Simple		
Type of Transaction:	G2G- Government to Government		
Who may avail:	Employees of MCH; All Department/Wards/Unit for Forms		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



1. Request for Forms for Hospital Official Forms		1. AO office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-out request for forms of Job Request Form to be acquired at the AO office	1. Receive accomplished form	None	2 Minutes	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
2.Submit the accomplished form to the AO office	2. Reproduce forms according to the number of copies requested.	None	1 day	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
3.Recieve the reproduced forms from the AO office	3. Issue the forms to the end-user	None	3 minutes	<i>Administrative Aide I / AO staff on Duty</i> Administrative Officer's Office
TOTAL:		None	1 Day, 5 Minutes	

6. Processing of Request to Pull-Out Item/s

Facilitate the request to pull-out items

Office or Division:	Maintenance Unit			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Requesting Units/Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Pull-out Form – 1 original with the required attachments to serve its purpose		1. Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplished Pull-out Form with the required	1. Receive accomplished pull-out form 1.1. Check and verify item/s	None	10 Minutes	<i>Administrative staff-</i> Maintenance Unit <i>Administrative</i>



attachments	for pull-out	None	30 Minutes	<i>Staff/Section Head - Maintenance Unit</i>
	1.2. Receive, record and forward pull-out form for validation and initial of the Section Head	None		<i>AO office staff – Administrative Officer’s Office</i>
	1.3. Receive, record pull-out form and forward for approval of the AO	None	15 minutes	<i>Administrative staff- Maintenance Unit</i>
2. Receive approved pull-out form	2. Submit approved pull-out form	None	30 minutes	<i>Maintenance Head - Maintenance Unit</i>
	2.1 Pull-out the item/s as coordinated with AO/Chief Accountant	None	1 hour	
TOTAL:		None	2 Hours, 40 Minutes	



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

External Services



1. Recruitment, Selection and Placement (RSP)

The Recruitment, Selection and Placement policy is linked to the PRIME-HRM systems, sets the approach to RSP of personnel and the fulfillment of the Agency's commitment to equality, diversity, fairness, and transparency. Qualified candidates are sourced using the RSP procedures and instrument that promote equal employment opportunity for all, regardless of sex, sexual orientation, age, religion, ethnic background, disability and others.

Office or Division:	Human Resource Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Government Employee / Official, Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Data Sheet (PDS) (1 Original) 2. Resume (1 original) 3. Authenticated Eligibility (1 authenticated copy) 4. Certificate of Employment, and Certificate of Seminars / Trainings (1 photocopy) 5. Diploma and Transcript of Records (1 photocopy)		1. Human Resource Management Office 2. Applicant 3. Issuing Agency (PRC, CSC, Supreme Court, LTO, TESDA) 4. Previous Employer/s, Sponsoring Agency for seminars & trainings 5. School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the properly filled up PDS, Resume and other required document/s to the HRMO.	1. Received the properly filled up PDS, Resume and other required document/s from the client for initial assessment and review.	None	5 Minutes	<i>Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office</i>
2. Return to the HRMO for the schedule of interview, exam and HRMPSB Screening.	2. Advice and the applicants for the schedule of interview, exam and	None	3 Hours	<i>Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal</i>



	HRMPSB Screening (for employment status other than Job Order). Conduct the RSP process on the scheduled date. For Job Order Status forward the application to the Appointing Authority for the approval.			Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office
3. Wait for the advice of the HR Personnel for the signing of Appointment Papers / Job Order Contract.	3. Prepare the Appointment Papers, Reports on Appointment Issued, Position Description Form, Oath of Office, Assumption to Duty, and Plantilla of Casual Appointment or Job Order Contract.	None	4 Days	Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office
4. Bring the Appointment Paper to the Department Head, HRMPSB Board, Municipal HRMO and Appointing Authority for signature and verification.	4. Review and Signed the Appointment Papers and submit it to the CSC with complete attachments.	None	3 Days	Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO



				(MGADH-HRMO) - Human Resource Management Office
TOTAL:		None	7 Days, 3 Hours, 5 Minutes	

2. Issuance of Certificate of Employment, Service Records and Certifications

The Certificate of Employment and Service Records are being issued to employees needing this document; it states the employment history of the employee. Certifications are being issued to affirm the validity of information.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Previous employee, Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original) 2. Government Issued Identification Card (1 Principal ID) 3. For Representative; Authorization Letter, Government Issued Identification Card of the person being represented (1 original & 1 photocopy) and Identification Card of the Representative (1 Principal ID)		1. Human Resource Management Office (HRMO) 2. Any Government Agencies that issue Primary Identification Cards 3. Person being represented, Any Government and Private Agencies that issue Primary Identification Cards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the HR Office.	1. Give the Log Book to the client.	None	1 Minute	Administrative Assistant V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office
2. Fill out the Request Form and present the Identification Card for initial assessment and	2. Receive the required documents and check for	None	5 Minutes	Administrative Assistant V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) -



verification.	completeness.			Human Resource Management Office
3. Wait to HRMO for the processing and release of Certificate of Employment / Service Records /Certification.	3. Start the processing and Issue the document/s requested.	None	10 Minutes	Administrative Assistant V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office
TOTAL:		None	16 Minutes	

3. Signing of Employers Part or Agency Authorized Officer for Loan Application, Philhealth, GSIS, Pag-Ibig, BIR, SSS Forms.

The Signing of Employers Part or Agency Authorized Officer for Loan Application, Philhealth, GSIS, Pag-Ibig, BIR, SSS Forms allow the employee to file a loan and avail the benefits or services by the partner agency.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Business Entity			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Required Form (1 original) 2. Government Issued Identification Card (Principal) (1 original & 1 photocopy) 3. For Representative; Authorization Letter, Government Issued Identification Card of the person being represented (1 original & 1 photocopy) and Identification Card of the Representative (1 Principal ID) 4. For Loan Application – 1 original copy of payroll		1. Human Resource Management Office (HRMO) 2. Any Government Agencies that issue Primary Identification Cards 3. Person being represented, Any Government and Private Agencies that issue Primary Identification Cards 4. Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the HR	1. Give the Log Book to	None	1 Minute	Administrative Assistant I Or Municipal Government



Office.	the client.			<i>Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
2. Submit the properly filled up Required Form and present the required documents for initial assessment and verification.	2. Receive the required documents, review the information and check for completeness.	None	3 Minutes	<i>Administrative Assistant I Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
3. Wait to HRMO for the processing, signing and release of you Form.	3. Start the processing and release the Form signed by the Agency Authorized Officer.	None	3 Minutes	<i>Administrative Assistant I Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
TOTAL:		None	7 Minutes	



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

Internal Services



1. Processing of Appointment Papers

The Processing of Appointment Papers is for employee appointed for original appointment, promotion, reappointment and re-employment under the permanent status, coterminous, casual, contractual, and temporary status. The appointment paper of an employee is submitted to Civil Service Commission for the validation, notation and attestation.

Office or Division:	Human Resource Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Data Sheet (PDS) (3 Original Copies) 2. Authenticated Eligibility (2 authenticated copies) 3. Certificate of Employment, and Certificate of Seminars / Trainings (1 photocopy) 4. PSA Birth Certificate (1 original) 5. PSA Marriage Contract (if applicable) (1 photocopy)		1. Human Resource Management Office (HRMO) 2. Issuing Agency (PRC, CSC, Supreme Court, LTO, TESDA) 3. Previous Employer/s, Sponsoring Agency for seminars & trainings 4. PSA 5. PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the properly filled up PDS and other required document/s to the HRMO.	1. Received the properly filled up PDS and other required document/s from the client for initial assessment and review.	None	5 Minutes	Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head – HRMO (MGADH-HRMO) - Human Resource Management Office
2. Wait for the advice of the HR Personnel for the signing of appointment Papers.	2. Prepare the Appointment Paper, Reports on Appointment Issued,	None	5 Days	Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government



	Position Description Form, Oath of Office, Assumption to Duty, and Plantilla of Casual Appointment (if applicable)			Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office
3. Bring the Appointment Paper to the Department Head, HRMPSB Board, Municipal HRMO and Appointing Authority for signature and verification.	3. Review and Signed the Appointment Papers and submit it to the CSC with complete attachments.	None	3 Days	Administrative Assistant V, Administrative Officers IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office
TOTAL:		None	8 Days, 5 Minutes	

2. Processing of Job Order Contract

The Job Order Contract is being issued to newly hired employee/s under job order status, indicating their job description, salary, office assignment, fund source, and validity period.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal Data Sheet (PDS) and or Resume (1 Original Copy)	1. Human Resource Management Office (HRMO)
2. Authenticated Eligibility (1 photo copy)	2. Issuing Agency (PRC, CSC, Supreme Court, LTO, TESDA)
3. Certificate of Employment, and	3. Previous Employer/s, Sponsoring Agency for seminars &



Certificate of Seminars / Trainings (1 photocopy) 4. 2x2 picture (1 copy)		trainings 4. Photo Studio		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the HR Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Assistant I, Administrative Aide III Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
2. Submit the PDS and or Resume signed by Mayor or Vice Mayor to the HRMO and fill out the Employee Information Sheet.	2. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Assistant I, Administrative Aide III Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
3. Wait to HRMO for the processing of Job Order Contract and affix the signature on employee's part.	3. Start the processing of Job Order Contract, after printing affix the signatures and forward it to Mayors Office or SB Office for the approval.	None	40 Minutes	<i>Administrative Assistant I, Administrative Aide III Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
TOTAL:		None	46 Minutes	

3. Processing of Biometric / Daily Time Records

The Biometric Report and Daily Time Records are the records of actual hours of duties rendered by an employee/s. The reports were generated the first working day after the 15th & 30th of the month.

Office or Division:	Human Resource Management Office
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Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record (1 original, 1 photocopy) 2. For Official Business: 2.1 Travel Order, Pass Slip (1 original) 2.2 Certificate of Appearance (1 original) 3. For Vacation Leave: 3.1 Leave Form (2 originals) 4. For Sick Leave: 4.1 Leave Form (2 originals) 4.2 Medical Certificate (1 original)		1. Human Resource Management Office (HRMO) 2.1 Assigned Office 2.2 Reporting Office 3.1 Human Resource Management Office (HRMO) 4.1 Human Resource Management Office (HRMO) 4.2 Clinic or Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the HRMO.	1. Received the required documents from the client.	None	3 Minutes	<i>Administrative Assistant II Or Administrative Aide III - Human Resource Management Office</i>
	1.1 Generate the Report from the Biometrics, compute the actual services rendered and submit to Accounting Department for Payroll purposes (Job Order).	None	2 Days	<i>Administrative Assistant II Or Administrative Aide III - Human Resource Management Office</i>
	1.2 Employment Status aside from Job Order will be computed and reported monthly. Records will be filed at the HRMO.			<i>Administrative Assistant II Or Administrative Aide III - Human Resource Management Office</i>
TOTAL:		None	2 Days, 3 Minutes	



4. Processing of Statement of Assets, Liabilities and Net Worth (SALN)

The Statement of Assets, Liabilities and Net Worth (SALN) is a document indicating the list of total assets and liabilities, and the net worth of an employee / official. These documents are filed at the Office of the Ombudsman by the Human Resource Management Officer.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly Filled up SALN (3 Originals)		1. Human Resource Management Office (HRMO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the HR Office.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Assistant I, Or Municipal Government Department Head 1 – HRMO (MGDH1-HRMO) - Human Resource Management Office</i>
2. Submit the properly filled up SALN to HRMO.	2. Receive the required documents and check for completeness . 2.2. Start the processing of SALN by scanning each pages, prepare the transmittal	None	15 Minutes	<i>Administrative Assistant I, Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) -</i>



	and certification and forward it to the Office of the Ombudsman once complete			Human Resource Management Office
TOTAL:		None	16 Minutes	

5. Processing of Terminal Leave Pay

The Terminal Leave Pay refers to the cash value of an employee's accumulated leave credits. It refers to the commutation of leave credits intended for old age or separation from the service (Borromeo vs. CSC, 199 SCRA 911). It is given to government employee's once they leave the government due to either resignation, retirement, or death.

Office or Division:	Human Resource Management Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Employee / Official
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Court Clearance (1 original 1photocopy)	1. Municipal Trial Court
2. Affidavit (R.A. 3019) (1 original 1photocopy)	2. Law Office
3. First Appointment Paper (2 photocopies)	3. Human Resource Management Office
4. Service Records (2 Originals)	4. Human Resource Management Office
5. Photocoy of Leave Record (2 photocopies)	5. Human Resource Management Office
6. Certification of Leave (2 photocopies)	6. Human Resource Management Office
7. Certification for No Pending Administrative Cases (2 originals)	7. Mayor's Office
8. Certification for Money / Property Accountability (1 original 1 photocopy)	8. Municipal Treasurer's Office
9. Statement of Assets, Liabilities and Net Worth (SALN) (2 photocopies)	9. Human Resource Management Office



10. Clearance Form (2 Originals) 11. Acknowledgement Receipt for Equipment (2 photocopies) 12. Leave Application (2 Originals) 13. Resignation Letter (if resigned) (1 original & 1 photocopy) 14. Letter of Acceptance (for resigned) (2 originals)		10. Human Resource Management Office 11. Accounting Office 12. Human Resource Management Office 13. Employee Him/Herself 14. Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the HRMO for the intent to avail the Terminal Leave Pay.	1. Give the employee / official the list of requirements in processing the Terminal Leave Benefits.	None	5 Minutes	<i>Administrative Assistant I or II, Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office</i>
2. Submit the required documents for initial assessment and review.	2. Receive the required documents and check for completeness.	None	15 Minutes	<i>Administrative Assistant I or II, Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office</i>
3. Return to HRMO after the advice and sign the complete set of Terminal Leave Pay.	3. Prepare and release the complete set of Terminal Leave Pay for completion of signatures.	None	4 days	<i>Administrative Assistant I or II, Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO), Municipal Government Assistant Department Head - HRMO (MGADH-HRMO) - Human Resource Management Office</i>
TOTAL:		None	4 Days, 20 Minutes	



6. Submission of Department or Individual Performance Commitment Review

The Department and Individual Performance Commitment Review are the list and ratings of actual target and actual accomplishment of the department and individual employee respectively. The DPCR & IPCR have the list of Major Final Outputs, Success Indicators, Actual Accomplishments, Rating for Quality, Efficiency and Timeliness, and the Average.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Department Performance Commitment Review (DPCR) (3 original copies) 2. Individual Performance Commitment Review (IPCR) (3 original copies)		1. Respective Offices 2. Respective Offices and Employee/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the HR Office.	1. Give the Log Book to the client.	None	1 Minute	Administrative Officer IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office
2. Submit the properly filled up DPCR and IPCR to the Human Resource Management Office.	2. Receive the required documents and check for completeness. Subject for review and calibration of the HRMO and PMT.	None	20 Minutes	Administrative Officer IV & V Or Municipal Government Department Head 1 - HRMO (MGDH1-HRMO) - Human Resource Management Office
TOTAL:		None	21 Minutes	



MUNICIPAL SOCIAL WELFARE and DEVELOPMENT External Services



1. AICS (Assistance in Crisis Situation)

It is a protective service for the poor, marginalized and vulnerable/disadvantage individuals. It provide range of services such as immediate rescue and provision of direct financial, assistance, psychosocial support, and material assistance including medical transportation, financial, burial, and other services.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical / Financial Assistances 1. Medical Certificate / Medical Abstract. (1 Original Copy) 2. Treatment Protocol / Procedure. (1 Original Copy) 3. Prescription of Medicine / Costing. (1 Photocopy) 4. Final Bill & Promissory Note (Hospital). (1 Original Copy) 5. Request Procedure / Costing. (1 Original Copy) 6. Philhealth Certification. (1 Original Copy) 7. Barangay Indigency of the claimant and beneficiary (1 Original Copy) 8. Valid ID of the claimant and beneficiary (1 Photocopy) Burial Assistances 9. Contract from Funeral Service (1photocopy) 10. Death Certificate (1photocopy) 11. Barangay Indigency (1 original copy) 12. 1 Valid ID (1 photocopy)		Medical / Financial Assistances 1. Private/Government Clinics and Hospitals 2. Private/Government Clinics and Hospitals 3. Private/Government Clinics and Hospitals 4. Private/Government Clinics and Hospitals 5. Private/Government Clinics and Hospitals 6. Private/Government Clinics and Hospitals 7. Barangay Hall where the claimant and beneficiary resides 8. Any Government Agencies that issue Primary Identification Cards Burial Assistances 9. Funeral Service 10. Funeral Service, Hospital, Civil Registry 11. Barangay 12. Any Government Agencies that issue Primary Identification Cards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Documents and requirements by the client for appropriate	1. Checking and reviewing the documents.	None	5 Minute	Administrative Aide Staff, Social Welfare Officer II,



charitable agency.				<i>Social Welfare Assistant – Municipal Social Welfare and Development Office</i>
2. Preparation for the interview.	2. Interview the client for personal information and initial assessment.	None	20 Minutes	<i>Administrative Aide Staff, Social Welfare Officer II, Social Welfare Assistant – Municipal Social Welfare and Development Office</i>
3. Wait for the processing and preparation of the Social Case Study Report.	3. Preparation of Social Case Study Report / General Intake Sheet (Assessment)	None	20 Minutes	<i>Administrative Aide Staff, Social Welfare Officer II, Social Welfare Assistant – Municipal Social Welfare and Development Office</i>
4. Wait for the processing, signing, and release of Social Case Study Report/General Intake Sheet	4. Releasing of Social Case Study	None	5 minutes	<i>Administrative Aide Staff, Social Welfare Officer II, Social Welfare Assistant – Municipal Social Welfare and Development Office</i>
TOTAL:		None	50 Minutes	

2. Certification for Minors (For Work and OJT Placement)

To avail Police Clearance and Permit to work (Minors' below 18 years old)
For Job Placement and other legal activities of the involving minor.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (Minor) (1 original copy) 2. Letter of parental consent (1 original copy)		1. Barangay Hall/Barangay Personnel. 2. Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of documents and requirements including the parent consent of the minor.	1. Receive the required documents and check for completeness.	None	5 Minute	<i>Administrative Aide Staff Social Workers– Municipal Social Welfare and Development Office</i>
2. The Minor with his/her guardian will wait for the processing, signing, and releasing of Certificate.	2. Preparation of the appropriate document / Certificate and Release the Certificate.	None	15 Minutes	<i>Administrative Aide Staff Social Workers– Municipal Social Welfare and Development Office</i>
TOTAL:		None	20 Minutes	

3. Issuance of Senior Citizen ID (New Application/Renewal/ Lost)

The Senior Citizen Identification Card is being issued to Filipino citizen with at least 60 years of age and a resident of the Philippines for at least 6 months. Filipino with Senior Citizen Identification Card can avail benefits and privileges such as 20% Discount and VAT exemption, Medical related privileges, Domestic transportation privileges, recreation centers, admission fees and others.

Office or Division:	Municipal Social Welfare and Development Office – Office of the Senior Citizens Affairs (OSCA)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Any Valid Local ID (SSS, GSIS, Passport, COMELEC, Company ID) (1 photocopy) 2. Certification from Barangay		1. Any Government Agencies or Private Companies that issue Primary Identification Cards 2. Barangay	



(1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of documents and requirements including complete data, SC First Name, Middle Name, Last Name, with BOD and Barangay	1. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide Staff – Office of the Senior Citizens Affairs</i>
2. OSCA Staff must provide Purchase Slip and Purchase Booklet along with his/her SC ID.	2. Preparation of the appropriate document / certificate.	None	10 Minutes	<i>Administrative Aide Staff – Office of the Senior Citizens Affairs</i>
3. Wait for the processing, signing, and release of SC ID.	3. Release the Senior Citizen ID.	None	5 Minutes	<i>Administrative Aide Staff – Office of the Senior Citizens Affairs</i>
TOTAL:		None	20 Minutes	

4. Issuance of ID for Senior Citizen, Solo Parent, PWD's

Granting the benefits and privileges of senior citizen, solo parent and PWDs through releasing of appropriate IDs, purchase slip and purchase booklet

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Solo Parent ID: 1. Barangay Certification (1 Original Copy) 2. Birth Certificate of Minor (1 Photocopy) 3. Marriage contract(Married) or Birth Certificate of Parent (If not married) (1 Photocopy) For Senior Citizen ID: 4. Birth Certificate of the client or valid ID (1 Photocopy) 5. 1x1 picture of the client (1 copy) For PWD ID: 6. Medical Certificate (1 Original Copy) 7. Barangay Indigency whole body and 2x2 (1 Original Copy) 8. Picture (1 Original Copy)		1. Barangay Hall 2. Philippine Statistic Authority 3. Philippine Statistic Authority 4. Philippine Statistic Office 5. Photo Studio 6. Hospital / Medical Clinic 7. Barangay 8. Photo Studio		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of documents and requirements.	1. Receive the required documents and check for completeness.	None	5 Minutes	<i>Solo Parent Focal</i> Municipal Social Welfare and Development Office <i>Senior Citizen Focal</i> Office of the Senior Citizen (PDAO) PWD Office
2. Wait for the processing of request.	2. Preparation of the appropriate document / Identification card.	None	15 Minutes	<i>Solo Parent Focal</i> Municipal Social Welfare and Development Office <i>Senior Citizen Focal</i> Office of the Senior Citizen



				(PDAO) PWD Office
3. Wait for the releasing of requested Identification Card.	3. Release the Identification Card.	None	5 Minutes	Solo Parent Focal Municipal Social Welfare and Development Office Senior Citizen Focal Office of the Senior Citizen (PDAO) PWD Office
TOTAL:		None	25 Minutes	

5. Issuance of Social Case Study Report and Certificate of Indigency (Legal Assistance-PAO/IBP and Petition for Birth Certificate)

The Municipal Social Welfare and Development Office issued a Social Case Study Report/Certificate of Indigency to avail free of charge, indigent and other person who is qualified for legal assistance in all civil, criminal, labor, administrative and other quasi-judicial cases. Moreover, issuance of Social Case Study Report/Certificate of Indigency to avail free charge of having direct and personal interest in the correction of clerical or typographical error in his/her birth certificate.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Indigency (1 original copy) 2. Certificate of No Property (1 original copy) 3. Certificate of No Business (1 original copy)		1. Barangay Hall/Barangay Personnel 2. Local Assessors Office 3. Local Treasurers Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of documents and requirements	1. Receive the required documents and	None	10 Minute	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II –



	check for completeness.			Municipal Social Welfare and Development Office
2. Preparation for initial interview	2. Interview the client for personal information and initial assessment. Scheduling of Home Visitation	None	30 Minutes	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>
3. The client will wait for the scheduled home visitation	3. The worker will conduct collateral interview and home visitation	None	1 Day	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>
4. The Client will wait for the Social Case Study Report and received the documents upon releasing.	4. Preparation of Social Case Study Report and inform the client for the schedule of releasing once done.	None	2 Day/s	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>
TOTAL:		None	3 Days, 40 Minutes	

6. Issuance of Travel Clearance To Minors

Travel clearance is a permit issued by the Department of Social Welfare and Development for a minor who is below 18 years old, who wants to travel abroad alone without any of his or her parent, or guardian. All minors must secure this travel permit before their travel overseas.

Office or Division:	Municipal Social Welfare and Development Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



<ol style="list-style-type: none"> 1. Accomplished Application Form. (1 original copy) 2. Birth Certificate of minor/s authenticated by PSA. (1 Photocopy) 3. Marriage Contract of minor's parents from PSA. (1 Photocopy) 4. Certificate of Guardian legal ship from Court in case of Solo parent, Identification Card. (1 original copy) 5. CENOMAR from PSA of minor's mother if minor is born on Non-Marital Status. (1 Photocopy) 6. Special Power of Attorney and Affidavit of Support and Consent from minor's parents from the Philippine Embassy for parent working abroad for minor's without passport of Parental Consent from the minor's with passport authorizing a particular person to accompany said minor's or unaccompanied with attached photocopy of passport and working visa of minor's parents who are working abroad or any valid IDs (driver license or voter's ID or UMID IS, SSS etc.) of minor's parents with signature (for parents who worked locally-Notarized on the Place of residence). (1 original copy) 7. Affidavit of Support and Certified Copy of any evidence to show financial capability of sponsor parents legal guardian or any other person/agency shouldering the expenses such as: <ol style="list-style-type: none"> a. Certificate of Employment b. Later Income Tax Return/Business Permit c. Bank Statement (1 original copy) 8. Waiver of liability from the parents from minor's travelling alone/unaccompanied (not allowed to travel below 13 yrs. old) (1 original copy) 	<ol style="list-style-type: none"> 1. Local Social Welfare and Development Office 2. Philippine Statistic Authority 3. Philippine Statistic Authority 4. Legal Office 5. Philippine Statistic Authority 6. Legal Office, Any Government Agencies that issue Primary Identification Cards 7. Legal Office, Bureau of Internal Revenue 8. Legal Office
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9. Passport of travelling companion if appropriate (1 Photocopy) 10. Colored passport size photos (white, red or blue background) of the minor taken for the last six (6) months from time of application (no scanned picture is allowed) (Two (2) pcs Original)		9. Department of Foreign Affairs 10. Photo Studio		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Documents and Requirements.	1. Checking the documents of the minor.	None	15 minutes	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office
2. Accomplishment of form.	2. Explaining the accomplish form (Application form from MSWD - LSWD).	None	10 minutes	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office
3. Preparation for interviews.	3. Interview the client for initial Information and background	None	20 minutes	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office
4. The Client will standby for the Social Case Study Report and Certification.	4. Preparation of Social Case Study Report and Certification Assessment	None	30 minutes	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office



5. The Client will sign to MSWD logbook as He / She received the GIS and assessment.	5. Releasing of Social Case Study Report and Application Form	None	5 minutes	Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office
TOTAL:		None	1 Hour & 15 Minutes	

7. Processing of Financial Assistance

The Financial Assistance for senior citizens is a type of monetary help or aid that senior citizen receives. It is a protective service for the poor, frail and sickly elderly. It provides a range of services such financial, burial, medical and other services.

Office or Division:	Office of the Senior Citizens Affairs counterpart Municipal Social Welfare and Development Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Medical / Financial Assistances			
1. Medical Certificate / Medical Abstract. (1 Original Copy)		1. Private/Government Clinics and Hospitals	
2. Prescription of Medicine / Costing. (1 Photocopy)		2. Private/Government Clinics and Hospitals	
3. Final Bill & Promissory Note (1 Original Copy)		3. Private/Government Clinics and Hospitals	
4. Barangay Indigency of the claimant and beneficiary (1 Original Copy)		4. Barangay	
5. Valid ID of the claimant and beneficiary (1 Photocopy)		5. Any Government Agencies that issue Primary Identification Cards	
Burial Assistances			
6. Contract from Funeral Service. (1 Photocopy)		6. Funeral Service	
7. Death Certificate. (1 Photocopy)			



8. Barangay Indigency. (1 Original Copy) 9. Valid ID of the claimant (1 Photocopy)		7. Hospital, Civil Registry or Funeral Service 8. Barangay Hall where the claimant and the beneficiary resides 9. Any Government Agencies that issue Primary Identification Cards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Documents and requirements by the client	1. Checking and reviewing the documents.	None	5 Minute	Admin Aide Staff Social Welfare Assistant Social Welfare Officer II- Municipal Social Welfare and Development Office
2. Preparation for the interview.	2. Interview the client for personal information and initial assessment.	None	20 Minutes	Admin Aide Staff Social Welfare Assistant Social Welfare Officer II- Municipal Social Welfare and Development Office
3. Wait for the preparation, processing, signing, and releasing of Social Case Study Report/General Intake Sheet	3. Preparation of Social Case Study Report / General Intake Sheet (Assessment) Release the Social Case Study or General Intake Sheet	None	20 Minutes	Admin Aide Staff Social Welfare Assistant Social Welfare Officer II- Municipal Social Welfare and Development Office
TOTAL:		None	45 Minutes	



8. Processing of Philhealth Member Registration Form (PMRF)

The **PhilHealth** Member Registration Form (**PMRF**) is what we use to apply for membership or to register with **PhilHealth**. It is also the same form we use to update our member data for changes in our civil status, employer, membership category, list of dependents, and others.

Office or Division:	Office of the Senior Citizens Affairs counterpart Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished PhilHealth Member Registration Form (PMRF) Form. (1 original copy) 2. Senior Citizen ID. (1 photocopy)		1. Office of the Senior Citizens Affairs / Philhealth 2. Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of required documents.	1. Checking Senior Citizen documents.	None	10 minutes	<i>Jeseth Trinidad Lovely L. Franco Admin Aide I – Office of the Senior Citizens Affairs</i>
2. Preparation for interviews.	2. Conduct an interview and processing of Application for PMRF.	None	20 minutes	<i>Jeseth Trinidad Lovely L. Franco Admin Aide I – Office of the Senior Citizens Affairs</i>
TOTAL:		None	30 Minutes	

9. Processing of Risks & Safety Assessment Report

If the client was found to be at risks in the community and in the family, the CPU social worker will conduct home visits and determined the safety of the client, when necessary client is placed in protective custody.

Office or Division:	MSWD - Child Protection Unit
Classification:	Complex



Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Child victims of different abuses, victims of trafficking, battered women, VAWC, Custody , CNSP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay blotter (1 original copy) 2. Referral from the BCPC, VAWC (1 original copy) 3. Barangay protection Order (1 original copy)		1. Barangay Council for the Protection of Children 2. Barangay Council for the Protection of Children 3. Barangay Council for the Protection of Children		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CPU for the incidental report	1. Receive the report and documents. Home visits & Gather relevant information from the family, community, VAWC and BCPC.	None	3 Hours	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>
2. Stand by in the CPU while waiting for the document to be prepared	2. Prepare the referral letter to the shelter. Contact the preferred shelter available that matches the age of the child.	None	2 Hours	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>
3. Proceed to assigned shelter	3. Coordinate with BCPC for the service and other needs of the client	None	1 Day	<i>Administrative Aide Staff, Social Welfare Assistant Social Welfare Officer II – Municipal Social Welfare and Development Office</i>



				<i>Police Officer</i> Philippine National Police
4. Turnover/ endorse the client to the assign shelter	4. Case Conference. 4.1 Submit the Case Study report/referral. 4.2 Secured the receiving copy and release a copy to the client	None	1 Hour	<i>Administrative Aide Staff,</i> <i>Social Welfare Assistant</i> <i>Social Welfare Officer II –</i> Municipal Social Welfare and Development Office <i>Police Officer</i> Philippine National Police
TOTAL:		None	1 Day, 6 Hours	

10. Submission of final report and Filing of Case

Filing of case ensures that the documents relevant to the child/client abuse case are preserve and submitted only to proper authorities. Case filing can be a product of inquest proceedings or under regular filing / or Preliminary investigation.

Office or Division:	MSWD - Child Protection Unit
Classification:	Complex
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Child victims of different abuses, victims of trafficking, battered women, VAWC, Custody , CNSP
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Medico Legal Certificate – (1 original & 12 photocopies)	1. MSWD/Child Protection Unit Women and Children Protection Unit/Philippine National Police
2. Sworn Statement- (1 original & 12 photocopy)	2. MSWD / PNP
3. Birth Certificate- (1 original & 12 photocopies)	3. PS
4. Request for Medico Legal – (1	4. Doctor's Clinic/Hospital



original & 12 photocopies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Child Protection Unit	1. Assist the client in filing, and conduct Orientation on the judicial proceedings and court rules.	None	1 Hour	<i>Dr. Raymond Lacsamana</i> Rural Health Physician Rural Health Unit IV <i>Social Welfare Assistant</i> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Officer <i>Police Officer</i> Philippine National Police -
2. Proceed to Prosecutor on duty for Oath Taking/Subscription	2. Assist the client to the prosecutor on duty.	None	5 Minutes	<i>Medlyn Isip</i> Admin Aide I MSWD – Child Protection Unit <i>Social Welfare Assistant</i> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Officer <i>Police Officer</i> Philippine National Police
3. Proceed to Records Section to submit all the documents for filing the case.	3. Assist and get copy of the complete set of documents. Secured the receiving copy and release the photocopy to the clients	None	10 Minutes	<i>Medlyn Isip</i> Admin Aide I MSWD – Child Protection Unit <i>Social Welfare Assistant</i> <i>Social Welfare Officer II</i> Municipal Social Welfare and Development Officer <i>Police Officer</i> Philippine National Police
4. Wait for notifications	4. CPU provides	None	1 Hour	<i>Medlyn Isip</i> Admin Aide I



	intervention program.			MSWD – Child Protection Unit <i>Social Welfare Assistant Social Welfare Officer II</i> Municipal Social Welfare and Development Officer <i>Police Officer</i> Philippine National Police
TOTAL:		None	2 Hours, 15 Minutes	

11. Procedure for Medico Legal

If an allegation indicates that sexual and physical abuse occurred within the past 72 hours, the client should be promptly examined.

Office or Division:	MSWD - Child Protection Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Child victims of different abuses, victims of trafficking, battered women, VAWC, Custody , CNSP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PNP request for Medico Legal Certificate- 2 original copies		1. Philippine National Police- Women's & Children Protection Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client reports to the CPU and submit the request	1. Receive the request and immediately inform the medico legal doctor	None	30 Minutes	<i>Medlyn Isip Admin Aide I</i> MSWD – Child Protection Unit <i>Social Welfare Assistant Social Welfare Officer II,</i> Municipal Social Welfare and Development Office



2. The client stays in the play room while waiting for the doctor	2. Counseling, orientation, and prepare the child and non-offended guardian what will happen in the procedure. CPU staff will prepare the equipment and medical supplies	None	40 Minutes	<i>Social Welfare Assistant Social Welfare Officer II, Municipal Social Welfare and Development Office</i>
3. The client undergoes Medico Legal examination at the CPU examination room.	3. Assist the medico legal doctor in the conduct of medico legal procedure (both trained in forensic).	None	1 Hour	<i>Dr. Raymond Lacsamana (Rural Health Physician) Rural Health Unit IV Social Welfare Assistant Social Welfare Officer II, Municipal Social Welfare and Development Office</i>
4. Clients stay again in the playroom while waiting for the results.	4. CPU staffs entertain the family. Give them books, toys or cold water. 4.1 Assist the CPU medico legal doctor in preparing the medico legal certificate.	None None	1 Hour	<i>Dr. Raymond Lacsamana (Rural Health Physician) Rural Health Unit IV Social Welfare Assistant Social Welfare Officer II, Municipal Social Welfare and Development Office</i>
5. Receive the results and the medico legal certificate	5. All specimens are collected and kept at the CPU as evidences in		1 Hour	<i>Dr. Raymond Lacsamana Rural Health Physician Rural Health Unit IV Sharmaine Ann P. Pabustan, RSW (MSWDO 1),</i>



	court. 5.1 Release and discuss the medical findings and the need to elevate the case to judicial proceedings.	None		Municipal Social Welfare and Development Office <i>Police Officer</i> Philippine National Police
TOTAL:		None	4 Hours, 10 Minutes	

12. Submission of CICL Social Case Study Report

Filing of case ensures that the documents relevant to the child/client abuse case are preserve and submitted only to proper authorities. Case filing can be a product of inquest proceedings or under regular filing / or Preliminary investigation.

Office or Division:	MSWD - Child Protection Unit			
Classification:	Highly-Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Child who is allegedly accused of, or involved in a crime case.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate- (1 original &4 photocopies)) 2. Inquest Resolution- (1 original &1 photocopy) 3. Medico Legal Certificate – (1original &4photocopies)		1. PSA / MCR 2. PNP / Prosecutor 3. RHU / Government Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. CICL referral from the Provincial Prosecutor to MSWD / Child Protection Unit	1. Interview of the cicl, and conduct Orientation on the judicial proceedings and court rules.	None	1 Hour	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Police Officer</i> <i>Philippine National Police</i></p>
2. Proceed to Assessment of the determination of discernment	2. Conduct of the assessment tool to the CICL	None	4 Hours	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p>
3. Turnover of the minor's custody	3. Turning over of the minor's custody to his/her parents or guardian with the barangay officials assistance as witnesses.	None	5 Minutes	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Barangay Officials</i> <i>Child's Parents/ Guardian</i></p>



4. Conduct of collateral interview	Conduct of home visitation and collateral interview for family's background check.	None	2 hours	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Barangay Officials</i></p>
5. Submission of the CICL Social Case Study Report	Submit CICL Social Case Study Report for the determination of with or without discernment at the Prosecutor's Office.	None	10 minutes	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Prosecutor</i></p>
6. Wait for notifications	4. MSWD provides intervention program.	None	45 days	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p>



				Prosecutor
TOTAL:		None	45 Days, 7 Hours, 15 Minutes	

13. Counseling Sessions for Drug Cases

Filing of case ensures that the documents relevant to the child/client abuse case are preserve and submitted only to proper authorities. Case filing can be a product of inquest proceedings or under regular filing / or Preliminary investigation.

Office or Division:	MSWD - Child Protection Unit			
Classification:	Highly-Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Child / Person who was allegedly involved in a drug case.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resolution from Prosecutor - (1 original and 1 photocopy)		1. Regional Trial Court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. The Client referred by the Regional Trial Court proceed to MSWD / Child Protection Unit	1. Interview of the client and orient on the judicial proceedings and court rules.	None	1 Hour	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Regional Trial Court /</i> <i>Honorable Judge</i></p>
2. Proceed to the conduct of orientation for their community service	2. Orient / inform the client for the conduct of their community service (as per court order)	None	1 Hour	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i></p> <p><i>Barangay Officials</i></p>
3. Turnover of the minor's custody	3. turning over of the minor's custody to his/her parents or guardian with the barangay officials assistance as witnesses.	None	5 Minutes	<p><i>Social Welfare Assistants,</i></p> <p><i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i></p> <p><i>Social Welfare Officer III,</i></p> <p><i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare</i></p>



				and Development Office <i>Barangay Officials</i> <i>Child's Parents/ Guardian</i>
4. Conduct of collateral interview	4. Conduct of home visitation and collateral interview for family's background check.	None	2 hours	<i>Social Welfare Assistants,</i> <i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i> <i>Social Welfare Officer III,</i> <i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i> <i>Barangay Officials</i>
5. Submission of the CICL Social Case Study Report	5. Submit CICL Social Case Study Report for the determination of with or without discernment at the Prosecutor's Office.	None	10 minutes	<i>Social Welfare Assistants,</i> <i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i> <i>Social Welfare Officer III,</i> <i>Ms. Sharmaine Ann P. Pabustan</i> <i>Municipal Social Welfare and Development Officer -</i> <i>Municipal Social Welfare and Development Office</i> <i>Prosecutor</i>
6. Wait for notifications	6. MSWD provides intervention program.	None	45 days	<i>Social Welfare Assistants,</i> <i>Ms. Marique S. Garcia</i> <i>Social Welfare Officer II,</i> <i>Social Welfare Officer III,</i> <i>Ms. Sharmaine Ann P. Pabustan</i>



				Municipal Social Welfare and Development Officer - Municipal Social Welfare and Development Office Prosecutor
TOTAL:		None	45 Days, 6 Hours, 15 Minutes	



Municipal Treasurer's Office

External Services

1. Issuance of Business Permit

A Business Permit shall be issued to any individual or corporation who want to operate or conduct any business in this Municipality.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizen/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (3 Original) 2. Barangay Business Clearance (1 Original and 1 Photocopy) 3. Community Tax Certificate (1 Original) 4. DTI or Articles of Incorporation (1 photocopy) 5. Fire Permit (FSIC)(1 Photocopy) 6. Sanitary Permit (1 Photocopy) 7. MENRO(1 Photocopy) 8. ITR and/or Certificate of Gross Sales and/or Books of Account and /or Official Receipt of previous years (for renewal of Business Permit) (1 Original copy) 9. PCAB (for contractor)(renewal) (1 photocopy) 10. FDA (for drugstore) (renewal) (1 photocopy) 11. Pag-Ibig, SSS, Philhealth Membership (1photocopy each)	1. Municipal Treasurer`s Office (MTO) 2. Barangay where is Business is located 3. Municipal Treasurer`s Office (MTO) 4. Department of Industry / Securities and Exchange Commission 5. Fire Department 6. Rural Health Unit 7. MENRO Office 8. BIR, Accounting Firm 9. Philippine Contractors Accreditation Board 10. Food And Drug Authority 11. Pag-Ibig, SSS, Philhealth

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and duly accomplished form	1. Receive and evaluate requirements and accomplished form	None	5 Minutes	<i>Ma. Theresa S. Sampang (LRCOIII), Adrian G. Enriquez (CashierIII), Leilani L. Canlas (LRCOIII)</i> Municipal Treasurer's Office



2. Wait for assessment and payment.	2. Assessment, payment and releasing of Mayors permit	Fees to be paid are listed on the table below	25 Minutes	<i>Ma. Theresa S. Sampang (LRCOIII),</i> <i>Adrian G. Enriquez (CashierIII),</i> <i>Leilani L. Canlas (LRCOIII)</i> Municipal Treasurer's Office <i>Rommel C. David Admin Aide IV</i> <i>Michelle P. Quioc Admin Aide III</i> Office of the Municipal Mayor
TOTAL:		Fees to be paid are listed on the table below	30 Minutes	

Municipal License on Business Tax Computation:

Retailer Essential	$(\text{Gross sales} - 400k \times 1.32\% + 9,680 / 2)$
Retailer Non-essential	$(\text{Gross Sales} - 400k \times 1.32\% + 9,680)$
Wholesaler	$\text{Gross sales} \times 60.50\% \times 1\%$
Manufacturer	$\text{Gross sales} \times 45.38\% \times 1\%$
Contractor	$\text{Gross sales} \times 60.50\% \times 1\%$
Services	$\text{Gross sales} \times 60.50\% \times 1\%$
Banks and Financial Institutions	$\text{Gross sales} \times 55\% \times 1\%$

Rate of Mayor`s Permit:

Manufacturer:

Fee per Annum

Total Area	Rate
Less than 100 sq. m.	PHP 260.00
100 to less than 300sq. m	PHP 525.00
300 to less than 600sq. m	PHP 1,050.00
600 to less than 1,000 sq. m.	PHP 2,100.00
1,000 or more sq. m.	PHP 3,100.00



Contractor, service establishment and other similar trade or Business activities:

Fee per Annum

Total Area	Rate
Less than 100 sq. m. to 299 sq. m.	PHP 420.00
330 to less than 600 sq. m.	PHP 840.00
600 to less than 1,000 sq. m.	PHP 1,050.00
1,000 or more sq. m.	PHP 2,100.00

Wholesaler, Dealers or Distributors

Fee per Annum

Total Area	Rate
Less than 100 sq. m. to 299 sq. m.	PHP 420.00
300 to less than 600 sq. m.	PHP 840.00
600 to less than 1,000 sq. m.	PHP 1,050.00
1,000 or more sq. m.	PHP 2,100.00

Retailer

Fee per Annum

Total Area	Rate
Less than 100 sq. m.	PHP 210.00
100 to less than 300sq. m.	PHP 420.00
300 to less than 600sq. m.	PHP 840.00
600 to less than 1,000sq. m.	PHP 1,050.00
1,000 or more sq. m.	PHP 2,100.00

With Fix rate of Mayor`s Permit Fee

Banks

Type	Rate
Rural, Thrift and Savings Bank	PHP 1,100.00
Commercial, Industrial and Development Banks	PHP 3,300.00
Universal Banks	PHP 5,500.00

Other Financial Institution and / or Lending Institutions

Type	Rate
Main Office	PHP 5,250.00
Per Branch	PHP 3,150.00
Money Shops, per establishment	PHP 1,100.00

Warehouse

Type	Rate
With principal business office located in Mexico	PHP 2,000.00



With principal business office located outside of Mexico	PHP 4,000.00
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Entertainment or Amusement Places

Type	Rate
Bar Or Cocktail lounge/beer garden	PHP 5,000.00
Billiard or Pool Hall, per table	PHP 500.00
Dance Hall	PHP 1,000.00
Coliseum	PHP 10,000.00
Cockpit Arena	PHP 5,000.00
Clubhouse Function Hall	
Less than 250 seating capacity	PHP 5,000.00
250 to 350 seating capacity	PHP 8,000.00
More than 350 seating capacity	PHP 12,000.00
Concert hall	PHP 5,000.00
Driving range	PHP 2,000.00
Fun house carnival rides, amusement parks	PHP 5,000.00
Golf course	PHP 10,000.00
Gymnasium/sport physical fitness	PHP 1,000.00
Night / day Club	PHP 2,000.00
Bingo Shops and Betting Stations	PHP 2,000.00
Cinema house	PHP 2,000.00
Spa/Massage Parlor	PHP 1,000.00
Other Entertainment and amusement	PHP 1,000.00
Car exchange	PHP 1,000.00
Car Display Window	PHP 500.00
Memorial Park/ Columbarium	PHP 3,000.00

Holders of Government Franchise

Type	Rate
National or Local	PHP 5,000.00

Fashion show, stage show and the like	PHP 500.00
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Learning Institutions

Type	Rate
Nursery Kindergarten & Similar Schools	PHP 3,000.00
Vocational Schools	PHP 1,000.00
Amusement machines Devices, contrivances and the like	PHP 100.00
Automated teller machines in banks and the like	PHP 500.00
Vendo/ Dispensing machines and the like	PHP 200.00



Administrative Offices & other Offices not mention herein	PHP 300.00
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GARBAGE FEE

Manufacturer, procedures, processors, construction firms, hardware and lumber outlets, machine shops and other similar industry.

Particulars	Fee
Aluminum And Glass Works	PHP 500.00
Construction firm	PHP 1,000.00
Garments Industry	PHP 1,000.00
Ice Plants	PHP 1,500.00
Iron works/ metal works machine shop	PHP 1,000.00
Lumber & Hardware	PHP 1,000.00
Manufacturing Industry	PHP 2,000.00
Processing Industry	PHP 2,000.00
Sash Factory	PHP 300.00'

Transport Industry

Particulars	Fee
Car/Motorcycles trading	PHP 200.00
Motor repairs Shop	PHP 300.00
Motorized tricycles	PHP 10.00
Public utility Vehicles	PHP 40.00
Trucking company	PHP 1,050.00

Petroleum, Liquefied gas and other similar establishment

Particulars	Fee
Gasoline / Filling station	PHP 200.00
LPG Retailer	PHP 100.00
Other similar industry not mentioned above	PHP 100.00

Agricultural Industry:

Particulars	Fee
Cattle/ piggery/ poultry	PHP 1,300.00
Feed Mills	PHP 1,000.00
Feed retail stalls	PHP 100.00
Plant, Orchids and flower farm	PHP 1,000.00
Rice retail outlet	PHP 100.00

Food Industry



Particulars	Fee
Ambulant Roaster/ Griller	PHP 200.00
Bakery/ Bakeshop	PHP 300.00
Buko/ niyog vendors	PHP 500.00
Eateries	PHP 200.00
Others	PHP 500.00

Market stall, grocery, minimart, general merchandising shop, specialty outlet, shopping center, and other similar establishment

Particulars	Fee
Big Groceries/ mini marts	PHP 1,000.00
Flower arrangement shop	PHP 300.00
Market stall (wet and dry)	PHP 150.00
Market stalls (groceries)	PHP 200.00
Stall at Malls	PHP 300.00
Supermarkets	PHP 1,000.00
Other similar industry not mentioned above	PHP 200.00

Financial institutions

Financial institution such as banks, financing and credit loan	PHP 550.00
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Beauty and wellness center and other related establishment:

Particulars	Fee
Beauty parlor/ Barber Shop	PHP 395.00
Spa & Massage Clinic	PHP 500.00
Wellness & Fitness Gym	PHP 500.00

Amusement, Recreation Centers and other similar Industry:

Particulars	Fee
Bar, Night Clubs, Karaoke, Videoke Bar	PHP 550.00
Cockpit Arena	PHP 1,100.00
Function Hall	PHP 300.00
Resort and recreation Center	PHP 200.00
Other similar establishment not mentioned above	PHP 500.00

Hotel, Motels, Apartelle, lodging Inns and other similar Industries

Particulars	Fee
Hotel/ Motel	PHP 1,100.00
Apartelles / lodging Inns	PHP 700.00
Other similar establishment not mentioned above	PHP 500.00



Media Facilities, Signs, Signboards, advertisement and other similar industry:

Particulars	Fee
Newspaper, Book, magazine and other similar publications	PHP 1,100.00
T.V. stations / TV Studio, radio Stations transmitter and other	PHP 550.00

Similar media facilities:

Telegraph, Cable and wireless Communication Companies, Telephone Companies, Information Technology(IT),BPO, Call Centers and the like

Particulars	Fee
Telegraph, cable and wireless Communication co.	PHP 1,100.00
Telephone Companies 1,100.00	PHP 1,100.00
Information Technology Firms, BPO, call Centers	PHP 1,500.00

Electric and water Companies

Particulars	Fee
Electric Transmission and Distribution Company	PHP 1,100.00
Water Distribution Company	PHP 1,100.00

Medical institution and other similar establishment:

Particulars	Fee
Private Hospital	PHP 1,100.00
Medical Clinic	PHP 550.00
Medical Clinic with confinement facilities	PHP 735.00
Dental clinic	PHP 550.00
Animal clinic	PHP 550.00
Eye clinic	PHP 395.00

Educational Institution:

Particulars	Fee
Private School	PHP 1,000.00
Other private educational or vocational institution	PHP 500.00

Funeral, Burial and other related industry:

Particular	Fee
Funeral Parlor	PHP 550.00
Memorial Park/ private Cemetery/ Columbarium	PHP 1,100.00
Other related industry	PHP 1,000.00

SANITARY PERMIT



Financial Institution such as bank

Particulars	Fee
Main Office	PHP 300.00
Every branch office	PHP 250.00

Gasoline Service and/ or Filing Station

Particulars	Fee
Gasoline Service and / or filling station	PHP 400.00

Private Hospital

Particulars	Fee
Private Hospitals	PHP 800.00

Medical and dental Clinics and animal hospitals

Particulars	Fee
Medical and Dental Clinics and animal hospitals	PHP 400.00

Dwelling and Others spaces for lease or rent: Hotel, motels, apartels, pension inns, drive inns

Particulars	Fee
With 150 or more rooms	PHP 700.00
With 100 to 149 rooms	PHP 550.00
With 50 to 99 rooms	PHP 400.00
With 25 to 49 rooms	PHP 250.00
With less than 25 rooms	PHP 200.00
Particulars	fee
Apartments per door	PHP 50.00
House for apartment	PHP 100.00

Dormitories, lodging or boarding house, with accommodations for

Particulars	Fee
40 or more boarders or lodgers	PHP 450.00
15 to 39 boarders or lodgers	PHP 320.00
Less than 15 boarders or lodgers	PHP 250.00

Particulars	Fee
Institutions of learning	PHP 500.00
Media facilities	PHP 200.00
Telegraph teletype, cable and wireless communication companies	PHP 200.00



Telephone, Electric and Power Companies

Particular	Fee
Main office	PHP 500.00
Every branch/ station	PHP 250.00

Water Companies	PHP 600.00
Administration offices, display offices and / or office of professionals	PHP 100.00
Peddlers	PHP 50.00

Manufacturers, producers, foundry shops, laboratories, privately owned

Markets, Shopping center and warehouse, Amusement places such as but not limited to theaters, coliseums	PHP 700.00
Sauna baths, massage clinic, operators of golf course, cockpit arenas	PHP 700.00
Other amusement places not mentioned above	PHP 500.00
Importer, exporter and wholesaler	PHP 500.00

Public eating places, such as but not limited to restaurant, food park, carinderia

Particulars	Fee
Public eating places with 50 or more personnel	PHP 700.00
Public eating places with less than 50 personnel	PHP 500.00

Establishment offering services such as welding, vulcanizing, printing, publishing

Tailoring, barbering and other similar services, trucking	PHP 300.00
Funeral parlors	PHP 500.00

All other business, industrial, commercial, agricultural establishment not Specifically mentioned above

Particulars	Fee
With an area of less than 25 sq. m.	PHP 50.00
With an area of 25 sq. m. or more but less than 50 sq. m.	PHP 100.00
With an area of 50 sq. m. or more but less than 100 sq. m.	PHP 200.00
With an area of 100sq. m. or more but less than 200 sq. m.	PHP 300.00
With an area of 200 sq. m. or more but less than 500 sq. m.	PHP 400.00
With an area of 500 sq. m. or more but less than 1000 sq. m.	PHP 600.00



With an area of 1000 or more	PHP 1,000.00
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Portability of drinking water clearance	PHP 50.00
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Sanitary Clearance

Particulars	Fee
Water tanker/ vehicle per unit	PHP 100.00
Septic trunk / Vehicle per unit	PHP 150.00
Vending machine / ATM per unit	PHP 50.00

FIRE CLEARANCE FEE	PHP 60.00
PLATE	PHP 350.00

2. Issuance of Community Tax Certificate or CEDULA (CORPORATION)

The Community Tax Certificate of CEDULA (Corporation) is a requirement for businesses owned by corporations when applying for business permit.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Businesses owned by corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Tax Declaration/s of Real Property/ies owned in the Philippines by the corporation. (1 Original or 1 Photocopy) 2. Latest income statement of the corporation. (1 Original or 1 Certified True Copy)	1. Assessor's Office in the municipality or city where the real property is located. 2. Accounting department of the corporation.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Present the tax declaration/s and latest income statement to the person in charge at the Window 3 in Treasurer's Office.	1. Person in charge will compute the taxes due to be paid.	None	5 Minutes	Ann Marie Infante Admin Aide VI Lennie Jimenez Admin Aide III Municipal Treasurer's Office
2. Pay the amount computed by the person in charge.	2. Person in charge will receive the payment and print the community tax certificate.	Community Tax Certificate Fee – Computation: PHP 500.00 + Additional Community Tax which will not exceed PHP 10,000.00 Additional Community Tax computation: (PHP 2.00 For every PHP 5,000.00 of assessed value of real property owned in the Philippines)+ (PHP 2.00 For every PHP 5,000.00 of gross receipts including dividends/earnings derived from business in the Philippines during the preceding year)	5 Minutes	Ann Marie Infante Admin Aide VI Lennie Jimenez Admin Aide III Municipal Treasurer's Office
3. Sign and receive the community tax certificate.	3. Person in charge will give the client the original copy of the community tax certificate and retain the remaining 2	None	5 Minutes	Ann Marie Infante Admin Aide VI Lennie Jimenez Admin Aide III Municipal Treasurer's Office



	copies.			
	TOTAL:	Community Tax Certificate Fee – Computation: PHP 500.00 + Additional Community Tax which will not exceed PHP 10,000.00 Additional Community Tax computation: (PHP 2.00 For every PHP 5,000.00 of assessed value of real property owned in the Philippines)+ (PHP 2.00 For every PHP 5,000.00 of gross receipts including dividends/earnings derived from business in the Philippines during the preceding year)	15 Minutes	

3. Issuance of Community Tax Certificate or CEDULA (INDIVIDUAL)

The Community Tax Certificate or CEDULA (Individual) is a document that proves the identity of an individual. It is required by some companies upon hiring an individual. It is also required when acquiring a business permit provided that the business is not owned by a corporation.

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



Type of Transaction:		G2C – Government to Citizen G2B – Government to Business		
Who may avail:		Citizens/Businesses not including corporations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Senior Citizen 1. Senior Citizen ID (1 Original) For PWD 2. PWD ID (1 Original) For Student 3. Student ID (1 Original) For Business/Employed 4. Income Tax Return and/or Income Statement of business (1 Original or 1 Photocopy)		1. Office of the Senior Citizen's Affair 2. PWD Office 3. School where currently enrolled 4. Accounting department of company/business		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out form for community tax certificate.	1. Person in charge will verify the details filled out by the client and encode it in the system afterwards. Person in charge will tell the client how much to pay.	None	5 Minutes	<i>Ann Marie Infante</i> Admin Aide VI <i>Lennie Jimenez</i> Admin Aide III Municipal Treasurer's Office
2. Pay the total taxes to the person in charge.	2. Person in charge will receive the payment and print the community tax certificate.	Community Tax Certificate Fee – Computation: PHP 5.00 for voluntary or PHP 1 for exempted+ Additional Community Tax which will not exceed PHP5,000+ 4% interest starting February and additional 2% for	5 Minutes	<i>Ann Marie Infante</i> Admin Aide VI <i>Lennie Jimenez</i> Admin Aide III Municipal Treasurer's Office



		<p>every month after.</p> <p>Additional Community Tax Computation: (PHP 1 for every PHP 1,000 of gross receipts of earnings derived from business during the preceding year) +(PHP 1 for every PHP 1,000 of salaries/gross receipt/earnings derived from exercise of profession or pursuit of any occupation) +(PHP 1 for every PHP 1,000 of income from real property)</p> <p>For Senior Citizen, PWD and student PHP 30.00</p>		
3. Sign the community tax certificate and put thumb mark on 3 copies.	3. Person in charge will give the client the original copy of the community tax certificate and the remaining 2 copies will remain on person in charge's possession.	None	5 Minutes	<p><i>Ann Marie Infante</i> <i>Admin Aide VI</i> <i>Lennie Jimenez</i> <i>Admin Aide III</i> Municipal Treasurer's Office</p>
TOTAL:		Community Tax Certificate Fee –	15 Minutes	



**Computation:
 PHP 5.00 for
 voluntary or PHP 1
 for exempted+
 Additional
 Community Tax
 which will not
 exceed PHP5,000+
 4% interest
 starting February
 and additional 2%
 for every month
 after.**

**Additional
 Community Tax
 Computation:
 (PHP 1 for every
 PHP 1,000 of gross
 receipts of
 earnings derived
 from business
 during the
 preceding year)
 +(PHP 1 for every
 PHP 1,000 of
 salaries/gross
 receipt/earnings
 derived from
 exercise of
 profession or
 pursuit of any
 occupation)
 +(PHP 1 for every
 PHP 1,000 of
 income from real
 property)**

**For Senior Citizen,
 PWD and student
 PHP 30.00**



4. Issuance of Official Receipts for Other Fees and Charges

An official receipt will be required in all government transactions as proof of payment so that the client will receive the document or service that he/she is availing.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Citizen, Government Employee / Official, Business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of payment slip from offices where client is requesting a document or service. (1 original)		1. Order of payment slip will be given to the client after requesting a document or service from any office of the municipality.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment to person in charge.	1. Person in charge will ask the name of the payee and encode the order of payment and print the official receipt.	Fees to be paid are listed on the table below	5 Minutes	Jasmin Reyes Admin Aide III Alyosa Bondoc RCC III Municipal Treasurer's Office
2. Pay the amount of the fee to the person in charge.	2. Person in charge will receive the payment and give the client the original copy of the official receipt.	None	2 Minutes	Jasmin Reyes Admin Aide III Alyosa Bondoc RCC III Municipal Treasurer's Office
TOTAL:		Fees to be paid are listed on the table below	7 Minutes	

Municipal Agriculture Office Fees	
Certification for Loan	PHP 60.00



Certification for Endorsement	PHP 60.00
Tractor Services	PHP 800.00 per hectare per passing
Municipal Assessor's Office Fees	
Declaration of Real Property	PHP 60.00
Inspection Fee	PHP 200.00 – Less than 5 kms. PHP 300.00 – More than 5 kms. PHP 500.00 – More than 10 kms.
Tax Declaration	PHP 60.00 per lot
Certification of No Improvement, No Real Property, Property Holdings etc.	PHP 65.00
Issuance of Certified True Copy of Tax Declaration	PHP 65.00
Municipal Health Office Fees	
Burial Transfer/ Exhumation Permit	PHP 100.00
Health Card	PHP 65.00
Medical Certificate	PHP 65.00
Office of the Municipal Planning and Development Coordinator Fees	
Locational Clearance	<p><i>For Single Residential Structure Attached or Detached-</i> Project Cost: PHP 100,000.00 and below Fee: PHP 288.00</p> <p>Project Cost: Over PHP 100,000.00 to PHP 200,000.00 Fee: PHP 576.00</p> <p>Project Cost: Over PHP 200,000.00 Fee: PHP 720.00 + (1/10 of 1% in excess of PHP 200,000.00)</p> <p><i>For Apartment / Townhouses-</i> Project Cost: PHP 500,000.00 and below Fee: PHP 1,440.00</p> <p>Project Cost: Over PHP 500,000.00 to PHP 2,000,000.00 Fee: PHP 2,160.00</p> <p>Project Cost: Over PHP 2,000,000.00</p>



Fee: PHP 3,600.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00 regardless of the number of floors)

For Dormitories-

Project Cost:

PHP 2,000,000.00 and below

Fee: PHP 3,600.00

Project Cost:

Over PHP 2,000,000.00

Fee: PHP 3,600.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00 regardless of the number of floors)

For Institutional-

Project Cost:

Below PHP 2,000,000.00

Fee: PHP 2,880.00

Project Cost:

Over PHP 2,000,000.00

Fee: PHP 2,880.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00)

For Commercial, Industrial and agro-Industrial-

Project Cost:

Below PHP 100,000.00

Fee: PHP 1,440.00

Project Cost:

Over PHP 100,000.00 to PHP 500,000.00

Fee: PHP 2,160.00

Project Cost:

Over PHP 500,000.00

Fee: PHP 2,880.00

Project Cost:

Over PHP 1,000,000.00 to PHP 2,000,000.00

Fee: PHP 4,320.00

Project Cost:

Over PHP 2,000,000.00

Fee: PHP 7,200.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00)



	<p><i>For Special Uses / Special Projects (Gasoline Station, Slaughter House, Treatment Plants, Etc.)-</i></p> <p>Project Cost: Below PHP 2,000,000.00 Fee: PHP 7,200.00</p> <p>Project Cost: Over PHP 2,000,000.00 Fee: PHP 7,200.00 +(1/10 of 1% of cost in excess of PHP 2,000,000.00)</p>
Zoning Certification	PHP 600.00 per TCT Title
Office of the Municipal Engineer Fees	
Building Permit	<p>Line and Grade *First 10m Frontage – PHP 24.00</p> <p>*In excess of 10m - (<u>N</u> x PHP 2.40)</p> <p>Building Category - (Floor Area x PHP 23.00)</p> <p>Sanitary Water Closet - (<u>N</u> x PHP 7.00)</p> <p>Floor Drain - (<u>N</u> x PHP 3.00)</p> <p>Sink - (<u>N</u> x PHP 3.00)</p> <p>Lavatory - (<u>N</u> x PHP 7.00)</p> <p>Faucet - (<u>N</u> x PHP 2.00)</p> <p>Shower Head - (<u>N</u> x PHP 2.00)</p> <p>Water Meter 12 to 25mm ø - PHP 8.00</p> <p>Above 25mm ø - PHP 10.00</p> <p>Septic Tank - PHP 24.00</p> <p>Electrical Total Connected Load 5 kVA or less – PHP 200.00</p> <p>Over 5 kVA to 50 Kva - PHP 200.00 + 20.00/kVA</p> <p>Over 50 kVA to 300 kVA - PHP 1100 + PHP10.00/ kVA</p>



	<p>Over 300 kVA to 1500 kVA - PHP 3600.00 + PHP 5.00/kVA</p> <p>Over 1500 kVA to 6000 kVA - PHP 9600 + PHP 2.50/kVA</p> <p>5 kVA or less - PHP 40.00</p> <p>Over 5 kVA to 50 Kva - PHP 40.00 + PHP 4.00/kVA</p> <p>Over 50 kVA to 300 kVA - PHP 220.00 + PHP 2.00/ kVA</p> <p>Over 300 kVA to 1500 Kva - PHP 720.00 + PHP 1.00/kVA</p> <p>Over 1500 kVA to 6000 kVA - PHP 1920.00 + PHP 0.50/kVA</p> <p>Electric Meter fee -</p> <p>Residential - PHP 15.00 Commercial / Industrial - PHP 60.00 Institutional - PHP 30.00</p> <p>Wiring Permit Fee -</p> <p>Residential - PHP 15.00 Commercial / Industrial - PHP 36.00 Institutional - PHP 12.00</p> <p>Others Fees - Minimum PHP 300.00</p> <p>Processing Fee - PHP 100.00</p>
Electrical Permit	<p>No. of Lights - (<u>N</u> x PHP 1.50)</p> <p>No. of Convenience Outlet - (<u>N</u> x PHP 1.50)</p> <p>No. of Switches - (<u>N</u> x PHP 1.50)</p> <p>Gen. Switches 30 Amp - (<u>N</u> x PHP 3.00) 50 Amp - (<u>N</u> x PHP 5.00)</p> <p>Electric Meter Fee -</p>



	Residential - PHP 15.00 Commercial - PHP 60.00 Institutional - PHP 24.00 Electric Connection Fee Residential - PHP 15.00 Commercial - PHP 36.00 Institutional - PHP 12.00
Occupancy Permit	Electrical Inspection Fee – 10% of the Total Electrical Permit Fee issued on Building Permit Occupancy Permit Fee – Costing up to PHP 150,000.00 – PHP 100.00 Costing more than PHP 150,000.00 to PHP 400,000.00 – PHP 200.00 Costing more than PHP 400,000.00 to PHP 850,000.00 – PHP 400.00 Costing more than PHP 850,000.00 to PHP 1,200,000.00 – PHP 800.00 Every million or portion thereof in excess of PHP 1,200,000.00 – PHP 800.00 Inspection Fee – PHP 50.00
Municipal Civil Registry Fees	
Marriage License	Application Fee - PHP 220.00 Pre-Marriage Counseling Fee - PHP 80.00 Marriage License Fee – PHP 2.00
Certified True Copy of Birth, Marriage, Death and Other Civil Registry Documents	Miscellaneous Fee - PHP 55.00
Change of First Name (CFN) or Correction of Clerical Error (CCE)	CFN Filing Fee – PHP 3,000.00 CCE Filing Fee – PHP 1,000.00
Registration of Birth (Late)	Sworn Statement Fee - PHP 220.00
Registration of Death (Late)	<i>For Private Cemetery</i> Burial Permit Fee - PHP 105.00 Sworn Statement Fee - PHP 210.00



	<p><i>For Municipal Cemetery</i> Burial Permit Fee -PHP 105.00 Lot Rental Fee - PHP 400.00 Sworn Statement Fee - PHP 210.00</p>
Registration of Death (Timely)	<p><i>For Private Cemetery</i> Burial Permit Fee -PHP105.00</p> <p><i>For Municipal Cemetery</i> Burial Permit Fee - PHP 105.00 Lot Rental Fee - PHP 400.00</p>
Registration of Marriage (Late)	Sworn Statement Fee - PHP 220.00
Securing Philippine Statistics Authority Copy of Birth, Marriage, Death Certificate and Cenomar	<p>Birth, Marriage and Death Certificate Application Fee - PHP155.00</p> <p>Certificate of No Marriage Application Fee - PHP 210.00</p>
Sangguniang Bayan Fees	
Application for Reclassification of Agricultural Land	<p>Reclassification of Agricultural land to non-agricultural use filing fee:</p> <p>First 3.0 hectares: PHP 5,000.00 – Residential PHP 5,000.00 – Commercial / Industrial / Institutional</p> <p>Next 5.0 hectares: PHP 10,000.00 – Residential PHP 15,000.00 – Commercial / Industrial / Institutional</p> <p>Next 10.0 hectares: PHP 15,000.00 – Residential PHP 20,000.00 – Commercial / Industrial / Institutional</p> <p>Next fraction thereof, per hectare: PHP 2,000.00 – Residential PHP 2,000.00 – Commercial / Industrial / Institutional</p>
Application for construction, operation and maintenance of base stations of cellular mobile telephone service, paging service, trunking service, wireless local loop service and other wireless communication service	<p>Base stations of cellular mobile telephone service, paging service, trunking service, wireless local loop service and other wireless communication filing fees –</p> <p>Guyed, mono-pole, tripod type with a height of not more than forty (40) meters – PHP 20,000.00</p>



	Over forty (40) meters – PHP 25,000.00
Application for permit to construct, establish, maintain and operate a gasoline station	<p>Gasoline Station Application Filing Fee –</p> <p>Gasoline Station with 1 – 2 dispensing pumps – PHP 3,000.00</p> <p>Gasoline Station with 3 – 4 dispensing pumps PHP 4,000.00</p> <p>Gasoline Station with 5 or more dispensing pumps – PHP 6,000.00</p>
Application of business activity or other special uses / projects requiring Sanggunian approval	<p>Business activity or other special uses/projects requiring Sanggunian approval Filing Fee -</p> <p>Project Cost is PHP 1,000,000.00 and below – PHP 2,500.00</p> <p>Project Cost is PHP 1,000,001.00 to PHP 3,000,000.00 – PHP 3,500.00</p> <p>Project Cost is PHP 3,000,001.00 to PHP 5,000,000.00 – PHP 5,000.00</p> <p>Project Cost is PHP 5,000,001.00 and above – PHP 7,500.00</p>
Mexico Tricycle Operator's Permit (MTOP) for New Application	<p>Franchise Fee – PHP100.00</p> <p>MTOP Identification Card – PHP 20.00 (if applicable)</p> <p>Penalty for expired MTOP: 1st Offense – PHP 100.00 2nd Offense – PHP 300.00 3rd Offense – PHP 500.00</p>
Mexico Tricycle Operator's Permit (MTOP) for Renewal Application	<p>Franchise Fee – PHP 100.00</p> <p>MTOP Identification Card – PHP 20.00 (if applicable)</p> <p>Penalty for expired MTOP: 1st Offense – PHP 100.00 2nd Offense – PHP 300.00 3rd Offense – PHP 500.00</p>
Dropping of the Mexico Tricycle Operator's	Dropping Fee – PHP 300.00



Permit (MTOP)	
Office of the Municipal Mayor Fees	
Permit on all Advertising and Promotional Activities	Regulatory Fee: Ordinary Streamers - PHP 8.00/ meter Special Streamers - PHP 24.00/ meter Tarpaulins - PHP 34.00/ meter
Permit to conduct Motorcade / Parade or Procession	Regulatory Fee – PHP 550.00
Environmental Clearance	Environmental Impact Fee – Amusement Places – PHP 50.00 Billiard / pool hall, per table – PHP 50.00 Licensed number gaming club, establishment or outlet, casino and other similar enterprises – With an area of 50 sq. m. or below – PHP 300.00 With an area of 51 sq. m. to 100 sq. m. – PHP 500.00 With an area of 101 sq. m. or more – PHP 700.00 Circuses, carnivals and the like – With an area of 1,000 sq. m. or below – PHP 800.00 With an area of 1,001 sq. m. or more – PHP 1,200.00 Cockpits – With an area of 100 sq. m. or below – PHP 1,000.00 With an area of 101 sq. m. to 300 sq. m. – PHP 1,500.00 With an area of 301 sq. m. or more – PHP 2,000.00 Gymnasium – With an area of 1,000 sq. m. or below – PHP 2,000.00 With an area of 1,001 sq. m. or more – PHP 4,000.00



	<p>Membership clubs, associations or organizations serving foods, drinks and lodging facilities, per capacity- 25 beds or below – PHP 2,000.00</p> <p>26 to 50 beds – PHP 3,500.00</p> <p>51 beds or above – PHP 4,500.00</p> <p>Membership clubs, associations or organizations serving foods, drinks without lodging facilities – With an area of 200 sq. m. or below – PHP 2,500.00</p> <p>With an area of 201 sq. m. or more – PHP 3,500.00</p> <p>Night/Day clubs, discos, cocktail lounge or bars, beer gardens, karaoke bars, cabaret or dance halls – With an area of 50 sq. m. or below – PHP 400.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 600.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 800.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 250 sq. m. – PHP 1,200.00</p> <p>With an area of 251 sq. m. or more – PHP 1,500.00</p> <p>Resort or other similar establishments – 200 sq. m. or below – PHP 1,500.00</p> <p>201 sq. m. or more – PHP 2,000.00</p> <p>Sauna baths and massage clinics per cubicle – 5 cubicles or below – PHP 200.00 / cubicle</p> <p>6 cubicles to 10 cubicles – PHP 300.00 / cubicle</p> <p>11 cubicles or more – PHP 500.00 / cubicle</p> <p>Stadia, sports complex – 1,000 seating capacity or below – PHP 3.00 / seat</p> <p>1,001 to 5,000 seating capacity – PHP 6.00 / seat</p>
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	<p>5,001 seating capacity or more – PHP 10.00 / seat</p> <p>Theaters or cinema houses per cinema –</p> <p>100 seating capacity or below – PHP 1,000.00 / cinema</p> <p>101 to 500 seating capacity – PHP 1,200.00 / cinema</p> <p>501 seating capacity or more – PHP 1,600.00 / cinema</p> <p>Pelota courts, basketball courts, tennis courts and other similar in nature per court – PHP 1,500.00</p> <p>Electric and Power Companies –</p> <p>Main Office or each power plant: Office area only (parking not included) – PHP 2,000.00 Every Branch Office: Office area only (parking not included) – PHP 1,500.00</p> <p>Financial Institutions –</p> <p>With an area 100 sq. m. or below – PHP 500.00</p> <p>With an area of 101 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 300 sq. m. – PHP 1,500.00</p> <p>With an area of 301 sq. m. or more – PHP 2,000.00</p> <p>Savings and Loan Associations, Insurance Companies, Pawnshops – PHP 500.00</p> <p>Financial and/or lending investors, establishments, money shops (Main office or branch; authorized dealer in foreign currencies and stock brokers) – PHP 500.00</p> <p>Gasoline Service / Filling Stations –</p> <p>With 1 to 2 dispensing pumps – PHP 300.00</p> <p>With 3 to 4 dispensing pumps – PHP 500.00</p> <p>With 5 to 6 dispensing pumps – PHP 700.00</p> <p>With 7 to more dispensing pumps – PHP 1,000.00</p>
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	<p>Private Hospitals with capacity for – 50 beds or less – PHP 3,000.00</p> <p>51 beds to 100 beds – PHP 4,000.00</p> <p>101 beds or more – PHP 5,000.00</p> <p>Medical and dental clinics and animal hospital – PHP 1,000.00</p> <p>Hotels, motels, apartels, pension inns, drive inns, boarding houses, lodging houses, dormitories, dwellings and other spaces for lease or rent –</p> <p>Hotels –</p> <p>Three Star – PHP 2,000.00</p> <p>Four Star – PHP 2,500.00</p> <p>Five Star – PHP 3,000.00</p> <p>Motels and Drive-Inns –</p> <p>10 rooms and below – PHP 500.00</p> <p>11 rooms to 15 rooms – PHP 1,000.00</p> <p>16 rooms to 20 rooms – PHP 1,500.00</p> <p>21 rooms or more – PHP 2,000.00</p> <p>Condotels, apartels, pension inns –</p> <p>With air-conditioning unit – PHP 1,000.00</p> <p>With air-conditioning unit – PHP 500.00</p> <p>Boarding houses, lodging houses, dormitories, bed spaces – PHP 1,000.00</p> <p>Educational Institutions –</p> <p>Universities – PHP 4,000.00</p> <p>Colleges – PHP 3,500.00</p> <p>High and vocational schools – PHP 1,000.00</p> <p>Elementary, kinder and nursery schools – PHP 500.00</p>
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	<p>Liquefied Petroleum Gas – Recharging Station – PHP 1,000.00 Retailer – PHP 200.00</p> <p>Market Stallholder – Public Market, per stall – PHP 50.00 Private Market, per stall – PHP 100.00 Flee Market, per stall or kiosk – PHP 50.00</p> <p>Media Facilities – Newspaper, book, magazine and other similar Publications – PHP 1,000.00 Radio Stations, Transmitter, Studio – PHP 1,000.00 T.V. Stations / T.V. Studio – PHP 1,000.00</p> <p>Telegraph, Cable and Wireless Communication Companies, Telephone Companies – Main Office – PHP 1,000.00 Every Branch / Station – PHP 500.00</p> <p>Companies of Information Technology (IT), Business Process Outsourcing (BPO), Call Centers and the like – PHP 1,000.00</p> <p>Terminal Garage for Bus, Taxis and Vans – PHP 2,000.00</p> <p>Administration Offices, Display Offices and / or Offices of Professionals – PHP 500.00</p> <p>Private Warehouse or Bodega – With an area of 500 sq. m. or below – PHP 1,000.00</p> <p>With an area of 501 sq. m. to 1,000 sq. m. – PHP 1,500.00</p> <p>With an area of 1,001 sq. m. or more – PHP 2,000.00</p> <p>Carinderia and the like – With an area of less than 10 sq. m. – PHP 30.00</p> <p>With an area of 11 sq. m. to 25 sq. m. – PHP 60.00</p> <p>With an area of 26 sq. m. or more – PHP 120.00</p>
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	<p>Restaurants, Bars, Coffee Shops, Food Parks and other similar establishments – With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 500.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 1,000.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,500.00</p> <p>With an area of 201 sq. m. or more – PHP 2,000.00</p> <p>Subdivisions, villages and other private / exclusive residential areas – First 1 hectare and below – PHP 500.00</p> <p>Next 3 hectares – PHP 1,000.00</p> <p>Next 5 hectares – PHP 1,500.00</p> <p>Next 10 hectares – PHP 2,000.00</p> <p>Next 20 hectares – PHP 3,000.00</p> <p>Private / exclusive cemeteries, columbarium and other similar burial places – PHP 3,000.00</p> <p>All other business and service agencies not specifically mentioned above –</p> <p>Small scale manufactures, producers, processors and re-packers – With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 200 sq. m. – PHP 500.00</p> <p>With an area of 201 sq. m. to 500 sq. m. – PHP 1,000.00</p> <p>With an area of 501 sq. m. – PHP 1,500.00</p> <p>Large scale manufacturers, producers, processors and re-</p>
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	packers – PHP 10,000.00
	Owners or operators of business establishments rendering services of business offices of general contractors, manpower, service / employment agencies, private detective agencies, advertising agencies and all other business entity herein mentioned – PHP 500.00
	Hauling Services – PHP 2,000.00
OTHER FEES AND CHARGES	
TRAFFIC VIOLATION	PHP 300.00/violation
POLICE CLEARANCE - LOCAL	PHP 115.00
POLICE CLEARANCE - ABROAD	PHP 110.00
POLICE CLEARANCE – FIRE ARMS	PHP 300.00
POLICE CLEARANCE – DRIVER'S LICENSE	PHP 115.00
BIR FORM 0016	PHP 70.00
ACCOUNTABLE FORM 51	PHP 130.00

5. Issuance of Tax Clearance Certificate

A certificate of Real Property Tax Payment or Tax Clearance is a proof that taxes on real property are duly paid. In certain transactions, it is required by other agencies to prove that the real property does not have delinquent taxes.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Citizen, Government Employee / Official, Business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Real property tax receipt (current year) (1 Original)		1. Municipal Treasurer's Office.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present current year real property tax receipt to person in charge.	1. Person in charge will verify if presented receipt is reflected on iTax system. If payment is confirmed on iTax system, the client will be asked to pay the fee for the clearance to the person in charge of issuing the official receipt.	Tax clearance fee - PHP 65.00	10 Minutes	<p><i>Daren Reyes</i> Admin Aide I <i>Marjorie Manalo</i> Admin Aide I (In-charge for tax clearance) Municipal Treasurer's Office</p> <p><i>Jasmin Reyes</i> Admin Aide III <i>Alyosa Bondoc</i> RCC III (In-charge for tax clearance) Municipal Treasurer's Office</p>
2. Present the official receipt confirming payment of the tax clearance.	2. Person in charge will print the clearance, sign it and will endorse the clearance to the other appropriate signatory. Once the clearance is signed, the clearance will be issued to the client.	None	10 Minutes	<p><i>Daren Reyes</i> Admin Aide I <i>Marjorie Manalo</i> Admin Aide I (In-charge for tax clearance) Municipal Treasurer's Office</p> <p><i>Maria Theresa S. Sampang</i> Acting Municipal Treasurer Or Next in rank personnel Municipal Treasurer's Office</p>
TOTAL:		Tax clearance fee - PHP 65.00	20 Minutes	



6. Payment of Real Property Tax (Amilyar)

The payment of real property tax or amilyar is an obligation of an individual owning a real property. Under RA 7160 or the Local Government Code, a province, city or municipality may levy taxes on real property such as land, building, machinery and other improvements.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Government Employee / Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Either 1 of following requirements: 1. Latest real property tax receipt (1 Original) 2. Tax declaration (1 original or 1 photocopy) 3. Land title (1 Original or 1 photocopy)		1. Municipal Treasurer's Office 2. Municipal Assessor's Office 3. Registry of Deeds – Provincial Capitol		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present latest real property tax receipt/tax declaration/land title to person in charge.	1. Person in charge will search the delinquent taxes of the property using iTax system. If there is no problem with the property, the person in charge will compute the delinquent taxes, present it to the client and ask if he/she is willing to pay the current	None	20 Minutes	<i>Jane Nucup</i> <i>Admin Asst. I</i> <i>Shirley Lapuz</i> <i>Admin Aide I</i> <i>Vileth Canlas</i> <i>Admin Aide IV</i> Municipal Treasurer's Office



	delinquent taxes. If the client is willing to pay, the transaction will continue. If client is not willing to pay, the person in charge will give the current computation to the client.			
2. The client will pay the current real property taxes.	2. Person in charge will receive the payment and issue the official receipt for the real property taxes paid by the client.	<p>Real Property Tax Computation:</p> <p>If client is paying after March 31 for current year</p> $[(\text{Assessed Value of Real Property} \times 1\%) + (\text{Penalty} \times (\text{Assessed Value of Real Property} \times 1\%))] \times 2$ <p>If property has delinquent taxes</p> $[\text{Year 1}(\text{Assessed Value of Real Property} \times 1\%) + (\text{Penalty} \times (\text{Assessed Value of Real Property} \times 1\%))] + \text{Year 2}(\text{Assessed Value of Real Property} \times 1\%) + (\text{Penalty} \times$	20 Minutes	<p><i>Admin Asst. I</i> <i>Admin Aide I</i> <i>Admin Aide IV</i> <i>(In-charge for Real Property Tax)</i> Municipal Treasurer's Office</p>



		<p>(Assessed Value of Real Property x 1%)) + Year N(Assessed Value of Real Property x 1%)+(Penalty x (Assessed Value of Real Property x 1%))) x 2</p> <p>If client is paying on or before March 31 for current year</p> <p>[(Assessed Value of Real Property x 1%)-(Discount x (Assessed Value of Real Property x 1%))] x 2</p>		
	TOTAL:	<p>Real Property Tax Computation:</p> <p>If client is paying after March 31 for current year</p> <p>[(Assessed Value of Real Property x 1%)+(Penalty x (Assessed Value of Real Property x 1%))] x 2</p> <p>If client is</p>	40 Minutes	



	<p>paying on or before March 31 for current year</p> <p> $[(\text{Assessed Value of Real Property} \times 1\%) - (\text{Discount} \times (\text{Assessed Value of Real Property} \times 1\%))] \times 2$ </p>		
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7. Issuance of Certificate of No Business

This certificate is given to individuals upon verification that they have no existing business in this municipality.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any government issued ID.		Any government agency issuing IDs.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID to the BPLO.	1. Person in charge will verify in the system if client has no existing business. Upon verification, client will be		3 Minutes	Adrian G. Enriquez Cashier III Leilani L. Canlas LRCO III Ivy Aquino RCC II



	asked to get an official receipt.			
2. Payment of official receipt.	2. Person in charge of issuing official receipts to other fees and charges will issue receipt and give it to the person in charge of issuing the certification.	P65.00	3 Minutes	Adrian G. Enriquez Cashier III Leilani L. Canlas LRCO III Ivy Aquino RCC II Municipal Treasurer's Office Jasmin Reyes Admin Aide III Alyosa Bondoc RCC III Municipal Treasurer's Office Municipal Treasurer's Office
3. Releasing of certification.	3. Person in charge of the certification will finalize the certification and release it to the client		2 Minutes	
TOTAL:		P65.00	8 Minutes	



Office of the Municipal Accountant External Services



1. Certificate of Taxes Withheld (BIR Form 2306, 2307 and 2316)

The Certificate of Taxes Withheld are being issued to supplier of goods and services whether citizen or business entities (BIR Form 2306 and 2307) and employees/officials (BIR Form 2316) as proof of taxes withheld to them by this Municipality as withholding agent, it states the taxable transactions with applicable tax rates and the total taxes withheld.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Government Employees / Officials / Citizens / Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal: 1. Request Form (1 original) 2. Government Issued Identification Card (1 Principal) For Representative: 1. Authorization Letter (1 original) 2. Government Issued Identification Card of the person being represented (1 original & 1 photocopy) 3. Identification Card of the Representative (1 original & 1 photocopy) 4. Request Form (1 original)		1. Office of the Municipal Accountant 2. Any Government Agencies that issue Primary Identification Cards 1. Person being represented 2. Any Government and Private Agencies that issue Primary Identification Cards 3. Any Government and Private Agencies that issue Primary Identification Cards 4. Office of the Municipal Accountant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Accountant.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Aide I</i> Office of the Municipal Accountant
2. Fill out the Request Form and present the Identification Card for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
3. Wait for the processing and	3. Start the processing	None	1 Hour	<i>Administrative Aide I</i> Office of the Municipal



releasing of Certificate of Taxes Withheld at the Office of the Municipal Accountant.	and Issue the document/s requested.			Accountant
TOTAL:		None	1 Hour, 6 Minutes	



Office of the Municipal Accountant Internal Services



1. Certificate of Contributions/Remittances to GSIS, SSS, PHIC and HDMF

The Certificate of Contributions/Remittances are being issued to employees and officials for verification of their contributions to GSIS, SSS, PHIC and HDMF. It states all contributions of employees/officials in a specific period. Certifications are issued to affirm the validity of information.

Office or Division:		Office of the Municipal Accountant		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Government Employees / Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original) 2. Government Issued Identification Card (Principal), (1 photocopy and present original copy) 3. For Representative; Authorization Letter, Government Issued Identification Card of the person being represented (1 original & 1 photocopy) and Identification Card of the Representative		1. Office of the Municipal Accountant 2. Any Government Agencies that issue Primary Identification Cards 3. Person being represented, Any Government and Private Agencies that issue Primary Identification Cards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Accountant.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Aide I Administrative Officer IV Office of the Municipal Accountant</i>
2. Fill out the Request Form and present the Identification Card for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide I Administrative Officer IV Office of the Municipal Accountant</i>
3. Wait for the processing and releasing of Certificate of Contributions/ Remittances at the Office of the Municipal Accountant.	3. Start the processing and Issue the document/s requested.	None	15 Minutes	<i>Administrative Aide I Administrative Officer IV Office of the Municipal Accountant</i>
TOTAL:		None	21 Minutes	



2. Journal Entry Voucher

The Journal Entry Voucher are being issued to record all transactions of this Municipality to the accounting books. It states the accounting entries, JEV number and nature, date and amount of transactions.

Office or Division:	Office of the Municipal Accountant		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Government Employees / Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Common requirements for all types of cash advances except for travels. <ul style="list-style-type: none">Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance) (1 original and 1 photocopy)Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (1 original and 1 photocopy)Approved application for bond and/or Fidelity bond for the year for cash accountability of Php 2,000 or more (1 original and 1 photocopy)		<ul style="list-style-type: none">Office of the Municipal MayorOffice of the Municipal AccountantBureau of the Treasury	
1.1. Other requirements per cash advances in addition to the common requirements;			
1.1.1 Payroll fund for salaries, wages, allowances, honoraria and other similar expenses <ul style="list-style-type: none">Approved contracts (for initial payment) (1 original and 1 photocopy)Approved payroll or list of payees indicating their net payments (1 original and 1 photocopy)Approval/authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/wages/fringe benefits (1 original and 1 photocopy)Daily time record (DTR) approved by the supervisor (1 original and 1 photocopy)		<ul style="list-style-type: none">Office of the Municipal MayorOffice of the Municipal MayorOffice of the Sanggunian BayanHuman Resource Management Office	
1.1.2 Petty cash fund (PCF) <ul style="list-style-type: none">Approved estimates of petty expenses for one month (1 original and 1 photocopy)		<ul style="list-style-type: none">Office of the Municipal Mayor	
1.1.3 Field/Activity Current Operating Expenses (COE)			



- Approved budget for COE of the agency field office or agency activity in the field (1 original and 1 photocopy)

2. Traveling Allowances

2.1 Local Travel

- Office Order/Travel Order approved in accordance with Section 3 of EO no. 298 (1 original and 1 photocopy)
- Duly approved itinerary of travel (1 original and 1 photocopy)
- Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 original and 1 photocopy)

2.2 Foreign Travel

- Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO no. 459 dated September 01, 2005 (1 original and 1 photocopy)
 - As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel:
 - Provincial Governors and Mayors of highly urbanized cities or independent component cities – Secretary of the Department of the Interior and Local Government
- Duly approved itinerary of travel (1 original and 1 photocopy)
- Letter of invitation of host/sponsoring country/agency/organization (1 original and 1 photocopy)
- For plane fare, quotations of three travel agencies or its equivalent (1 original and 1 photocopy)
- Flight itinerary issued by the airline/ticketing office/travel agency (1 original and 1 photocopy)
- Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed (1 original and 1 photocopy)
- Document to show the dollar to peso exchange

- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Office of the Municipal Mayor / Concerned Department
- Office of the Municipal Accountant
- Office of the Municipal Mayor
- Office of the Municipal Mayor / Concerned Department
- Host / Sponsoring Country / Agency / Organization
- Airline / Travel Agency
- Airline/Ticketing Office/Travel Agency
- United Nations Development Programme
- Bangko Sentral ng Pilipinas



rate at the date of grant of cash advance (1 original and 1 photocopy)

- In case of seminars/trainings
 - Invitation addressed to the agency inviting participants (issued by the foreign country) (1 original and 1 photocopy)
 - Acceptance of the nominees as participants (issued by the foreign country) (1 original and 1 photocopy)
 - Programme Agenda and Logistics Information (1 original and 1 photocopy)
- Certification from the accountant that the previous cash advances has been liquidated and accounted for in the books (1 original and 1 photocopy)

3. Liquidation of Cash Advances

a. Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

- Report of Disbursements certified correct by the accountable officer (1 original and 1 photocopy)
- Approved payrolls/vouchers duly acknowledged/signed by the payee/s (1 original and 1 photocopy)
- Approved daily time records (DTRs) or Certificate of Service (1 original and 1 photocopy)
- Approved application for leave (1 original and 1 photocopy)
- In case of payment of personnel under the "job order" status, duly verified/accepted accomplishment report (1 original and 1 photocopy)
- Official Receipt (OR) in case of refund for unclaimed salaries (1 original and 1 photocopy)
- Authority from the claimant and identification documents, if claimed by person other than the payee (1 original and 1 photocopy)
- Such other pertinent supporting documents as are required by the nature of expense (1 original and 1 photocopy)

b. Petty Cash Fund

- Summary of Petty Cash Vouchers (1 original and 1 photocopy)
- Report of Disbursements (1 original and 1 photocopy)
- Petty Cash Replenishment Report (1 original and

- Foreign Country
- Foreign Country
- Foreign Country
- Office of the Municipal Accountant

- Office of the Municipal Treasurer
- Office of the Municipal Mayor
- Concerned Department / HRMO
- Concerned Department / HRMO
- Concerned Department
- Office of the Municipal Treasurer
- Law Office / Notary Public
- Concerned agency / department

- Office of the Municipal Treasurer
- Office of the Municipal Treasurer
- Office of the Municipal Treasurer



<p>1 photocopy)</p> <ul style="list-style-type: none"> • Approved purchase request with certificate of emergency purchase, if necessary (1 original and 1 photocopy) • Bills, receipts, sales invoices (1 original and 1 photocopy) • Certificate of inspection and acceptance (1 original and 1 photocopy) • Report of Waste Materials in case of replacement/repair (1 original and 1 photocopy) • Approved trip ticket, for gasoline expenses (1 original and 1 photocopy) • Canvass from at least three suppliers for purchases involving Php 1,000 and above, except for purchases made while on official travel (1 original and 1 photocopy) • Summary/Abstract of canvass (1 original and 1 photocopy) • Petty Cash Vouchers duly accomplished and signed (1 original and 1 photocopy) • OR in case of refund (1 original and 1 photocopy) • For reimbursement of toll receipts <ul style="list-style-type: none"> ○ Toll Receipts (1 original and 1 photocopy) ○ Trip Tickets (1 original and 1 photocopy) • Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses (1 original and 1 photocopy) <p>c. Field/Activity Current Operating Expenses</p> <ul style="list-style-type: none"> • Same requirements as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred (1 original and 1 photocopy) <p>d. Traveling Expenses</p> <p>3.4.1 Local Travel</p> <ul style="list-style-type: none"> • Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1 original and 1 photocopy) • Certificate of appearance/attendance (1 original and 1 photocopy) • Copy of previously approved itinerary of travel (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Office of the Municipal Mayor/ Concerned Department/Office of the Municipal Treasurer • Supplier • Office of the Municipal Treasurer • Office of the Municipal Treasurer / Concerned Department • Office of the Municipal Mayor • Bids and Awards Committee • Bids and Awards Committee • Concerned Department • Office of the Municipal Treasurer • Tollways • Concerned Agency / Department • Same as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred • Transportation Company • Concerned Agency • Concerned Department
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<ul style="list-style-type: none"> • Revised or Supplemental Office Order or any proof supporting the change of schedule (1 original and 1 photocopy) • Revised Itinerary of Travel, if the previous approved itinerary was not followed (1 original and 1 photocopy) • Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) (1 original and 1 photocopy) • Liquidation Report (1 original and 1 photocopy) • Reimbursement Expense Receipt (RER) (1 original and 1 photocopy) • OR in case of refund of excess cash advance (1 original and 1 photocopy) • Certificate of Travel Completed (1 original and 1 photocopy) • Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room /lodging rate (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Office of the Municipal Mayor • Concerned Department • Office of the Municipal Mayor • Concerned Employee • Concerned Employee • Office of the Municipal Treasurer • Concerned Employee / Department • Hotel
<p>3.4.2 Foreign Travel</p> <ul style="list-style-type: none"> • Paper/electronic plane tickets, boarding pass, boat or bus ticket (1 original and 1 photocopy) • Certificate of appearance/attendance for training/seminar/participation (1 original and 1 photocopy) • Bills/receipts for non-commutable representation expenses approved by the president under Section 13 of EO No. 248 (1 original and 1 photocopy) • For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298): <ul style="list-style-type: none"> ◦ Approval by the President (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Transportation Company • Concerned Agency • Supplier • Office of the President



<ul style="list-style-type: none"> ○ Certification from the Head of Agency that it is absolutely necessary (1 original and 1 photocopy) ○ Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) (1 original and 1 photocopy) • Revised Itinerary of Travel, if applicable (1 original and 1 photocopy) • Narrative Report on trip undertaken/Report on Participation (1 original and 1 photocopy) • OR in case of refund of excess cash advance (1 original and 1 photocopy) • Certificate of Travel Completed (1 original and 1 photocopy) • Liquidation Report (1 original and 1 photocopy) <p>4. Fund Transfers to Non- Government Organizations/People's Organizations (NGOs/Pos)</p> <p>4.1 Release of Funds</p> <ul style="list-style-type: none"> • Approved Summary of Budgetary Requirements detailing the items of expenditure/disbursement to be incurred in the program/project (1 original and 1 photocopy) • List of priority projects which may be implemented by the NGO/PO published in the newspaper, agency website, bulletin board and the like (1 original and 1 photocopy) • Accreditation of the NGO/PO by the Bids and Awards Committee (BAC) of the grantee agency (1 original and 1 photocopy) • Results of evaluation of financial and technical capability of selected NGO/PO (1 original and 1 photocopy) • Performance security for infrastructure project (1 original and 1 photocopy) • NGO/PO proposal or application for funding accompanied by: (1 original and 1 photocopy) <ul style="list-style-type: none"> ○ Certificate of registration from Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE) as the case may be (2 photocopies) 	<ul style="list-style-type: none"> • Office of the Municipal Mayor • Hotel • Concerned Department • Concerned Employee • Office of the Municipal Treasurer • Concerned Employee / Department • Concerned Employee • Office of the Municipal Mayor • Office of the Municipal Mayor • Bids and Awards Committee • Bids and Awards Committee • Insurance Company • Concerned NGO / PO • SEC / CDA / DOLE
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<ul style="list-style-type: none"> and present original copy) ○ Authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with SEC/Certificate of Approval by the CDA (2 photocopies and present original copy) ○ Audited Financial Reports for the past three years preceding the date of project implementation, For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects (2 photocopies and present original copy) ○ Disclosure of other related business, if any (1 original and 1 photocopy) ○ Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project (1 original and 1 photocopy) ○ Complete project proposal approved/signed by officers (1 original and 1 photocopy) ○ List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation (1 original and 1 photocopy) ○ Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to fourth civil degree to the official of the agency authorized to process and/or approve proposed MOA, and release funds (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • SEC / CDA • Independent Auditor • Concerned NGO / PO • Concerned NGO / PO • Concerned NGO / PO • Concerned NGO / PO • Concerned NGO / PO • Concerned NGO / PO • Office of the Municipal Accountant
<ul style="list-style-type: none"> • Document showing that NGO/PO has equity equivalent to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project (1 original and 1 photocopy) • Certification from the Accountant that the previous cash advance granted to the NGO/PO has been 	



liquidated, liquidation documents are post-audited and properly taken up in the books (1 original and 1 photocopy)

- Memorandum of Agreement (MOA) incorporating therein the following terms and provisions: (2 photocopies and present original copy)
 - Project name, intended beneficiaries, benefits to be delivered, project cost estimates, brief description of project and its site/location;
 - Systems and procedures to implement the project such as, but not limited to, procurement of goods and services by the NGO/PO and their distribution which should be documented and coordinated with the GO's authorized officials and the respective barangays;
 - Time schedules for the releases of funds, periodic inspection/evaluation, reporting, monitoring requirements, date of commencement, date of completion (releases of funds after the initial fund transfer must be output-based, that is, subsequent fund release must be dependent on 100% delivery of physical status of the project corresponding to the previous funds received by the NGO/PO);
 - Submission of the required periodic financial and physical status reports (no subsequent fund transfer must be granted unless previous fund transfers have been liquidated and required physical status report has been submitted);
 - Specific period to liquidate the funds granted to NGO/PO with the GO;
 - In case of construction projects like school buildings, housing, and other similar structures and acquisition of assets like vehicles and equipment , a stipulation of turnover of ownership of the infrastructure or fixed asset (in the procurement of any type of asset out of government funds, the NGO/PO shall conduct simple bidding or canvass to ensure the best terms and quality

- Concerned Parties



of purchase);

- In case the asset shall be owned by a specific beneficiary, a stipulation that a Deed of Donation Shall be executed by the GO after the completion of the project;
- Monitoring and inspection of project implementation and verification of financial records and reports of the NGO/PO by the GO;
- Visitorial audit by the officials and personnel of the COA authorized to perform the audit under an approved office order;
- Institution of legal action by the GO against the defaulting NGO/PO which fails to complete a project covered by the MOA, or for a material violation of the provisions of the MOA or of this Circular, and in any of these cases, its subsequent disqualification from applying for another project in any other GO;
- In case of the dissolution of the recipient NGO/PO, voluntary or involuntary, the lien of the granting GO on its assets, in accordance with existing laws, to the extent of the unexpended or unutilized portion of the fund;
- Maintenance by the NGO/PO of a separate savings/current account for each fund received from the GO; and
- The return by the NGO/PO to the granting GO of any amount not utilized to complete the project, including interest, if any.

- Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29, 2007 (1 original and 1 photocopy)

4.2 Implementation and Liquidation of funds released

- Final fund utilization report, indicating the summary of expenses and the status report of accomplishments, certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO (1 original and 1 photocopy)
- Pictures of implemented projects (1 original and 1 photocopy)

- Concerned Agency / Department

- Concerned NGO / PO

- Concerned NGO / PO



- Inspection report and certificate of project completion issued by the GO authorized representative (1 original and 1 photocopy)
- List of beneficiaries with their signatures signifying their acceptance/acknowledgement of the project/funds/goods/services received (1 original and 1 photocopy)
- Proof of verification by the GO official of the validity of the documents submitted by the NGO/PO (1 original and 1 photocopy)
- OR issued by the granting GO acknowledging return by the NGO/PO of any unutilized/excess amount of cash advances, including interest, if any (1 original and 1 photocopy)
- List of equipment/vehicles procured by the NGO/PO out of the project funds indicating its brief description, date acquired, acquisition cost and the final disposition (1 original and 1 photocopy)
- Warranty for procurement of equipment and projects (1 original and 1 photocopy)
- In case of dissolution of the recipient NGO/PO, in addition to the OR acknowledging return of unutilized amount, copy of the vouchers paid by the NGO/PO (1 original and 1 photocopy)
- Liquidation Report (1 original and 1 photocopy)

4.3 Staggered Release of Funds to NGO/PO

- Duly approved Schedule of Fund Release to NGO/PO (1 original and 1 photocopy)
- Interim Fund Utilization Report on the previous release certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing summary of the expenses and a status report of accomplishment evidenced by pictures (1 original and 1 photocopy)
- List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgement of the project funds/goods/services (1 original and 1 photocopy)

5. Fund Transfer

5.1 Transfer of Funds to Implementing Agencies

5.1.1 Transfer

Source Agency:

- Concerned NGO / PO
- Concerned NGO / PO
- Concerned GO
- Concerned GO
- Concerned NGO / PO
- Insurance Company
- Concerned NGO / PO
- Concerned NGO / PO
- Office of the Municipal Mayor
- Concerned NGO / PO
- Concerned NGO / PO



<ul style="list-style-type: none"> • Copy of MOA/Trust Agreement (2 photocopies and present original copy) • Copy of Approved Program of Work (for infrastructure project) (1 original and 1 photocopy) • Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects) (1 original and 1 photocopy) • For local government units (LGUs), as clarified under COA Memorandum NO. 2010-014 dated April 22, 2010 authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following: <ul style="list-style-type: none"> ○ In the case of a reenacted budget <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget (1 original and 1 photocopy) ○ In case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges (1 original and 1 photocopy) -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses (1 original and 1 photocopy) • Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books (1 original and 1 photocopy) • Copy of the OR issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) (1 original and 1 	<ul style="list-style-type: none"> • Concerned Parties • Office of the Municipal Engineer • Office of the Municipal Engineer • Office of the Sanggunian Bayan • Office of the Sanggunian Bayan • Office of the Sanggunian Bayan • Office of the Municipal Accountant • Implementing Agency
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photocopy)

5.1.2 Implementation and Liquidation

Implementing Agency:

- Necessary supporting documents depending on the nature of transactions (1 original and 1 photocopy)
- Copy of MOA/Trust Agreement (2 photocopies and present original copy)
- Copy of OR upon receipts of funds transferred (1 original and 1 photocopy)
- Copy of OR issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer (1 original and 1 photocopy)

5.1.3 Liquidation

Sources Agency:

- Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the IA, and duly audited by the Auditor of the IA (1 original and 1 photocopy)
- Copy of Credit Notice issued by the Auditor of the IA (1 original and 1 photocopy)
- Copy of OR issued for the refund of unexpanded/unutilized balance of fund transferred (1 original and 1 photocopy)

5.2 From Trust Fund to the General Fund for unspent balance/excess amount

- Report of Receipts, Disbursement and Fund Balance certified by Accountant (1 original and 1 photocopy)
- Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred (2 photocopies and present original copy)
- Letter of IA to Source Agency to transfer the unexpanded balance to the General Fund duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or Memorandum of Understanding (1 original and 1 photocopy)

- Implementing Agency
- Concerned Parties
- Implementing Agency
- Source Agency

- Implementing Agency
- Implementing Agency
- Implementing Agency

- Office of the Municipal Accountant
- Concerned Parties
- Implementing Agency



6. Salary

6.1 Individual Claims

6.1.1 First Salary

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| <ul style="list-style-type: none"> • Certified true copy of duly approved Appointment (1 original and 1 photocopy) • Assignment Order, if applicable (1 original and 1 photocopy) • Certified true copy of Oath of Office (1 original and 1 photocopy) • Certificate of Assumption (1 original and 1 photocopy) • Statement of Assets, Liabilities and Net Worth (1 original and 1 photocopy) • Approved DTR (1 original and 1 photocopy) • Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305) (1 original and 1 photocopy) • Authority from the claimant and identification documents, if claimed by person other than the payee (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Office of the Municipal Mayor • Office of the Municipal Mayor • Concerned Employee • Office of the Municipal Mayor • Concerned Employee • Concerned Department / HRMO • Bureau of Internal Revenue • Claimant |
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Additional Requirement for transferees (from one government office to another)

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| <ul style="list-style-type: none"> • Clearance from money, property and legal accountabilities from the previous office (1 original and 1 photocopy) • Certified true copy of pre-audited disbursement voucher of the last salary from previous agency and/or Certification by the Chief Accountant of the last salary received from previous office duly verified by the assigned auditor thereat (1 original and 1 photocopy) • BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) (1 original and 1 photocopy) • Certificate of Available Leave Credits (1 original and 1 photocopy) • Service Record (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Office of the Municipal Treasurer • Office of the Municipal Accountant / Previous Agency • Office of the Municipal Accountant • Human Resource Management Office • Human Resource Management Office |
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6.1.2 Salary (if deleted from the payroll)

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| <ul style="list-style-type: none"> • Approved DTR (1 original and 1 photocopy) • Notice of Assumption (1 original and 1 photocopy) • Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Concerned Department / HRMO • Office of the Mun. Mayor / HRMO • HRMO / Medical Practitioner |
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<p>6.1.3 Salary of Casual/Contractual Personnel</p> <ul style="list-style-type: none"> For accredited agencies by the CSC (for first claim) <ul style="list-style-type: none"> Certified true copy of the pertinent contract/appointment/job order (1 original and 1 photocopy) Copy of the ROPA of the pertinent contract/appointment marked received by the CSC (1 original and 1 photocopy) For other agencies (for first claim) <ul style="list-style-type: none"> Certified copy of the pertinent contract/appointment/job order marked received by the CSC (1 original and 1 photocopy) Certification by the Local Chief Executive (LCE), in case of LGUs, that the employment/hiring is still within the Personal Service (PS) limitation prescribed under Section 325(a) of RA No. 7160 (1 original and 1 photocopy) Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) (1 original and 1 photocopy) Accomplishment Report (1 original and 1 photocopy) Approved DTR (1 original and 1 photocopy) <p>6.1.4 Salary Differentials due to Promotion and/or Step Increment</p> <ul style="list-style-type: none"> Certified true Copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase (1 original and 1 photocopy) Certification of Assumption (1 original and 1 photocopy) Approve DTR or certification that the employee has not incurred leave without pay (1 original and 1 photocopy) Certification by the LCE, in case of LGUs, that the promotion/step increment is still with the PS limitation prescribed under Section 325(a) of RA No. 7160 (1 original and 1 photocopy) <p>6.1.5 Last Salary</p>	<ul style="list-style-type: none"> Office of the Municipal Mayor Human Resource Management Office Human Resource Management Office Office of the Municipal Mayor Office of the Municipal Mayor Concerned Employee Concerned Department / HRMO Human Resource Management Office Human Resource Management Office Concerned Department / HRMO Office of the Municipal Mayor
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- Clearance from money, property and legal accountabilities (1 original and 1 photocopy)
- Approved DTR (1 original and 1 photocopy)

6.1.6 Salary due to heirs of deceased employee

- Same requirements as those for last salary
- Additional requirements;
 - Death Certificate authenticated by National Statistic Office (NSO) (1 original and 1 photocopy)
 - Marriage Contract authenticated by NSO, if applicable (1 original and 1 photocopy)
 - Birth Certificates of surviving legal heirs authenticated by NSO (1 original and 1 photocopy)
 - Designation of next-of-kin (1 original and 1 photocopy)
 - Waiver of right of children 18 years old and above (1 original and 1 photocopy)

- Office of the Municipal Treasurer
- Concerned Department / HRMO

• PSA / NSO

• PSA / NSO

• PSA / NSO

• Law Office

• Law Office

6.1.7 Maternity Leave

- Certified true copy of approved application for leave (1 original and 1 photocopy)
- Certified true copy of Maternity Leave clearance (1 original and 1 photocopy)
- Medical certificate for maternity leave (1 original and 1 photocopy)

- Human Resource Management Office
- Human Resource Management Office
- Medical Practitioner

Additional requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave

- Medical Certificate that the employee is physically fit to work (1 original and 1 photocopy)
- Certificate of assumption (1 original and 1 photocopy)
- Approved DTR (1 original and 1 photocopy)

- Medical Practitioner
- Human Resource Management Office
- Concerned Department / HRMO

7. Allowances, Honoraria and Other Forms of Compensation

7.1 Personnel Economic Relief Allowance (PERA)

- Same requirements as those for payment of salaries (1 original and 1 photocopy)

- Same requirements as those for payment of salaries

7.2 Representation and Transportation Allowance (RATA)

For individual Claims

- Copy of Office Order / Appointment (1st payment) (1 original and 1 photocopy)
- Certificate of Assumption (1st payment) (1 original and 1 photocopy)

- Office of the Municipal Mayor
- Human Resource Management Office



- Certification that the official/employee did not use government vehicle and is not assigned any government vehicle (1 original and 1 photocopy)
- Certificate of evidence of service rendered or approved DTR (1 original and 1 photocopy)
- Certificate by the LCE, in case of LGU's, that the revised RATA rates is still within the PS limitation prescribed under Section 325(a) of RA No. 7160 (for initial claim) (1 original and 1 photocopy)

For General Claims

- RATA Payroll (1 original and 1 photocopy)
- Payroll Register (hard and soft copy) (1 original and 1 photocopy)

7.3 Clothing / Uniform Allowance

Documentary Requirements for newly hired personnel

For individual Claims

- Certified true copy of approved appointment of new employees (1 original and 1 photocopy)
- Certificate of Assumption of new employees (1 original and 1 photocopy)
- Certificated of non- payment from previous agency, for transferees (1 original and 1 photocopy)

General Claims

- Clothing/Uniform Allowance Payroll (1 original and 1 photocopy)
- Payroll Register (hard and soft copy) (1 original and 1 photocopy)

7.4 Subsistence, Laundry and Quarters Allowances

- Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1 original and 1 photocopy)
- Approved DTR (1 original and 1 photocopy)
- Authority to collect (for initial claim) (1 original and 1 photocopy)

7.5 Productivity Incentive Allowance (PIB)

For Individual Claims

- Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1 original and 1 photocopy)
- Certification from the Legal Office that the

- Concerned Employee
- Concerned Department / HRMO
- Office of the Municipal Mayor
- Office of the Municipal Accountant
- Office of the Municipal Accountant
- Office of the Municipal Mayor
- Human Resource Management Office
- Previous Agency
- Office of the Municipal Accountant
- Office of the Municipal Accountant
- Office of the Municipal Accountant
- Concerned Department / HRMO
- Concerned Employee
- Concerned Department
- Legal Office



employee has no administrative charge (1 original and 1 photocopy)

General Claims

- PIB Payroll (1 original and 1 photocopy)
- List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (except if the penalty meted out is only a reprimand) (1 original and 1 photocopy)
- List of personnel dismissed within the year (1 original and 1 photocopy)
- List of personnel on Absent Without Official Leave (AWOL) (1 original and 1 photocopy)
- Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1 original and 1 photocopy)
- Payroll Register (hard and soft copy) (1 original and 1 photocopy)

7.6 Honoraria

7.6.1 Government Personnel Involved in Government

Procurement

- Office order creating and designating the BAC composition and authorizing the members to collect honoraria (1 original and 1 photocopy)
- Minutes of BAC Meeting (1 original and 1 photocopy)
- Notice of award to the winning bidder of procurement activity being claimed (1 original and 1 photocopy)
- Certification that the procurement involves competitive bidding (1 original and 1 photocopy)
- Attendance Sheet listing names of attendees to the BAC meeting (1 original and 1 photocopy)

7.7 Longevity Pay

- Service Record (1 original and 1 photocopy)
- Certification issued by the Personnel Officer that

- Office of the Municipal Accountant
- Legal Office / HRMO

- Human Resource Management Office
- Human Resource Management Office
- Concerned Department

- Office of the Municipal Accountant

- Office of the Municipal Mayor
- Bids and Awards Committee
- Bids and Awards Committee
- Bids and Awards Committee
- Bids and Awards Committee

- Human Resource Management Office
- Human Resource Management Office



the claimant has not incurred more than 15 days of vacation leave without pay (1 original and 1 photocopy)

7.8 Overtime Pay

- Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1 original and 1 photocopy)
- Overtime work program (1 original and 1 photocopy)
- Quantified Overtime accomplishment duly signed by the employee and supervisor (1 original and 1 photocopy)
- Certificate of service or duly approved DTR (1 original and 1 photocopy)

7.9 Year-End Bonus(YEB) and Cash Gift(CG)

For Individual Claims

- Clearance from money, property and legal accountabilities (1 original and 1 photocopy)
- Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 (1 original and 1 photocopy)

General Claims

- YEB and CG Payroll (1 original and 1 photocopy)
- Payroll Register (hard and soft copy) (1 original and 1 photocopy)

7.10 Retirement Benefits

- Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office (HRO) that the retiree did not incur any leave of absence without pay (1 original and 1 photocopy)
- Retirement application (1 original and 1 photocopy)
- Office clearance from money/ property accountability & administrative/ criminal liability (1 original and 1 photocopy)
- Statement of assets and liabilities (1 original and 1 photocopy)

- Office of the Municipal Mayor
- Concerned Department
- Concerned Employee / Department
- Concerned Department / HRMO
- Office of the Municipal Treasurer
- Office of the Municipal Mayor
- Office of the Municipal Accountant
- Office of the Municipal Accountant
- Human Resource Management Office
- Concerned Employee
- Office of the Municipal Mayor / Office of the Municipal Treasurer
- Concerned Employee



- Retirement Gratuity Computation (1 original and 1 photocopy)
- Affidavit of Undertaking for authority to deduct accountabilities (1 original and 1 photocopy)
- Affidavit of applicant the there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019) (1 original and 1 photocopy)

Additional requirement in case of resignation

- Employee's letter of resignation duly accepted by the Agency Head (1 original and 1 photocopy)

Additional requirements in case of death of claimant

- Death certification authenticated by National Statistic Office (NSO) (1 original and 1 photocopy)
- Marriage contract authenticated by NSO (1 original and 1 photocopy)
- Birth certificates of all surviving legal heirs authenticated by NSO (1 original and 1 photocopy)
- Designation of next-of-kin (1 original and 1 photocopy)
- Waiver of rights of children 18 years old and above (1 original and 1 photocopy)
- Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage (1 original and 1 photocopy)

7.11 Terminal Leave Benefits

- Clearance from money, property and legal accountability from the Central Office and from Regional Office of the last assignment (1 original and 1 photocopy)
- Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/Human Resource Management Office (HRMO) (1 original and 1 photocopy)

- Human Resource Management Office
- Concerned Employee / Law Office
- Law Office

- Concerned Employee

- PSA / NSO

- PSA / NSO

- PSA / NSO

- Law Office

- Law Office

- Law Office

- Office of the Municipal Treasurer

- Human Resource Management Office



- Approved leave application (1 original and 1 photocopy)
- Complete service record (1 original and 1 photocopy)
- Statement of Assets, Liabilities and Net Worth (SALN) (1 original and 1 photocopy)
- Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest. (1 original and 1 photocopy)
- Computation of terminal leave benefits duly signed/certified by the accountant (1 original and 1 photocopy)
- Application's authorization (in affidavit form) to deduct all financial obligations with the employer/ agency/LGU (1 original and 1 photocopy)
- Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) (1 original and 1 photocopy)
- In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1 original and 1 photocopy)

Additional requirements in case of death of claimant

- Death certificate authenticated by NSO (1 original and 1 photocopy)
- Marriage contract authenticated by NSO (1 original and 1 photocopy)
- Birth certificates of all surviving legal heirs authenticated by NSO (1 original and 1 photocopy)
- Designation of next-of-kin (1 original and 1 photocopy)
- Waiver of rights of children 18 years old and above (1 original and 1 photocopy)

7.12 Monetization

- Approve leave application (ten days) with leave credit balance certified by the Human Resource Office (1 original and 1 photocopy)
- Request for leave covering more than ten days duly approved by the Head of Agency (1 original and 1 photocopy)
- For monetization of 50percent or more;

- Concerned Department / HRMO
- Human Resource Management Office
- Concerned Employee
- Human Resource Management Office
- Office of the Municipal Accountant
- Concerned Employee
- Law Office
- Concerned Employee
- Philippine Statistics Authority
- Philippine Statistics Authority
- Philippine Statistics Authority
- Law Office
- Law Office
- Human Resource Management Office
- Concerned Employee / Office of the Municipal Mayor



- Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 original and 1 photocopy)
- Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. (1 original and 1 photocopy)

7.13 Loyalty Cash Award/Incentive

For Individual Claims

- Service Record (1 original and 1 photocopy)
- Certificate of non-payment from previous office (for transferee) (1 original and 1 photocopy)
- Certification from HRO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be (1 original and 1 photocopy)

For General Claims

- Loyalty Cash Award/Incentive Payroll (1 original and 1 photocopy)
- Payroll Register (hard and soft copy) (1 original and 1 photocopy)

8. Other Expenditures

8.1 Utility Expenses

- Statement of Account /Bill (for pre-audit purposes) (1 original and 1 photocopy)
- Invoice/Official Receipt or machine validated statement of account/bill (for post-audit purposes) (1 original and 1 photocopy)

8.2 Telephone/Communication Services

- Statement of Account/Bill (1 original and 1 photocopy)
- Invoice/Official Receipts or machine validated statement of account (for post-audit activities) (1 original and 1 photocopy)
- Certification by Agency Head of his authorized representatives that all National Direct Dial (NDD),

- Medical Practitioner
- Concerned Barangay
- Human Resource Management Office
- Previous Agency
- Human Resource Management Office
- Office of the Municipal Accountant
- Office of the Municipal Accountant
- Utility Company
- Utility Company
- Telecommunication Company
- Telecommunication Company
- Office of the Municipal Mayor



National Operator Assisted Calls and International Operator Assisted Calls are official calls (1 original and 1 photocopy)

9. Extraordinary and Miscellaneous Express

- Invoices/receipts for GOCCs/GFIs and LGUs (1 original and 1 photocopy)
- Other supporting documents as are necessary depending on the nature of expense charged (1 original and 1 photocopy)

10. Procurement

10.1 Procurement through Public Bidding

Basic Requirements for all types of procurement through public bidding

- Authenticated photocopy of the approved APP and any amendment thereto (1 original and 1 photocopy)
- Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:
 - Invitation to Apply for Eligibility to Bid (1 original and 1 photocopy)
 - Letter of intent (1 original and 1 photocopy)
 - Results of Eligibility Check/Screening (1 original and 1 photocopy)
 - Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA no. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services (1 original and 1 photocopy)
 - Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million above] (1 original and 1 photocopy)

- Supplier
- Concerned Agency / Department

- Office of the Municipal Mayor / BAC / TWG

- Bids and Awards Committee
- Supplier
- Bids and Awards Committee
- Bids and Awards Committee

- Bids and Awards Committee



<ul style="list-style-type: none"> ○ Agenda and/or Supplemental Bulletins, if any (1 original and 1 photocopy) ○ Bidders Technical and Financial Proposals (1 original and 1 photocopy) ○ Minutes of Bid Opening (1 original and 1 photocopy) ○ Abstract of Bids (1 original and 1 photocopy) ○ Post-Qualification Report of Technical Working Group (1 original and 1 photocopy) ○ BAC Resolution declaring winning bidder (1 original and 1 photocopy) ○ Notice of Post Qualification (1 original and 1 photocopy) ○ BAC Resolution recommending and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract (1 original and 1 photocopy) ○ Notice of Award (1 original and 1 photocopy) ○ Performance Security (1 original and 1 photocopy) ○ Program of Work and Detailed Estimates (1 original and 1 photocopy) ○ Notice to Proceed, indicating the date of receipt by the contractor (1 original and 1 photocopy) ○ Detailed Breakdown of the ABC (1 original and 1 photocopy) ○ Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time (1 original and 1 photocopy) ○ Detailed Breakdown of the Contract Cost: (1 original and 1 photocopy) <ul style="list-style-type: none"> - including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects - indicating the following, among others, for consultancy services: <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing 	<ul style="list-style-type: none"> • Bids and Awards Committee • Bidders/Supplier • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee / TWG • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee • Office of the Municipal Mayor • Insurance Company • Office of the Municipal Engineer • Office of the Municipal Mayor • Office of the Municipal Engineer • Office of the Municipal Engineer • Office of the Municipal Engineer
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<p>factor/multiplier certified by the consultant with a sworn statement</p> <ul style="list-style-type: none"> ▪ Detailed breakdown of reimbursement costs based on agreed fixed rates and actual costs - indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/maintenance services - indicating the monthly lease payment and period of lease for lease contracts <ul style="list-style-type: none"> • Copy of Advertisement of Invitation to Bid/Request for expression of interest (1 original and 1 photocopy) <ul style="list-style-type: none"> ○ Newspaper clippings of Advertisement (ABC P 5.0 million and above for infrastructure, P2.0 million and above for goods, and P1.0 million or four months duration and above for consulting services) (1 original and 1 photocopy) ○ Printout copy of advertisement posted in PhilGEPS (1 original and 1 photocopy) ○ Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places (1 original and 1 photocopy) ○ Printout copies of advertisement posted in agency website, if any (1 original and 1 photocopy) • Documentary requirements under Sections 23.1 and 25.2 b for infrastructure projects, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184 (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Bids and Awards Committee • Newspaper • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee
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<ul style="list-style-type: none"> • Minutes of Pre-procurement Conference for projects costing above P5.0 million for infrastructure, P2.0 million and above for goods, and P1.0 million and above for consulting services (1 original and 1 photocopy) • Bid Evaluation Report (1 original and 1 photocopy) • Ranking of short listed bidders for consulting services (1 original and 1 photocopy) • Post Qualification Evaluation Report (1 original and 1 photocopy) • Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS (1 original and 1 photocopy) • For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following: <ul style="list-style-type: none"> ○ In the case of a re-enacted budget: <ul style="list-style-type: none"> - For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets (1 original and 1 photocopy) ○ In the case of the regularly enacted budget: <ul style="list-style-type: none"> - For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges (1 original and 1 photocopy) - For the purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses. (1 original and 1 photocopy) • Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 original and 1 photocopy) • Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities (1 	<ul style="list-style-type: none"> • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee • Bids and Awards Committee • Office of the Sanggunian Bayan • Office of the Sanggunian Bayan • Office of the Sanggunian Bayan • Bids and Awards Committee • Office of the Municipal Mayor / Office of the Municipal Treasurer / Concerned Department
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original and 1 photocopy)

10.1.1 Infrastructure

Additional documentary requirements common to all infrastructure transactions

- Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1 original and 1 photocopy)
- Common to progress/final payments
 - Statement of Work Accomplished/ Progress Billing (1 original and 1 photocopy)
 - Inspection Report by the Agency's Authorized Engineer (1 original and 1 photocopy)
 - Results of Test Analysis, if applicable (1 original and 1 photocopy)
 - Statement of Time Elapsed (1 original and 1 photocopy)
 - Monthly Certificate of Payment (1 original and 1 photocopy)
 - Contractor's Affidavit on payment of laborers and materials (1 original and 1 photocopy)
 - Pictures, before, during, and after construction of items of work especially the embedded items (1 original and 1 photocopy)
 - Photocopy of vouchers of all previous payments (1 original and 1 photocopy)
 - Certificate of completion (1 original and 1 photocopy)

10.1.1.1 Advance Payment

Additional Documentary Requirements

- Irrevocable Standby Letter of Credit/Security Bond/ Bank Guarantee (1 original and 1

- Contractor
- Contractor
- Office of the Municipal Engineer
- Office of the Municipal Engineer
- Office of the Municipal Engineer
- Office of the Municipal Accountant
- Contractor / Law Office
- Contractor
- Office of the Municipal Accountant
- Office of the Municipal Mayor / Office of the Municipal Engineer
- Insurance Company / Bank



photocopy)

- Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy)

10.1.1.2 Variation / Change Orders/ Extra Work Order

Additional Documentary Requirements

- Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review /evaluation of the changes in the contract:
 - Copy of Approved Change Order (CO) /Extra Work Order (EWO) (1 original and 1 photocopy)
 - Copy of the approved original plans indicating the affected portions(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded (1 original and 1 photocopy)
 - Copy of the agency's report establishing the necessity/ justifications for the need of such CO and/or EWO which shall include: (a) the computation as to the quantities of the additional works involved per item

- Concerned Agency / Department

- Office of The Municipal Engineer

- Office of The Municipal Engineer

- Office of The Municipal Engineer



indicating the specific stations where such works are needed; (b) the date of inspection conducted and the results of such inspection; (c) a detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/lump-sum/lot (1 original and 1 photocopy)

- Copy of approved/ revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional /deductive time for the subject Change Order/ Extra Work Order (1 original and 1 photocopy)
- Copy of the approved detailed breakdown of contract cost for the variation order (1 original and 1 photocopy)
- Copy of COA Technical Evaluation Report for the original contract (1 original and 1 photocopy)
- If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation order, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation orders (1 original and 1 photocopy)

- Office of The Municipal Engineer
- Office of The Municipal Engineer
- Commission on Audit
- Commission on Audit



<ul style="list-style-type: none"> ○ Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost (1 original and 1 photocopy) ○ Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Insurance Company • Concerned Agency / Department
<p>10.1.1.3 Progress Payment</p>	
<p>10.1.1.4 Final Payment</p>	
<p>Additional Documentary Requirements</p> <ul style="list-style-type: none"> • As-Built Plans (1 original and 1 photocopy) • Warranty security (1 original and 1 photocopy) • Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid [DPWH Department Order (DO) No. 109 s. 1993 dated May 4, 1993 and DO No. 119 s. 1993 dated May 11, 1993] (1 original and 1 photocopy) • Copy of turnover documents/transfer of project and facilities such as motor vehicle, laptops, and other equipment and furniture included in the contract to concerned government agency (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Office of the Municipal Engineer / Contractor • Insurance Company • Provincial Treasurer's Office • Office of the Municipal Mayor / Contractor
<p>10.1.1.5 Release of Retention Money</p>	



Additional Documentary Requirements

- Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (1 original and 1 photocopy)
- Certification from the end-user that the project is completed and inspected (1 original and 1 photocopy)

- Insurance Company / Bank
- Office of the Municipal Mayor / Office of the Municipal Engineer

10.1.2 Consulting Services

Additional Documentary Requirements

- Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005, required to be submitted to the Auditor's Office within five days from the execution of the contract:
 - If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/ deliverables (1 original and 1 photocopy)
 - Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project (1 original and 1 photocopy)
 - Copy of Curriculum vitae of the consultants and staff (1 original and 1 photocopy)
- Letter request for payment from the consultant (1 original and 1 photocopy)

- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Consultant and Staff
- Consultant



<p>photocopy)</p> <ul style="list-style-type: none"> • Approved Consultancy Progress/Final Reports , and/or output required under the contract (1 original and 1 photocopy) • Progress/Final Billing (1 original and 1 photocopy) • Contract of Infrastructure Projects subject of Project Management Consultancy Services (1 original and 1 photocopy) 	<ul style="list-style-type: none"> • Consultant • Consultant • Consultant
<p>10.1.3 Goods</p> <p>10.1.3.1 Supplies, Materials Equipment and Motor Vehicles</p> <p>Additional Documentary Requirements</p> <ul style="list-style-type: none"> • Additional documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28,2005 required to be submitted within five days upon execution of the contract: <ul style="list-style-type: none"> ○ Certificate of Exclusive Distributorship, if applicable (2 photocopies and present original copy) ○ Samples and brochures /photographs, if applicable (1 original and 1 photocopy) ○ For imported items: <ul style="list-style-type: none"> Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details (1 original and 1 photocopy) - Home Consumption Value of the items (1 	<ul style="list-style-type: none"> • Supplier • Supplier • Supplier • Supplier



<p>original and 1 photocopy)</p> <ul style="list-style-type: none"> - Breakdown of the expenses incurred in the Importation (1 original and 1 photocopy) • Original Copy of Dealers/Suppliers' Invoices showing the quantity , description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered. (1 original and 1 photocopy) • Results of Test Analysis, if applicable (1 original and 1 photocopy) • Tax receipts from the Bureau of Customs of the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government [Administrative Order (AO) No. 200 dated November 21, 1990] (1 original and 1 photocopy) • Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative (1 original and 1 photocopy) • For equipment, Property Acknowledgement Receipt (1 original and 1 photocopy) • Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (1 original and 1 	<ul style="list-style-type: none"> • Supplier • Supplier • Supplier • Supplier • Office of the Municipal Mayor / Office of the Municipal Treasurer • Office of the Municipal Treasurer • Insurance Company
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| <ul style="list-style-type: none"> • Request for purchase of supplies, materials, and equipment duly approved by proper authorities (1 original and 1 photocopy) • In case of motor vehicles, (AO No. 233 dated August 1, 2008) authority to purchase from: <ul style="list-style-type: none"> ○ Agency heads and Secretary of DBM, or OP depending on the type of vehicle being provided (Sections 7 and 9) (1 original and 1 photocopy) ○ Local Chief Executives, including Punong Barangay, for types of vehicles enumerated under Section 7 of AO No. 233 sourced from their unencumbered local funds and if chargeable under the GAA, either from the DBM or OP depending on the type of vehicles purchased (Sections 7 to 9) (1 original and 1 photocopy) • For procurement of drugs and medicines <ul style="list-style-type: none"> ○ Certificate of product registration from Food and Drug Administration (FDA) (2 photocopies and present original copy) ○ Certification of good manufacturing practice from FDA (2 photocopies and present original copy) ○ Batch Release Certificate from FDA (2 photocopies and present original copy) ○ If the supplier is not the manufacturer, certification from the manufacturer that ht supplier is an authorized | <ul style="list-style-type: none"> • Office of the Municipal Mayor / Office of the Municipal Treasurer / Concerned Department • Department of Interior and Local Government • Department of Interior and Local Government • Food and Drug Administration • Food and Drug Administration • Food and Drug Administration • Manufacturer |
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<p>distributor /dealer of the products/items (2 photocopies and present original copy)</p> <ul style="list-style-type: none"> • Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof. (1 original and 1 photocopy) <p>10.1.3.2 General Support Services (janitorial, security, maintenance, garbage collection, and disposal and similar services)</p> <p>Additional Documentary Requirements</p> <ul style="list-style-type: none"> • Additional documents under Annexes H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract: (1 original and 1 photocopy) <p>For janitorial/security/maintenance services, -appropriate approved documents indicating the following:</p> <ul style="list-style-type: none"> • The number of personnel involved and their corresponding rates/salary (1 original and 1 photocopy) • Schedule of work and places of assignment or station/visits indicating among others, the number of hours per visit (1 original and 1 photocopy) • The type and number of equipment to be served (in case of visitorial maintenance services) (1 original and 1 photocopy) - The scaled floor plans of the building and other area/s covered by the services contract (for janitorial services) (1 original and 1 photocopy) - The group classification of personnel to determine the Equivalent Equipment Monthly 	<ul style="list-style-type: none"> • Concerned Agency / Department • Office of the Municipal Mayor • Office of the Municipal Mayor • Office of the Municipal Mayor • Office of the Municipal Mayor • Office of the Municipal Mayor • Office of the Municipal Mayor
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Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing RA No. 6727 (1 original and 1 photocopy)

- Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract) (1 original and 1 photocopy)
- The population of the agency where the services are rendered (for security services controls) (1 original and 1 photocopy)
- Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance services contracts) (1 original and 1 photocopy)

For Garbage Collection and Disposal

- Complete description/specifications (brand name, model make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used (1 original and 1 photocopy)
- Complete Descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used (1 original and 1 photocopy)
- Appropriate approved documents containing the terms and condition, whether operated or bare rental for heavy equipment, whether per trip or package deal: and other relevant condition (1 original and 1 photocopy)
- The designated dumpsite/location of dumpsite (if provide in a separate document) (1 original and 1 photocopy)
- The measurement in kilometers of the total distance covered by one complete route to all the required routes to be traveled (1 original and 1 photocopy)

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor

- Office of the Municipal Mayor



- Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basic for such estimates (1 original and 1 photocopy)
- In cases where the type of contract differs from the usual per trip contract basic, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract (1 original and 1 photocopy)

For forwarding/shipping/hauling contract

- The type/kind and technical description of the mode of transportation used (1 original and 1 photocopy)
- The point of origin and description including the estimated distance/s if transported by land (1 original and 1 photocopy)
- The estimated weight and volume of cargoes involved (1 original and 1 photocopy)
- Accomplishment Report (1 original and 1 photocopy)
- Request for payment (1 original and 1 photocopy)
- Contractor's Bill (1 original and 1 photocopy)
- Certificate of Acceptance (1 original and 1 photocopy)
- Record of Attendance/Services (1 original and 1 photocopy)
- Proof of remittance to concerned government agency and /or GOCCs [BIR/Social Security System (SSS)/Pag-ibig] (1 original and 1 photocopy)
- Such other documents peculiar to the contract and/or to be mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy)

- Office of the Municipal Mayor
- Contractor
- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Office of the Municipal Mayo
- Office of the Municipal Mayor / Contractor
- Contractor
- Contractor
- Office of the Municipal Mayor
- Contractor
- Contractor
- Concerned Agency / Department

10.1.3.3 Repair and Maintenance of Aircraft, Equipment



and Motor Vehicles

Additional Documentary Requirements

- Additional documents under Annexes Q and R of COA Memorandum No. 2005-027 dated February 28,2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:

- Copy of the pre-pair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair top be done (1 original and 1 photocopy)
 - Report of waste materials (1 original and 1 photocopy)
- Post-inspection reports (1 original and 1 photocopy)
- Warranty Certificate (1 original and 1 photocopy)
- Request for payment (1 original and 1 photocopy)
- Bill/invoices (1 original and 1 photocopy)
- Certificate of acceptance (1 original and 1 photocopy)
- Pre- repair inspection report (1 original and 1 photocopy)
- Such other documents peculiar to the contract and/ or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy)

10.1.3.4 Advertising Expense

Additional Documentary Requirements

- Bill/Statement of Account (1 original and 1 photocopy)
- Copy of newspaper clipping evidencing publication

- Office of the Municipal Mayor
- Office of the Municipal Mayor / Office of the Municipal Treasurer
- Office of the Municipal Mayor
- Supplier
- Supplier
- Supplier
- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Concerned Agency / Department

- Supplier
- Supplier



and/ or CD in case of TV/Radio commercial (1 original and 1 photocopy)

10.2 Procurement through Alternative Modes

Basic Requirements Common

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| <ul style="list-style-type: none"> • Documents to be submitted within five working days from the execution of the contract as required under COA Circular NO. 2009-001 dated February 12,2009; <ul style="list-style-type: none"> ○ Purchase Order/ Letter Order/Contract, duly approved by the official concerned and accepted by the supplier(date of acceptance must be clearly indicated, especially when the or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract) (1 original and 1 photocopy) ○ Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if available and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Section 53.1(two failed bidding) and 53.9 (small value procurement) for the Revised IRR of RA No. 9184 (1 original and 1 photocopy) ○ Performed and warranty securities, expect for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN)agencies (1 original and 1 photocopy) ○ BAC Resolution recommending and justifying to the Head of procuring Entity | <ul style="list-style-type: none"> • Office of the Municipal Mayor • Bids and Awards Committee • Insurance Company • Bids and Awards Committee |
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(HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommended award of contract (1 original and 1 photocopy)

- Proof of posting of Notice of award in the PHILGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for the this purpose in the premises of the procuring entity (1 original and 1 photocopy)
- Approved Procurement Plan (1 original and 1 photocopy)
- Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 original and 1 photocopy)
- Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the agency official of t delivered (1 original and 1 photocopy)
- Inspection and acceptance report signed “Inspected by” by the authorized agency inspector and signed “accepted by” by the authorized end-user to whom the item was delivered or the property officer if item is for stock (1 original and 1 photocopy)
- Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 original and 1 photocopy)
- Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 original and 1 photocopy)
- Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the

- Bids and Awards Committee
- Bids and Awards Committee
- Office of the Municipal Mayor / Office of the Municipal Treasurer / Concerned Department
- Supplier
- Office of the Municipal Treasurer
- Office of the Municipal Mayor / Bids and Awards Committee
- Supplier
- Supplier / Law Office



third civil degree (1 original and 1 photocopy)

10.2.1 Limited Source Bidding

- Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Additional Documentary Requirements

- Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:
 - Copy of direct invitation to bid served by the concerned agency to all supplier or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract (1 original and 1 photocopy)
 - Winning bidder's offer or proposal (1 original and 1 photocopy)
 - Abstract of bids showing the most responsive and complying bidder from among the other bidder who participated in the bidding (1 original and 1 photocopy)
 - Notice of Award (1 original and 1 photocopy)
- Documentary requirements under Section 23.1 and 25.2(a) for goods, 23.1 and 25.2(b) for infrastructure, 25.2 and 25.2(c) for consultancy service of the Revised IRR of RA No. 9184
- Such other documents peculiar to the contract and/or to the mode of Procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy)
- Bid security (required under Section 54.4 IRR-A, RA No. 9184) (1 original and 1 photocopy)

10.2.2 Direct Contracting

Additional Documentary Requirements

- Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001

- Bids and Awards Committee
- Bids and Awards Committee
- Bids and Awards Committee
- Office of the Municipal Mayor
- Concerned Agency / Department
- Insurance Company



dated February 12, 2009:

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| <ul style="list-style-type: none"> ○ Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale (1 original and 1 photocopy) ○ Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/ consulate nearest the place of the principal, in case of foreign suppliers (2 photocopies and present original copy) ○ Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute at more advantageous terms to the government (1 original and 1 photocopy) ○ Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Bids and Awards Committee |
| <ul style="list-style-type: none"> • Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Supplier |
| <ul style="list-style-type: none"> • Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original and 1 photocopy) | <ul style="list-style-type: none"> • Office of the Municipal Mayor |
| | <ul style="list-style-type: none"> • Bids and Awards Committee |
| | <ul style="list-style-type: none"> • Office of the Municipal Mayor |
| | <ul style="list-style-type: none"> • Concerned Agency / Department |

10.2.3 Repeat Order

Additional Documentary Requirements

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> ○ Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public bidding (2 photocopies and present original copy) ○ Certification from the Purchasing Department/Office that the supplier has | <ul style="list-style-type: none"> • Bids and Awards Committee |
| | <ul style="list-style-type: none"> • Concerned Department |



complied with all the requirements under the original contract (1 original and 1 photocopy)

10.2.4 Shopping

Additional Documentary Requirements

- Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:
 - Price quotation from at least three bonafide and reputable manufacturers/suppliers/distributors (1 original and 1 photocopy)
 - Abstract of canvass (1 original and 1 photocopy)

10.2.5 Negotiated Procurement

- Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:
 - In case of two failed biddings, emergency cases, take-over of contract and small value procurement
 - Price quotation/bids/final offers from at least be three invited supplier (1 original and 1 photocopy)
 - Abstract of submitted Price Quotation (1 original and 1 photocopy)
 - BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) (1 original and 1 photocopy)

Additional requirements for each case:

- In case of two failed biddings
 - Agency's offer for negotiations with selected suppliers, contractors or consultants (1 original and 1 photocopy)
 - Certification of BAC on the failure of competitive bidding for the second time (1 original and 1 photocopy)
 - Evidence of invitation of observers in all stages of the negotiation (1 original and 1 photocopy)
 - Eligibility documents in case of infrastructure project (1 original and 1

• Bids and Awards Committee

• Bids and Awards Committee

• Bids and Awards Committee

• Bids and Awards Committee

• Bids and Awards Committee

• Concerned Agency

• Bids and Awards Committee

• Bids and Awards Committee

• Bids and Awards Committee



- photocopy)
- In emergency cases
 - Justification as to the necessity of purchase (1 original and 1 photocopy)
- In case of take-over of contracts
 - Copy of terminated contract (1 original and 1 photocopy)
 - Reasons for the termination (1 original and 1 photocopy)
 - Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors (1 original and 1 photocopy)
 - Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases (1 original and 1 photocopy)
- In case of small value procurement
 - Letter/invitation to submit proposal (1 original and 1 photocopy)
- For adjacent or contiguous projects
 - Original contract and any document indicating that the same resulted from competitive bidding (1 original and 1 photocopy)
 - Scope of work which be related or similar to the scope of the original contract (1 original and 1 photocopy)
 - Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay (1 original and 1 photocopy)

11. Cultural and Athletic Activities

- Budget estimates approved by the Head of the Agency (1 original and 1 photocopy)
- Same requirements under procurement depending on the nature of expense and the mode of procurement adopted (1 original and 1 photocopy)

- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Office of the Municipal Mayor
- Bids and Awards Committee
- Office of the Municipal Mayor
- Bids and Awards Committee
- Bids and Awards Committee
- Bids and Awards Committee
- Bids and Awards Committee

- Office of the Municipal Budget
- Same as those of procurement depending on the nature of expense and the mode of procurement adopted



<p>12. Human Resource Development and Training Program</p> <ul style="list-style-type: none"> Budget estimates approved by the Head of Agency (1 original and 1 photocopy) Schedule of training approved by the Head of the Agency (1 original and 1 photocopy) Same requirements under procurement depending on the nature of expense and mode of procurement adopted (1 original and 1 photocopy) 	<ul style="list-style-type: none"> Office of the Municipal Budget Office of the Municipal Mayor / Concerned Department Same as those of procurement depending on the nature of expense and mode of procurement adopted
<p>13. Financial Expenses</p> <ul style="list-style-type: none"> Loan Agreements/ Memoranda of Agreement together with supporting documents (1 original and 1 photocopy) Statement of Account (1 original and 1 photocopy) Bank Debit memos(1 original and 1 photocopy) Other supporting documents deemed necessary depending on the nature of the transaction (1 original and 1 photocopy) 	<ul style="list-style-type: none"> Office of the Municipal Mayor / Financial Institution Financial Institution Bank Concerned Agency / Department
<p>14. Road Right-of-Way(ROW)/ Real Property</p> <p>14.1 Land</p> <p>Documentary Requirements common to both Negotiated Purchase and Payment by Court Decision</p> <ul style="list-style-type: none"> Project parcellary survey plan showing that said lot and structure are within the boundaries of the right-of-way (1 original and 1 photocopy) Structural Mapping Plan of the lot affected (1 original and 1 photocopy) Certification by the implementing agency that the claim is not within the original ROW of a converted local road (1 original and 1 photocopy) Certification from the Head of the Implementing Office that there is no previous pending claim and previous payment on subject property (1 original and 1 photocopy) Environmental Clearance Certificate (ECC) as required under Section 8 of RA No. 8974 (1 original 	<ul style="list-style-type: none"> Registry of Deeds Bureau of Plans Bureau of Plans Implementing Agency Implementing Agency DENR



and 1 photocopy) <ul style="list-style-type: none"> • Copy of latest updated master list of Project-Affected-Persons (PAP) approved by Agency's authorized representative (1 original and 1 photocopy) • In case of death of claimant or owner, judicial settlement duly advertised in a newspaper of general circulation (1 original and 1 photocopy) 		<ul style="list-style-type: none"> • Implementing Agency • Law Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents at the Office of the Municipal Accountant.	1. Receive the required documents and check for validity and completeness.	None	10 Minutes	Senior BookkeeperOffice of the Municipal Accountant
2. Wait for the processing and releasing of Journal Entry Voucher at the Office of the Municipal Accountant.	2. Start the processing and Issue the document/s requested.	None	15 Minutes	Senior BookkeeperOffice of the Municipal Accountant
TOTAL:		None	25 Minutes	

3. Payslip

The payslip are being issued to employees and officials for verification of their compensation and deductions in a specific payroll period. It states all types of compensation received by employees/officials and deductions from taxes, loans, premiums and other necessary deductions or adjustments and the total net pay.

Office or Division:	Office of the Municipal Accountant
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Employees / Officials
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	



Principal: 1. Request Form (1 original) 2. Government Issued Identification Card (1 Principal) For Representative: 1. Authorization Letter (1 original) 2. Government Issued Identification Card of the person being represented (1 original & 1 photocopy) 3. Identification Card of the Representative (1 original & 1 photocopy) 4. Request Form (1 original)		1. Office of the Municipal Accountant 2. Any Government Agencies that issue Primary Identification Cards 1. Person being represented 2. Any Government and Private Agencies that issue Primary Identification Cards 3. Any Government and Private Agencies that issue Primary Identification Cards 4. Office of the Municipal Accountant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Accountant.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Aide I</i> Office of the Municipal Accountant
2. Fill out the Request Form and present the Identification Card for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
3. Wait for the processing and releasing of Payslip at the Office of the Municipal Accountant.	3. Start the processing and Issue the document/s requested.	None	30 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
TOTAL:		None	36 Minutes	



Office of the Municipal Engineer External Services



1. Issuance of Building Permit

The Building Permit is being issued to any private individual/corporation/subdivision constructing a certain structure that needs to be conformed to the National Building Code of the Philippines.

Office or Division:	Engineering Office		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business		
Who may avail:	Citizen, Business Entity, Government Employee/Official		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished Application Form (5 Originals)		1. Engineering Office	
2. In case the applicant is the registered owner of the lot:		2. Applicant / Lot Owner	
a. Certified True Copy of TCT (5 copies)		a. Municipal Assessor's Office	
b. Tax Declaration (1 Original, 4 photocopies)		b. Municipal Assessor's Office	
c. Current Real Property Tax Report (1 original, 4 photocopies)		c. Municipal Assessor's Office	
d. CTC of the Lot/Bldg. (1 Original)		d. Owner	
3. In case the applicant is not the registered owner of the lot:		3. Applicant / Lot Owner	
a. Duly notarized contract of lease or absolute sale or contract to or an authority to contract from the lot owner (1 original, 1 photocopy)		a. Lot Owner, Law Office/Notary Public Office	
b. Certified True Copy of TCT (5 copies)		b. Municipal Assessor's Office	
c. Tax Declaration (1 original, 4 photocopies)		c. Municipal Assessor's Office	
d. Current Real Property Tax Receipt (5 photocopies)		d. Municipal Assessor's Office	
e. CTC of the Lot/Bldg. (1 Original)		e. Owner	
4. Five (5) sets of Plans (duly signed & sealed by Engineer/Architect concern)		4. Owner Applicant, Engineer's/Architect Office	
5. Five (5) sets of Bill of Materials (duly signed and sealed by Engineer/Architect concern)		5. Applicant, Engineer's/Architect Office	
6. Five (5) sets of Specification (duly signed and sealed on every page by Engineer/Architect concern)		6. Applicant, Engineer's/Architect	
7. Location Plan (1 original, 5 photocopies)		7. Applicant	



8. Locational Clearance – M.P.D.C. (5 photocopies) 9. Specimen Signature and Photocopy of PRC I.D. and PTR of Engineer/Architect 10. Structural Computation for Building more than One (1) Storey 11. Construction Permit (1 Original) 12. Certification/Award Notice (5 copies) 13. Zoning Clearance (1 original)		8. M.P.D.C. 9. Applicant, Engineer's/Architect Office 10. Applicant, Engineer's/Architect Office 11. Subdivision Developer 12. Subdivision Developer 13. M.P.D.C.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Engineering Office, Secure/Accomplish Form and Submit Complete Set of Requirements	1.1 Give the Log Book to the Client. 1.2 Received the required documents and check for completeness. Review and Evaluate: 1.2.1 Architectural 1.2.2 Electrical 1.2.3 Sanitary 1.2.4 Civil/Structural 1.2.5 Excavation/Line and Grade and 1.2.6 Other Designs	None	2 Hours	<i>Draftsman III</i> <i>Engineer II</i> <i>Architect II</i> <i>Electrical Engineer</i> <i>Engineer II</i> <i>Engineer III</i> <i>Engineer III</i> <i>Municipal Engineer -Engineering Office</i>
2. Assist on the inspection of the Building/Structure	2. Conduct actual inspection of the Building /Structure	None	4 Days	<i>Municipal Engineer</i> <i>Engineer III</i> <i>Engineer II</i> <i>Architect II</i> <i>Electrical Engineer</i> <i>-Engineering Office</i>
3. Receive Endorsement Letter & proceed to the Bureau of Fire Protection to secure Fire Safety	3. Endorse the applicant to the Bureau of Fire Protection	None	30 Minutes	<i>Draftsman III</i> <i>Engineer II - Engineering Office</i>



Inspection Certificate				
4. Receive Order of Payment and Proceed to the Municipal Treasurer's Office (MTO) for the payment of fees.	<p>4. Prepare Assessment/Order of Payment, Process the Building Permit</p> <p>4.1. Line and Grade *First 10m Frontage *In excess of 10m</p> <p>4.2. Building Category</p> <p>4.3. Sanitary Water Closet Floor Drain Sink Lavatory Faucet Shower Head Water Meter 12 to 25mmØ Above 25mmØ Septic Tank</p> <p>4.4. Electrical Total Connected Load 5kVA or less Over 5kVA to 50kVA Over 50kVA to 300kVA Over 300kVA to 1500kVA Over 1500kVA to 6000kVA</p> <p>Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity 5kVA or less Over 5kVA to 50kVA Over 50kVA to</p>	<p>Building Permit Fee -</p> <p>PHP 24.00 (<u>N</u> x PHP 2.40)</p> <p>(Floor Area x PHP 23.00) (<u>N</u> x PHP 7.00)</p> <p>(<u>N</u> x PHP 3.00) (<u>N</u> x PHP 3.00) (<u>N</u> x PHP 7.00) (<u>N</u> x PHP 2.00) (<u>N</u> x PHP 2.00)</p> <p>PHP 8.00 PHP 10.00 PHP 24.00</p> <p>PHP 200.00 (PHP 200.00 + 20.00/kVA) (PHP 1100 + PHP10.00/ kVA) (PHP 3600.00 + PHP 5.00/ kVA) (PHP 9600 + PHP 2.50/kVA)</p> <p>PHP 40.00 (PHP 40.00 + PHP 4.00/kVA)</p>	5 Minutes	Cashier Municipal Treasurer's Office



	<p>300kVA Over 300kVA to 1500kVA</p> <p>Over 1500kVA to 6000kVA</p> <p>Electric Meter <i>Residential</i> <i>Commercial/Industrial</i> <i>Institutional</i></p> <p>Wiring Permit <i>Residential</i> <i>Commercial/Industrial</i> <i>Institutional</i></p> <p>4.5. Others Minimum</p> <p>4.6. Processing Fees</p>	<p>(PHP 220.00 + PHP 2.00/ kVA) (PHP 720.00 + PHP 1.00/ kVA) (PHP 1920.00 + PHP 0.50/kVA)</p> <p>PHP 15.00 PHP 60.00 PHP 30.00</p> <p>PHP 15.00 PHP 36.00 PHP 12.00</p> <p>PHP 300.00</p> <p>PHP 100.00</p>		
5. Submit to Municipal Assessor's Office and Bureau of Fire Protection the copy of the Approved Building Permit	5. Prepare a copy for Municipal Assessor's Office and Bureau of Fire Protection	None	5 Minutes	<i>Draftsman III</i> <i>Engineer II</i> Engineering Office
6. Receive the Approved Building Permit	6. Issuance of Approved Building Permit Documents	None	5 Minutes	<i>Draftsman III</i> <i>Engineer II</i> Engineering Office
Total:		Building Permit Fee -	4 Days, 2 Hours, 45 Minutes	
		PHP 24.00 (N x PHP 2.40)		



	<p>(Floor Area x PHP 23.00) (<u>N</u> x PHP 7.00)</p> <p>(<u>N</u> x PHP 3.00) (<u>N</u> x PHP 3.00) (<u>N</u> x PHP 7.00) (<u>N</u> x PHP 2.00) (<u>N</u> x PHP 2.00)</p> <p>PHP 8.00 PHP 10.00 PHP 24.00</p> <p>PHP 200.00 (PHP 200.00 + 20.00/kVA) (PHP 1100 + PHP10.00/ kVA) (PHP 3600.00 + PHP 5.00/ kVA) (PHP 9600 + PHP 2.50/kVA)</p> <p>PHP 40.00 (PHP 40.00 + PHP 4.00/kVA) (PHP 220.00 + PHP 2.00/ kVA) (PHP 720.00 + PHP 1.00/ kVA) (PHP 1920.00 + PHP 0.50/kVA)</p> <p>PHP 15.00</p>		
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	PHP 60.00 PHP 30.00		
	PHP 15.00 PHP 36.00 PHP 12.00		
	PHP 300.00 PHP 100.00		

2. Issuance of Ordinary Interconnection Electrical Permit

The issuance of Ordinary Interconnection Electrical Permit is being issued to any individual in need of electrical connection in his/her household.

Office or Division:	Engineering Office		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Ordinary Electrical Service Connection Permit Form (1 original) 2. Agreement from the Barangay/Lot Owner (1 original) 3. Community Tax Certificate from the Owner and Electrician (Present the original copy) 4. Picture of the House (1 printed copy) 5. TCT or Deed of Sale if available (1 photocopy) 6. Authorization Letter from the owner (if applicable) (1 original) 7. Certificate of Electrical Inspection from the Bureau of Fire Protection (1 photocopy)		1. Engineering Office 2. Barangay Concerned/Lot Owner 3. Municipal Treasurer's Office 4. Applicant 5. Applicant 6. Applicant 7. Bureau of Fire Protection (BFP)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Engineering's Office, Secure/ Accomplish Application Form and submit complete set of requirements.	1.1. Give the Log Book to the Client. 1.2. Receive the required documents and check for completeness. 1.3. Evaluate electrical Layout and Design	None	15 Minutes	<i>Admin. Assistant I Admin. Aide I Records Officer I - Engineering Office</i>
2. Assist for the inspection of the Building/Structure	2. Conduct Actual Inspection of the Building/Structure	None	2 hours	<i>Electrical Engineer Engineering Office</i>
3. Receive Order of Payment and proceed to the Municipal Treasurer's Office for the payment of the fees.	3. Prepare Assessment / Order of Payment, Process the Electrical Permit 3.1. No. of Lights 3.2. No. of Conv. Outlet 3.3. No. of Switches 3.4. Gen. Switches 30 Amp 50 Amp 3.5. Electric Meter Fee Residential Commercial Institutional 3.6. Electric Permit Fee Residential Commercial Institutional 3.7. Temporary Connection	Electrical Permit Fee - (N x PHP 1.50) (N x PHP 1.50) (N x PHP 1.50) (N x PHP 3.00) (N x PHP 5.00) PHP 15.00 PHP 60.00 PHP 24.00 PHP 15.00 PHP 36.00 PHP 12.00 PHP 3000.00	5 minutes	<i>Admin. Assistant I Admin. Aide I Records Officer I Engineering Office</i>
4. Proceed to the Bureau of Fire Protection to secure Certificate of Electrical Inspection and submit the certificate and	4. Process and release the Approved Ordinary Electrical Permit	None	5 minutes	<i>Admin. Assistant I Administrative Aide I Records Officer I Electrical Engineer Engineering Office</i>



official receipt to the Engineering Office.				
	TOTAL:	Electrical Permit Fee - (N x PHP 1.50) (N x PHP 1.50) (N x PHP 1.50) (N x PHP 3.00) (N x PHP 5.00) PHP 15.00 PHP 60.00 PHP 24.00 PHP 15.00 PHP 36.00 PHP 12.00 PHP 3000.00	2 Hours, 25 Minutes	

3. Issuance of Occupancy Permit

The issuance of Occupancy Permit is being issued to any private individual / corporation / subdivision that had completed the construction of a certain structure conformed to the National Building Code of the Philippines.

Office or Division:	Engineering Office								
Classification:	Highly Technical								
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen G2B – Government to Business								
Who may avail:	Citizen, Business Entity, Government Employee/Official								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. 1 Log Book</td><td>1. Owner</td></tr> <tr> <td>2. As-built Plan (if there is any changes from the original plan) (1 original)</td><td>2. Owner</td></tr> <tr> <td>3. PTR of the Engineer/Architect who signed</td><td></td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. 1 Log Book	1. Owner	2. As-built Plan (if there is any changes from the original plan) (1 original)	2. Owner	3. PTR of the Engineer/Architect who signed	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
1. 1 Log Book	1. Owner								
2. As-built Plan (if there is any changes from the original plan) (1 original)	2. Owner								
3. PTR of the Engineer/Architect who signed									



the building permits/plans (1 Photocopy)		3. Engineer/Architect concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at Engineering Office	1. Give the Log Book to the client.	None	1 minute	<i>Draftsman III Admin Assist I Engineering Office</i>
2. Secure/Accomplish Application Form and submit complete set of requirements. And wait for the order of payment.	2. Receive the required documents and check for completeness 2.1 Review & Evaluate the As-built and Electrical Lay-out 2.2 Prepare assessment / Order of payment	None	20 minutes	<i>Draftsman III Admin Assistant I Engineer II Engineer III Architect II Electrical Engr. Draftsman III Engineering Office</i>
3. Assist on the Inspection of the Building/structure, Determine & Placing Grid Coordinates thru GPS (Global Positioning System)	3. Conduct Actual Site Inspection	None	3 hours	<i>Municipal Engineer Engineer III Engineer II Architect II Electrical Engineer Engineering Office</i>
4. Receive Endorsement letter & proceed to the Bureau of Fire Protection to secure Fire Safety Inspection Certificate	4. Endorse Applicant to the Bureau of Fire Protection	None	5 minutes	<i>Draftsman III Admin Assistant I Engineering Office</i>
5. Receive Order of Payment & proceed to the Municipal Treasurer's Office for Payment of Occupancy Permit Fee	5. Receive Order of Payment & proceed to the Municipal Treasurer's Office for Payment of Occupancy Permit Fee & Submit Official Receipt to the	Electrical Inspection Fee – 10% of the Total Electrical Permit Fee issued on Building Permit Occupancy	10 minutes	<i>Cashier Municipal Treasurer's Office</i>



	Engineer's Office	Permit Fee – Costing up to PHP 150,000.00 – PHP 100.00 Costing more than PHP 150,000.00 to PHP 400,000.00 – PHP 200.00 Costing more than PHP 400,000.00 to PHP 850,000.00 – PHP 400.00 Costing more than PHP 850,000.00 to PHP 1,200,000.00 – PHP 800.00 Every million or portion thereof in excess of PHP 1,200,000.00 – PHP 800.00 Inspection Fee – PHP 50.00		
6. Submit Official Receipt to the Engineer's Office and wait for the Approved	6. Recommend and Signing of the	None	20 Minutes	<i>Draftsman III Engineer II Engineer III</i>



Occupancy Permit.	<p>Occupancy Permit</p> <p>6.1 Final Review and Approval of Occupancy Permit</p> <p>6.2 Issuance of Approved Occupancy Permits Documents and Records</p>	<p>None</p> <p>None</p>	<p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Architect II</i> <i>Electrical Engineer</i></p> <p><i>Municipal Engineer</i></p> <p><i>Administrative Assistant I /</i> <i>Draftsman III</i> Engineering Office</p>
<p>TOTAL:</p>		<p>Electrical Inspection Fee – 10% of the Total Electrical Permit Fee issued on Building Permit</p> <p>Occupancy Permit Fee –</p> <p>Costing up to PHP 150,000.00 – PHP 100.00</p> <p>Costing more than PHP 150,000.00 to PHP 400,000.00 – PHP 200.00</p> <p>Costing more than PHP</p>	<p>4 Hours, 6 Minutes</p>	



	<p>400,000.00 to PHP 850,000.00 – PHP 400.00</p> <p>Costing more than PHP 850,000.00 to PHP 1,200,000.00 – PHP 800.00</p> <p>Every million or portion thereof in excess of PHP 1,200,000.00 – PHP 800.00</p> <p>Inspection Fee – PHP 50.00</p>		
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Office of the Municipal Mayor External Services



1. Issuance of Endorsement Letters and Certifications for Employment Purposes.

Referral and/or endorsement letters and certifications are issued for professionals especially the fresh graduates and board passers seeking and applying for job both in public and private.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Government Employee/Official and Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Any Valid ID (1 photocopy) 2. Bio-Data/ Resume/ CV (1 original, 1 photo copy) 3. Police/ NBI Clearance (1 original, 1 photo copy) 4. Other relevant Documents (Diploma, License, Credentials, Transcript of Record (TOR) (1 photocopy)			1. Any Government or Private Agencies that issues valid ID. 2. Client 3. Mexico MPS/ NBI 4. School Attended, PRC, Civil Service Commission	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Mayor (Office on Public Information) and submit/ present documentary requirements needed.	1. Give the Log Book to the client and receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide / Mayor's Office</i>
2. Wait at the Office of the Municipal Mayor (Office on Public Information) for the processing and release of the permit.	2. Start the processing and Issue the document/s requested.	None	3 Minutes	<i>Administrative Aide / Mayor's Office</i>
TOTAL:		None	8 Minutes	



2. Issuance of Endorsement Letters and Certifications for Financial Assistance.

Referral and/or endorsement letters and certifications are issued to residents in need of medical or financial assistance to other government or private institutions (e.g. PCSO, PAGCOR).

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Government Employee / Official and Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any Valid ID (1photo copy) 2. Certificate of Indigency (1 original, 1photo copy) 3. Medical Prescription (1 photo copy) 4. Clinical Diagnosis (1 photo copy) 5. Social Case Study Report (1original, 1 photocopy)		1. Any Government or Private Agencies that issues valid ID. 2. Office of the Punong Barangay 3. Clinic, Hospital, Rural Health Unit 4. Clinic, Hospital, Rural Health Unit 5. Municipal Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Mayor (Office on Public Information) and submit/ present documentary requirements needed.	1. Give the Log Book to the client and receive the required documents and check for completeness.	None	5 minute	<i>Administrative Aide I</i> Mayor's Office
2. Wait at the Office of the Municipal Mayor (Office on Public Information) for the processing and release of the permit	2. Start the processing and Issue the document/s requested.	None	3 minutes	<i>Administrative Aide I</i> Mayor's Office
TOTAL:		None	8 Minutes	



3. Issuance of Mayor's Clearance and Mayor's Permit to Work.

The Mayor's Permit to Work is being issued to employees who will work at any business establishment i.e. SM City Pampanga within the town.

Office or Division:	Office of the Municipal mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Barangay Clearance/ Police Clearance (1 original) 2.Community Tax Certificate (Cedula) with Official Receipt (1 original)		1.Office of the Punong Barangay/ Mexico MPS 2.Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Mayor.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Aide III Administrative Aide IV Mayor's Office</i>
2. Present the Barangay Clearance and Community Tax Certificate with Official Receipt.	2. Receive the required documents and check for completeness.	None	5 Minutes	<i>Administrative Aide III Administrative Aide IV Mayor's Office</i>
3. Wait to the Office of the Municipal Mayor for the processing and release of the permit.	3. Start the processing and Issue the document/s requested.	None	4 Minutes	<i>Administrative Aide III Administrative Aide IV Mayor's Office</i>
TOTAL:		None	15 Minutes	

4. Issuance of Permit on all Advertising and Promotional Activities.

Corporation, groups & other entities who wish to promote or advertise their products or services to the public through the means of process of promotional/advertisement such as the installation/porting of billboard, signage, streamers, posters/fliers and other similar materials.



Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government G2B – Government to Business G2C – Government to Citizen		
Who may avail:		Government Employee/Officials, Citizens and Businesses		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the Municipal Mayor stating the project and/or activity to be conducted, and specifications of the tarpaulins, flyers, posters, etc. to use. (Copy furnish the Office of the MPDC and Office of the Municipal Engineer) (1 Original) 2. Letter of Consent (If the property to be used is owned by a private entity) (1 Original)		1. Client 2. Client, Property Owner		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Mayor and pay to the cashier located at the Office of the Municipal Treasurer (Window 1).	1. Give the Log Book to the client and instruct the client to pay at the cashier. Wait for the client.	Regulatory Fee: Ordinary Streamers - PHP 8.00/ meter Special Streamers - PHP 24.00/ meter Tarpaulins - PHP 34.00/ meter	15 Minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> Mayor's Office <i>LRCO III</i> <i>Cashier</i> Municipal Treasurer's Office
2. Submit and present documentary requirements needed in securing the permit.	2. Receive the required documents, review the information and check for completeness.	None	5 Minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> Mayor's Office
3. Wait at the	3. Start the			<i>Administrative Aide III</i> <i>Administrative Aide IV</i>



Office of the Municipal Mayor for the processing and release of the permit.	processing and Issue the document/s requested.	None	5 Minutes	Mayor's Office
TOTAL:		Regulatory Fee: Ordinary Streamers - PHP 8.00/ meter Special Streamers - PHP 24.00/ meter Tarpaulins - PHP 34.00/ meter	25 Minutes	

5. Issuance of Permit to conduct Motorcade / Parade or Procession.

Corporation, groups & other entities that wish to stage a motorcade/parade and/or procession around the municipality are required to get permit from the Mayor's Office prior to the scheduled activity. This ensures coordination & orderly traffic management during the activity.

Office or Division:	Office of the Municipal Mayor				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business				
Who may avail:	Government Employee/Official, Citizen and Businesses				
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr><tr><td>1. Letter of request addressed to the Municipal Mayor stating the schedule of motorcade or parade, planned route & purpose of activity. (1 Original) 2. Official Receipt (1 Original)</td><td>1. Client 2. Office of the Municipal Treasurer</td></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Letter of request addressed to the Municipal Mayor stating the schedule of motorcade or parade, planned route & purpose of activity. (1 Original) 2. Official Receipt (1 Original)	1. Client 2. Office of the Municipal Treasurer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
1. Letter of request addressed to the Municipal Mayor stating the schedule of motorcade or parade, planned route & purpose of activity. (1 Original) 2. Official Receipt (1 Original)	1. Client 2. Office of the Municipal Treasurer				



CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Office of the Municipal Mayor.	1. Give the Log Book to the client.	None	1 Minute	<i>Administrative Aide III Administrative Aide IV Mayor's Office</i>
2. Pay to the cashier located at the Office of the Municipal Treasurer (Window 1)	2. Wait for the client.	Regulatory Fee – PHP 550.00	10 Minutes	<i>LRCO III Cashier Municipal Treasurer's Office</i>
3. Submit and present documentary requirements needed in securing the permit and wait to the Office of the Municipal Mayor for the processing and release of the permit.	4. Receive the required documents, review the information and check for completeness. Start the processing and Issue the document/s requested..	None	4 Minutes	<i>Administrative Aide III Administrative Aide IV Mayor's Office</i>
TOTAL:		Regulatory Fee – PHP 550.00	15 Minutes	

6. Processing of Educational Assistance (LGU, Province).

Every year the Local Government Unit together with the Provincial Social Welfare and Development open the application for Student Financial Assistance Programs. This is a monetary help or aide for Person with Disability to support their educational needs.

Office or Division:	Person's with Disability Affairs Office
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Citizen / Government Employee Official



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Intake sheet (3 original) 2. Certificate of Enrollment (Up to-date) (Scanned Signature is not allowed.) (1original) 3.Certificate of Enrollment/Registry for College (1 original) 4.School ID (Colored & not Colored) (1original) 5.PWD ID (Colored& not Colored) (1 original) 6.Whole Body Picture (1piece) 7.Barangay Indigency Up to-date (1original) 8.Birth Certificate PSA (1 original) 9.CVA (Resume, Bio data) for College (1 original)		1.Person's with Disability Affairs Office PDAO 2.School 3.School 4.Client 5.Client 6.Client 7.Barangay Hall 8.PSA 9.Client		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PWD office for the requirements in Educational Assistance.	1. Provide list of requirements to client.	None	2 Minutes	<i>Administrative Aide I</i> Person's Disability Affairs Office
2. Submission of requirements.	2. Check the completeness of the requirements.	None	3 Minutes	<i>Administrative Aide I</i> Person's Disability Affairs Office
3. Wait for interview.	3. Interview the client using the Intake Sheet and process the documents.	None	15 minutes	<i>Administrative Aide I</i> Person's Disability Affairs Office
4. Return to PWD Office for the awarding of Educational Assistance.	4. Process the voucher and inform the client for the schedule of awarding.	None	10 days	<i>Administrative Aide I</i> Person's Disability Affairs Office
5. Receive the Educational Assistance.	5. Award the Educational Assistance.	None	4 Hours	<i>Administrative Aide I</i> Person's Disability Affairs Office
TOTAL:		None	10 Days, 4 Hours, 20 Minutes	



7. Processing of PWD ID, Validation / Updating Client Information

A PWD ID is a valid card issued to persons with disabilities. This card serves as a proof for availing of the benefits and privileges for PWDs.

Office or Division:	Person's with Disability Affairs Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Citizen / Government Employee Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Intake Sheet (3 original) 2.Medical Certificate (Specification and Identification of Disability) (1 original) 3.Barangay Certificate (1 original) 4.Birth Certificate (1original) 5.Whole Body Picture (1 piece) 6.2x2 Picture (1 piece) 7.Blood Type Result (1 original)		1.Person's with Disability Affairs Office PDAO 2.Hospital/Clinic 3.Barangay Hall 4.PSA 5.Photo Studio 6.Photo Studio 7.Medical Laboratory		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Undergo interview and submit documentary requirements needed.	1. Conduct interview. Review submitted required documents and check for completeness and veracity.	None	10 Minutes	<i>Administrative Aide I</i> Person's Disability Affairs Office
2. Wait for the processing and releasing of PDAO ID.	3. Process the submitted documents and release the ID.	None	10 Minutes	<i>Administrative Aide I</i> Person's Disability Affairs Office
TOTAL:		None	20 Minutes	



8. Certification on the Collection of Solid Waste by the Municipality.

This Certification is needed for the renewal of Environmental Compliance Certificate of some businesses.

Office or Division:	Office of the Municipal Mayor (Municipal Environment & Natural Resources Office)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Establishment Operators / Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registered Business Name from DTI or SEC (1 original, 1 photocopy)		1.Department of Trade and Industry/Security Exchange Commission		
2.Barangay Business Permit (1 original)		2.Barangay Hall		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client Log Book and submit required documents	1. Check and review required documents for verification.	None	2 Minute	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
2. Wait for the processing & releasing of Certification.	2. Prepare and Issue the requested document	None	4 Minutes	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
TOTAL:		None	6 Minutes	

9. Certification on the Permit of Cutting the Trees.

This Certification is needed on the renewal of Environmental Compliance Certificate of some business.

Office or Division:	Office of the Municipal Mayor (Municipal Environment & Natural Resources Office)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2B – Government to Business G2C – Government to Citizen



Who may avail:		Government Employee / Official Business Establishment Operator / Owner Citizen / Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from the Barangay Captain and Barangay Resolution of No Objection on the cutting of trees. (1 original)		1. Barangay Hall.		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client Log Book and present request letter of the Barangay Captain and Barangay Resolution of No Objection on cutting of trees.	1. Check request letter and Barangay Resolution of No Objection on cutting the trees.	None	2 Minutes	<i>MENRO Head – Municipal Environment & Natural Resources Office</i>
2. Wait for the inspection of the said trees to be cut.	2. Check and verify trees to be cut.	None	5 Days	<i>MENRO Head – Municipal Environment & Natural Resources Office</i>
3. Wait the result of inspection and issuance of Certificate.	3. Printing of the Certification if the trees are needed to be cut.	None	2 Minutes	<i>MENRO Head – Municipal Environment & Natural Resources Office</i>
4. Proceed to PENRO-DENR for the Provincial/ Regional Recommendation	4. Wait for Recommendation.	None	2 Days	<i>PENRO - DENR</i>
TOTAL:		None	7 Days , 4 Minutes	

10. Environmental Clearance

The issuance of Environmental Clearance is one of the requirements to secure Business Permit in the Municipality of Mexico.

Office or Division:	Office of the Municipal Mayor (Municipal Environment & Natural Resources Office)
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Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Establishment Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Environmental Inspection Report		1. Municipal Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client Log Book and submit required document.	1. Check and review document for verification.	None	5 Minutes	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
2. Wait at MENRO for the issuance of Environmental Clearance.	2. Issue the Environmental Clearance.	None	3 Minutes	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
TOTAL:		None	8 Minutes	

11. Issuance of Environmental Inspection Report

The issuance of Environmental Inspection Report is a requirement to secure Environmental Clearance in the Municipality of Mexico.

Office or Division:	Office of the Municipal Mayor (Municipal Environment & Natural Resources Office)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Business Establishment Operators / Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Registered Business Name from DTI or SEC (1 original, 1 photocopy) 2. Barangay Business Permit (2 photocopy) 3. Fire Safety Certificate and Official Receipt (1 photocopy) 4. Sanitary Permit/Temporary Sanitary Permit and Official Receipt (1 photocopy)		1. Department of Trade and Industry (DTI) / Security Exchange Commission (SEC) 2. Barangay Hall 3. Municipal Fire Department 4. Municipal Health Office/Sanitary Office



5. Sanggunian Bayan Resolution, if needed (1 photocopy) 6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), if needed (1 photocopy)		5. Office of the Sanggunian Bayan 6. Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client Log Book and submit required documents.	1. Check and review documents for verification.	None	3 Minute	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
2. Wait for the Assessment of payment.	2. Assess the fee to be paid.	None	10 Minutes	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
3. Pay at the Municipal Treasurer's Office	3. Start the processing document requested.	Environmental Impact Fee – Amusement Places – PHP 50.00 Billiard / pool hall, per table – PHP 50.00 Licensed number gaming club, establishment or outlet, casino and other similar enterprises – With an area of 50 sq. m. or below – PHP 300.00 With an area of 51 sq. m. to 100 sq. m. – PHP 500.00 With an area of	3 Minutes	<i>Cashier Municipal Treasurer's Office</i>



		<p>101 sq. m. or more – PHP 700.00</p> <p>Circuses, carnivals and the like – With an area of 1,000 sq. m. or below – PHP 800.00</p> <p>With an area of 1,001 sq. m. or more – PHP 1,200.00</p> <p>Cockpits – With an area of 100 sq. m. or below – PHP 1,000.00</p> <p>With an area of 101 sq. m. to 300 sq. m. – PHP 1,500.00</p> <p>With an area of 301 sq. m. or more – PHP 2,000.00</p> <p>Gymnasium – With an area of 1,000 sq. m. or below – PHP 2,000.00</p> <p>With an area of 1,001 sq. m. or more – PHP 4,000.00</p>		
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		<p>Membership clubs, associations or organizations serving foods, drinks and lodging facilities, per capacity- 25 beds or below – PHP 2,000.00</p> <p>26 to 50 beds – PHP 3,500.00</p> <p>51 beds or above – PHP 4,500.00</p> <p>Membership clubs, associations or organizations serving foods, drinks without lodging facilities –</p> <p>With an area of 200 sq. m. or below – PHP 2,500.00</p> <p>With an area of 201 sq. m. or more – PHP 3,500.00</p> <p>Night/Day clubs, discos, cocktail lounge or bars, beer gardens, karaoke bars, cabaret or dance halls –</p>		
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		<p>With an area of 50 sq. m. or below – PHP 400.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 600.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 800.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 250 sq. m. – PHP 1,200.00</p> <p>With an area of 251 sq. m. or more – PHP 1,500.00</p> <p>Resort or other similar establishments – 200 sq. m. or below – PHP 1,500.00</p> <p>201 sq. m. or more – PHP 2,000.00</p> <p>Sauna baths and massage clinics per</p>		
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		<p>cubicle – 5 cubicles or below – PHP 200.00 / cubicle</p> <p>6 cubicles to 10 cubicles – PHP 300.00 / cubicle</p> <p>11 cubicles or more – PHP 500.00 / cubicle</p> <p>Stadia, sports complex – 1,000 seating capacity or below – PHP 3.00 / seat</p> <p>1,001 to 5,000 seating capacity – PHP 6.00 / seat</p> <p>5,001 seating capacity or more – PHP 10.00 / seat</p> <p>Theaters or cinema houses per cinema – 100 seating capacity or below – PHP 1,000.00 / cinema</p> <p>101 to 500</p>		
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		<p>seating capacity – PHP 1,200.00 / cinema</p> <p>501 seating capacity or more – PHP 1,600.00 / cinema</p> <p>Pelota courts, basketball courts, tennis courts and other similar in nature per court – PHP 1,500.00</p> <p>Electric and Power Companies –</p> <p>Main Office or each power plant: Office area only (parking not included) – PHP 2,000.00 Every Branch Office: Office area only (parking not included) – PHP 1,500.00</p> <p>Financial Institutions – With an area 100 sq. m. or below – PHP 500.00</p>		
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		<p>With an area of 101 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 300 sq. m. – PHP 1,500.00</p> <p>With an area of 301 sq. m. or more – PHP 2,000.00</p> <p>Savings and Loan Associations, Insurance Companies, Pawnshops – PHP 500.00</p> <p>Financial and/or lending investors, establishments, money shops (Main office or branch; authorized dealer in foreign currencies and stock brokers) – PHP 500.00</p> <p>Gasoline Service / Filling Stations – With 1 to 2 dispensing pumps – PHP 300.00</p>		
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		With 3 to 4 dispensing pumps – PHP 500.00		
		With 5 to 6 dispensing pumps – PHP 700.00		
		With 7 to more dispensing pumps – PHP 1,000.00		
		Private Hospitals with capacity for –		
		50 beds or less –		
		PHP 3,000.00		
		51 beds to 100 beds –		
		PHP 4,000.00		
		101 beds or more –		
		PHP 5,000.00		
		Medical and Dental clinics and animal hospital –		
		Medical and dental clinics and animal hospital – PHP 1,000.00		
		Hotels, motels, apartels, pension inns,		



		<p>drive inns, boarding houses, lodging houses, dormitories, dwellings and other spaces for lease or rent – Hotels – Three Star – PHP 2,000.00 Four Star – PHP 2,500.00 Five Star – PHP 3,000.00</p> <p>Motels and Drive-Inns – 10 rooms and below – PHP 500.00</p> <p>11 rooms to 15 rooms – PHP 1,000.00</p> <p>16 rooms to 20 rooms – PHP 1,500.00</p> <p>21 rooms or more – PHP 2,000.00</p> <p>Condotels, apartels, pension inns – With air- conditioning unit – PHP 1,000.00</p> <p>With air- conditioning unit</p>		
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		<p>– PHP 500.00</p> <p>Boarding houses, lodging houses, dormitories, bed spaces – PHP 1,000.00</p> <p>Educational Institutions – Universities – PHP 4,000.00 Colleges – PHP 3,500.00 High and vocational schools – PHP 1,000.00 Elementary, kinder and nursery schools – PHP 500.00</p> <p>Liquefied Petroleum Gas – Recharging Station – PHP 1,000.00 Retailer – PHP 200.00</p> <p>Market Stallholder – Public Market, per stall – PHP 50.00 Private Market, per stall – PHP 100.00</p>		
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		<p>Flee Market, per stall or kiosk – PHP 50.00</p> <p>Media Facilities –</p> <p>Newspaper, book, magazine and other similar Publications – PHP 1,000.00</p> <p>Radio Stations, Transmitter, Studio – PHP 1,000.00</p> <p>T.V. Stations / T.V. Studio – PHP 1,000.00</p> <p>Telegraph, Cable and Wireless Communication Companies, Telephone Companies – Main Office – PHP 1,000.00</p> <p>Every Branch / Station – PHP 500.00</p> <p>Companies of Information Technology (IT), Business Process Outsourcing (BPO), Call Centers and the like – PHP 1,000.00</p>		
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		<p>Terminal Garage for Bus, Taxis and Vans – PHP 2,000.00</p> <p>Administration Offices, Display Offices and / or Offices of Professionals – PHP 500.00</p> <p>Private Warehouse or Bodega – With an area of 500 sq. m. or below – PHP 1,000.00</p> <p>With an area of 501 sq. m. to 1,000 sq. m. – PHP 1,500.00</p> <p>With an area of 1,001 sq. m. or more – PHP 2,000.00</p> <p>Carinderia and the like – With an area of less than 10 sq. m. – PHP 30.00</p> <p>With an area of 11 sq. m. to 25 sq. m. – PHP 60.00</p> <p>With an area of 26 sq. m. or</p>		
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		<p>more – .PHP 120.00</p> <p>Restaurants, Bars, Coffee Shops, Food Parks and other similar establishments – With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 500.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 1,000.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,500.00</p> <p>With an area of 201 sq. m. or more – PHP 2,000.00</p> <p>Subdivisions, villages and other private / exclusive residential areas – First 1 hectare and below – PHP 500.00</p>		
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		<p>Next 3 hectares – PHP 1,000.00</p> <p>Next 5 hectares – PHP 1,500.00</p> <p>Next 10 hectares – PHP 2,000.00</p> <p>Next 20 hectares – PHP 3,000.00</p> <p>Private / exclusive cemeteries, columbarium and other similar burial places – PHP 3,000.00</p> <p>All other business and service agencies not specifically mentioned above –</p> <p>Small scale manufactures, producers, processors and re-packers – With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 200 sq. m. – PHP 500.00</p>		
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		<p>With an area of 201 sq. m. to 500 sq. m. – PHP 1,000.00</p> <p>With an area of 501 sq. m. – PHP 1,500.00</p> <p>Large scale manufacturers, producers, processors and re-packers – PHP 10,000.00</p> <p>Owners or operators of business establishments rendering services of business offices of general contractors, manpower, service / employment agencies, private detective agencies, advertising agencies and all other business entity herein mentioned – PHP 500.00</p> <p>Hauling Services – PHP 2,000.00</p>		
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4. Wait for the schedule of inspection of the business establishment.	4. Check the establishment if it is environmentally friendly and compliant.	None	2 Days, 8 Hours	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
5. Wait for the issuance of Inspection Report.	5. Issue the Inspection Report.	None	2 Minutes	<i>Menro Staff Or MENRO Head – Municipal Environment & Natural Resources Office</i>
TOTAL:		Environmental Impact Fee – Amusement Places – PHP 50.00 Billiard / pool hall, per table – PHP 50.00 Licensed number gaming club, establishment or outlet, casino and other similar enterprises – With an area of 50 sq. m. or below – PHP 300.00 With an area of 51 sq. m. to 100 sq. m. – PHP 500.00 With an area of 101 sq. m. or more – PHP 700.00	2 Days, 8 Hours, 18 Minutes	



	<p>Circuses, carnivals and the like – With an area of 1,000 sq. m. or below – PHP 800.00</p> <p>With an area of 1,001 sq. m. or more – PHP 1,200.00</p> <p>Cockpits – With an area of 100 sq. m. or below – PHP 1,000.00</p> <p>With an area of 101 sq. m. to 300 sq. m. – PHP 1,500.00</p> <p>With an area of 301 sq. m. or more – PHP 2,000.00</p> <p>Gymnasium – With an area of 1,000 sq. m. or below – PHP 2,000.00</p> <p>With an area of 1,001 sq. m. or more – PHP 4,000.00</p> <p>Membership clubs, associations or organizations</p>		
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	<p>serving foods, drinks and lodging facilities, per capacity- 25 beds or below – PHP 2,000.00</p> <p>26 to 50 beds – PHP 3,500.00</p> <p>51 beds or above – PHP 4,500.00</p> <p>Membership clubs, associations or organizations serving foods, drinks without lodging facilities – With an area of 200 sq. m. or below – PHP 2,500.00</p> <p>With an area of 201 sq. m. or more – PHP 3,500.00</p> <p>Night/Day clubs, discos, cocktail lounge or bars, beer gardens, karaoke bars, cabaret or dance halls – With an area of 50 sq. m. or</p>		
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	<p>below – PHP 400.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 600.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 800.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 250 sq. m. – PHP 1,200.00</p> <p>With an area of 251 sq. m. or more – PHP 1,500.00</p> <p>Resort or other similar establishments – 200 sq. m. or below – PHP 1,500.00</p> <p>201 sq. m. or more – PHP 2,000.00</p> <p>Sauna baths and massage clinics per cubicle –</p>		
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	<p>5 cubicles or below – PHP 200.00 / cubicle</p> <p>6 cubicles to 10 cubicles – PHP 300.00 / cubicle</p> <p>11 cubicles or more – PHP 500.00 / cubicle</p> <p>Stadia, sports complex – 1,000 seating capacity or below – PHP 3.00 / seat</p> <p>1,001 to 5,000 seating capacity – PHP 6.00 / seat</p> <p>5,001 seating capacity or more – PHP 10.00 / seat</p> <p>Theaters or cinema houses per cinema – 100 seating capacity or below – PHP 1,000.00 / cinema</p> <p>101 to 500 seating</p>		
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	<p>capacity – PHP 1,200.00 / cinema</p> <p>501 seating capacity or more – PHP 1,600.00 / cinema</p> <p>Pelota courts, basketball courts, tennis courts and other similar in nature per court – PHP 1,500.00</p> <p>Electric and Power Companies –</p> <p>Main Office or each power plant: Office area only (parking not included) – PHP 2,000.00 Every Branch Office: Office area only (parking not included) – PHP 1,500.00</p> <p>Financial Institutions – With an area 100 sq. m. or below – PHP 500.00</p>		
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	<p>With an area of 101 sq. m. to 200 sq. m. – PHP 1,000.00</p> <p>With an area of 201 sq. m. to 300 sq. m. – PHP 1,500.00</p> <p>With an area of 301 sq. m. or more – PHP 2,000.00</p> <p>Savings and Loan Associations, Insurance Companies, Pawnshops – PHP 500.00</p> <p>Financial and/or lending investors, establishments, money shops (Main office or branch; authorized dealer in foreign currencies and stock brokers) – PHP 500.00</p> <p>Gasoline Service / Filling Stations – With 1 to 2 dispensing pumps – PHP 300.00</p>		
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	<p>With 3 to 4 dispensing pumps – PHP 500.00</p> <p>With 5 to 6 dispensing pumps – PHP 700.00</p> <p>With 7 to more dispensing pumps – PHP 1,000.00</p> <p>Private Hospitals with capacity for – 50 beds or less – PHP 3,000.00</p> <p>51 beds to 100 beds – PHP 4,000.00</p> <p>101 beds or more – PHP 5,000.00</p> <p>Medical and Dental clinics and animal hospital – Medical and dental clinics and animal hospital – PHP 1,000.00</p> <p>Hotels, motels, apartels,</p>		
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	<p>pension inns, drive inns, boarding houses, lodging houses, dormitories, dwellings and other spaces for lease or rent</p> <p>–</p> <p>Hotels –</p> <p>Three Star – PHP 2,000.00</p> <p>Four Star – PHP 2,500.00</p> <p>Five Star – PHP 3,000.00</p> <p>Motels and Drive-Inns – 10 rooms and below – PHP 500.00</p> <p>11 rooms to 15 rooms – PHP 1,000.00</p> <p>16 rooms to 20 rooms – PHP 1,500.00</p> <p>21 rooms or more – PHP 2,000.00</p> <p>Condotels, apartels, pension inns – With air- conditioning unit – PHP 1,000.00</p>		
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	<p>With air-conditioning unit – PHP 500.00</p> <p>Boarding houses, lodging houses, dormitories, bed spaces – PHP 1,000.00</p> <p>Educational Institutions – Universities – PHP 4,000.00 Colleges – PHP 3,500.00 High and vocational schools – PHP 1,000.00 Elementary, kinder and nursery schools – PHP 500.00</p> <p>Liquefied Petroleum Gas – Recharging Station – PHP 1,000.00 Retailer – PHP 200.00</p> <p>Market Stallholder – Public Market, per stall –</p>		
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	<p>PHP 50.00 Private Market, per stall – PHP 100.00 Flee Market, per stall or kiosk – PHP 50.00</p> <p>Media Facilities – Newspaper, book, magazine and other similar Publications – PHP 1,000.00 Radio Stations, Transmitter, Studio – PHP 1,000.00 T.V. Stations / T.V. Studio – PHP 1,000.00</p> <p>Telegraph, Cable and Wireless Communication Companies, Telephone Companies – Main Office – PHP 1,000.00 Every Branch / Station – PHP 500.00</p> <p>Companies of Information Technology (IT), Business Process</p>		
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**Outsourcing
(BPO), Call
Centers and the
like –
PHP 1,000.00**

**Terminal
Garage for Bus,
Taxis and Vans
–
PHP 2,000.00**

**Administration
Offices, Display
Offices and / or
Offices of
Professionals –
PHP 500.00**

**Private
Warehouse or
Bodega –
With an area of
500 sq. m. or
below –
PHP 1,000.00**

**With an area of
501 sq. m. to
1,000 sq. m. –
PHP 1,500.00**

**With an area of
1,001 sq. m. or
more –
PHP 2,000.00**

**Carinderia and
the like –
With an area of
less than 10 sq.
m. –
PHP 30.00**



	<p>With an area of 11 sq. m. to 25 sq. m. – PHP 60.00</p> <p>With an area of 26 sq. m. or more – .PHP 120.00</p> <p>Restaurants, Bars, Coffee Shops, Food Parks and other similar establishments –</p> <p>With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 100 sq. m. – PHP 500.00</p> <p>With an area of 101 sq. m. to 150 sq. m. – PHP 1,000.00</p> <p>With an area of 151 sq. m. to 200 sq. m. – PHP 1,500.00</p> <p>With an area of 201 sq. m. or more – PHP 2,000.00</p> <p>Subdivisions, villages and</p>		
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	<p>other private / exclusive residential areas –</p> <p>First 1 hectare and below – PHP 500.00</p> <p>Next 3 hectares – PHP 1,000.00</p> <p>Next 5 hectares – PHP 1,500.00</p> <p>Next 10 hectares – PHP 2,000.00</p> <p>Next 20 hectares – PHP 3,000.00</p> <p>Private / exclusive cemeteries, columbarium and other similar burial places – PHP 3,000.00</p> <p>All other business and service agencies not specifically mentioned above –</p> <p>Small scale manufactures, producers, processors and</p>		
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	<p>re-packers – With an area of 50 sq. m. or below – PHP 300.00</p> <p>With an area of 51 sq. m. to 200 sq. m. – PHP 500.00</p> <p>With an area of 201 sq. m. to 500 sq. m. – PHP 1,000.00</p> <p>With an area of 501 sq. m. – PHP 1,500.00</p> <p>Large scale manufacturers, producers, processors and re-packers – PHP 10,000.00</p> <p>Owners or operators of business establishments rendering services of business offices of general contractors, manpower, service / employment agencies, private</p>		
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	<p>detective agencies, advertising agencies and all other business entity herein mentioned – PHP 500.00</p> <p>Hauling Services – PHP 2,000.00</p>		
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12. Job Screening, Matching and Issuance of Referral (Applicants)

Under the PESO Act of 1999, the Public Employment Service Office is mandated to carry full and equal employment opportunities for all. Referral is a process of directing pre-screened job seekers to employers with vacancies matching their qualification.

Office or Division:	Office of the Municipal mayor (Public Employment Service Office)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizen / Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Resume and other credentials for jobseekers (1 original and 1 photocopy per application) 2.Letter of Intent (1 original per application)		1.Applicant 2.Applicant		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in visitor's log book and present requirements.	1. Received and checked requirements	None	2 Minutes	<i>Administrative Aide I Labor Market Information Staff PESO</i>
2. Wait at PESO for the processing	2. Interview the jobseekers and do	None	8 Minutes	<i>Administrative Aide I Job Search Assistance</i>



and releasing of document	the job matching, prepare and release recommendation letter; encode the information in Public Employment Information System			Program Staff PESO Manager PESO
TOTAL:		None	10 Minutes	

13. Job Screening, Matching and Issuance of Referral (Employers)

Under the PESO Act of 1999, the Public Employment Service Office is mandated to carry full and equal employment opportunities for all. Referral is a process of directing pre-screened job seekers to employers with vacancies matching their qualification.

Office or Division:	Office of the Municipal mayor (Public Employment Service Office)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Business Owners / Employers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR 2303 (1 photocopy) 2. DOLE Certification for Local Agency (1 original, 1 photocopy) 3. POEA License for Overseas Agency (1 original, 1 photocopy) 4. Business Permit (1 photocopy) 5. Job orders/ Vacancies for Employers (1 original)		1. Bureau of Internal Revenue 2. Department of Labor Employment 3. Philippine Overseas Employment Administration 4. Business Permit Licensure Office 5. Business / Employers		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Intent addressed to the Municipal Mayor thru PESO Manager and Fill out the Employer's Registration form and Log in visitor's	1. Receive letter and do the registration process	None	5 Minutes	Administrative Aide I Job Search Assistance Program Staff PESO



logbook				
1. 2. Submit the following For Local Employment <ul style="list-style-type: none"> ➤ Company Profile ➤ Job Vacancies w/ Qualifications For Overseas Employment <ul style="list-style-type: none"> ➤ Company profile ➤ Job Orders/ Vacancies with Qualification 	2.Review all submitted documents for Verification Local Employment – DOLE Overseas Employment - POEA	None	10 Minutes	<i>Administrative Aide I</i> <i>Labor Market Information Staff</i> PESO
3. Wait while job orders/ vacancies are being posted at the PESO Bulletin and PEIS online	3. JOB POSTING BULLETIN BOARD & PEIS online	None	5 Minutes	<i>Administrative Aide I</i> <i>Public Employment Information System Staff</i> PESO
4. Sort the given list of qualified applicants	4.1 Provide the employer with the list of qualified applicants 4.2 Check the number of qualified applicant; provide 2 copies of resume for placement monitoring	None	20 Minutes	<i>Administrative Aide I</i> <i>Job Search Assistance Program Staff</i> PESO
5. .Secure a letter of No Objection/ Approval Letter for Local Recruitment Activity and Special Recruitment Activity	5. if the employer is qualified for LRA and SRA, preparation of certification of no objection	None	5 Minutes	<i>Administrative Aide I</i> <i>Employment Documentary Assistance Staff</i> PESO Manager PESO
6. Releasing of certificate of no objection	6. Released the certificate of no objection	None	2 Minutes	<i>Administrative Aide I</i> <i>Employment Documentary Assistance Staff</i>



				<i>PESO Manager</i> PESO
7. Present the Special Recruitment Authorization (Issued by POEA) to the PESO before the activity	7. Arrange the schedule of Special Recruitment Activity	None	2 Minutes	<i>Administrative Aide I</i> <i>Employment Documentary Assistance Staff</i> <i>PESO Manager</i> PESO
TOTAL:		None	49 Minutes	

14. Request for Registration of Youth Organization and Youth-Serving Organization

The request for local registration of youth organizations and youth-serving organizations is mandated by Republic Act 10742 (Sangguniang Kabataan Reform Act of 2015) Section 24 (d) and serves as the main requirement for the registration and verification to the National Youth Commission.

Office or Division:	Municipal Youth Development Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / Organization	
Who may avail:	Youth Organizations and Youth-Serving Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Official Registration Form (1 Original)		1. Municipal Youth Development Office
2. Directory of Officers and Advisers (1 Original)		2. Municipal Youth Development Office
3. List of Members in Good Standing (1 Original)		3. Municipal Youth Development Office
4. Copy of Constitution and By-Laws (should indicate the age and scope of membership) (1 Photocopy)		4. Client
5. Endorsement/ Certification from Appropriate Authority		5. Client / Municipal Youth Development Office



<ul style="list-style-type: none"> - For Community-Based Organizations (submit one of the following): (1 Original) <ul style="list-style-type: none"> • If organization has a physical office, Certification of Existence of Office from the barangay where the office is located • If organization does not have a physical office, Barangay Certification of Residence of the President • Resolution of endorsement coming from the Sangguniang Kabataan - For School-Based Organizations <ul style="list-style-type: none"> • Certificate of Registration or Recognition from a competent school authority supervising student affairs - For Faith-Based Organizations <ul style="list-style-type: none"> • Certificate of Registration or Recognition from any head/ pastor of congregation or parish priest - For Chapters of Multi-Level Organizations <ul style="list-style-type: none"> • Certificate of Registration 	<ul style="list-style-type: none"> - Barangay Hall - School - Congregation / Parish / Church - Organization - Organization
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<p>or Recognition from the president governing at the highest organizational level</p> <ul style="list-style-type: none"> - For Consortium Organizations <ul style="list-style-type: none"> • Certification of Member Organizations issued by the secretariat/ board <p>*All requirements must have a hard copy and soft copy saved on a flash drive / sent via email</p>	
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15. Pre-Marriage Orientation and Counseling (Certificate of Compliance)

Under the R.A 10354 Section 15, *Certificate of Compliance*. – No marriage license shall be issued by the Local Civil Registrar unless the applicants present a Certificate of Compliance issued for free by the local Family Planning Office certifying that they had duly received adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition.

Office or Division:	Office of the Municipal mayor (Population Office)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Soon to be married couples			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Marriage License (List of Requirements) (1 Original) 2. Valid IDs (1 Original or 1 Photocopy)		1. Local Civil Registrar 2. Any government and private agencies that issues valid ID		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1. Receive and give log book to the client.	None	2 Minutes	<i>Administrative Aide / Population Office</i>
2. Secure and fill-out	2. Issue the			



the Form I (Commision on Population)	Registration form or Form I.	None	8 Minutes	<i>Administrative Aide I</i> Population Office
3. The soon to be wed couples will attend the orientation. (Marriage, Responsible, Parenthood and Family Planning)	3. The Population Officer will discuss the legal basis and the content of Responsible Parenthood and Family Planning Module I	None	1 Hour and 20 Minutes	<i>Population Program Officer III</i> Population Office
	TOTAL:	None	1 Hour, 30 Minutes	

16. Submission of Tourism Data and Statistics

Tourism Data and Statistics are submitted and provided to the Department of Tourism Regional Office and Provincial Tourism Office) for records and documentation purposes.

Office or Division:	Office of the Municipal Mayor (Tourism Office)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Business Establishment Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 Original)		1. Municipal Tourism Office		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the logbook and present the Letter of Intent	1. Receive and give log book to the client. Check the the submitted documents for verification	None	2 Minutes	<i>Administrative Aide I</i> Tourisim Office
2. Wait for the release of the	2. Prepare and print the document/s	None	5 minutes	<i>Administrative Aide I</i> Tourisim Office



requested data. Received the document.				
	TOTAL:	None	7 Minutes	

17. Issuance of Certificate to Operate for Accommodation Establishments, Tourist Attractions and Enterprises

The Certificate to Operate is given to Tourism Enterprises, relevant Establishments and Attractions who comply on the requirements set forth by the Department of Tourism and IATF.

Office or Division:	Office of the Municipal Mayor (Tourism Office)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Business Establishment Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 Original) 2. Reporting Document/Requirements		1. Municipal Tourism Office		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the logbook and present the required document/s	1. Receive and give log book to the client. Check the the submitted documents for verification	None	5 Minutes	<i>Administrative Aide 1</i> Tourism Office
2.Wait for the schedule of site inspection	2. Schedule date and time of inspection	None	5 Minutes	<i>Administrative Aide 1</i> Tourism Office
3.Assistance on the site physical inspection	3. Actual conduct of site inspection	None	2 Hours	<i>Senior Tourism Operations Officer and Administrative Aide 1</i> Tourism Office
4.Receive the certification and sign in the log book as	4. Release the requested document and have the	None	5 Minutes	<i>Administrative Aide 1</i> Tourism Office



proof of acceptance	requesting party to sign in the log book			
	TOTAL:	None	2 Hours, 15 Minutes	

18. Request for Incident Certificate

The Incident Certificate is issued to individuals needing this document that states that he/she has suffered loss in a fire incident, typhoon or other types of calamity, or sustained injuries in an accident and received first aid treatment from this office. Certifications are issued to affirm the validity of information for work or request for financial aid.

Office or Division:	Office of the Municipal Mayor (MDRRMO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 Original) 2. One (1) Valid ID 3. Spot Report from PNP (if applicable) (1 Original) 4. Fire Incident Report from BFP (for fire-related incidents) (1 Original) 5. Report and certification from your respective barangays for damaged crops or other natural calamity-related damages (1 original)		1. Applicant 2. Any government and private agencies that issues valid ID 3. Municipal Police Station 4. Bureau of Fire Protection 5. Barangay Hall		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to proper agency/ies the extent of the damage/injury/death within 24 hours	1. Receives and validate report.	None	2 minutes	<i>Research and Planning Officer</i> MDRRMO
2. Request for certification and present the written findings.	2. Issue written findings. Receive the request and prepare the certification	None	3 minutes	<i>Research and Planning Officer</i> MDRRMO



3. Receive the certification and sign in the log book as proof of acceptance	3. Release the requested document and have the requesting party to sign in the log book.	None	2 Minutes	Research and Planning Officer MDRRMO
	TOTAL:	None	7 Minutes	

19. Request for Data

Data such as hazard maps, GIS Shapefiles, Photo Documents and Plans are issued to individuals needing these documents for research purposes only.

Office or Division:	Office of the Municipal Mayor (MDRRMO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request Signed by your Academic Heads/School Supervisor (for students) (1 Original) 2. Letter of Request Signed by your Officer/Supervisor (for other individuals) (1 Original) 3. One (1) Valid ID		1. Concern Schools 2. Client 3. Any government and private agencies that issues valid ID		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter and One (1) Valid ID	1. Receives request letter. Assist client of the subject of Inquiry	None	3 minutes	Research and Planning Officer MDRRMO
2. Request for certification and present the written findings.	2. Issue written findings. Receive the request and prepare the certification	None	3 minutes	Research and Planning Officer MDRRMO
3. Receive the requested data and sign in the log book	3. Release the requested document and have the	None	1 minute	Research and Planning Officer MDRRMO



as proof of acceptance	requesting party to sign in the log book.			
	TOTAL:	None	5 Minutes	

20. Request for Training

Trainings are conducted by the MDRRMO for organized groups, public and private schools, and public and private offices requiring basic life support and basic first aid training. Certificate of Completion are issued for those who have successfully undergone training.

Office or Division:	Office of the Municipal Mayor (MDRRMO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request Signed by your Academic Heads/School Supervisor (for students) (1 Original) 2. Letter of Request Signed by your Officer/Supervisor (for other individuals) (1 Original) 3. One (1) Valid ID		1. Concern Schools 2. Client 3. Any government and private agencies that issues valid ID		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request for resource person (at least 1 week before the target date) • In person • Via email	1.1 Receives letter request in person 1.2 Acknowledges receipt of request via email	None	1 minute	MDRRMO Staff MDRRMO
2. Receives approved request on DRRM subject	2. Endorse request to Municipal DRRM Officer Prepares reply letter to the request with date and time	None	1 day	MDRRMO Staff MDRRMO



	scheduled			
3. Assists the Resource Person on the specified date and requirements for the conduct of the training	3. Delivers the requested DRRM subject during the specified date of the training	None	1 day	<i>Admin and Training Officer</i> MDRRMO
4. Assist the MDRRMO Training Team/course monitor on the specified date	4. MDRRMO Training team/course monitor implements/conducts the training within the specified training date and issuance of certificates.	None	1 day	<i>Admin and Training Officer and the Municipal DRRM Officer</i> MDRRMO
	TOTAL:	None	3 days, 1 Minute	

20. Provision of Emergency Response and Other Services for Disaster Management

Emergency Response and Support is provided to citizens of the Municipality and assistance to neighboring municipalities if needed. Quick Response is vital in saving the lives of individuals who suffer injuries and illnesses.

Office or Division:	Office of the Municipal Mayor (MDRRMO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Call through emergency hotline numbers				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will call for emergency response through emergency	1. Receive calls and collect information of the incident from	None	2 Minutes	<i>MDRRMO Staff</i> MDRRMO



hotline	the client			
2. Wait for the emergency response team	2. Dispatch and issue mission order to the responding team	None	10 Minutes	<i>MDRRMO Rescue Team MDRRMO</i>
3. Wait for the emergency response team	3. Render appropriate assistance to the client (emergency response, and other disaster management related services) and simultaneously gather information; documentation and the details vital for the incident report	None	10 Minutes	<i>MDRRMO Rescue Team MDRRMO</i>
	TOTAL:	None	22 Minutes	



Office of the Municipal Planning and Development Coordinator External Services



1. Issuance of Locational Clearance

All structures/improvement (residential, commercial, institutional and industrial) whether proposed for construction, on-going and/or completed are required to secure locational clearance from the Office of the Municipal Planning and Development Coordinator prior to their application of building permit to ensure that the applied structure/building is permitted in that specific location as per approved CLUP of the Municipality.

Office or Division:	Office of the Municipal Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business	
Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For residential & commercial establishments:		
1. Duly accomplished and notarized application form for locational clearance (2 original copies)		1. Office of the Municipal Planning and Development Coordinator
2. Certificate of Title (TCT) or Deed of Absolute Sale (1 photo copy)		2. Registered od Deeds / Notary Public
3. Tax Declaration (1 photo copy)		3. Office of the Municipal Assessor
4. Locational Plan with Vicinity Map (1 original copy)		4. Geodetic Engineer
5. Architectural Plans (Blue Prints, A3), Bill of Quantities (1 original copy)		5. Civil Engineer / Architect
For industrial and agro-industrial establishments:		
6. Barangay endorsement/barangay resolution (1 photo copy)		6. Office of the Barangay
7. Sangguniang Bayan (SB) Resolution		



(1 photo copy) 8. Certificate of Non Coverage Environmental Compliance Certificate (ECC) (1 photo copy) 9. Zoning Certificate (1 photo copy) 10. Locational Clearance		7. Office of the Sanggunian Bayan 8. Provincial Environment and Natural Resources Officer (PENRO) Environmental Management Bureau – Department of Environmental & Natural Resources (EMB-DENR)/Office of the Environmental Compliance Certificate 9. Office of the Municipal Planning and Development Coordinator 10. Office of the Municipal Planning and Development Coordinator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request for application form at the Office of the MPDC	1. Issue application form and explain the requirements the client.	None	3 Minutes	<i>Admin Aide I Admin Aide IV – Office of the Municipal Planning and Development Coordinator</i>
2. Submit the duly accomplished and notarized application form and requirement one (1) set at the Office of the MPDC	2. Check & evaluate requirements if in complete.	None	7 Minutes	<i>Admin Aide I Admin Aide IV – Office of the Municipal Planning and Development Coordinator</i>
3. Accompany in site inspection	3. Conduct site inspection with the applicant (optional)	None	1 hour	<i>Municipal Planning and Development Coordinator – Office of the Municipal Planning and Development Coordinator</i>
4. Wait for the order of payment	4. Verify the documents. Assess the value of structures and compute for the locational clearance fee and issue the order of payment to the client	None	5 Minutes	<i>Admin Aide I Admin Aide IV – Office of the Municipal Planning and Development Coordinator</i>



<p>5. Pay at the Municipal Treasurer Office (MTO) and secure OR</p>	<p>Accept payment and issue Official Receipt</p>	<p>LOCATIONAL CLEARANCE FEES:</p> <p>For Single Residential Structure Attached or Detached- Project Cost: PHP100,000.00 and below Fee: PHP288.00 Project Cost: Over PHP100,000.00 to PHP200,000.00 Fee: PHP576.00 Project Cost: Over PHP200,000.00 Fee: PHP720.00 +(1/10 of 1% in excess of PHP200,000.00)</p> <p>For Apartment / Townhouses- Project Cost: PHP500,000.00 and below Fee: PHP1,440.00 Project Cost: Over PHP500,000.00 to PHP2,000,000.00 Fee: PHP2,160.00 Project Cost: Over PHP2,000,000.00 Fee: PHP3,600.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00)</p>	<p>5 Minutes</p>	<p>Cashier - Municipal Treasurer's Office</p>
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		<p>regardless of the number of floors)</p> <p>For Dormitories- Project Cost: PHP2,000,000.00 and below Fee: PHP3,600.00 Project Cost: Over PHP2,000,000.00 Fee: PHP3,600.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00 regardless of the number of floors)</p> <p>For Institutional- Project Cost: Below PHP2,000,000.00 Fee: PHP2,880.00 Project Cost: Over PHP2,000,000.00 Fee: PHP2,880.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00)</p> <p>For Commercial, Industrial and agro-Industrial- Project Cost: Below PHP100,000.00 Fee: PHP1,440.00 Project Cost: Over PHP100,000.00 to PHP 500,000.00 Fee: PHP2,160.00 Project Cost:</p>		
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		<p>Over PHP500,000.00 Fee: PHP2,880.00 Project Cost:</p> <p>Over PHP1,000,000.00 to PHP2,000,000.00 Fee: PHP4,320.00 Project Cost:</p> <p>Over PHP2,000,000.00 Fee: PHP7,200.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00)</p> <p>For Special Uses / Special Projects (Gasoline Station, Slaughter House, Treatment Plants, Etc.)-</p> <p>Project Cost: Below PHP2,000,000.00 Fee: PHP7,200.00 Project Cost: Over PHP2,000,000.00 Fee: PHP7,200.00</p> <p>+(1/10 of 1% of cost in excess of PHP2,000,000.00)</p>		
6. Return to MPDC and present Original OR	6. Prepare the decision/project evaluation report/approved locational clearance	None	15 Minutes	<i>Municipal Planning and Development Coordinator – Office of the Municipal Planning and Development Coordinator</i>
7. Claim the approved	7. Release the	None	5 Minutes	<i>Admin Aide I</i>



*Admin Aide IV –
Office of the Municipal
Planning and
Development Coordinator*

Locational Clearance at the Office of the MPDC	approved locational clearance			
	TOTAL:	LOCATIONAL CLEARANCE FEES: For Single Residential Structure Attached or Detached- Project Cost: PHP100,000.00 and below Fee: PHP288.00 Project Cost: Over PHP100,000.00 to PHP200,000.00 Fee: PHP576.00 Project Cost: Over PHP200,000.00 Fee: PHP720.00 +(1/10 of 1% in excess of PHP200,000.00) For Apartment / Townhouses- Project Cost: PHP500,000.00 and below Fee: PHP1,440.00 Project Cost: Over PHP500,000.00 to PHP2,000,000.00	1 Hour, 40 Minutes	



		<p>Fee: PHP2,160.00 Project Cost: Over PHP2,000,000.00</p> <p>Fee: PHP3,600.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00 regardless of the number of floors)</p> <p>For Dormitories- Project Cost: PHP2,000,000.00 and below</p> <p>Fee: PHP3,600.00 Project Cost: Over PHP2,000,000.00</p> <p>Fee: PHP3,600.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00 regardless of the number of floors)</p> <p>For Institutional- Project Cost: Below PHP2,000,000.00</p> <p>Fee: PHP2,880.00 Project Cost: Over PHP2,000,000.00</p> <p>Fee: PHP2,880.00 +(1/10 of 1% of</p>	
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		<p>cost in excess of PHP2,000,000.00)</p> <p>For Commercial, Industrial and agro-Industrial- Project Cost: Below PHP100,000.00 Fee: PHP1,440.00 Project Cost: Over PHP100,000.00 to PHP 500,000.00 Fee: PHP2,160.00 Project Cost: Over PHP500,000.00 Fee: PHP2,880.00 Project Cost: Over PHP1,000,000.00 to PHP2,000,000.00 Fee: PHP4,320.00 Project Cost: Over PHP2,000,000.00 Fee: PHP7,200.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00)</p> <p>For Special Uses / Special Projects (Gasoline Station,</p>		
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		Slaughter House, Treatment Plants, Etc.)- Project Cost: Below PHP2,000,000.00 Fee: PHP7,200.00 Project Cost: Over PHP2,000,000.00 Fee: PHP7,200.00 +(1/10 of 1% of cost in excess of PHP2,000,000.00)	
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2. Issuance of Zoning Certification

Zoning Certificate which is proposed into residential subdivision, commercial and industrial use from Agricultural Zone requires land re-classification processing of re-classification is under the Office of the Sangguniang Bayan (SB). However, the SB should first secure the recommendation from the MPDC if the property meets the HLURB guidelines and requirements prior to the issuance of resolution and approval of SB/Local Chief Executive (LCE) for re-classification.

Office or Division:	Office of the Municipal Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Vicinity Map & Lot Plan to an appropriate scale showing the property in question and indicating appropriate landmarks (1 original copy)		1. Geodetic Engineer
2. Transfer Certificate of Title TCT's		2. Registry of Deeds / Notary Public



(or any prop of ownership or right over the property) with Tax Receipt & Tax Declaration (1 photo copy)				
3. Copy Special Power of Attorney (SPA) if the Applicant is other than the owner/s (1 original copy)		3. Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request for Application form at the Office of the MPDC	1. Issue application form and explain the requirements	None	5 Minutes	<i>Admin Aide I</i> <i>Admin Aide IV</i> – Office of the Municipal Planning and Development Coordinator
2. Submit the duly accomplished and notarized application form and requirement one (1) set at the Office of the MPDC	2. Check and evaluate requirements if in order and complete.	None	10 Minutes	<i>Admin Aide I</i> <i>Admin Aide IV</i> – Office of the Municipal Planning and Development Coordinator
3. Accompany in site inspection	3. Conduct site inspection with the applicant (optional)	None	1 hour	<i>Municipal Planning and Development Coordinator</i> – Office of the Municipal Planning and Development Coordinator
4. Wait for the order of payment	4. Verify the documents. Prepare and issue order of payment to the client	None	3 Minutes	<i>Admin Aide I</i> <i>Admin Aide IV</i> – Office of the Municipal Planning and Development Coordinator
5. Pay at the Office of the Municipal Treasurer and secure Official Receipt (OR)	5. Accept payment and issue Official Receipt (OR)	Zoning Certificate fee – PHP 600.00/ TCT Title Inspection Fee – PHP 500.00 / Title	5 Minutes	<i>Cashier -</i> Municipal Treasurer's Office
6. Return to MPDC and present OR receipt	6. Prepare and Approve the zoning	None	2 Minutes	<i>Municipal Planning and Development Coordinator</i> – Office of the Municipal



	certification			Planning and Development Coordinator
7. Claim the Approved zoning certification at the Office of the MPDC	7. Release the Zoning Certification	None	5 Minutes	<i>Admin Aide I</i> <i>Admin Aide IV –</i> Office of the Municipal Planning and Development Coordinator
TOTAL:		Zoning Certificate fee – PHP 600.00/ TCT Title Inspection Fee – PHP 500.00 / Title	1 Hour, 30 Minutes	



Sangguniang Bayan External Services



1. Granting and Issuance of Municipal Ordinance in the application for reclassification of agricultural land

Granting and issuance of municipal ordinance in the application for reclassification of land is a provision of Section 20 of R.A. 7160 and Municipal Ordinance No. 014-2016 otherwise known as Revenue Code of the Municipality of Mexico. It is a document by way of a municipal ordinance that authorizes the reclassification of agricultural land and provide for the manner of its utilization or disposition into other purpose.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen	
Who may avail:	Citizen / Government / Government Official / Employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter addressed to the Sangguniang Bayan requesting for the reclassification of agricultural land to other purpose; (1 original)		1. Applicant
2. Proof of ownership of land such as Transfer Certificate of Title (TCT) / Original Certificate of Title (OCT) and/or other document establishing proof of ownership; (1 photocopy)		2. Applicant / Registry of Deeds
3. Special Power of Attorney / Board Resolution/ Secretary's Certificate (If petitioner is other than the owner of the land); (1 original)		3. Company lawyer or any practicing lawyer / organization or institution's administrative or legal department that provides the board resolution or secretary's certificate
4. Vicinity map and location plan showing Transfer Certificate of Title (TCT) number, lot number and area per title duly prepared by a licensed Geodetic Engineer showing sufficient reference points for identification of the property under consideration; (1 original)		4. Licensed Geodetic Engineer



<p>5. Certification from the Department of Agriculture (as provided for under Presidential A.O. No. 20, s. 1992 & Presidential M.C. No. 54, s. 1993) indicating: (1 original)</p> <p>5.1. That such land is not classified as non-negotiable for reclassification; and</p> <p>5.2. That the land ceased to be economically feasible and sound for agricultural purposes.</p> <p>6. True copy of Tax Declaration and Tax Clearance covering the subject property (current year); (1 photocopy)</p> <p>7. Zoning Clearance with Official Receipt showing proof of payment of zoning fees. Likewise, certification specifying that the property applied for is within the 10% limit and indicating the remaining balance of the total zoned agricultural land area in the municipality based on the approved CLUP prior to the application for reclassification (as provided for under Sec. 20 of R.A. 7160 & Presidential M.C. No. 54, s. 1993); (1 original)</p> <p>8. Barangay Resolution interposing no objection or endorsing favorably the propose reclassification of agricultural land; (1 original)</p> <p>9. DHSUD Certification specifying the total area of zoned agricultural lands in the municipality based on the approved CLUP or Zoning Ordinance prior to the application for reclassification of agricultural land (as provided for under Presidential M.C. No. 54, s. 1993 & Presidential A.O. No. 363, s. 1997); (1 original)</p> <p>10. DAR Certification indicating that such lands</p>	<p>5. Department of Agriculture – Provincial Office</p> <p>6. Office of the Municipal Assessor / Office of the Municipal Treasurer</p> <p>7. Office of the Municipal Planning and Development Coordinator</p> <p>8. Sangguniang Barangay concerned</p> <p>9. DHSUD – Northern Tagalog Region</p> <p>10. Department of Agrarian Reform – Provincial Office</p>
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<p>are not distributed or not covered by a Notice of Valuation under CARP (as provided for under Presidential M.C. No. 54, s. 1993 & Presidential A.O. No. 363, s. 1997); (1 original)</p> <p>11. NIA Certification indicating the area to be reclassified is not covered under Presidential A.O. No. 20, s. 1992, further supplemented under Presidential A.O. No. 363, s. 1997); and (1 original)</p> <p>12. DENR Certification indicating the area applied for reclassification has been classified as alienable and disposable, and is not needed for forestry purposes in case the area applied for falls within public lands (as provided for under Presidential A.O. No. 363, s. 1997). (1 original)</p>		<p>11. National Irrigation Administration – Regional Office No. III</p> <p>12. Department of Environment and Natural Resources – Regional Office No. III</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit the application letter together with the requirements	<p>1. Receive the application letter and assess the requirements submitted.</p> <p>If the application has complete documentary requirements except those issued by the NGAs, the application shall be received. However, if the application lacks any of the checklist requirement numbers 1, 2, 3, 4, 6, 7 and 8, the application shall not be received.</p> <p>1.2. Prepare and issue the Order of</p>	None	15 minutes	<p><i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant III/ Administrative Assistant I Sangguniang Bayan Office</i></p>



	Payment form to the applicant.			
2. Pay the Reclassification of Agricultural land to non-agricultural use filing fee	2. Instruct applicant to pay at the Municipal Treasurer's Office	<p>Reclassification of Agricultural land to non-agricultural use filing fee:</p> <p>First 3.0 hectares: PHP 5,000.00 – Residential PHP 5,000.00 – Commercial / Industrial / Institutional</p> <p>Next 5.0 hectares: PHP 10,000.00 – Residential PHP 15,000.00 – Commercial / Industrial / Institutional</p> <p>Next 10.0 hectares: PHP 15,000.00 – Residential PHP 20,000.00 – Commercial / Industrial / Institutional</p> <p>Next fraction thereof, per hectare: PHP 2,000.00 – Residential PHP 2,000.00 – Commercial / Industrial /</p>	6 minutes	<p><i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant I Sangguniang Bayan Office</i></p>



		Institutional		
3. Submit the reclassification filing fee official receipt to the Sangguniang Bayan Office and expect a notice of hearing in the following weeks	<p>3. Secure a copy of the reclassification filing fee official receipt and include the same on the application requirements;</p> <p>3.1 Log entry on the data base of incoming communication for agenda of the Sangguniang Bayan;</p> <p>3.2 Scan the application and the requirements submitted for electronic file;</p> <p>3.3 Assign a proposed measure number on the application and include the same on the Calendar of Business for the consideration of the Sangguniang Bayan on its regular session; and</p> <p>3.4 Conduct of Regular Session which includes the referral of the application on the concerned committee and scheduling of the committee hearing.</p>	None	15 days	<p><i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Data Controller III/ Administrative Assistant III/ Administrative Assistant I Sangguniang Bayan Office</i></p>



4. Receive the notice of hearing	<p>4. Prepare and sign notice of hearing documents; and</p> <p>4.1 Transmittal of notice of hearing to all invitees including the applicant.</p>	None	4 days	<i>Administrative Aide I/ Administrative Aide II/ Administrative Assistant I/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang Bayan Office</i>
5. Attend the committee hearing. Present the intention or proposal for the applied agricultural land for reclassification. Answer questions or queries from the committee members or from other invitees.	<p>5. Conduct committee hearing;</p> <p>5.1 Document and record the minutes of the committee hearing; and</p> <p>5.2 Instruct the applicant to submit the locally acquired incomplete requirements.</p> <p>If the incomplete requirements are the certification issued by the different NGAs, the applicant will be required to submit a notarized sworn statement of undertaking stating all the unsubmitted certifications and declaring that they will be processed, completed and submitted to the office.</p>	None	2 hours	<i>Administrative Aide I/ Administrative Assistant I/ Data Controller III/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang Bayan Office</i>
6. Submit the incomplete requirements and/or the notarized sworn	6. Prepare the Committee Report and include the same on the Calendar of	None	15 days	<i>Administrative Aide I/ Administrative Assistant I/ Administrative</i>



statement of undertaking	<p>Business on the regular session of the Sanggunian for its consideration;</p> <p>6.1 Account and approve the committee report on the regular session of the Sanggunian. Calendar the propose application for second reading;</p> <p>6.2 Approve the application for second reading and calendar the same for third reading;</p> <p>6.3 Approve the application for third reading;</p> <p>6.4 Prepare the minutes of the previous regular session;</p> <p>6.5 Approve and sign by all the members present the minutes of the previous regular session;</p> <p>6.6 If all the requirements are complete, prepare and submit the final Municipal Ordinance authorizing the reclassification of the land for signature of the Sangguniang</p>			<p><i>Assistant IV/ Administrative Assistant III/ Administrative Assistant I/ Data Controller III/ Supervising Administrative Officer/ Secretary to the Sanggunian/ Sangguniang Bayan Members/ Municipal Vice-Mayor/ Municipal Mayor – Sangguniang Bayan Office</i></p>
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	<p>Bayan Members and the Municipal Vice-Mayor.</p> <p>On the other hand, if the applicant submitted a notarized sworn statement of undertaking, prepare and submit the provisional Municipal Ordinance authorizing the reclassification of land for signature of the Sangguniang Bayan Members and the Municipal Vice-Mayor. This provisional ordinance states that it is temporary in nature until such time that the applicant has fulfilled all the documentary requirements.</p> <p>6.7 Transmit to the Office of the Municipal Mayor the enacted municipal ordinance, whether permanent or provisional in nature, for signature of the Municipal Mayor; and</p> <p>6.8 Receive and log the signed municipal ordinance and issue the same to all concerned departments</p>			
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	including the applicant.			
7. For applicant who has submitted a notarized sworn statement of undertaking, submit the certification requirements issued by the NGAs	<p>7. Remind the applicant to submit the incomplete certifications issued by the NGAs; and</p> <p>7.1 Upon completion and submission of all the requirements, prepare and submit the final and permanent Municipal Ordinance authorizing the reclassification of the land for signature of the Sangguniang Bayan Members and the Municipal Vice-Mayor.</p> <p>7.2 Transmit to the Office of the Municipal Mayor the final and permanent municipal ordinance, for signature of the Municipal Mayor; and</p> <p>7.3 Receive and log the signed final and permanent municipal ordinance and issue the same to all concerned departments including the applicant.</p>	None	14 days	<i>Administrative Aide I/ Administrative Assistant I/ Administrative Assistant IV/ Administrative Assistant III/ Administrative Assistant I/ Supervising Administrative Officer/ Secretary to the Sanggunian/ Sangguniang Bayan Members/ Municipal Vice-Mayor/ Municipal Mayor – Sangguniang Bayan Office</i>
TOTAL:		Reclassification of	48 Days, 2 Hours, 21	



	<p>Agricultural land to non-agricultural use filing fee:</p> <p>First 3.0 hectares: PHP 5,000.00 – Residential PHP 5,000.00 – Commercial / Industrial / Institutional</p> <p>Next 5.0 hectares: PHP 10,000.00 – Residential PHP 15,000.00 – Commercial / Industrial / Institutional</p> <p>Next 10.0 hectares: PHP 15,000.00 – Residential PHP 20,000.00 – Commercial / Industrial / Institutional</p> <p>Next fraction thereof, per hectare: PHP 2,000.00 – Residential PHP 2,000.00 – Commercial / Industrial / Institutional</p>	Minutes	
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2. Granting and Issuance of Municipal Resolution in the application for permit to construct, establish, maintain and operate a gasoline station

Granting and issuance of municipal resolution in the application of permit to construct, establish, maintain and operate a gasoline station is a provision of Municipal Ordinance No. 014-2016 otherwise known as Revenue Code of the Municipality of Mexico. It is a document by way of a municipal resolution that grants the applicant permit to construct, establish, maintain and operate such business on a specified barangay in the Municipality of Mexico.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Citizen / Government Employee / Official
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of intent addressed to the Sangguniang Bayan; (1 original)	1. Contractor or applicant
2. Vicinity map showing the exact location of the proposed gasoline station and major landmarks within a radius of 200 meters; (1 original)	2. Contractor or applicant
3. Evidence of ownership in the form of certified true copy of original Transfer of Certificate of Title (TCT). In the absence of the foregoing, a contract to sell or lease agreement or written and duly notarized owner's consent to use the property will suffice; (1 copy)	3. Contractor or Applicant / Land Owner / Registry of Deeds
4. True copy of Tax Declaration and Tax Clearance covering the subject property (current year); (1 copy)	4. Office of the Municipal Treasurer / Office of the Municipal Assessor
5. Project Plan indicating the following features: (1 original)	5. Contractor or applicant
5.1. Layout / structural plans of the proposed project;	
5.2. List of proposed dispensing pumps,	



<p>storage tanks and tank trucks with corresponding capacities; and</p> <p>5.3. Business Plan indicating the scope of operation / activity</p> <p>6. Department of Trade and Industry (DTI) / Security and Exchange Commission (SEC) Business Registration; (1 photocopy)</p> <p>7. Barangay Resolution endorsing / interposing no objection on the proposed project; (1 original)</p> <p>8. Zoning / Locational Clearance for Special Uses / Projects; (1 original)</p> <p>9. Environment Compliance Certificate issued by the Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB) or Certificate of Non-Coverage; (1 photocopy)</p> <p>10. Other or additional documentary requirements that shall be submitted prior to the actual operation of the proposed gasoline station as enumerated hereunder:</p> <p>10.1. Fire Safety Inspection Certificate; (1 photocopy)</p> <p>10.2. Building Permit; (1 photocopy)</p> <p>10.3. Business Permit: (1 photocopy)</p> <p>10.4. Reference Standard / Codes and Philippine National Standard compliant statement for Facility Design and Operation duly signed by the Engineer / Architect-in-Charge of the construction of the gas station; and (1 photocopy)</p> <p>10.5. Energy Regulatory Board Registration (1 photocopy)</p>		<p>6. Department of Trade and Industry (DTI) / Security and Exchange Commission (SEC)</p> <p>7. Sangguniang Barangay concerned</p> <p>8. Office of the Municipal Planning and Development Coordinator</p> <p>9. Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)</p> <p>10.1. Bureau of Fire – Mexico Station</p> <p>10.2. Office of the Municipal Engineer</p> <p>10.3. BPLO</p> <p>10.4. Contractor or applicant</p> <p>10.5. Energy Regulatory Board</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit the application letter	1. Receive the application letter and	None	15 minutes	Secretary to the Sanggunian/



together with the requirements and receive the Order of Payment Form	<p>assess the requirements submitted.</p> <p>If the application has complete documentary requirements except those issued by the NGAs, the application shall be received. However, if the application lacks any of the checklist requirement numbers 1 to 8, the application shall not be received.</p> <p>1.2. Prepare and issue the Order of Payment form to the applicant.</p>			<p><i>Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant III/ Administrative Assistant I Sangguniang Bayan Office</i></p>
2. Pay the gasoline station application filing fee	2. Instruct applicant to pay at the Municipal Treasurer's Office.	<p>Gasoline Station Application Filing Fee –</p> <p>Gasoline Station with 1 – 2 dispensing pumps – PHP 3,000.00</p> <p>Gasoline Station with 3 – 4 dispensing pumps PHP 4,000.00</p>	6 Minutes	<p><i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant I Sangguniang Bayan Office</i></p>



		Gasoline Station with 5 or more dispensing pumps – PHP 6,000.00		
3. Submit the filing fee official receipt to the Sangguniang Bayan Office and expect a notice of hearing in the following weeks	<p>3. Secure a copy of the filing fee official receipt and include the same on the application requirements;</p> <p>3.1. Log entry on the data base of incoming communication for agenda of the Sangguniang Bayan;</p> <p>3.2. Scan the application and the requirements submitted for electronic filing;</p> <p>3.3. Assign a proposed resolution number on the application and include the same on the Calendar of Business for the consideration of the Sangguniang Bayan on its regular session; and</p> <p>3.4. Conduct of Regular Session which includes the referral of the application on the concerned committee</p>	None	15 days	<p><i>Data Controller III/ Administrative Assistant III/ Administrative Assistant I/ Secretary to the Sanggunian Sangguniang Bayan Office</i></p>



	and scheduling of the committee hearing.			
4. Receive the notice of hearing	<p>4. Prepare and sign notice of hearing documents; and</p> <p>4.1 Transmittal of notice of hearing to all invitees including the applicant.</p>	None	4 days	<i>Administrative Aide I/ Administrative Aide II/ Administrative Assistant I/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang Bayan Office</i>
5. Attend the committee hearing. Present the proposal for the establishment of a gasoline station on a specified barangay. Answer questions or queries from the committee members or from other invitees.	<p>5. Conduct committee hearing;</p> <p>5.1 Document and record the minutes of the committee hearing;</p> <p>5.2 Instruct the applicant to submit the incomplete certification issued by the NGA; and</p> <p>5.3 Likewise, inform the applicant that the additional documentary requirements or those under the Checklist Requirements Number 10 can be submitted after the enactment of the municipal resolution.</p>	None	2 hours	<i>Administrative Aide I/ Administrative Assistant I/ Data Controller III/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang Bayan Office</i>
6. Submit the certification requirement issued by the NGA except those under Checklist Requirements	6. Prepare the Committee Report and include the same on the Calendar of Business on the regular session of the	None	21 days	<i>Data Controller III/ Administrative Assistant III/ Administrative Assistant I/ Secretary to the</i>



<p>Number 10 which can be submitted after the enactment of the municipal resolution</p>	<p>Sanggunian for its consideration;</p> <p>6.1 Account and approve the committee report on the regular session of the Sanggunian. Calendar the propose application for second reading;</p> <p>6.2 Approve the application for second reading and calendar the same for third reading;</p> <p>6.3 Approve the application for third reading;</p> <p>6.4 Prepare the minutes of the previous regular session;</p> <p>6.5 Approve and sign by all the members present the minutes of the previous regular session;</p> <p>6.6 Prepare and submit the Municipal Resolution granting permit to construct, establish, maintain and operate a gasoline station on the specified barangay applied for in the Municipality of Mexico for signature</p>			<p><i>Sanggunian</i> Sangguniang Bayan Office</p>
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	<p>of the Sangguniang Bayan Members and the Municipal Vice-Mayor; and</p> <p>6.7 Log the signed municipal resolution and issue the same to all concerned departments.</p> <p>In the event that the required NGA certification is still under process, the applicant shall be informed that the application is in pending status until such time that the certification is submitted.</p>			
7. Receive the Municipal Resolution granting permit to construct, establish, maintain and operate a gasoline station on the specified barangay applied for in the Municipality of Mexico	7. Log and issue the municipal resolution to the applicant.	None	3 Minutes	<i>Administrative Assistant I/ Administrative Assistant III/ Supervising Administrative Officer/ Secretary to the Sanggunian Sangguniang Bayan Office</i>
TOTAL:		Gasoline Station Application Filing Fee – Gasoline Station with 1 – 2 dispensing pumps – PHP	40 Days, 2 Hours, 24 Minutes	



	3,000.00		
	Gasoline Station with 3 – 4 dispensing pumps PHP 4,000.00		
	Gasoline Station with 5 or more dispensing pumps – PHP 6,000.00		

3. Granting and Issuance of Municipal Resolution or Ordinance in the application of business activity or other special uses / projects requiring Sanggunian approval

Granting and issuance of municipal resolution or ordinance in the application of business activity or other special uses/projects requiring Sanggunian approval is a provision of Municipal Ordinance No. 014-2016 otherwise known as Revenue Code of the Municipality of Mexico. It is a document by way of a municipal resolution or ordinance that grants the applicant permit to construct, establish, maintain and operate such business activity on a specified barangay in the Municipality of Mexico.

Office or Division:	Office of the Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen		
Who may avail:	Citizen / Government Employee / Official		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of intent addressed to the Sangguniang Bayan; (1 original)		1. Contractor or applicant	
2. Vicinity / location map showing the exact location of the proposed project / business venture and major landmarks within a radius of 200 meters; (1 original)		2. Contractor or applicant	



<p>3. Evidence of ownership in the form of certified true copy of original Transfer of Certificate of Title (TCT). In the absence of the foregoing, a contract to sell or lease agreement or written and duly notarized owner's consent to use the property will suffice; (1 copy)</p> <p>4. True copy of Tax Declaration and Tax Clearance covering the subject property (current year); (1 copy)</p> <p>5. Project / business plan indicating the lay-out of the project and scope of operation / activity; (1 original)</p> <p>6. Bill of Materials / Estimated of Cost; (1 original)</p> <p>7. Department of Trade and Industry (DTI) / Security and Exchange Commission (SEC) Business Registration / Cooperative Development Authority or other registering government agency;(1 photocopy)</p> <p>8. Barangay Resolution endorsing / interposing no objection on the proposed project; (1 original)</p> <p>9. Zoning / Locational Clearance; (1 original)</p> <p>10. Other or additional documentary requirements that may be required by the Sanggunian depending on the type of business activity or project:</p> <p>10.1. Environment Compliance Certificate issued by the Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB) or Certificate of Non-Coverage; (1 photocopy)</p> <p>10.2. Registration / certification / clearances from other governmental agency in relation to the operation of the proposed</p>	<p>3. Contractor or applicant / Land Owner / Registry of Deeds</p> <p>4. Office of the Municipal Treasurer / Office of the Municipal Assessor</p> <p>5. Contractor or applicant</p> <p>6. Contractor or applicant</p> <p>7. Department of Trade and Industry (DTI) / Security and Exchange Commission (SEC) / Cooperative Development Authority or other registering government agency</p> <p>8. Sangguniang Barangay concerned</p> <p>9. Office of the Municipal Planning and Development Coordinator</p> <p>10.1. Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)</p> <p>10.2. Concerned NGA</p>
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business activity / project; (1 photocopy) 10.3. Sanitary Permit; (1 photocopy) 10.4. Fire Safety Inspection Certificate; (1 photocopy) 10.5. Building Permit; and (1 photocopy) 10.6. Business Permit (1 photocopy)		10.3. Municipal Health Office 10.4. Bureau of Fire – Mexico Station 10.5. Office of the Municipal Engineer 10.6. BPLO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit the application letter together with the requirements	1. Receive the application letter and assess the requirements submitted. If the application has complete documentary requirements except those issued by the NGAs, if applicable, the application shall be received. However, if the application lacks any of the checklist requirement numbers 1 to 9, the application shall not be received. 1.2. Prepare and issue the Order of Payment form to the applicant.	None	15 minutes	<i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant III/ Administrative Assistant I Sangguniang Bayan Office</i>
2. Pay the business activity or other special uses/projects requiring Sanggunian approval filing fee	2. Instruct applicant to pay at the Municipal Treasurer's Office.	Business activity or other special uses/projects requiring Sanggunian approval Filing Fee - Project Cost is PHP 1,000,000.00 and below – PHP	6 minutes	<i>Secretary to the Sanggunian/ Supervising Administrative Officer/ Administrative Officer V/ Administrative Assistant I Sangguniang Bayan Office</i>



		<p>2,500.00</p> <p>Project Cost is PHP 1,000,001.00 to PHP 3,000,000.00 – PHP 3,500.00</p> <p>Project Cost is PHP 3,000,001.00 to PHP 5,000,000.00 – PHP 5,000.00</p> <p>Project Cost is PHP 5,000,001.00 and above – PHP 7,500.00</p>		
3. Submit the filing fee official receipt to the Sangguniang Bayan Office and expect a notice of hearing in the following weeks	<p>3. Secure a copy of the filing fee official receipt and include the same on the application requirements;</p> <p>3.1 Log entry on the data base of incoming communication for agenda of the Sangguniang Bayan;</p> <p>3.2 Scan the application and the requirements submitted for electronic</p>	None	15 days	<p><i>Data Controller III/</i></p> <p><i>Administrative Assistant III/</i></p> <p><i>Administrative Assistant I/</i></p> <p><i>Secretary to the Sanggunian Sangguniang Bayan Office</i></p>



	<p>file;</p> <p>3.3 Assign a proposed measure or resolution number on the application and include the same on the Calendar of Business for the consideration of the Sangguniang Bayan on its regular session; and</p> <p>3.4 Conduct of Regular Session which includes the referral of the application on the concerned committee and scheduling of the committee hearing.</p>			
4. Receive the notice of hearing	<p>4. Prepare and sign notice of hearing documents; and</p> <p>4.1 Transmittal of notice of hearing to all invitees including the applicant.</p>	None	4 days	<p><i>Administrative Aide I/ Administrative Aide II/ Administrative Assistant I/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang Bayan Office</i></p>
<p>5. Attend the committee hearing. Present the proposal for the intended business or project on a specified barangay.</p> <p>Answer questions or queries from the committee members or from other invitees.</p>	<p>5. Conduct committee hearing;</p> <p>5.1 Document and record the minutes of the committee hearing;</p> <p>5.2 Instruct the applicant to submit the incomplete</p>	None	2 hours	<p><i>Administrative Aide I/ Administrative Assistant I/ Data Controller III/ Secretary to the Sanggunian/ Sangguniang Bayan Member concerned Sangguniang</i></p>



	<p>certifications issued by the NGAs (if applicable – depends on the nature of the project or business); and</p> <p>5.3 Likewise, inform the applicant that the additional documentary requirements can be submitted after the enactment of the municipal resolution except those that were required by the Sanggunian to submit prior to the approval of the project or business.</p>			Bayan Office
6. Submit the certification requirements issued by the NGAs (if applicable – depends on the nature of the project or business) except those under Checklist Requirement Numbers 10.3. to 10.6. which can be submitted after the enactment of the municipal resolution or ordinance	<p>6. Prepare the Committee Report and include the same on the Calendar of Business on the regular session of the Sanggunian for its consideration;</p> <p>6.1. Account and approve the committee report on the regular session of the Sanggunian; Calendar the propose application for second reading;</p> <p>6.2. Approve the application on second reading and calendar the same for third reading;</p> <p>6.4. Approve the application on third</p>	None	21 days	<i>Data Controller III/ Administrative Assistant III/ Administrative Assistant I/ Secretary to the Sanggunian Sangguniang Bayan Office</i>



	<p>reading;</p> <p>6.5. Prepare the minutes of the previous regular session;</p> <p>6.6. Approve and sign by all the members present the minutes of the previous regular session;</p> <p>6.7. Prepare and submit the Municipal Resolution or Ordinance granting permit to construct, establish, maintain and operate a business activity or other special uses / projects requiring Sanggunian approval on the specified barangay applied for in the Municipality of Mexico for signature of the Sangguniang Bayan Members and the Municipal Vice-Mayor;</p> <p>6.8. In case the application was granted by means of a municipal ordinance: Transmit to the Office of the Municipal Mayor the enacted municipal ordinance for signature of the Local Chief Executive; and</p> <p>6.9. Log the signed municipal resolution or</p>			
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	<p>ordinance and issue the same to all concerned departments.</p> <p>In the event that the required NGA certifications are still under process except those under Checklist Requirement Numbers 10.3. to 10.6., the applicant shall be informed that the application is in pending status until such time that the certifications are submitted.</p>			
7. Receive the Municipal Resolution or Ordinance granting permit to construct, establish, maintain and operate a business activity or other special uses/projects requiring Sanggunian approval on the specified barangay applied for in the Municipality of Mexico	7. Log and issue the municipal resolution to the applicant.	None	3 minutes	<i>Administrative Assistant I/ Administrative Assistant III/ Supervising Administrative Officer/ Secretary to the Sanggunian Sangguniang Bayan Office</i>
	TOTAL:	<p>Business activity or other special uses/projects requiring Sanggunian approval Filing Fee -</p> <p>Project Cost is PHP 1,000,000.00 and below –</p>	40 Days, 2 Hours, 24 Minutes	



		PHP 2,500.00 Project Cost is PHP 1,000,001.00 to PHP 3,000,000.00 – PHP 3,500.00 Project Cost is PHP 3,000,001.00 to PHP 5,000,000.00 – PHP 5,000.00 Project Cost is PHP 5,000,001.00 and above – PHP 7,500.00		
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4. Issuance of Mexico Tricycle Operator's Permit (MTOP) for New Application

Mexico Tricycle Operator's Permit (MTOP) is a provision of Municipal Ordinance No. 041-2017 which is known as the TRICYCLE CODE of the Municipality of Mexico and Municipal Ordinance No. 014-2016 otherwise known as the REVENUE CODE of the Municipality of Mexico. It is a document granting a franchise or license to operate issued to a person, natural or juridical, allowing to operate a tricycle over routes specified therein.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen



Who may avail:		Citizen / Government Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal appearance of the applicant. However, in case the applicant could not appear in person, the following shall be required: 1.1. Authorization letter duly signed by the applicant; (1 original) 1.2. Professional Driver's License with Restriction Code 1; and (1 photocopy) 1.3. 2x2 picture with white background of the applicant. (1 piece) 2. Duly accomplished and signed application form to be secured from their respective TODA Presidents indicating that the applicant is an official member of the association; (1 original) 3. Certificate of Registration (CR) of the tricycle unit including a copy of the Official Receipt (OR) for registration; (1 photocopy) 4. In case the applicant is not the original owner of the unit, a Notarized Deed of Sale shall be required, otherwise, it shall be named to the original owner reflected on the Certificate of Registration (CR); (1 copy) 5. Professional Driver's License with Restriction Code 1; and (1 original) 6. Community Tax Certificate (CEDULA) to be secured at the Municipal Treasurer's Office (1 original)		1. Applicant a. Applicant b. Land Transportation Office c. Photo Studio 2. TODA President concerned 3. Applicant or Tricycle Operator 4. Any lawyer that offers the service of notary public 5. LTO 6. Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File and submit the duly accomplished MTOP Application Form and requirements	1. Receive MTOP application form and evaluate the submitted requirements; and	None	4 minutes	Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan



	<p>1.1 Log entry of the application and assign MTOP Case Number.</p> <p>1.2. Prepare and issue the Order of Payment form to the applicant</p>			Office
2. Pay the Franchise Fee, and other fees that may be fixed by the Board such as but not limited to MTOP plates, tricycle stickers and other paraphernalia, fines or penalties if applicable	2. Instruct applicant to pay at the Municipal Treasurer's Office	<p>Franchise Fee – PHP100.00</p> <p>MTOP Identification Card – PHP 20.00</p>	3 minutes	<p><i>Administrative Assistant III/</i></p> <p><i>Administrative Assistant I/</i></p> <p><i>Data Controller III</i></p> <p>Sangguniang Bayan Office</p>
3. Submit the Franchise Official Receipt at the MTOP Processing Unit of the Sangguniang Bayan Office	<p>3. Prepare the MTOP including image capturing of the applicant;</p> <p>3.1 Print three (3) copies of the MTOP Decision and Contract of Undertaking;</p> <p>3.2 Signing of the applicant on the MTOP Contract of Undertaking; and</p> <p>3.3 Secure one (1) file copy of the MTOP Decision and Contract of Undertaking for filing.</p>	None	4 minutes	<p><i>Administrative Assistant III/</i></p> <p><i>Administrative Assistant I/</i></p> <p><i>Data Controller III</i></p> <p>Sangguniang Bayan Office</p>
4. Receive the two (2) copies MTOP Decision and Contract of	4. Release and issue the two (2) copies of MTOP Decision and	None	1 minute	<p><i>Administrative Assistant III/</i></p> <p><i>Administrative</i></p>



Undertaking	Contract of Undertaking			Assistant I/ Data Controller III Sangguniang Bayan Office
TOTAL:		Franchise Fee – PHP 100.00 MTOP Identification Card – PHP 20.00 (if applicable)	12 Minutes	

5. Issuance of Mexico Tricycle Operator's Permit (MTOP) for Renewal Application

Mexico Tricycle Operator's Permit (MTOP) is a provision of Municipal Ordinance No. 041-2017 which is known as the TRICYCLE CODE of the Municipality of Mexico and Municipal Ordinance No. 014-2016 otherwise known as the REVENUE CODE of the Municipality of Mexico. It is a document granting a franchise or license to operate issued to a person, natural or juridical, allowing to operate a tricycle over routes specified therein.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Citizen / Government Employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal appearance of the applicant. However, in case the applicant could not appear in person, the following shall be required: 1.1. Authorization letter duly signed by the applicant; (1 original) 1.2. Professional Driver's License with Restriction Code 1; and (1 photocopy) 1.3. 2x2 picture with white background of the applicant. (1 piece)	1. Applicant 1.1 Applicant 1.2 Land Transportation Office 1.3 Photo Studio



2. Previous copy of the issued MTOP Decision and Contract of Undertaking; (1 original) 3. Professional Driver's License with Restriction Code 1; and (1 original) 4. Community Tax Certificate (CEDULA) to be secured at the Municipal Treasurer's Office (1 original)		2. Applicant / Office of the Sangguniang Bayan 3. Land Transportation Office 4. Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit the previous copy of the MTOP Decision and Contract of Undertaking and receive the Order of Payment Form	1. Receive the previous copy of the MTOP Decision and Contract of Undertaking and assess the same; and 1.1. Log entry of the MTOP for renewal and assign new MTOP Case Number. 1.2. Prepare and issue the Order of Payment form to the applicant.	None	3 minutes	<i>Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office</i>
2. Pay the Franchise Fee, and other fees that may be fixed by the Board such as but not limited to MTOP plates, tricycle stickers and other paraphernalia, fines or penalties if applicable	2. Instruct applicant to pay at the Municipal Treasurer's Office; and	Franchise Fee – PHP 100.00 MTOP Identification Card – PHP 20.00 Penalty for expired MTOP: (if applicable) 1 st Offense – PHP 100.00 2 nd Offense – PHP 300.00 3 rd Offense – PHP 500.00	3 minutes	<i>Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office</i>



3. Submit the Franchise Official Receipt at the MTOP Processing Unit of the Sangguniang Bayan Office	<p>3. Prepare the MTOP including image capturing of the applicant;</p> <p>3.1 Print three (3) copies of the MTOP Decision and Contract of Undertaking;</p> <p>3.2 Signing of the applicant on the three (3) copies MTOP Contract of Undertaking; and</p> <p>3.3 Secure one (1) file copy of the MTOP Decision and Contract of Undertaking for filing.</p>	None	4 minutes	<i>Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office</i>
4. Receive the two (2) new copies MTOP Decision and Contract of Undertaking	4. Release and issue the two (2) new copies of MTOP Decision and Contract of Undertaking	None	1 minute	<i>Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office</i>
TOTAL:		Franchise Fee – PHP 100.00 MTOP Identification Card – PHP 20.00 Penalty for expired MTOP: (if applicable) 1st Offense – PHP 100.00 2nd Offense – PHP 300.00 3rd Offense –	11 minutes	



	PHP 500.00		
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6. Issuance of Order of Dropping of the Mexico Tricycle Operator's Permit (MTOP)

Issuance of Order of Dropping of the Mexico Tricycle Operator's Permit (MTOP) is a provision of Municipal Ordinance No. 041-2017 which is known as the TRICYCLE CODE of the Municipality of Mexico. It is a document that drops or discontinues the use of the franchise or license to operate issued to a person, natural or juridical, allowing to operate a tricycle over routes specified therein.

Office or Division:		Office of the Sangguniang Bayan		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government G2C – Government to Citizen		
Who may avail:		Citizen / Government Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal appearance of the applicant; and		1. Applicant / Office of the Sangguniang Bayan		
2. Copy of the unexpired issued MTOP Decision and Contract of Undertaking (1 original)		2. Applicant / Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit the unexpired copy of MTOP Decision and Contract of Undertaking and receive the Order of Payment Form	1. Receive the unexpired copy of MTOP Decision and Contract of Undertaking and assess the same. 1.2. Prepare and issue the Order of Payment form to the applicant.	None	3 minutes	Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office
2. Pay the Dropping Fee	2. Instruct applicant to pay at the Municipal Treasurer's Office; and	Dropping Fee – PHP 300.00	3 minutes	Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office
3. Submit the Order of Dropping Official Receipt	3. Prepare and print two (2) copies of the	None	4 minutes	Administrative Assistant III/ Administrative



at the MTOP Processing Unit of the Sangguniang Bayan Office	Order of Dropping of MTOP; and 3.1 Secure one (1) file copy for filing.			<i>Assistant I/ Data Controller III Sangguniang Bayan Office</i>
4. Receive the Order of Dropping of MTOP	4. Release and issue one (1) copy of the Order of Dropping of the MTOP	None	1 minute	<i>Administrative Assistant III/ Administrative Assistant I/ Data Controller III Sangguniang Bayan Office</i>
TOTAL:		Dropping Fee – PHP 300.00	11 minutes	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM

1. How to send Feedback	<p>Accomplish the Feedback Form available in every office and put it in the drop box placed in our agency's Public Assistance and Complaints' Desk (PACD) located in front of the Human Resource Management Office.</p> <p>The client can also ask an assistance from the officer of the day or reach us through: Contact Number - (045) 649-5068 Email Address - hr.mexico@yahoo.com</p>
2. How feedback is processed?	<p>Everyday, at 4:30 p.m. the officer of the day in the PACD opens the drop box and compiles and logs the feedback forms and shall submit them to the HRMO.</p> <p>A staff from the HRMO checks and segregate the submitted feedback and forward them to the concerned offices and they are directed to give their answer within two (2) days of the receipt of the feedback.</p> <p>The response of the office is then relayed to the citizen.</p> <p>For queries and follow-ups, the client may contact this telephone number: (045) 649-5068</p>
3. How to file complaints?	<p>Answer the Client Complaint Form available in every office and put it in the complaints drop box placed in our agency's Public Assistance and Complaints' Desk (PACD) located in front of the Human Resource Management Office.</p> <p>Complaints can also be filed through telephone, just make sure to provide the following information:</p> <ul style="list-style-type: none"> Name of person being complained



	<ul style="list-style-type: none"> • Incident • Evidence
4. How complaints are processed?	<p>The officer of the day opens the complaints drop box everyday then compiles the complaints and submit them to the HRMO.</p> <p>The HRMO assess each complaint and during the assessment, the office shall start the investigation and forward the complaint to the involved office for their explanation.</p> <p>The HRMO will make a report after the investigation and shall submit it to the Head of the Agency for reassessment and determining proper action.</p> <p>The HRMO will give the feedback/response to the client.</p> <p>For inquiries and follow-ups, the clients may contact this number: (045) 649-5068</p>
5. Contact Information of Municipality of Mexico, Pampanga	<p>Email Addresses: municipalityofmexicomio@gmail.com hr.mexico@yahoo.com</p> <p>Contact Numbers: (045) 435-6010 (045) 435-5068</p>
6. Contact Information of ARTA, Presidential omplaints Center (PCC), and CS, Contact Center ng Bayan	<p>ARTA email address: info@arta.gov.ph contact numbers: (02) 8478 - 5091 , (02) 8478 - 5093 , (02) 8478 – 5099</p> <p>PCC email adress: pcc@malacanang.gov.ph contact numbers: +63(2) - 8736 - 8645 , +63(2) - 8736 – 8603 , +63(2) - 8736 - 8629 +63(2) - 8736 - 8621</p> <p>Contact Center ng Bayan sms: 0908-8816565 email: email@contactcenterngbayan.gov.ph website: www.contactcenterngbayan.gov.ph facebook page: www.facebook.com/contactcenterngbayan</p>



VII. List of Offices

Office	Address	Contact Information
Mexico Community Hospital	San Carlos, Mexico, Pampanga 2021	Tel. No. : (045) 649-9129
Municipal Agriculture Office	3 rd Floor Mexico Public Market Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 435-2255
Municipal Assessor's Office	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 649-5275
Municipal Budget Office	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 966-0117
Municipal Civil Registry	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 966-0680
Municipal Health Office	Poblacion, Parian, Mexico, Pampanga	Tel. No. : (045) 966-0854
Municipal Human Resource Management Office	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 649-5068
Municipal Social Welfare and Development Office	3 rd Street, Parian, Mexico, Pampanga	Tel. No. : (045) 435-2751
Municipal Treasurer's Office	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 435-2752
Office of the Municipal Accounting	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 966-0601
Office of the Municipal Engineer	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 435-2753



Office of the Municipal Mayor	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 435-6010
Office of the Municipal Planning and Development Coordinator	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 435-2543
Sangguniang Bayan Office	Municipal Building of Mexico Poblacion, Parian, Mexico, Pampanga 2021	Tel. No. : (045) 626-5566